



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:15-APR-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

INTERNAL APPLICANTS

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

EXTERNAL APPLICANTS

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

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

THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

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

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

VIEW OUR CAREER OPPORTUNITIES WEEKLY

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

VIEW YOUR APPLICATION STATUS

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

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

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

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



Job Posting

Job ID: 15169 (Repost)
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Asst I **Business Title:** Support Services Asst I
Department: UBCO-Health & Wellness
Salary: \$ 21.63 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2013-06-17
Job End Date: 2014-06-27
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-04-18 **Available Openings:** 1

Job Summary

Within the context of a client-centered inter-professional model of care and in accordance with the vision and values of Health and Wellness and the AVP Students portfolio, the Support Services I position is part of a team providing a full range of services and programs in support of student health, counselling and campus wellness. 70 per cent of the position's duties are specific to the clinic; the remainder of the position's duties support the overall functioning of Health and Wellness.

Duties of the position include clerical and reception functions as well as practical support to the clinic. Support to the overall Health and Wellness team includes assisting the Finance and Health Clinic Coordinator with human resources and financial duties. Duties range from routine to complex and include maintaining confidential health records, correspondence and communications.

Organizational Status

The Support Services Assistant I position reports to the Director of Health and Wellness. The incumbent works collaboratively with other Health and Wellness employees, and UBC departments such as Human Resources, Finance, Facilities, and Information Technology Services. The Support Services I Assistant works closely with the Finance and Health Clinic Coordinator to ensure effective day-to-day functioning of the Health and Wellness clinic.

Work Performed

1. Provides customer service and reception by:
 - Maintaining a welcoming environment for students, assessing situations, scheduling appointments and providing support until professional staff arrives.
 - Determining the urgency of requests for services and works closely with the Health and Wellness team to manage a smooth flow of students.
 - Providing timely service with minimal supervision adjusting to high and lower volume periods.
 - Communicating with other clinical offices and agencies to coordinate client appointments.
 - Verifying student registration status and health insurance status using established computerized database systems.
 - Responding to requests for records and information in accordance with established standards and guidelines.
 - Responding respectfully and sensitively to a culturally-diverse stakeholder population.



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2. Provides clinical support by:

- Ensuring that examination rooms and other client spaces are maintained and that clinic supplies are stocked.
- Organizing equipment and examination rooms for diagnostic procedures and treatments as required.
- Performing minor diagnostic procedures and testing as requested by health care professionals.
- Attending health examinations on request.
- Cleaning and sterilizing equipment and instruments.
- Receiving and filing diagnostic reports after they have been reviewed by a health care professional.
- Assisting health care professionals with electronic written communication (e.g. health record system, statistical reports, resource materials and various correspondence).
- Photocopying and faxing a wide variety of forms and documents.

3. Assists the Finance and Health Clinic Coordinator with clinic and counseling financial transactions by:

- Reviewing client medical forms for completion (e.g. Insurance Companies, 3rd Party Medicals, etc).
- Maintaining billing and diagnostic code files for client billing and reviewing health care professional entries for accuracy.
- Processing (prepares, reviews, reconciles) billing claims and performing electronic transmission and retrieval of claims to health insurance agencies.
- Preparing and mailing invoices for client and private insurance company accounts.
- Providing follow up and cost recovery of outstanding accounts.
- Processing receipts for incoming payments by cash, cheques and electronic transactions related to the clinic.
- Maintaining, compiling and reconciling financial reports related to the clinic.
- Responding to verbal and written client billing inquiries.

4. Assists the Finance and Health Clinic Coordinator with Human Resource transactions related to the clinic and counseling team by:

- Ensuring terms of individual contract agreements, reporting and payment schedules are adhered to with support of UBC Okanagan Financial Services.
- Preparing letters of agreement, reconciling invoices, processing purchase requisitions and invoices, assignment of payment applications and reconciling invoices.
- Participating in the hiring and appointment process for contract positions related to clinic and counseling activities.

5. Assists the Finance and Health Clinic Coordinator with administrative support to the Health and Wellness office by:

- Ensuring effective day-to-day functioning of the Health and Wellness office.
- Establishing and coordinating office administrative procedures as needed.
- Ensuring the maintenance of Health and Wellness inventories and managing office supplies.
- Creating and maintaining office filing systems and archives.
- Maintaining staff accessibility through maintaining a master schedule of clinic and counselling staff.
- Facilitating department communication by setting up meetings and conference calls, preparing and distributing meeting agendas and minutes.
- Liaising with internal departments and personnel when required.
- Managing IT and Facilities work orders, inputting and processing in a timely manner.
- Ensuring the maintenance and updating of office equipment, including computers, telephone, copiers and other equipment
- Providing word processing and graphics support in the development of departmental publications.

6. Provides administrative support to the Director, Health and Wellness and performs other related duties as required.

Supervision Received

Works cooperatively in a team environment under the general supervision of the Director and with guidance from the Finance and Health Clinic Coordinator. Sets priorities and performs most duties independently, occasionally consulting the Director and or Finance and Health Clinic Coordinator with reference to new or complex problems, discrepancies and office issues.

Supervision Given



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This position is not responsible for supervision of any staff.

Consequence of Error/Judgement

All information must be accurate and provided in a respectful, timely and supportive way. Failure to provide service that meets these standards may impact negatively on access to services, jeopardize students' well-being, and result in increased risk to the University. Errors or incorrect decisions could result in direct costs, lost opportunities, delays for students and staff. Damage to the unit's and to the University's reputation may occur if the incumbent does not deal tactfully and helpfully with students, parents, faculty members and others.

Qualifications

High school graduation plus a minimum of two years post-secondary education and training, which includes completion of Medical Office Assistant course at a recognized institute or alternatively a combination of training and related experience. . A minimum of three years related experience in a health care office or clinic with a knowledge of medical terminology. Intermediate level proficiency in word processing, spreadsheet, database, scheduling, electronic health records and electronic mail applications. Proven ability to complete tasks under pressure with frequent interruptions, be flexible, prioritize work and meet deadlines. Demonstrated ability to exercise good judgment, tact and discretion when handling sensitive and or confidential matters. Ability to compose routine correspondence using clear, concise business English, maintaining accuracy and attention to detail. Ability to work effectively independently and in a team environment.

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



Job Posting

Job ID: 15378
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician IV **Business Title:** Technician IV
Department: UBCO-Ctv&CrtStud.-Dean'sOffice
Salary: \$42,192.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2013-07-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-22 **Available Openings:** 2

The salary for Part-time 50% FTE: \$21,096 annual

Job Summary

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

Organizational Status

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

Work Performed

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

- Provides instruction to faculty usually one-on-one, including demonstration for operation of equipment and software and trouble-shooting.
- Provides instructional support to students usually one-on-one, including demonstration for the operation of equipment and software and trouble-shooting when faculty are not present.
- Installs, maintains, and updates equipment in the darkrooms, green room, slide library



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and video studio.

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

Types of Situations:

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

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

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

Qualifications

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

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



Job Posting

Job ID: 15343
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Secretarial - BCGEU
Classification Title: Secretary I **Business Title:** Secretary I
Department: UBCO-Fac.ofHealth-Dean'sOffice
Salary: \$35,508.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-15 **Available Openings:** 1

Job Summary

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

Organizational Status

Reports to the Faculty Administrator, Dean's Office

Work Performed

STUDENT PRACTICE PLACEMENT:

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

- Preparation of legal contracts with community agencies
- Forwarding to legal department in Vancouver and follow-up for timely return and execution
- Maintain copies and postdate system for renewal
- Assist with student updates and track Social Work Student Accident Insurance payments through IPT (Intern Placement Tracking)

GRADUATE PROGRAMS:

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

- Maintenance of student files (creating files, downloading and filing documents)
- Communication with students (forwarding grad inquiries from FHSD Inbox, e-mailing grad students, forwarding announcements talks, etc.)
- Assist Social Work Student Education Coordinator with on-going promotion of new MSW program (creating handouts and researching community agencies)



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COMMITTEES:

Provide administrative support to the Associate Deans of FHSD committees.

- Take and subscribe Minutes of Meetings for the FHSD International Committee
- Provide admin support to Research Coordinator as needed
- Provide back up and additional support to that which the admin assistants provide (note taking for committee meetings, etc.)
- Assist with special projects (seminars, meetings, etc.) which require increased support by way of invitations, ordering material, setup, cleanup, etc.

WEBSITE

Have primary responsibility for updating the FHSD website in areas related to the primary responsibilities. - i.e. announcements, calendar events etc., which might be related to Student Placements, Graduate Programs.

- Backup to admin secretaries with regards to staff information changes on the website.
- Update Social Work Facebook page with upcoming events and announcements
- Weekly collection of FHSD website updates, news and events for Research Specialist Projects Coordinator to post.

BACKUP:

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

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

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

Supervision Received

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

Supervision Given

Individual does not supervise staff.

Consequence of Error/Judgement



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

Qualifications

Completion of Grade 12 and at least one year of post-secondary training in office procedures administration. A minimum of 2 years office experience required or equivalent combination of education and experience. Must prepare correspondence, maintain detailed records, and work to deadlines recognizing there may be a considerable number of interruptions day-to-day.

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

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Job Posting

Job ID: 15360
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Secretarial - BCGEU
Classification Title: Secretary II **Business Title:** Secretary II
Department: UBCO-BarberSchool-Dean'sOffice
Salary: \$36,756.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2013-05-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-19 **Available Openings:** 2

The salary for Part-time (80% FTE): \$29,404.80 annual

Job Summary

This position provides clerical and administrative support with respect to the student portfolio managed by the Associate Dean, Curriculum and Students, Irving K. Barber School of Arts and Sciences.

Organizational Status

The Student Support Assistant reports to the Associate Dean, Curriculum and Students.

This position is the first and major contact for students, faculty, and the Dean's Office staff. The position must also disseminate information to various levels of administration, Enrolment Services and appropriate Units.

Work Performed

1. Assists the Associate Dean with all related duties with respect to Students by:

- Recording changes to student records in the Student Information Services Centre (SISC) using a high-level restricted access, upon the direction and approval of the Associate Dean, such as entering Directed Studies Honours Thesis designations, Standing Deferred or Grade changes, special permissions, late withdrawals, academic probation, adding program designation, processing Letters of Permission, misconduct letters and standing deferred or grade change designations.
- Handling and securing confidential materials and correspondence with students.
- Preparing various reports for student enrolment for reporting and budgeting purposes.
- Inputting data into on-line system in respect to Human Resources changes.
- Managing the Associate Dean's calendar and coordinating their schedule with other staff and Faculty.

2. Provides clerical and administrative support by:

- Answering specific and general inquiries from staff, students, faculty and the



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general public.

- Responding to oral and written inquiries.
- Maintaining mail rooms, photocopier rooms and ordering appropriate supplies.
- Coordinating and scheduling appointments, conferences, meetings, special events and functions for internal and external venues.
- Administers the Invigilator process for final examinations held in the gymnasium for the entire faculty
- Preparing financial documents such as travel requisitions and requisitions for payment using Smart Forms on-line system. (P-card holder and Reconciles).
- Providing back-up support for the reception area in the Dean's Office.

3. Performs other related duties as required.

Supervision Received

This position reports to the Associate Dean, Curriculum and Students.

Supervision Given

This position is not responsible for the supervision of others.

Consequence of Error/Judgement

The Student Support Assistant is expected to perform professionally and make proper and sound decisions. This position has access to information which is governed by the Freedom of Information and Protection of Privacy Act (FIPPA), so must make informed decisions regarding the release of information and works daily within the SISC with individual student records. When dealing with student records, faculty and staff records, and financial records, confidentiality is essential, and this position is required to use sound judgment when sharing information. Errors would have a direct impact on student academic records, which could have a negative impact on student success and may have financial implications to the University. The Student Support Assistant is subject to working under pressure and to meeting deadlines with a maximum number of interruptions. Frequently, quick decisions must be made.

Qualifications

High School graduation plus one (1) year post-secondary education with training in administrative secretarial practices or an equivalent combination of education and experience. Over two years of related experience in a post-secondary registration and or student services setting. Knowledge of University policies and procedures is an asset.

- Employee must be able to operate a normal range of office equipment, with the ability to type 60 w.p.m.
- An intermediate knowledge level of MS Office software that includes word processing, spreadsheet, database applications, electronic mail and scheduling applications is required.
- Effective oral and written communication with accuracy and attention to detail is required.
- When handling sensitive and or confidential matters, employee must have ability to exercise tact and discretion.
- This position requires the ability to work under pressure and to meet deadlines while being courteous and helpful.
- Ability to multi-task and prioritize.
- Ability to exercise tact and discretion when handling sensitive and or confidential matters.
- Demonstrated ability to work under pressure and to meet deadlines while being courteous and helpful.
- Ability to work both independently and within a team environment is critical.



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Job Posting

Job ID: 15359
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Trades - BCGEU
Classification Title: Facilities Services Worker II **Business Title:** Facilities Services Worker II
Department: UBCO - Facilities Management
Salary: \$ 18.85 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01
Job End Date: 2013-08-30
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-19 **Available Openings:** 1

Job Summary

Provides services in the minor maintenance and custodial of buildings and grounds, event set-up, office moves, and performs other related duties as required.

Organizational Status

Under the general supervision of the Manager of Maintenance & Grounds and reports directly to the Facilities Service Worker Coordinator.

Works closely with Facilities Management office staff, other Facilities Management workers and the campus community including students, staff, and faculty.

Work Performed

1. Works in close proximity with fellow FSW's to coordinate and set up events.
2. Performs routine cleaning when required.
3. Instigates proper call-out procedures for custodial irregularities.
4. Ensures the preservation of building security.
5. Maintains and cleans grounds.
6. Performs general maintenance and minor repairs to buildings and grounds.
7. Removes snow from steps and walkways.
8. Initiates and performs minor repairs and renovations to buildings, furniture and equipment.



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9. Assembles and installs furniture and equipment, as well as relocates or rearranges offices as required.
10. Performs pick-up and delivery duties in connection with work requests.
11. Performs lighting maintenance duties.
12. Reports major maintenance cleaning requirements to the Facilities Service Worker Coordinator.
13. Ensures fire and occupational health and safety practices are followed.
14. Performs other related duties as required.

Supervision Received

The position is under the direction of the Facilities Service Worker Coordinator.

Supervision Given

No supervision given.

Consequence of Error/Judgement

Ability to recognize and report hazards and apply safe work methods, such as lock-out procedures; fall protection and confined space entry. Resulting in safety hazards to the campus community and co-workers.

Qualifications

Completion of Grade 12 or equivalent. Over 6 months and up to and including 1 year related experience in a unionized educational institution preferred.

- Ability to perform strenuous physical work.
- Assume uncomfortable awkward positions.
- Required to lift up to 50lbs.
- Must be able to work in areas which have higher levels of noise using proper hearing protection.
- Ability to withstand working in the extreme Kelowna climate conditions.
- Ability to work in confined areas and sustain long periods of bending.
- Ability to withstand heights and perform work safely.
- Able to work flexible hours and or shifts and possibly weekends including afternoons and nights.
- Shifts are subject to change due to operational requirements.

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Job Posting

Job ID: 15030 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116 (Cler/Sec/Bookstore)
Job Category: Trades - CUPE 116
Classification Title: Building Inspector **Business Title:** Building Inspector
Department: Campus&CommunityPlanning
Salary: \$62,232.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-21 **Available Openings:** 1

Job Summary

The position carries out plan reviews and site inspections, issue building permits and maintain building code procedures and standards, with a concentration on, but not limited to, plumbing and fire sprinkler systems

Organizational Status

Reports to the Chief Building Official.

Work Performed

Provides regulatory control with respect to codes and standards as applicable to all buildings and infrastructure on Campus by reviewing documents and conducting building inspections, to ensure compliance with life safety standards.

Provides advice and consultation to consultants, Building Operations and other University departments in order to provide interpretation of Building Regulations and Standards.

Conducts document review and issues regulatory check for all construction works on Campus by checking contract documents at completion stage, including a detailed plan check of the construction drawings for building code compliance, preparing a list of non-complying items and issuing the list to those responsible for preparing and correcting the contract documents, in order to ensure compliance.

Issues various building trade permits, which includes permits for plumbing and fire sprinkler systems, and for all capital works on Campus in order to monitor the construction of buildings and utilities and ensure compliance with applicable building regulations. This is accomplished by receiving applications for building trade permits from owners or their agents, processing the applications, receiving the applicable fees and issuing the permits.

Conducts site inspections of construction in progress to ensure that the work is in compliance with applicable building regulations; issues inspection orders to the contractor or subcontractor as required; and conducts final inspections of the work and issues final inspections' reports.

On a continuing basis, keeps abreast of the current regulatory requirements and changes in order to maintain a high standard of



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public safety in buildings on Campus by attending seminars, communication with similar authorities off Campus, exchange of information with the design community and individual investigation of current information pertaining to buildings.

Maintains building code procedures and standards.

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

Supervision Received

Works under general direction.

Supervision Given

None.

Consequence of Error/Judgement

Determines if building plans and construction work are in compliance with regulatory requirements with responsibility for maintaining control and inspection of work as this relates to life safety in buildings; the consequence of incorrect decisions is major, involving life safety but work is subject to high level check.

Qualifications

Grade 12 Education and Appropriate trade certification related to the function of the job or Completion of a diploma in Building Technology from a recognized post-secondary institution.

Minimum 5 years of related experience or the equivalent combination of education and experience.

Qualified to register with Plumbing Officials' Association of BC (POABC) and or Building Official Association of BC (BOABC) preferred.

The following knowledge skills & abilities are preferred:

- Ability to read and understand blueprints, provide takeoffs from drawings, a good working knowledge of the BC Building Code, IH&S Regulations, WCB Regulations, CPM scheduling, general construction management practices, and customer relations techniques.
- Computer related skills include basic working knowledge in each of the following areas: spreadsheets, word processing, & database applications.
- Ability to read and interpret sketches and plans.
- Ability to prepare complete and accurate reports.
- Ability to establish and maintain effective working relationships with internal and external contacts.
- Ability to meet with contractors, home owners, and business representatives, to discuss existing infractions of various regulations and methods of correcting these.
- Ability to make sound decisions as to whether buildings, and land meet the requirements of the Land Use Rules, and to discuss any alterations necessary to bring the buildings and or lands into compliance with these rules.



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- Ability to encourage compliance and to enforce Building regulations with fairness, impartiality and good judgement.
- Holder of a Driver's License for the Province of British Columbia.

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Job Posting

Job ID: 15387
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 3 **Business Title:** Museum Collection and Education Assistant
Department: Earth and Ocean Sciences
Salary: \$42,696.00 (Annual)
Full/Part Time: Part-Time (30%)
Desired Start Date: 2013-05-01
Job End Date: 2014-04-30 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-21 **Available Openings:** 1

We intend to combine this position with a 0.7 FTE Management and Professional (M&P) post in order to create one full time role. Anyone who applies for this post will automatically be considered for the M&P role. Both adverts can be found at <http://www.eos.ubc.ca/about/jobs> .

Job Summary

The successful candidate will support the Pacific Museum of the Earth's (PME) mission by caring for the collection and the exhibits, educating the public and staffing the PME gift shop.

Organizational Status

Will report to the Director of Resources and Operations. Will take direction from the Museum Committee.

Work Performed

- Assisting visitors to the PME and answering questions spanning an extensive array of scientific and natural history areas. This includes identifying mineral, fossil, and other specimens that the public or researchers bring to the PME.
- Updating the PME website to reflect current Departmental and UBC research areas and projects, museum events, educational outreach opportunities and other relevant information.
- Staffing the PME shop, maintaining adequate levels of stock and reconciling the till.
- Maintains the museum displays and the research collections in accordance with standards set by the Museum Curator.
- Providing support to events and activities in order to educate the public about the Earth Sciences and to increase visitorship and revenue potential.
- Leading museum tours for the K to 12 age group, based on a script and activities provided by the Museum Curator.
- Delivering workshops targeted at elementary high school aged children and educators based on programs designed by the Museum Curator.
- Providing advice and educational material to high school educators.
- Curating the items that relate to Departmental theses so the two can be linked.
- Ensures the PME is clean, and a welcoming place for the public.
- Any other duties as required.

Supervision Received

Works under minimum supervision, receiving specific instructions only on unusual problems or



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on matters which depart significantly from established policy and procedure.

Supervision Given

Will direct the work of volunteers and student workers. Will have input into the hiring of volunteers and student workers.

Consequence of Error/Judgement

Carelessness could cause damage to samples. Any unprofessional conduct could cause embarrassment to EOS and possibly UBC as a whole.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. BSc or higher in Geology or related Earth Science. Minimum of 3 years related experience or the equivalent combination of education and experience. Knowledge of curatorial methods, and preservation techniques. Ability to deliver presentations and workshops that engage both the K to 12 age group and adult learners. Ability to identify and maintain rock mineral and other museum specimens according to modern curatorial techniques and practices. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to deal with people in a courteous, calm manner. Physical ability to perform the duties of the job. (e.g., lifting, working at heights) Ability to work independently with minimal supervision. Ability to work with the public, as well as engage with people from diverse backgrounds, different age groups, and varied educational backgrounds.

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



Job Posting

Job ID: 15376
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Electrician **Business Title:** Electrician
Department: Building Ops - Electrician
Salary: \$62,232.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-21 **Available Openings:** 1

Job Summary

Positions in this classification perform skilled electrical work in preventive and breakdown maintenance, diagnostic repair, alterations and installations of electrical and electro-mechanical systems and equipment.

Organizational Status

Reports to Head Electrician, Building Operations.

Work Performed

Performs electrical preventive and breakdown maintenance work on electrical and electro-mechanical systems and equipment within university buildings.

Trouble-shoots, repairs and installs low voltage (LV) and high voltage (HV) equipment and systems, such as, elevators, fire alarms systems and 4-12-60 kV systems in compliance with applicable codes, instructions, and safety regulations and in accordance with work orders, drawings, documents and time schedules.

Responds to Trouble Calls and emergencies, both during and outside normal work hours.

Provides accurate and complete information (on the status of equipment and systems) when completing time cards, work orders, preventative maintenance schedules and test-inspection reports.

Ensures that the workplace is safe and follows safe work practices.

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

Periodically, positions in this classification may be assigned responsibility for providing training to and monitoring and checking the work of one or more apprentices or labourers assigned to assist with the work.

Keeps current with trade maintenance concepts, technology, and theory and maintains familiarity with manufacturer and regulatory maintenance requirements.

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

Supervision Received

Works under general supervision; receives specific instructions only on unusual problems and is required to develop appropriate work procedures.



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Supervision Given

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

Consequence of Error/Judgement

Work is performed within prescribed and accepted trade standards, in accordance with job requirements and specifications and external regulatory requirements; inappropriate repair maintenance decisions could delay resolution of problems and adversely affect user access to equipment system and possible safety of users.

Qualifications

A trade certification to a journeyman level as a Red Seal Electrician or Industrial Electrician, perfect eyesight with respect to colour blindness and Valid B.C. Driver's License. Minimum 5 years of related experience.

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Job Posting

Job ID: 15380
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Weekends - Day Service Worker
Department: Building Ops - Custodial
Salary: \$ 18.05 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-05-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-21 **Available Openings:** 2

Part time; Weekends; Saturday & Sunday; 7:00 AM to 3:00 PM

Job Summary

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

Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

Work Performed

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



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Supervision Received

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

Supervision Given

None

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 15381
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Evening - Full Time Service Worker
Department: Building Ops - Custodial
Salary: \$35,196.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-21 **Available Openings:** 2

Full Time; Evening Shift; 6:00 PM to 2:00 AM; Monday - Friday.

Job Summary

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

Organizational Status

Reports to the Assistant Supervisors Head Service Worker.

Work Performed

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

Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.

Cleans and maintains washrooms including washing walls, floors, basins, toilets and related plumbing.

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

Collects garbage from garbage sacks; empties waste receptacles into garbage sacks; collects and removes garbage from interior of buildings to collecting points.

Cleans up spillages, spot washing and spot waxing floors where spillage occurred.

Sweeps and cleans building entrances, sidewalks and related areas; cleans snow from building entrances and sidewalks.

Fills vending machines and attends to petty cash.

May be required to move and set up furniture and equipment as and when required.



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Submits reports regarding maintenance or repairs needed to buildings and utilities.

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

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

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service

Qualifications

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

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Job Posting

Job ID:	15365		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 116(Service/Techs/Trades)		
Job Category:	Trades - CUPE 116		
Classification Title:	Project Coordinator	Business Title:	Project Coordinator
Department:	Building Ops - Constructn Ofc		
Salary:	\$67,416.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2013-05-01	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2013-04-21	Available Openings:	1

Job Summary

Positions in this classification monitor and coordinate personnel, consultants, contractors, funds and other resources required to implement all aspects of projects and minor individual works to ensure timely and cost effective delivery of product to customer within the policies and guidelines of the University.

Organizational Status

Reports to the Manager, Construction Office.

Work Performed

Organizes, supervises and monitors work to meet with operational requirements following departmental policies, procedures and objectives.

Supervises, allocates, develops schedules and coordinates the work of Site Supervisor, Head Tradespeople and Project Teams employed in providing construction services to the customers while ensuring compliance to the project budget and schedule.

Ensures that jobsite safety programs are in place and functional, and that workers under his her jurisdiction work in a correct and safe manner and follow safe practices.

Consults with the design group, engineering, regulatory services, trades persons and other resources as required in the development, coordination and implementation of the scope, design and construction of small to medium sized new and renovation type projects.

Initiates tender calls, reviews tenders; recommends contract award to contractor, monitors the construction and materials supply process; and confirms proper functioning and delivery of all systems prior to the release of holdback funds.

Coordinates, reviews and prepares estimates for projects as required and provides general assistance in the preparation of budgets, and related matters.

Works with Project Team, Regulatory Services and Records to ensure project compliance with University and Departmental guidelines and as-built documentation.

Reviews project scope, drawings, materials and labor; monitors the computerized project schedule and budgets for compliance and ensures that all documentation is in place for the proper management of the projects, including all approvals, permits, payments, shutdown requests, change orders and financial commitments.

Maintains control and keeps records of project progress from start to finish for administrative purposes; participates in pre-job meetings and reviewing job scope, resource allocation and the project schedule; checks progress reports and change orders;



contacts and orders ancillary contractors and materials to satisfy project and shop requirements.

Attends ongoing and final inspections of projects, ensuring that deficiencies are corrected in a timely manner; deals with logistical, material and schedule problems arising on the construction site; communicates the project status and schedule with clients; and ensures compliance to the project schedule and budget.

Provides reports as requested on the progress, status, scope changes, costs and future requirements of projects assigned using manual and computerized systems.

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

Supervision Received

Works under general direction and within relevant University policies and guidelines.

Supervision Given

Coordinates and supervises project teams providing construction services to customers.

Consequence of Error/Judgement

Makes resource allocation, project coordination and compliance decisions for a variety of projects; inappropriate decisions have significant impact on costs and service delivery.

Qualifications

High School graduation. Valid BC Drivers Licence. Technologist certification in relevant area and relevant journey person trade certification. 7 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 15346
Location: Outside Vancouver - Hospital
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 2 (Gr3) **Business Title:** Administrative Support 2 (Gr3)
Department: Emergency Medicine
Salary: \$38,148.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-05-01
Job End Date: 2014-04-30
Funding Type: Grant Funded
Other:
Date Closed: 2013-04-15 **Available Openings:** 1

Job Summary

The Royal Columbian Hospital Emergency Room Administrative Assistant provides administrative support to the Associate Program Director (APD) and Fraser Program Director and Fraser site lead for the UBC ER distributed program, Fraser site as well as administrative support to the Royal Columbian Emergency Room physician Group (CEPA).

Organizational Status

The Associate Site Director supervises this position on a day-to-day basis, with the CEPA Education Director also overseeing the work of the RCH ER Administrative Assistant. The Department's Administrator provides overall management of, and direction to, this position regarding work performance.

The RCH ER Administrative Assistant works closely with the Associate Program Director or Fraser Program Director or Fraser site lead to support their endeavours in administering surgical specialty and subspecialty training programs at Royal Columbian Hospital. The RCH ER Administrative Assistant collaborates and interacts with other UBC staff, faculty members and with hospital staff as well as with other health professional and academic organisations outside UBC to support the CEPA Group for the purposes of education and administration.

Work Performed

For the FRCPC Emergency Program:

- Compiles reports from One45 Webeval, reviews reports on faculty and resident performance from evaluations for validity, makes recommendations to the Associate Program Director or Fraser Program Director or Fraser site lead on interpretation and use of reports. Monitors One45 WebEval to ensure timely, appropriate submission of evaluations. Trains faculty and residents on the One45 WebEval program. Communicates with system supplier to troubleshoot problems.
- Assists the Associate Program Director (Fraser Program Director or Fraser site lead) with the coordination of scheduling residents and medical students on ER rotation.
- Maintains the orientation package and provides it to new residents.
- Coordinates CaRMS PGY-1 applicant information by downloading information, ensuring applicant packages are complete; compiles information on disc for distribution, assists in scheduling interviews, conducts applicants' hospital tours. Provides administrative and logistical support on CaRMS Interview Day.



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- Coordinates the collection and collation of resident evaluations which includes: Emergency Room rotations and off-service rotations via one45; sending reminders to physician evaluators about In Training Evaluation reports; organizing and maintaining a filing system to keep track of each resident's progress, activities and rotations.
- Inputs data into information systems relating to: evaluations and scheduling of learners. Provides input regarding these systems.
- Provides administrative and logistical support to plan and conduct the Residency Program's professional development events.
- Responds to oral and written enquiries of an interpretative nature.
- Processes UBC cheque requisitions, journal vouchers and purchase orders; monitors and reconciles P-card use and reimbursements and bank deposits; and creates various UBC standing orders as required.

For the CEPA program:

- Performs financial duties such as collects data regarding indirect hours for each physician on a monthly basis; transcribes into contract hours and submits; submits the bill for contract payment bi-weekly and code blue payments at the end of the month; data entry, as requested by the Payroll supervisor; collects CEPA petty cash, keeps track of late payments; distributes and collects forms as required.
- Collects and maintains physician publications and profiles.
- Assists with the collections of forms and paperwork for hospital related business.

In General:

- Organizes meetings, prepares agendas, records meeting minutes, and distributes meeting minutes. Orders food and coordinates equipment set up for meetings.
- Assists with the organization of events, including but not limited to: Herb Parkin day, Emergency Room recognition events, new equipment demonstrations.
- Prepares routine correspondence and responds to oral and written enquiries of an interpretative nature.
- Assists with the set-up and maintenance of the website and other Internet-based communications; posts schedules, events, policies, contracts, patient discharge information etc.
- Performs other duties as required.

Supervision Received

The RCH ER Administrative Assistant reports on a day-to-day basis to the CEPA Education Coordinator and through him or her, to the Associate Program Director Fraser Program Director or Fraser site lead. The Department's Administrator provides overall management of, and direction to, this position regarding work performance.

Supervision Given

None

Consequence of Error/Judgement

The RCH ER Administrative Assistant is expected to use clear, sound judgment and initiative in prioritizing and scheduling work. The assignment of rotations is extremely detailed, and scheduling errors may create significantly adverse effects on Residents, physicians, and delivery of medical services at training sites. Failure to work in a timely and accurate manner may threaten program accreditation. Inappropriate handling of interactions and communications can raise concern about compliance with privacy and confidentiality obligations and may cause embarrassment for the Department and to faculty, staff, and students at the University and affiliated hospitals, as well as to patients and affiliated organizations.

Qualifications

High School graduation and one year of related training. 2 years of related experience or the equivalent combination of education and experience. - Ability to type 60 wpm and to operate a normal range of office equipment.
- Ability to take and transcribe meeting minutes.



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- Word processing, data entry and website maintenance experience or knowledge (skill level: intermediate to advanced MS Word and Excel).
- Ability to work effectively as a team member and independently.
- Proven track record in contributing to a positive and supportive workplace.
- Effective oral and written communication, prioritize tasks, interpersonal, analytical, problem-solving, and organizational skills, with high level of efficiency, accuracy, and attention to detail.
- Solid judgment and strong ability to maintain confidentiality, tact and discretion.
- Ability to work additional hours occasionally in evenings and early mornings, and rarely on weekends, as required. .

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Job Posting

Job ID: 15377
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Administrative Support 3 (Gr6)
Department: Medicine,Udgrd Ed.(Dean'sOff)
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-19 **Available Openings:** 1

Job Summary

The main functions of this role are to communicate with teaching faculty concerning their requirements for their academic sessions and to be the main point of contact for the technical logistics within these academic teaching sessions. The incumbent will work closely with the MedIT session coordination team to provide information for the scripting of teaching sessions in support of the distributed MD Undergraduate Program (MDUP). Additionally, the incumbent will work closely with teaching faculty and program staff to collect and post learning materials to the MDUP learning management system (MEDICOL). The incumbent will frequently perform work of an administrative support level.

The incumbent will need to use initiative, interpretation and ingenuity to support the smooth running of the academic teaching sessions. A high degree of professionalism and clear communication is required.

Organizational Status

Reports to the Administrative Director through the Program Manager (Years 1 and 2) and receives day to day direction from MDUP Program staff.

Work Performed

Serves as logistical coordinator for academic teaching sessions within the MD Undergraduate Program (MDUP). Works closely with teaching faculty, and a wide variety of staff supporting the distributed program.

The incumbent provides support for Year 1 and 2 and 4 academic teaching sessions by:

- Acting as the central point of contact with Year 1 & 2 and 4 lecturers instructors regarding the collection of their curriculum materials and Educational Activity forms, and to track receipt of these, archive all original materials, converting the file format as appropriate and undertaking the necessary follow-up issuing of reminders escalations.
- Posting educational curriculum related materials to the MDUP learning management system (MEDICOL) as appropriate and to ensure the correct time release of postings to MEDICOL.
- Quality assuring the educational materials that are posted to MEDICOL, and to ensure that documents are not duplicated and are uploaded to the correct location.
- Auditing and accurately recording information received on Educational Activity (EA) forms, and to ensure appropriate recording



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of this information (i.e inserting meta-data into MEDICOL).

- Ensuring the appropriate sessional scripting for technicians (based on content within EA forms) as appropriate.
- Compiling (weekly) the Principles of Human Biology (PRIN401) and Foundations of Medicine (FMED) blocks printing materials.
- Issuing communications to program staff at all sites regarding the printing of educational materials required for students.
- Quality assuring the Year 1 and 2 master schedules (curriculum running September - May) and Year 4 Preparation for Medical Practice (PMP) course (6 weeks duration), ensuring that the appropriate resources are booked at all sites to support the smooth running of the MD undergraduate program.
- Assisting with the planning and implementation of the Year 1 orientation (ORNT400) course and the Year 2 orientation sessions.
- Collaborating with the Curriculum Management Unit, MedIT Session Coordination team, Program Assistants at all sites, Course Directors and instructors to ensure that the above is undertaken to an optimal level.
- To attend course and team meetings and other related meetings as appropriate.
- Participating in the invigilation of mid-term and end of term examinations
- Performing other related duties as necessary in keeping with the qualifications and requirements of the job.

The above tasks will all be performed for the MD Undergraduate Program, in support of students, staff faculty, and instruction as a whole within the program.

Supervision Received

Day-to-day tasks will be performed under the supervision of Program Manager, Years 1 & 2.

Supervision Given

None.

Consequence of Error/Judgement

Errors in judgment or ineffective communication will compromise the ability of the MDUP to operate effectively, thereby affecting the quality of the MD Undergraduate Program and its accreditation status and could reflect negatively on the Faculty of Medicine and the University.

Qualifications

High School graduation and 1 year post-secondary education. Minimum of four years' related experience or three years' relevant UBC experience. Computer experience required (Learning Management Systems i.e Blackboard, Web site maintenance, Sharepoint, Word, Excel, PowerPoint). 4 years related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to take and transcribe accurate meeting minutes. Ability to perform word processing at 55 words per minute. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to communicate effectively verbally and in writing. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to operate a normal range of office equipment.

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Job Posting

Job ID: 15323
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Interview Liaison
Department: Coop Education Program
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-15
Job End Date: 2014-04-18
Funding Type: Self Funded
Other: Leave Replacement
Date Closed: 2013-04-16 **Available Openings:** 1

Job Summary

To organize and schedule over 2500 student interviews with employer representatives and students annually. Act as the central contact for employers, students, staff and other units on campus regarding current and upcoming interview schedules and information sessions. Planning and scheduling special projects around the peak periods of interview scheduling, student rankings and placements.

Organizational Status

Reports to the Administrative Manager with direction from the Director; interacts with Co-op stakeholders (students, staff, faculty and employers); and liaises and coordinates interview schedules and activities frequently with other university administrative units.

Work Performed

- Answers incoming interview scheduling enquiries and organizes interviews, in a timely manner
- Organizes all employer information sessions; schedules time, duration, room bookings, equipment, food and refreshments. Emails information to staff and students and ensures the appropriate coordinator is aware and has the session scheduled in their work plan
- Assists in producing periodic reports on interview requests and resulting placements
- Updates interview scheduling records hourly (during peak interview periods) during peak periods, checks and corrects discrepancies to ensure there are no errors in student interview schedules
- Communicates with employers when schedules are completed and emails faxes interview schedules with a map of the office to the interviewer
- Orders lunches for employers conducting student interviews at Co-op office
- Logs work term reports upon receipt and distributes to assigned faculty advisors or coordinators for marking
- Logs and files marked technical reports and emails students for pick up
- Logs various work term related forms and distributes to coordinators
- Distributes and posts information session posters, notices and announcements on bulletin boards and removes outdated material from boards to ensure staff and students are informed of current information and events
- Organizes, updates and maintains all forms and program information for distribution to Co-op stakeholders
- Interacts with students to ensure forms and applications have been completed correctly prior to employer interviews



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- Reports technical problems to the Administration Manager and provides technical support on the database including troubleshooting and training to staff on-site where appropriate
- Files and archives interview requests and schedules to ensure all information is current and updated
- Covers the Front Desk Administrator during breaks and leave to ensure the smooth operation of the unit
- Performs other duties related to the qualifications and requirements of the job

Supervision Received

The Interview Liaison Representative will report to the Administrative Manager. He/she will work independently with minimal supervision from the Administrative Manager and will be required to exercise tact and discretion. He/she will receive specific instructions only on unusual problems or on matters, which depart radically from established policy and procedures. He/she will also receive work from the Director and Coordinators.

Supervision Given

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Consequence of Error/Judgement

Poor judgment, errors or lateness in interview scheduling has a significant impact on the program and may lead to loss of student jobs, potential financial support and the reputation and professionalism of the Co-op Office.

The incumbent will be ultimately responsible and accountable for all of the functions of interview scheduling for the office. He/she will be required to identify problem areas, come up with possible solutions, implement change and evaluate processes.

Qualifications

High School graduation and 1 year post-secondary education. 4 years related experience or the equivalent combination of education and experience. Training in office processes and procedures preferred. Ability to effectively use Outlook, Word, Excel and PowerPoint at an intermediate level. Ability to perform word processing at 50 words per minute. Ability to operate job-related equipment (e.g., multi-line phone switchboard) (e.g., fax machine, photocopier). Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to accurately maintain and schedule appropriate appointments and interviews. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to efficiently and effectively coordinate tasks. Ability to effectively manage multiple tasks and priorities. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to listen actively and attentively, and obtain clarification as required. Ability to develop and maintain cooperative and productive working relationships. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to provide quality service to customers in a courteous, patient manner.

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Job Posting

Job ID: 15361
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr7) **Business Title:** Administrative Support 4 (Gr7)
Department: Physical Therapy
Salary: \$42,072.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-06 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-21 **Available Openings:** 1

Job Summary

To provide confidential and complex administrative and secretarial support to the Department Head and Administrative Manager.

Organizational Status

The Department of Physical Therapy provides education for physical therapists through rigorous scholarly activity, high standards of instruction and creative opportunities for learning, and a strong foundation that supports current and future practice of the profession.

This position is the Administration assistant for the Department reporting directly to the Administrative Manager.

Work Performed

For the Department Head:

1. Coordinate the Department Head's schedule by setting priorities and managing meeting schedules and workflow.
2. Review and maintain the set up of Governance and Terms of reference for the Department Standing Committees.
3. Coordinate the set up and scheduling of committee meetings, their location and catering.
4. Transcribe and edit minutes taken for committee and faculty meetings and follow up on items from in the meeting minutes.
5. Prepare and distribute agendas, correspondence and reports.
6. Draft complex documents.
7. Initiate draft responses relating to complex issues for approval.
8. Track progress of initiatives in the Department Strategic Plan



The University of British Columbia

Staff Job Postings

9. Compose confidential and complex correspondence.
10. Coordinate departmental meetings and events such as external reviews, faculty recruitment visits etc.
11. Act as point of contact for the Head's signature.

Department Administration:

1. Coordinate all recruitment hires that do not involve on-going Faculty and Staff or Postdoctoral Fellows, i.e. all Research Assistant's, Lab Assistants, Teaching Assistants and Student appointments, in liaison with the Administrative Manager as needed.
2. Review and resolve inquiries and issues from both staff members and hiring faculty that you have hired directly and assist with inquiries on hiring students and staff members.
3. Liaise with the Dean's office and Human Resources to resolve complex HR issues.
4. Support the Administrative Manager with statistical requests and compilation of reports.
5. Support the Administrative Manager with ad-hoc requests.
6. Coordinate the timesheets for the Department's hourly staff.
7. Coordinate the application process for Associate Membership and Adjunct Professors.
8. Provide back up for with the mail, courier and fax requests etc as needed.
9. Other duties as consistent with the level of the position.

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

Errors in judgment or ineffective communication may lead to inefficiency of operation or unmet deadlines. Breach of confidentiality could adversely affect the Department's association with faculty, staff or professional organizations or in the extreme led to legal action.

Qualifications

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to effectively manage multiple tasks and priorities. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to take and transcribe accurate meeting minutes and follow up on action items from minutes. Ability to prepare and adjust schedules to



accommodate all requirements. Ability to accurately proofread for spelling, grammar, and punctuation. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to politely screen calls, direct as appropriate, and take accurate messages. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to identify and correct missing and incomplete data. Ability to gather, record, and organize information. Ability to communicate effectively verbally and in writing. Ability to listen actively and attentively, and obtain clarification as required. Ability to work effectively independently and in a team environment. Ability to make thoughtful, informed, and thorough decisions.

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Job Posting

Job ID: 15364
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 3 (Gr4) **Business Title:** Financial Proc. Spec 3 (Gr4)
Department: Nursing, School of
Salary: \$ 21.28 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-04-15
Job End Date: 2014-04-14
Funding Type: Grant Funded
Other:
Date Closed: 2013-04-17 **Available Openings:** 1

Job Summary

The Finance Assistant provides clerical and financial management support to the Financial and Operational Manager at the Institute of Gender and Health (IGH). Key duties include reconciliation, filing and completing SMART FORMS (web-based requisition forms), as well as providing general administrative support to the Financial and Operational Manager.

IGH is one of 13 institutes that comprise the Canadian Institutes of Health Research (CIHR), the Government of Canada's health research funding agency. IGH's mission is to foster research excellence regarding the influence of gender and sex on the health of women and men throughout life, and to apply these research findings to identify and address pressing health challenges. IGH funds research, builds research capacity and enables knowledge translation. IGH is based at the University of British Columbia.

Organizational Status

The Finance Assistant reports to the IGH Financial and Operational Manager. The Finance Assistant interacts with other staff members, Financial Services and outside vendors as required.

Work Performed

- Performs processing and analysis related to verifying and reconciling monthly ledgers and investigating irregularities.
- Processing requisitions, journal vouchers, purchase requisitions and cash receipts.
- Reviews requisition forms, journal vouchers, invoices for payment and purchase order invoices to ensure compliance with policies, coding and adequacy of supporting material, correcting errors when appropriate, or returning to originator.
- Maintains accurate financial records in compliance with UBC policies; maintains financial filing system for operating account ensuring correct procedures and record retention to meet audit standards.
- Prepares invoices in accordance with terms and conditions of UBC's policies and procedures.
- Reconciles purchase card statements as well as other monthly vendor statements.
- Assists with the planning of IGH events.
- Performs additional financial and administrative duties as required.

Supervision Received

The Finance Assistant reports to IGH's Financial and Operational Manager. After initial training and orientation, the Finance



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Assistant is expected to perform most duties independently.

Supervision Given

The Finance Assistant does not supervise any staff members.

Consequence of Error/Judgement

Work is expected to be completed with a high level of accuracy and attention to detail. Failure to perform these duties in timely and accurate manner could result in incorrect information being provided to the IGH Financial and Operational Manager, with the potential to negatively impact administration and financial budget management. Errors in data processing could result in incorrect billings, delays, and inconvenience. Misfiled documents will result in unacceptable audit standards.

Qualifications

High School graduation and Completion of one year post secondary education in a related field. Bachelor's Degree is preferred. 3 years of related experience or the equivalent combination of education and experience. Experience with UBC financial system including processing SMART FORMS and reconciling research grants required. Knowledge of basic bookkeeping accounting procedures. Word processing computer experience required. Strong working knowledge of Microsoft Office applications (e.g., Excel, Word, etc.). Ability to type 60 wpm and operate a normal range of office equipment. Ability to work independently with minimal supervision, as well as the ability to function as part of the IGH team. Ability to prioritize work, multitask and work effectively under pressure to meet deadlines. Accuracy and attention to detail is essential. Ability to exercise tact and discretion when handling sensitive or confidential matters.

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Job Posting

Job ID: 15371
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 5 (Gr8) **Business Title:** Financial Proc. Spec 5 (Gr8)
Department: Materials Engineering
Salary: \$43,428.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-05-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-05-02 **Available Openings:** 1

Job Summary

Manages and processes the Financial Resources of the Department under the direction of the Manager, Administration. Provides administrative support to the Manager, Administration when required.

Salary is 60% of full time annual salary of \$46,764.00. Starting salary is \$28,058.40 for 3 days a week. Opportunity for growth.

Organizational Status

Reports directly to and works closely with the Manager, Administration. Liaises with staff, students and faculty on financial matters relevant to the position.

Work Performed

Financial Duties

Responsible for the all financial processing covering journal vouchers, invoices, travel claims, purchase requisitions, honorariums, purchase requisitions and cash deposits

Communicates with the Manager, Administration regarding financial discrepancies.

Manages the maintenance of grant accounts, control of expenditures, reconciliation of discrepancies and the processing of financial paperwork.

Monitors financial progress of research and contract accounts to ensure funds are expended during the contractual agreements. Ensures expenditures do not exceed the funding available, works closely with account holders.

Reconciles monthly financial statements, ledgers and deposits; preparing corrections of deposits and verifying deposits have been allocated to proper cost & revenue centers.

Preparing and distributing monthly statements; ensuring accuracy of accounting records.



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Staff Job Postings

Maintains files of all financial transactions, documents and supporting material.

Administrative Duties

Assists Manager, Administrative when needed

Responsible for taking the minutes of the monthly faculty meetings.

Covers the reception of the front desk, when required.

Supervision Received

The position reports to the Manager, Administration of the Department and is expected to work independently with minimal supervision. Overall objectives are determined in consultation with the Manager. Within these guidelines, the Financial Specialist works independently, determining priorities as necessary. The position requires independent executive decision making, ability to assess and implement work required and strong organizational skills. Consultation is sought on decisions of strategic significance.

Supervision Given

No supervision is given.

Consequence of Error/Judgement

Failure to work effectively would result in delays in processing important financial materials. Failure to maintain confidentiality would seriously impair the integrity of the department. The position demands confidentiality and responsibility.

Qualifications

High School graduation and CGA CMA Level 2 or Payroll CPA Level 1. 4 years related experience or the equivalent combination of education and experience. UBC work experience in the area of financial processing an asset. Competent computer skills required. Ability to accurately process <function> within required timelines. Ability to effectively perform accounts payable and accounts receivable related duties. Ability to learn new software programs. Ability to accurately prepare bank deposits. Ability to analyze and reconcile accounts. Ability to maintain accuracy and attention to detail. Ability to perform basic arithmetic. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to take and transcribe accurate meeting minutes. Ability to effectively use <job-specific software> at an intermediate level. (e.g., Outlook, MS Word, MS Excel) Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals.

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Job Posting

Job ID: 15316
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Med Ed (Gr8) **Business Title:** Sr Program Asst-Med Ed (Gr8)
Department: Family Practice
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-19 **Available Openings:** 1

Job Summary

Performs duties related to support of the Family Practice course in the MD Undergraduate Program, by compiling information necessary for the development and implementation of the program with special responsibility for students in the Southern, Northern and Island Medical Programs and for preceptor and facilitator support.

The expanded MD Undergraduate Program which began in August 2004 now numbers 288 students. Students in the SMP (32 students), NMP (32 students) and IMP (32 students) are based in Vancouver for the first term of first year and then transfer to the distributed sites where they continue to take the same program as students based in Vancouver. This position has some responsibility for the program coordination of Family Practice for all four sites. The incumbent is in constant liaison with course directors, program directors, preceptors in the community, program assistants and curriculum secretaries in Vancouver, Kelowna, Victoria and Prince George to ensure that schedules and educational materials are prepared and distributed and that students and teachers are supported. The position is also responsible for the support of the preceptors and facilitators in the Family Practice course of the program (up to 300 faculty clinical faculty doctors). This includes preparation of materials for lectures, office visits and seminars and dealing with problems associated with rooms and equipment. The position prepares and provides information for the Promotions Committee and handles student enquiries related to Family Practice queries of a non-routine and routine nature. Family Practice is a multi site course that takes place 2 afternoons a week in Kelowna, Victoria and Prince George as well as in Vancouver.

Organizational Status

Reports to the Undergrad Administrator and Undergraduate Director and work under the guidance of the Undergrad Administrator and the Course Director(s).

Work Performed

A.FACULTY OF MEDICINE SUPPORT

Coordinates all aspects of the Family Practice course for first year that includes dissemination of schedules and relevant info. to all sites (SMP, IMP and NMP) and posting to MEDICOL. This position is responsible for supporting the Family Practice course at the distributed sites in Kelowna, Victoria and Prince George by providing information and guidance to the program support staff at those sites. Assists the course director, with the planning, scheduling and resource management for the Family Practice course in second year. This includes preparing documentation and corresponding with lecturers and Preceptors in the program.



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Staff Job Postings

Inputs grades onto master spreadsheet from all evaluations received for Family Practice course in first year. Accurate list of all marks for Promotions meetings is produced by this position for the meetings. This assistant is responsible for following up missing evaluations and any missing marks.

Forwards all lecture handouts to MEDICOL and ensures timely posting to the site.

Prepares materials for seminars, lectures and clinic office visits. Records minutes as appropriate.

Liaises regularly with students, preceptors, facilitators and lecturers to coordinate any changes to their schedules.

Disseminates changes to the sites as appropriate.

Processes evaluations from seminars, prepare grade sheets and forward to course directors. .

Maintains supplies for seminars in tutorial rooms and deals with any problems related to tutorial rooms.

B. PRECEPTOR SUPPORT

Prepares materials for preceptor Orientation at the beginning of each rotation for the FMPR401 courses. .

Coordinates, schedules and makes arrangements for any FMPR401 meetings, which will be videoconference to the sites - books rooms, orders catering, prepares any necessary materials, attends meetings, distributes information and takes action on follow up items.

Confirms all lectures and copies all handouts.

Sets up all facilitator lists for each seminar and is responsible for producing group lists.

Processes (transcribing, data entry) evaluations from weekly seminars

Forwards final schedule to the Media Group to book facilities at LSC.

Organizes and maintains files and assists in maintaining student databases relating to Family Practice.

C. STUDENTS

Provides administrative support to prepare for the distribution of information for Family Practice curriculum. Oversees the distribution of learning materials to the sites in Kelowna, Victoria and Prince George for all students, forwards schedules, provides information as needed.

Responsible for Student Orientation at the start of first year - produces all documents, handouts, student lists, etc.

Assists with the design and implementation of program support systems for the SMP, IMP and NMP by providing input into improving processes and procedures.

These systems will allow the program assistant to perform the following types of duties:

Coordination and distribution of schedules and educational materials

Coordination and maintenance of student assessments

Organization of student groups

On-going liaison with SMP, IMP and NMP in order to provide advice

Responsible for coordinating and maintaining evaluations on VFMP first year students in FMPR 401 courses and follow-up where necessary.

Books appointments for students with the Course Directors.

Ensures textbook lists are accurate and updated for forwarding to Library in June.

Tracks all student absences.

Perform other relevant duties.

D. SCHEDULING & CURRICULUM PLANNING

Creates, compiles and updates information for the 1st year FMPR401 program assistant procedures reference manual. Provides information and guidance to administrative staff working at the other sites.

Handles student enquiries of a non-routine and routine nature. With respect to non-routine matters, interprets guidelines, policies and procedures in determining how the matter should be handled, and what type of action should be taken; or refers the matter to the appropriate person. This position is the only support position for the FMPR401 course in first year in Vancouver.

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

Supervision Received

Duties are performed independently as required, under limited supervision.

Supervision Given



N A.

Consequence of Error/Judgement

The Undergraduate Director and Undergraduate Administrator administer the area. The incumbent, in coordination with the Undergraduate Administrator, responsible for the day-to-day administration of the Family Practice course. The schedules are extremely detailed and errors in scheduling could have considerable impact on students' learning, faculty and student satisfaction and will have a big impact on the preceptors in the community teaching our students. The incumbent works within broadly established guidelines and will, in conjunction with the course director(s), is establishing any new procedures that are required.

It may be necessary to create policies and procedures, where none currently exist, as well as change existing policies and procedures and this position will be key to making recommendations at all 4 sites. It is important that student records are dealt with conscientiously and students are given accurate information regarding their program, since mistakes can have a long-term impact. Medical school expansion and the distributed program is a high profile project that is completely innovative and requires the coordination of many activities and people. Impact of error is considerable as material is widely distributed. It is important that faculty (e.g. course directors and teachers) at all sites are dealt with in an efficient and professional manner as the impact of any decisions can have repercussions for faculty, students, general public, staff and the image of the Faculty as a whole.

Qualifications

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Computer experience required (Word, Excel, Access, Powerpoint preferred). Knowledge of evaluations systems and websites will be an asset. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Effective organization and public service skills. Ability to type 55 w.p.m. and to operate a normal range of office equipment. Ability to effectively use Word (word processing), Excel, Access (spreadsheet, database and Internet applications) at an intermediate level. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 15347
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Public Serv Library
Classification Title: Pub Svc Library Asst 1b (Gr3) **Business Title:** Pub Svc Library Asst 1b (Gr3)
Department: Library - Education
Salary: \$38,148.00 (Annual)
Full/Part Time: Part-Time (57%)
Desired Start Date: 2013-05-27 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-16 **Available Openings:** 1

Job Summary

Provides circulation services to the patrons of the Education Library.

Organizational Status

Works under the general direction of the Education Library Circulation & Office Manager. Consults with peers, reference librarians and public service staff within the unit and in other branches divisions. Interacts with patrons.

Work Performed

1. Works at the circulation desk as scheduled.
2. Charges discharges renews materials; places holds on circulating materials; checks returned materials for holds; traces missing or unrecorded materials.
3. Interprets circulation records. Explains and enforces library policies and procedures.
4. Answers directional and information questions including holding records and finding known items.
5. Provides assistance with and maintains photocopiers; reports problems to the maintenance department, and collects money from the coin banks.
6. Responds to Education Library problems and or emergencies that may occur when working as the sole or as one of two evening and weekend staff members. Monitors gates; receives reports of thefts and incidents; acts as a liaison with Plant Operations, Campus Security and or RCMP for safety, security and health issues
7. Collects, sorts, shelves, shelf-reads, and straightens cleans library materials.
8. Performs collection processing tasks such as tattletaping and stamping books, and labelling and preparing pamphlets, course readings and AV materials.



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Staff Job Postings

9. Performs basic book repair techniques, including tipping in pages and supplementary materials.
10. Under supervision, enters circulation and processing data into UBC Library systems. May assist with placing materials on course reserve as required.
11. Searches for books or non-print materials that are listed as missing or not returned
12. Retrieves and distributes mail and library materials from other branches or divisions or from offices within the Faculty of Education in the absence of available staff if working during the morning or afternoon.
13. Handles routine cash transactions as part of circulation duties: making change, selling copy cards, refunding copy cards, accepting fine payments using Interac, Visa and Mastercard etc.
14. Performs pre-order searching, copying records and creating quick records as required
15. Performs other related duties.

Supervision Received

Accountable to the Head, Education Library. Works under the general direction of the Library Circulation & Office Manager (M&P). Performance reviews are conducted by Head, Education Library with input from the Library Circulation & Office Manager.

Supervision Given

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

Consequence of Error/Judgement

Judgement is generally within context of well defined methods and procedures with some latitude for exercising judgement about priorities and organization of work. Operates in a framework of established policies and clearly defined procedures. Guidelines include the Circulation Manual, the University of British Columbia eligible borrowers' manual and divisional directives. Most unusual problems are referred to the Manger. Errors in following procedures, or giving incorrect information to Library users, could result in inconvenience to users and poor public relations. Errors in data entry and bookings can result in lost items and materials being unavailable at the required times.

Qualifications

High School graduation. High school graduation. 2 years relevant experience or the equivalent combination of education and experience. Minimum two years of related experience or an equivalent combination of education and experience. Knowledge of library policies, and procedures and integrated library systems. Experience in circulation preferred. Ability to communicate effectively verbally and in writing. Ability to develop and maintain cooperative and productive working relationships. Ability to provide quality service to customers in a courteous, patient manner. Ability to effectively manage multiple tasks and priorities. Ability to operate the normal range of library equipment. Ability to effectively use word processing, spreadsheet and library database applications at an intermediate level (MS Office and Voyager preferred). Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to work evenings and weekends.

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Job Posting

Job ID: 15367
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Student Info Support
Classification Title: Student Info Support 3 (Gr5) **Business Title:** Student Info Support 3 (Gr5)
Department: Arts Academic Advising
Salary: \$39,492.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-17 **Available Openings:** 1

Job Summary

Position provides academic support to Arts undergraduate students (approximately 14,000) and administrative support to the unit. Primary duties: using the Student Information System (SIS), Degree Audit (DAG), University Publications and other resources to help undergraduate students understand their program and degree requirements, problem-solving as needed; interpreting written policies and procedures and provides accurate information, guidance and direction to students regarding all aspects of degree completion, their academic record, registration, and other student support functions. This position is also responsible for a variety of complex clerical tasks; maintain databases at Arts Academic Advising, scanning documentation to the On-Line Management Systems. Provides information in compliance with the Freedom of Information and Protection of Privacy Act. The nature of the work requires a solid knowledge of University and Faculty of Arts academic policies and procedures, and the Bachelor of Arts and Bachelor of Fine Arts program and degree requirements. The position also requires that knowledge of policies, procedure and requirements be kept up to date. Must be familiar with other areas of the university such as other Arts Departments, Enrolment Services, Student Development and Support Services (e.g. Counseling, Career Services, Access & Diversity, and Student Health Services).

Organizational Status

Reports to the Graduation & Office Manager. Provide administrative and secretarial support to the Director as well as Academic Advisors.

Work Performed

- Understands and interprets UBC and the Faculty of Arts requirements and regulations as published in the UBC Calendar and on the website. On the basis of this information, uses the Student Information System (SIS), Degree Audit (DAG) other knowledge management resources, to provide accurate information and support to students regarding advising, degree requirements, registration, academic concession, and other student support requests. Resolves complex inquiries and refers the most complex inquiries to the Academic Advisors.
- Utilizes Degree Navigator (degree audit system) to assist student with questions about course planning and graduation, making edits as needed.
- In responding to student questions, must interpret faculty and university regulations on issues affecting students, including (but not limited to) academic concession, transfer credits, registration, and standing deferred exams. Must have up-to-date knowledge of Faculty of Arts curriculum changes.



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Staff Job Postings

- Processes Change of Registration forms using the Student Information System.
- Processes and prioritizes mail.
- Reconciles telephone and facsimile bills for cost recovery.
- Maintains directory of Lost and Found.
- Performs facsimile, photocopying and scanning services.
- Schedules student appointments for Academic Advisors.
- Must be familiar with other areas of the Faculty of Arts, Enrolment Services, Student Development and Services, Access & Diversity and student life. Refers as required.
- Must exercise good judgment, be sensitive to a wide range of cultural and individual circumstances and be able to communicate information and guidance accurately.
- Is knowledgeable about customer service principles and provides service that is excellent, seamless and accessible. Deals with customer service complaints or refers to the Academic Advisors or the Director of Arts Academic Advising.
- Provides administrative assistance to the Unit. Assists in maintaining the Units databases with particular emphasis on the Transfer Credit Database. Drafts agendas, prepares and organizes information packages for meetings, takes and transcribes meeting minutes, and maintains records. Coordinates meetings and workshops. Processes documentation and standard letters. Provides administrative support to the Unit. Is responsible for scanning documents to the Online Advising Management System.

Supervision Received

Works under administrative direction. Receives detailed instructions on the assignment of new duties and thereafter only on new or unusual problems. Prioritizes tasks on an ongoing basis. Reports to the Graduation & Office Manager.

Supervision Given

None, explains procedures to new and inexperienced staff and student assistants

Consequence of Error/Judgement

Exercises judgment based on thorough knowledge of established policies and procedures. All information must be accurate and provided in a respectful, timely and supportive way. Failure to provide service that meets these standards affects public perception of Arts Academic Advising Services and or Faculty of Arts and or the university, including the university's reputation.

Failure to provide correct degree requirement information could have an impact on students' ability to graduate in a timely manner from the university.

Misfiled or lost confidential documents would have a negative affect on how students, faculty and other staff perceive the Arts Academic Advising Services. Errors in processing information such as transfer credit, registration forms, academic concessions has an impact on grades, fees and course loads thereby negatively affecting students' academic records.

Qualifications

High School graduation and 1 year post-secondary education. 3 years of related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to effectively use MS Excel at an advanced level Ability to communicate effectively verbally and in writing. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to efficiently and effectively coordinate tasks.

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Job Posting

Job ID: 15352
Location: Vancouver - Point Grey Campus
Employment Group: Excluded M&P
Job Category: Human Resources
Classification Title: Manager Workplace Health Serv **Business Title:** Manager, Workplace Health Services
Department: Human Resources
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-15 **Available Openings:** 1

Salary is currently under review.

Job Summary

The University and its staff faculty share responsibility for fostering health and well-being and a healthy work environment. Within Human Resources, the Workplace Health Services unit fosters institutional and personal commitment to health and well-being through proactive and preventative activities and services, and systematic management of cases of faculty staff at work or away from work due to illness and or injury, including those requiring workplace accommodation. This unit includes Return to Work Stay at Work (including WCB), Workplace Health Services, and Ergonomics, and is part of UBC's Total Compensation team. The Manager is responsible for the strategic and operational planning of the unit, and for ensuring ongoing implementation, evaluation, and modification of the Program. As a key promoter of the University's Focus on People: Workplace Practices at UBC human resources strategy, the Manager provides coaching, direction, and support to a team of professionals, and works collaboratively with diverse stakeholders within and external to the University.

Organizational Status

- Reports to the Director, Human Resources - Total Compensation.
- Acts as a University contact with the insurer and WorkSafeBC on issues related to Disability Benefits Plan (DBP) and WCB claims management. Works collaboratively with Employee Faculty Relations, Human Resources Directors and Advisors, administrative heads of units and employee groups associations. Maintains regular communication with external health care practitioners in relation to employees' health. Liaises with other Universities and relevant organizations to monitor workplace health trends and to foster the sharing of best practices and benchmarking data, while developing relevant external partnerships related to workplace health and wellness strategies.

Work Performed

Strategic Program Design, Implementation, and Evaluation

- Develops, evaluates, and modifies programs, processes, and practices related to three program areas:

- Return to Work Remain at Work. Lead responsibility for the management of cases for faculty staff members away from work due to illness and or injury, including those requiring workplace accommodation. Oversees case management processes by guiding a team of Case Coordinators to effectively manage WCB and non-occupational cases, and to ensure the accurate and timely filing of all WCB and DBP claims. Provides advice to UBC managers regarding claims management policies and procedures, and arranges for external expert consultation when appropriate. Provides direction and manages the Return to Work program, focusing on the early return to



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work of ill and or injured staff faculty members who are away from the workplace. Collaborates with University departments to ensure timely and effective intervention, and to facilitate safe and appropriate return to work for affected faculty staff members. Ensures that systems and practices are in place and maintained to safeguard the privacy and confidentiality of private health information. Provides direction and authorizes outside consultants in the resolution of WCB appeals, representing UBC at the WorkSafeBC Compensation Appeal Tribunal in order to ensure appropriate resolution of non-compensable claims and reduction of WCB costs. Provides input to legal cases as required.

- Occupational Health. Lead responsibility for this service, which targets prevention within the workplace based on risk and hazard assessment. It is a proactive and responsive system of informing and activating the assessment, protection, mitigation, treatment, and restoration of employee health status related to occupational health risks and exposure (ongoing or episodic). This service entails a collaborative partnership with University stakeholders such as researchers, laboratories, and departments, and is consistent with the approach at other Canadian universities and research institutes.
- Ergonomics. Lead responsibility for the University's Ergonomics program, with the goal of optimizing the health, safety, and productivity of UBC faculty staff members by ensuring that work-related physical stressors are systematically understood and controlled.
- Liaises with a wide variety of stakeholders (e.g., faculty staff members, managers, Employee Relations, unions, insurers) in the management of portfolio programs services and related problem solving. Fosters discussion among relevant stakeholders within and external to the University to obtain input and feedback, and to promote relevant programs services.
- Ensures the provision of professional advice and consultation to client departments, and faculty staff members.
- Develops and implements annual plans for programs services in the portfolio.
- Assists and advises administrative heads of units regarding the development and review of strategies, programs, and processes in related areas, such as early intervention, return to work, and transitional duties.
- Proactively seeks and tracks information about best practices and trends related to portfolio programs services.
- Keeping in mind the University's Focus on People: Workplace Practices at UBC human resources strategy, identifies critical policy, legislative, resource, and operational factors that affect the health and well-being of UBC faculty staff members.

People Management and Development

- Supervises, directs and coaches a team of professional and support staff in three program areas. Manages external, third party vendors as required.
- Builds a mentoring culture and develops people to their fullest potential. Provides training opportunities, challenging projects and assignments, feedback, coaching, and mentoring.
- Identifies opportunities for professional development of team members, and assists the team in realizing these opportunities.

Supervision Received

This position performs responsibilities under the general direction of, and in collaboration with, the Director, Human Resources - Total Compensation. Keeps the Director informed, and consults on strategic direction and significant issues that arise.

Supervision Given

This position is responsible for supervising professional, technical, and support staff, some of which are unionized.



Consequence of Error/Judgement

Errors in judgment could result in the creation of programs that are not sustainable or aligned with the University's vision, and do not comply with regulatory and statutory requirements. Inefficient WCB and disability claims management could result in increased WCB, legal, staffing, and training costs due to absenteeism, as well as lower employee morale. Poor judgement, lack of action, or ineffective programs could have serious financial and legal implications for the University.

Qualifications

Undergraduate degree in a relevant discipline. University degree in a related discipline, with an emphasis on return to work and disability management. Graduate degree an asset. Minimum of seven to eight years of related experience and 3 years in area of specialization or the equivalent combination of education and experience. A minimum of seven to eight years of progressive experience leading others in a complex organizational setting. Experience managing in a unionized environment preferred. - A thorough knowledge of Human Resources practices and systems, long term disability, return to work, WorkSafeBC regulations, policies and procedures, vocational rehabilitation, and confidentiality and privacy with respect to personal and health information.

- Demonstrated leadership skills. Proven capacity to identify and establish partnerships with internal and external stakeholders (e.g. senior managers, union representatives, medical practitioners, and members of the industry). Proven capacity to develop and manage systems and processes, and to evaluate and communicate trends and evaluation results. Demonstrated analytical and problem solving skills

- Strategic development and program management skills. Capacity to engage people, and to work with systems and data. Strong interpersonal skills. Engaging public speaking, presentation, and training skills required. Senior level report writing skills, program planning and evaluation skills required.

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



Job Posting

Job ID: 15287
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level F
Business Title: Associate Director, Finance
Department: Fac Med Finance Office
Salary: \$74,917.00 - \$93,645.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-15
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-21
Available Openings: 1

Job Summary

The role of the Associate Director, Finance Portfolio is to provide leadership, strategic support, overall management of financial operations and the financial stewardship of a portfolio of Units Departments in the Faculty of Medicine. The Associate Director, Finance Portfolio works closely, through a functional reporting relationship, with each Unit Head in their respective portfolio to provide strategic financial guidance and support, ensuring that they understand the goals and structure of each Department in order to work as a business partner to help achieve Unit and Faculty goals.

The Faculty of Medicine is an operation with an annual consolidated budget of over \$600 million including general purpose operating (\$110 million), research (\$310 million, representing 52% of UBC total research), special purpose (\$120 million), fee-for-service (\$60 million), endowment and trust funds. The Faculty is one of the largest and most complex at UBC with an intensive curriculum and research portfolio delivered by more than 600 fulltime, and over 3500 part time and clinical faculty members and 1800 staff within 19 basic science and clinical departments, two professional schools, and nine Senate approved centres. With the expansion of the Faculty's MD undergraduate, postgraduate medical residency and physical therapy programs across the province of British Columbia, the Faculty now has three additional academic educational sites at the University of Victoria (UVic), the University of Northern British Columbia (UNBC) and UBC Okanagan (UBCO) as well as clinical instructional sites established through affiliation agreements with all provincial health authorities covering over 100 health care delivery facilities throughout the province. The Faculty of Medicine's financial structure is portfolio based. A cluster of Departments and or Academic Units form a portfolio which is supported on financial matters by an Associate Director, Finance. The budget of each portfolio is approximately \$100m.

Works in an office environment but local travel between sites and within the UBC campus is required. A significant portion of each day will be spent dealing with complex and strategic financial issues. Must be able to deal with changing priorities and multiple deadlines. Must be able to build relationships, lead a team and support academic and departmental priorities.

Organizational Status

The Associate Director, Finance Portfolio reports to the Senior Director, Finance in the Faculty of Medicine and functionally to each Unit Head in their portfolio. The Senior Director of Finance reports to the Comptroller of UBC and to the Chief Operating Officer of the Faculty of Medicine. This position works with a team of Associate Director, Finance portfolio leaders and with others in a senior leadership capacity. This position may also represent the financial interests of the Faculty through participation on various Faculty and UBC committees. This position works with the senior leaders at UBC including those from Central Finance and will liaise with external auditors, and finance staff from the various Hospital sites. Directs the work of Departmental finance staff which may include both managers and clerical positions. The position is also required to work closely



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with the Administrative Managers in each Department to provide strategic support to the Department Heads.

Work Performed

Leadership

- Responsible for building and maintaining relevant stakeholder relationships
- Ensures Unit Heads are supported and have financial information that is relevant, timely, accurate and complete
- Supports Unit Heads and Administrators Directors in strategic decision making and thought partnership for matters that involve resource allocation
- Ensures that structural and organizational changes are implemented and managed in a manner that is constructive, transparent and collaborative
- Ensures all appropriate management receive appropriate financial information and reporting for decision making purposes in order to achieve Faculty goals.
- Leads a team of finance and accounting staff that are co-located within units to ensure all Unit Heads receive consistent and appropriate support
- Develops best financial management practices together with other Associate Directors, Finance and Senior Finance Director, and ensures implementation within each unit
- Provides advice, direction and guidance to Faculty Department Heads, Department Administrators as well as staff within the Dean's Office concerning budget, accounting and financial matters, accounting policy interpretation and sound business practices; advising on financial implications of various planning options
- May represent the Faculty at senior University committees related to financial, budgeting and accounting systems. Attends regular departmental and Dean's Office meetings

Finance, Accounting and Budgeting

Working collaboratively with Department Unit Heads and Senior Administrators Directors to:

- Develop and lead the annual operations budgets, financial forecasts and financial plans for 5-7 departments within the portfolio, ensuring consistent practices between departments and within the Faculty as a whole
- In collaboration with the other Associate Director, Finance Portfolio leaders and the Senior Director of Finance, develops and implements consistent financial and fiscal policies, systems and procedures to ensure excellent financial management across the portfolio
- Direct the preparation of financial reports, financial models, estimates, summaries of results, variance analysis and other operational strategic performance measures
- Oversee and manage the monthly and annual accounting processes and year end activities for the Departments within the portfolio
- Direct the Units' year-end processes including liaising with external auditors to answer queries and responding to any perceived weaknesses
- Work with senior members of the Central Finance and Budget office to resolve sensitive or complex budget and financial issues
- Lead and co-ordinate the implementation of UBC initiated financial systems in the Faculty of Medicine including implementing new processes and systems, providing communication, training and assistance
- Promote continuous improvement of processes and service delivery and identify potential streamlining or changes for enhancing efficiency and effectiveness
- Oversee financial reporting and analysis for internal and external parties (e.g. the Association of Canadian Medical Colleges, UBC Central Finance and Budget Offices)
- Keep current on regulatory requirements of GAAP, research granting agencies and new complex endowment arrangements (such as CRCs and LEEF Chairs) to effectively advise and guide Faculty units of policies and procedures
- Build financial models as required to assess the financial viability and impact of new and existing strategic initiative projects
- Analyze and prepare complex and detailed analytical financial reports on cash flow projects, debentures, financial and other related areas
- Analyze prepare and assist with preparing forecast results for current and future years by building assumptions, coordinating



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input from various sources and compiling results

- Plan and develop capital budgets, schedule of capital maintenance, and project costing

Management Reporting

- Develops and implements financial reports systems and financial reporting structures for senior management that enable senior leaders to monitor the financial health of the Departments including quarterly financial reports; making informed resource allocation decisions and develop reports that enable potential problems to be detected
- Acts as primary point of contact with department school centre personnel to assist in their developing or accessing financial reports
- Responsible for the review and analysis of the quarterly and annual financial statements and management reports. The review includes an analytical review of the accuracy of the actual data and projections and the identification of: variances from budget; action items for the management team, red flags, growth areas, etc.
- Develops reports based on key drivers, built from information from the university-wide systems to help senior department managers quickly assess results of their operations
- Develops and implements processes to create, gather and compile financial data and estimates into meaningful financial formats to support the development of budgets and financial projections for the Faculty
- Participates in the development and ongoing maintenance of campus-wide budgeting system that meets the needs of the distributed users while providing meaningful information to the Dean's Office
- Directs the development of financial reports for external agencies such as Canadian Association of Medical Colleges, various funders, government, and donors
- Reviews financial reports to identify potential issues and resolving issues with Administrators and Department Heads

Business Process Improvement

- Engages with other Portfolio Leaders, Senior Director, Unit Heads, Administrators Directors and key stakeholders to determine business needs, cost reductions, reforms and improvement opportunities
- Provides direction to all levels of management within faculties and departments in providing analysis and re-engineering of business process and policies to streamline and systemize reporting requirements and accounting issues
- Works with senior management in identifying areas of risk and opportunity and develop and advise mitigating strategies for resolution

Internal Controls

- Works collaboratively with the Director of Finance and Compliance to ensure controls are implemented and monitored
- Oversees the documentation of existing and revised processes, policies, procedures, and internal controls; makes recommendations on changes to procedures related to improved financial control or accountability.
- Identifies and directs the investigation of financial issues and concerns
- Advises senior management on the internal control environment, financial risk, business and control risk

Human Resources

- Works with the Senior Director of Finance and Department Heads and Administrators Directors to determine staffing requirements in each department, skill set and expertise requirements, and writing job descriptions for finance related positions
- Participates in identifying funding resources required to support new hires
- Leads the hiring, training, development, evaluation, discipline and termination of departmental finance staff
- Reviews all appointments for funding sufficiency



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Supervision Received

Reports to the Senior Director of Finance, Faculty of Medicine, with a functional dotted line reporting to each of the Department Heads they work with. Is expected to work independently in a collaborative and professional environment.

Supervision Given

The Associate Director, Finance Portfolio manages the finance staff within their portfolio (number of classification of staff varies in each department) in relation to professional practices. Day-to-day management of those staff will be done collaboratively with the Administrator Director of each department.

Consequence of Error/Judgement

The Associate Director, Finance Portfolio must have a thorough understanding of the principles of accounting and sound financial management skills. They are required to apply this theoretical knowledge to research the information needs of faculty management, develop structures to collect the data required, and create processes to compile the data into meaningful reporting formats which enable financial results and risks to be readily determined. The position is required to use judgment to interpret financial information received from a variety of sources, assess financial risks and problems, and make recommendations to manage the risks and resolve financial issues.

The position must also use judgment to supervise financial staff in the Departments they work with. The position must make decisions regarding non-standard or new accounting transactions or processes.

Reports developed by this position must be correct, contain the appropriate, complete information, and present the information in a manner that enables them to be easily understood by Faculty leaders. Errors in the information reports prepared by this position could result in poor financial decisions by Senior Faculty Management. If reports to funders (such as the Ministry of Health) are incorrect, this could damage the relationship with the funder, cause significant reputation losses to the Faculty. In addition, if the information presented does not support appropriate financial monitoring, then problems could be overlooked and continue to worsen over time and thus jeopardize the financial health of the Faculty and the University.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). University degree in Commerce or Business Administration preferred. Minimum of 9 years experience or the equivalent combination of education and experience. Experience in post-secondary education or health care sectors preferred.

Experience managing an accounting department in a large, complex organization preferred.

Experience in fund accounting, budgeting, financial analysis and development of financial tracking and reporting systems.

Extensive experience with large ERP systems is preferred.

Experience working collaboratively with Senior Leadership and Management and other professionals.

Experience with and ability to consolidate and interpret financial data, present findings and assist non-financial managers in understanding financial reports. Ability to effectively organize and motivate a team. Ability to consolidate data from various sources to develop budgets and financial reports to support Senior Management decision making. Demonstrated ability to develop appropriate and effective financial reports. Proven oral and written communication, interpersonal and organizational skills. Must be able to deal with sensitive issues with tact and diplomacy. Advanced computer skills required. Initiative, creativity and flexibility to develop options for the resolution of complex financial issues. Ability to work independently and within a team environment. Ability to work under pressure and meet deadlines. Ability to maintain accuracy and attention to detail while maintaining an overall big picture perspective.

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



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



Job Posting

Job ID: 15363
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B **Business Title:** Administrator
Department: Social Work
Salary: \$52,121.00 - \$62,570.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-17 **Available Openings:** 1

Job Summary

This position is responsible for the administration of the non-academic activities of the School of Social Work. Key responsibilities include developing, managing and overseeing administrative operating policies and implementation to ensure efficiency and effectiveness; participating in School and Faculty meetings and committees; undertaking special initiatives, and performing other related duties as required; management of finances, financial operations and accountability procedures; hiring, managing, training, evaluating, terminating staff; managing the organizational and governance structure of the School, managing the building (maintenance & renovations to existing facility), including identifying space needs and planning for future requirements; allocating space, managing the health and safety aspects of the building, faculty and staff; overseeing the acquisition of supplies and equipment. The unit is housed in the School of Social Work building (a four storey building) which comprises offices, classrooms, a computer lab, lounges, research facilities, and a Reading Room. The personnel complement includes 16 faculty members, 7 staff (CUPE2950, M&P), sessional instructors, Teaching Assistants, Research Assistants and Workstudy students.

Organizational Status

This position reports to the Director of the School. Manages 4 CUPE, and 3 M&P staff. Interacts and communicates with faculty members, students, staff, alumni and the general public, the President's Office, Dean's and departmental offices of the Faculty of Arts, and other academic and administrative units on campus as well as external agencies as required.

Work Performed

- Oversees the administration of the School of Social Work including personnel, financial, operational, and spatial aspects, and contributes to the development of the organizational and governance structure of the School by providing operational leadership in developing and implementing strategic plans to meet initiatives, enhance productivity and streamline business processes; directs policy development and financial management..
- The School administers several degree programs--BSW, MSW and Ph.D. The administrator plays a key role in the effective administration of programs as well as the School's operations.

Finance

- Administers and manages the School's \$2.7 million budget including endowment accounts, fee for service accounts, other financial allocations (minor capital, special equipment, etc.), and research grants. Develops and oversees policies and procedures related



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to financial management.

- Oversees and monitors all purchasing expenses and financial transactions.
- Authorizes all departmental expenses and financial transactions.
- Monitors all financial transactions ensuring compliance with university and granting agency policy, budget and accounting constraints including all expenses and transfers, cash receipts and cost recoveries.
- Directs and oversees reconciliation of monthly statements, payroll and benefits statements.
- Authorizes expenditures, transfers funds as necessary, creates and analyzes associated budget reports of operating expenses and recommends reallocations, prepares financial forecasts analyzing resource requirements, evaluates financial priorities, prepares final financial submissions, manages the maintenance of internal records, the reconciliation of Financial Services' ledger sheets, resolves discrepancies.
- Advises and assists faculty members with guidelines related to external and internal budget and administration of research grants.
- Manages and administers research grants by monitoring financial accounts and expenditures.
- Prepares budget submissions, forecasts and summaries. Creates and monitors internal controls. Evaluates current financial processes; develops financial policies and procedures.
- Runs School conferences by participating as a member of the planning committee, by controlling all financial transactions associated with the conference and coordinating logistics for the conference.

Administration

- Provides operational leadership, develops and implements strategic plans.
- Directs and oversees School accounting and administrative records, and recoveries; creates and monitors internal controls. Evaluates financial processes and develops financial policies and procedures.
- Assists the Director with administrative responsibilities wherever possible and with special projects and assignments.
- Develops, formulates and administers department operating procedures; participates in formulating of operating policies and procedures to ensure efficiency and effectiveness.
- Develops and implements organizational changes to meet initiatives and evolving needs to enhance productivity and streamline business processes.
- Responsible for the organization of the School's administrative records (paper and electronic) and maintenance of records so that they are accessible and held or culled according to the University's record retention schedules.
- Authorizes the acquisition of all necessary supplies, equipment and services for the administrative functions of the School. Ensures the latest technology is available for use in the School. Input regarding major equipment purposes for labs and classrooms is obtained from users as appropriate.
- Oversees organization of and participates in various public School functions.
- Acts as a resource person to both faculty and staff, in particular in the interpretation of university and School policies and in particular in the application to situations not covered by existing policies.
- Represents the School at non-academic University meetings; prepares forecasts and submits reports to the Director on policy recommendations, administration of research grants and contracts.
- Participates as ex-officio member at the Advisory Committee and School Council. Member of the Health and Safety Committee.
- Co-editor of the School newsletter, The Bridge, issued twice a year [circulation 2600].
- Responsible for inputting the timetable course scheduling for the School - works closely with Program Chairs and Director to finalize teaching loads and course schedules.
- Acts as directory administrator on behalf of the School for UBC telecommunications.
- Member of the Classroom Support Services Committee.
- Performs other duties as required.

Human Resources

- Anticipates needs, develops and maintains human resources strategies.
- Hires staff, evaluates ongoing performance, handles disciplinary matters and grievances, appraises and improves work flow and staff utilization, establishes work schedules; manages, trains, develops and terminates subordinate personnel and professional staff; ensures specialized training as necessary.
- Develops, prepares and updates job descriptions.



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- Assists faculty with the hiring of graduate research assistants by advising on terms and rates of employment, clarifying UBC policies.
- Manages faculty appointment process, ensuring all information is correct.
- Approves sessional appointments.
- Manages and authorizes all sessional Graduate Research Assistant and Teaching Assistant appointments.

Building Facility Space

- Directs operational management of School facility and resources: Administers Jack Bell Building and School space (1 building, 4 floors,) maintains space inventory, coordinates Campus Planning and Development and Plant Operations renovation and maintenance work.
- Manages maintenance of and renovations to existing facility.
- Manages allocation of Schooldepartmental space and access..
- Administers fire and safety regulations, disaster plans, and health and safety regulations.

Supervision Received

The Administrator reports to the School Director and is expected to work with independence and minimum supervision. The area of responsibility is defined only in terms of overall objectives and goals and works with Director to formulate policy on complex or controversial administrative issues.

Supervision Given

The incumbent selects, hires, trains, manages, allocates work to and reviews the performance of staff, and terminates staff when necessary; resolves personnel problems; ensures conformity to established standards. See organizational chart.

Consequence of Error/Judgement

Work is performed without review. However the Administrator keeps the Director informed through ongoing communication. Poor decisions about policies and procedures, budgeting and financial responsibility to UBC, the Faculty and research granting agencies, resource allocations, and staffing labour relations as a consequence of inadequate or inaccurate information or poor analysis of available information or a failure to represent the School or Director well or failure to get the work done in a timely and effective manner would lead to damage to the credibility of the Director, the Faculty or faculty of the School or or to the Director's ability to perform his job well and possibly to a misuse of resources. The incumbent is held responsible and accountable for actions and errors made by union and non-union (non-academic) staff. This position has a significant influence on the quality and effectiveness of the services provided by the School to its students and faculty.

Qualifications

Undergraduate degree in a relevant discipline. Bachelor degree required, Masters preferred. Minimum three years of progressive experience in a senior administrative managerial role with experience in managing in a unionized environment, or an equivalent combination of education and experience. Minimum of three years experience or the equivalent combination of education and experience. UBC experience preferred. The incumbent must have excellent communications skills, both oral and written, be a proficient administrator and interested in their own continuing development as well as developing staff, must be able to operate efficiently in the organization and interact constructively with faculty, deal positively with students, staff, and the general public. Ability to analyze and utilize a wide variety of instructional and training information, be a problem solver, and be proficient in a PC Windows computer environment, including word processing, spreadsheet, accounting and telecommunications software. Accounting budgeting experience required. Ability to take initiative and exercise tact, discretion and good judgement.

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



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



Job Posting

Job ID: 15328
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level E **Business Title:** Director, Finance and Information Technology
Department: Education, Dean's Office
Salary: \$74,917.00 - \$93,645.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-15 **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

A senior staff position in the Faculty of Education, the Director of Finance & IT is responsible for all financial and IT management by providing leadership, mentoring and direction in areas including financial management, strategic planning, policy development implementation, human resources and IT. The Director of Finance & IT works in close partnership with the Comptroller, Dean, Associate Deans and UBC IT to facilitate the financial and information technology leadership in the Faculty of Education. This position has Faculty-wide impact and contributes to Education's strategic direction, plans and objectives by identifying issues and opportunities, and delivering on these.

The Director, Finance & IT is the key senior staff advisor responsible for planning and implementing efficient and effective systems that will support the Dean's fiduciary responsibility to the University. Develops implements and oversees financial and IT systems and services provided to the Faculty of Education. Continuously evaluates overall effectiveness to ensure the Faculty's, and the Dean's Office goals and objectives are met and are consistent with the University's overall mission of teaching and research.

The Faculty of Education is comprised of four academic departments, a large teacher education program with a First Nations component, a variety of centers and service units as well as a publishing entity. The >\$40 million financial operation of the Faculty of Education is centrally administered. There are over 2,000 post-baccalaureate and graduate students plus 150 full-time faculty and about 100 staff.

Organizational Status

This position reports directly to the Comptroller, and establishes a close working relationship with the Dean. From a practical point of view, the Director will take day to day direction from the Dean while keeping the Comptroller informed during bi-weekly review meetings.

Work Performed

Financial Management

- Acts as Education's chief financial officer, responsible and accountable for overall management of the Faculty's budgets.



- Participates in strategic budget and financial planning, through formulation of Faculty annual budget with the Dean.
- Reviews all new business initiatives (i.e. cost-recovery initiatives and other new opportunities) and provides appropriate recommendations to the Dean.
- Identifies recommends implements financial and IT needs, recommends alternatives solutions; develops and oversees policies and procedures related to financial management within the Faculty of Education.
- Develops short and long-range plans to meet Education's financial obligations forecasting trends and salary commitments.
- Responsible for monitoring any allocation of one time funding to the departments, programs or areas.
- Provides strategic direction and guidance to the Department Heads and Administrative Managers on financial matters. Monitors the overall financial effectiveness and efficiency of all units reporting to Education.
- Has signing authority for all project grants within the Faculty of Education.
- Makes recommendations on all budget initiatives assessing alternatives and consequences and leads the implementation of budget policy and priorities.
- Holds overall responsibility for the Education Accounting Office through an M&P Accounting Manager and other financial staff authorizes and signs Faculty-wide spending approvals on behalf of the Dean for suppliers, services, staff and student salaries; establishes and manages faculty-wide budgets.
- Monitors the financial progress within the Faculty throughout the fiscal year, and monitors that projects and grants do not have deficit balances.
- Maintains a current knowledge of financial policies and procedures to ensure all parties are adhering to University and external agency policies and procedures.
- Provides financial advice, training, support and ongoing assistance to faculty members and staff in the control and management of their budgets and finances.
- Manages the faculty salary adjustments and increments for GWI, CPI, merit, PSA, compression and retention.
- Develops and prepares a variety of financial and analytical reports i.e. comparative budget analysis of multiple year expenditure revenue patterns.
- Establishes, maintains and ensures compliance with Faculty of Education policies, procedures and standards for administrative services.

Strategic Planning and Direction

- Serves as a member of the Dean's Executive Team; participates in all budget, curriculum, research, space, staffing and policy decision-making undertaken by the team.
- Acts as an ex-officio member of the Dean's Advisory Committee. This position provides direction authority to execute various decisions plans made at the Dean's Advisory Committee.
- Identifies and researches issues for the Dean and recommends and initiates resolution of these.
- Works in close partnership with the Dean on special projects and projects of a sensitive, confidential nature. Researches background, then participates in formulating the Education position.

Human Resources

- Together with the Executive Administrator, and in conjunction with senior academic personnel, is responsible for developing recommendations for overall human resources for the Faculty.
- Provides expert advice to and develops strategies with the Dean and Executive Administrator on appropriate short and long range commitments, succession planning, appropriate performance measurements, salary increases and retention cases.
- Working with the Executive Administrator, determines and recommends Faculty-wide staffing needs and matches these with the financial resources of the Faculty of Education.

IT Management

- Manages the business relationship with UBC IT, communicates business needs and requirements, and ensures that services are consistently delivered in accordance with service level expectations.



- Is responsible for the successful development of Service Level Commitments with UBC IT for the provision of IT services to the Faculty.
- Highlights the Faculty stakeholder IT needs, and is responsible for coordinating with the UBC IT Service Manager to ensure satisfactory delivery.
- Helps to evaluate potential solution options, to ensure they are clearly documented, and implemented.
- Partners with the IT areas to ensure adherence to enterprise IT policies and procedures for service delivery, infrastructure and applications.
- Acts as the senior escalation point for IT related issues.
- Helps to champion IT initiatives both within the Faculty and beyond.
- Reviews and approves related budget and resource requests.
- Where appropriate, acts as the business sponsor for IT projects and initiatives.
- Works with the Project Director to ensure the Project Management Office interfaces seamlessly with UBC IT, CTLT, Learning Services and other stakeholders. This includes the prioritization of projects that support the Faculty's strategic direction.
- Works with the Project Director to facilitate the integrated risk management process.
- Works with the Assistant Dean, Professional Development and Community Engagement to ensure the IT needs of Learning Services are adequately met.
- Assists the Senior Associate Dean in the operation of the IT governance process, ensuring UBC IT projects and initiatives follow appropriate processes.

Supervision Received

Works independently under broad directives from the Dean and Comptroller. Director will take day-to-day direction from the Dean while keeping the Comptroller informed during bi-weekly review meetings.

Supervision Given

The incumbent provides advice, guidance and consultation to the Faculty's Heads, Directors, Managers, Supervisors and members of the Faculty on financial, IT, and human resources issues to ensure that the University's policies and practices are administered equitably. Directly supervises the Accounting Office staff.

Consequence of Error/Judgement

As a key executive in the Faculty, this position must exercise good judgment and ensure due process has been followed. Errors of judgment or procedure in financial planning documents could lead to serious financial consequences for the Faculty as work is rarely reviewed. Any lapse in judgment could seriously interfere in decision-making and budgetary allocations and would undermine the Faculty's ability to set and implement priorities resulting in an inability to achieve both the academic and research mandate for the Faculty and in a loss of stature and credibility to the University and the public.

Decisions in areas of human resource management can seriously affect the image of the Faculty. The quality and effectiveness of key staff can impact the effectiveness of services and have serious financial repercussions.

Qualifications

Undergraduate degree in a relevant discipline. Master's degree preferred. An accounting designation is preferred. A minimum of 8 years of experience or the equivalent combination of education and experience. Experience in financial planning, systems development, and budgeting is required. Management level experience is required in strategic planning, facilitative leadership, business process improvement and systems re-engineering. The position requires proven senior level IT Management experience and education, preferably in an outsourced ITIL or similar environment. Effective financial and management skills; strategic planning skills with the ability to master detail while understanding broader concepts; ability to identify, as well as creatively solve problems and take initiative to improve processes; proven financial planning and modeling; ability to work creatively, resourcefully and effectively; strong oral and written skills; ability to think strategically and implement actions to move complex issues forward; proven judgment and decision-making skills.



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Job Posting

Job ID: 15340
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level G2 **Business Title:** Executive Director, Faculty Affairs
Department: Fac Med Faculty Affairs
Salary: \$97,022.00 - \$121,276.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-13 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-28 **Available Openings:** 1

Job Summary

The position sets the strategic direction and provides long-term planning and leadership for the Faculty of Medicine on issues related to organizational effectiveness and human resources in order to support the Faculty of Medicine's mandate in education, research and health care innovation and excellence. Establishes and oversees the development of organizational structures that align with the goals of the Faculty. Cultivates and fosters strategic relationships with key individuals and stakeholders, throughout the Faculty, UBC, partner Universities, provincial Health Authorities and other relevant institutions, funding agencies and various ministries within the provincial and federal governments, to achieve improved collaboration and a more coordinated approach.

Organizational Status

The largest of the 12 faculties at the University, the Faculty of Medicine is composed of 19 academic basic science and or clinical departments, 2 schools and a number of research centres and institutes. The Faculty has approximately 1800 administrative and research support staff and managers, over 700 full-time Faculty, and over 5000 clinical faculty. Together with its partners including BC's six Health Authorities and their affiliated teaching hospitals, the Faculty provides innovative programs in the areas of health and life sciences through a province-wide delivery model with learners, faculty and staff located throughout British Columbia.

The Executive Director reports to the Dean. As a member of the Dean's Executive Team, the Executive Director collaborates with all members of the Executive by leading or providing advice and support for key significant issues related to the people, culture and organization of the Faculty of Medicine. Works closely with the Vice Dean Academic Affairs on matters related to governance and faculty affairs, and with the Department Heads School Directors and Senior Administrators to provide support and guidance.

Work Performed

In the domain of organizational effectiveness and human resources, the Executive Director will:

1. Lead the development of strategic initiatives that are complex in scope, impact and diversity of stakeholders to achieve the People and Partnerships Commitment of the Faculty's strategic direction;
2. Lead and oversee the development of strategies, best practices and continuous improvement initiatives in the areas of human resources, academic governance and related administrative services. Manage implementation of initiatives and evaluate their



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outcomes, including providing direction to internal staff and external service providers to complete expected project outcomes;

3. Advocate for consideration of human resources issues in all Faculty of Medicine initiatives in order to promote a culture that is "people-focused" and ensure that initiatives are aligned with the Faculty's strategic direction, UBC's strategic plan and Focus on People initiatives;
4. Lead a team of management and support staff, providing mentorship, coaching, feedback and developmental opportunities to build capacity. Continuously assess the work load and flow to best support human resources, academic governance and administrative processes and practices within the team and across the Faculty of Medicine;
5. Responsible for the development and offering of orientation opportunities for new senior leaders, including Department Heads and School Directors to ensure that they are well prepared to take on their roles;
6. Promote the alignment of our strategic goals across the Faculty, UBC, partner Universities and Health Authorities;
7. Develop organizational structures; forecast, develop, plan and analyze resource requirements and ensure that appropriate resources are in place to meet the expected initiative project outcomes of the portfolio;
8. Establish and direct cross-functional teams. Manage resources across multiple projects ensuring that initiatives and projects do not negatively impact on the service that the portfolio provides to the Faculty stakeholders;
9. Foster strategic relationships with key individuals and stakeholders, throughout the Faculty, UBC, partner Universities, provincial Health Authorities and other relevant institutions, funding agencies and various ministries within the provincial and federal governments, to achieve improved collaboration and a more coordinated approach and to ensure that the FOM remains conversant in human resource best practices.

COMMITTEES OTHER

A. University:

Committee of Faculty Business Administrators
Academic Leadership Development Program Planning Committee
Senior HR Leaders Network

B. Faculty of Medicine:

Faculty Finance Committee
Faculty of Medicine Senior Administrators' Advisory Group
Clinical Faculty Affairs Committee
Department Heads School Directors' Committee
Faculty Executive Committee
Dean's Executive Team
Dean's Management Committee
Committee on Administrative Systems
Gender and Diversity Advisory Group
Professional Development Committee
UBC BCMA Joint Liaison Committee
Joint Advisory Committees with the Health Authorities
FOM Staff Meetings

C. External:

Association of Faculties of Medicine of Canada (AFMC)
Association of American Medical Colleges (AAMC)



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Supervision Received

The Executive Director works independently and with delegated authority under broad directives from the Dean as his her representative regarding human resource, academic governance and strategic organizational initiatives.

Supervision Given

The Executive Director leads two teams, each led by a Director (Director, Human Resources, Director of Academic Affairs). Jointly manages the Manager, Clinical Affairs. Provides day-to-day direction to a shared Executive Assistant. Sets broad direction and has indirect management responsibility for departmental senior administrative staff responsible for human resource functions.

Consequence of Error/Judgement

As a key player in the Faculty's strategic and leadership team and operating with a high degree of independence and responsibility, the Executive Director, Faculty Affairs must exercise superior judgment in all areas and at all times. Errors could result in significant concerns regarding the liability, credibility and integrity of the Faculty and University and may result in an additional financial burden for the Faculty and or University. Failure to provide necessary services would impact on the Faculty and University's relations with faculty, staff, students and external suppliers. The incumbent must work independently and largely outside of defined terms of reference and draw from knowledge of University and Faculty of Medicine policies and practices in recommending courses of action.

Qualifications

Master's degree in a relevant discipline. . Minimum of 10 years experience, including senior level experience in the areas of organizational, leadership and management development and human resources development. Demonstrated experience developing and leading strategic initiatives and applying human resources experience to develop leadership capacity and best practices within a distributed organization with multiple stakeholders. Knowledge of the governance, systems and decision making processes at the University is an asset. Demonstrated ability to manage teams of people and deliver results. Excellent oral and written communication and presentation skills. Ability to establish and build effective and trusting working relationships and establish credibility and influence with senior leadership within various organizations. Ability to contribute strategically, creatively, resourcefully and effectively within a strong leadership team. Demonstrated ability to relate to a diverse group of individuals and positions and to facilitate group consensus. Effective negotiation, conflict resolution and mediation skills. Exercises judgment when taking risks. Ability to draw on a breadth of business knowledge and depth of expertise as required to understand the human resources implications of various initiatives. Capacity to see beyond the immediate problem when directing multiple strategic initiatives. Ability to "read" situations and lead by influence. Ability to balance detail analytical skills with the need for strategic philosophical direction. Demonstrated success in analyzing and effectively resolving issues outside of existing procedures. Effective self-manager; ability to plan and organize a heavy and diverse workload. Solid judgment, particularly when dealing with confidential and sensitive information.

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Job Posting

Job ID: 15386
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Museum
Classification Title: Museum, Level C **Business Title:** Pacific Museum of the Earth Curator
Department: Earth and Ocean Sciences
Salary: \$56,291.00 - \$67,577.00 (Annual)
Full/Part Time: Part-Time (70%)
Desired Start Date: 2013-05-01
Job End Date: 2014-04-30 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-05-11 **Available Openings:** 1

We intend to combine this position with a 0.3 FTE CUPE 116 post to make one full time job. Anyone who applies for this job will automatically be considered for the CUPE 116 post. Both job descriptions can be found at <http://www.eos.ubc.ca/about/jobs>.

Job Summary

The Pacific Museum of the Earth Curator supports the PME's vision by:

- Curating the exhibits and the collection.
- Designing and delivering educational programs.
- Executing programs to increase visitor-ship and revenue.
- Using the collection to support departmental teaching and research activities.

Organizational Status

Reports to the Director of Operations and Resources, and takes direction from the PME Committee.

Work Performed

PME: Development and Outreach

- Acting as a member of the PME committee, developing policy, advising on current museum activities, assisting with developing strategic plans and synergies with other on campus institutes.
- Assisting the Committee with designing and creating new displays on a project by project basis.
- Responsible ensuring that all displays are in working order and acting as the primary contact for external vendors providing display elements and or materials.
- Responsible for researching and writing grant proposals, delivering progress and final reports to granting agencies and ensuring compliance with granting agency and university regulations.
- Collaborating and developing synergies with other facilities and curators from on campus and local museums to arrange displays and activities promoting science research and education.
- Provide the PME Committee with assistance in order to seek out fundraising opportunities in collaboration with departmental stakeholders and with the Science Development office.
- Assists the PME Committee to design and coordinate events and activities to increase visitorship and revenue potential.
- Developing and implementing events and activities in order to educate the public about the Earth Sciences.
- Developing and arranging museum tours for the K to 12 age group.



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- Providing opportunities for EOAS students to engage in public education and outreach activities in their areas of study.
- Organizing, designing and delivering workshops targeted at elementary high school aged children and educators.
- Providing expertise on science course development and delivery to elementary and secondary teachers.

PME: Research and Teaching Support

- Providing guidance and consultation to Faculty and Teaching Assistants on selecting appropriate items from the collection for demonstrative use in departmental teaching labs.
- Providing expertise to Faculty, researchers, graduate and undergraduate students on selecting, accessing, and proper handling of pertinent materials from the collections for research project use.

PME: Day to Day Management

- Responsible for all aspects of museum shop management, including staffing, merchandising, market research, inventory, and financial reconciliation.
- Collaborates with the EOS Director of Resources and Operation to maintain PME budgets, reconcile accounts, track grants and ensure compliance with UBC financial policy and accounting best practices.
- Hiring, training, and supervising volunteers, student workers, project workers and contractors.
- Responsible for cataloging, and preserving the museum displays and research collections in accordance with modern curatorial protocols.
- Attending events on and off campus in order to present the PME collections to a wider audience, providing technical advice and expertise to elementary and high school teachers
- Liaising with other local and on campus museums to create new displays and programs.

- Any other duties as required.

Supervision Received

Works independently under the direction of the Director of Resources and Operations. Advises and works in consultation with the PME Steering Committee on matters relating to museum programming and development, with a wide degree of latitude on decision making.

Supervision Given

Oversees the work of PME volunteers, hired staff, student workers, and outside contractors, and directs work of representatives from UBC Plant Operations, Security, Maintenance, Custodial and others internal service providers.

Consequence of Error/Judgement

Errors may cause damage to the collection, and possible embarrassment to the department.

Qualifications

Master's degree in a relevant discipline. A advanced degree in the earth sciences and or additional qualifications in museum studies preferred. Minimum of five years experience or the equivalent combination of education and experience. Previous experience working in museums and or educational outreach organizations required. Applicants must be equipped to deliver technical advice and expertise on use of museum collections for research and teaching purposes. Ability to maintain accuracy and attention to detail. Ability to develop and deliver presentations and workshops that engage both the K to 12 age group and adult learners. Ability to identify and maintain rock mineral and other museum specimens according to modern curatorial techniques and practices. Ability to help develop and implement marketing and fundraising plans. Ability to train, manage and motivate volunteers



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and employees. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work with the public, as well as engage with people from diverse backgrounds, different age groups, and varied educational backgrounds.

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Job Posting

Job ID: 15385
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Museum
Classification Title: Museum, Level C
Business Title: Laboratory of Archaeology (LOA) Manager
Department: Anthropology
Salary: \$56,291.00 - \$67,577.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-22
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-19
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 Laboratory of Archaeology (LOA) Manager is responsible for the management of the collections held at the LOA in various locations, which include facilities at the Museum of Anthropology (MOA) and at the Department of Anthropology. Responsible for developing the laboratories where these collections are studied. This position is responsible for management of all matters related to concerns raised by First Nations communities and works with colleagues and communities to implement relevant policies relating to these collections. This position is also responsible for managing the Collections Database

Organizational Status

This position reports to the Director of the Laboratory of Archaeology and the Chair of the Anthropology Department. Work is reviewed in terms of achievement of general goals.

Work Performed

This position is responsible for:

1. Developing, implementing and managing policies and procedures for collections of all artifacts.
2. Working with First Nations communities to address legal, ethical and cultural concerns with respect to the storage and use of the collections.
3. Managing all collection issues for repatriation requests, writing and developing repatriation documentation and managing policy development and implementation.
4. Developing and managing collections management agreements with First Nations communities with respect to the care, storage and access to collections.
5. Managing technical staff, students, visiting interns, and graduate student projects.
6. Managing collection storage systems and related access systems.



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7. Developing Policies for collection management, collection data and safety. Delegating responsibility for collections management processes and overseeing the registration of collections and the creation of manuals and computerized object, location and related records. Managing all access and control related to Laboratory's collections, especially for First Nations communities, university classes, scholars and students, as well as for the public.
8. Managing loans and transfers, according to LOA, Department and UBC policies and guidelines.
9. Managing LOA's collections database systems and overseeing technical contractors, and UBC technical staff on the design and maintenance of the systems.
10. Managing and developing procedures concerning the collections database system's content and use.
11. Developing LOA policies and procedures for laboratory use, and for laboratory and field safety.
12. Managing and controlling archaeology funds and forecasts, preparing, controlling and projecting budgets for LOA collections, laboratories and field equipment. Overseeing LOA expenditures including student salaries.
13. Managing all maintenance of archaeology laboratories and field equipment. Co-ordinating borrowing of equipment.

Working Conditions:

There is a range of working conditions in both the ANSO Building and the Museum of Anthropology that includes, offices, laboratories, archives, collections storage rooms, sample storage rooms, exhibition and instructional areas. May also perform work in the field.

Supervision Received

Considerable personal initiative is expected and wide latitude in decision making is permitted. The position is responsible to the Director of the Laboratory of Archaeology.

Supervision Given

Manages staff and responsible for the hiring training and discipline of all LOA staff. This includes 1.5 FTE staff who will report to the LOA Manager. In addition the LOA Manager will oversee the selection, training, motivating and supervising of technical contractors, volunteers, work learn student employees, UBC students, LOA interns and students, including graduate students from other programs on an international basis.

Consequence of Error/Judgement

LOA is a public trustee of archaeological collections acting as an official repository for the province of British Columbia. These collections are held in trust for the First Nations of British Columbia and the peoples of British Columbia; the LOA Manager is responsible for the safe keeping of these collections, and for assuring that the records associated with these collections are maintained. Errors could have financial, legal, ethical and other consequences for lenders and the University.

Qualifications

Master's degree in a relevant discipline. Minimum of five years experience or the equivalent combination of education and experience. As well as extensive computerized data management experience and knowledge of archaeological field work. Consultation with communities, especially First Nations, and awareness and sensitivity to issues concerning collections originating from these communities is required. Incumbent must have detailed knowledge of the relevant professional standards for computerized collections management and a demonstrated involvement in the profession. Museum work experience in computerized collections management is essential. Knowledge of information management, professional ethical standards, and relevant laws relating to



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cultural property is required. Management, research, teaching and training experience are required. A valid B.C. Driver's license is also required.

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Job Posting

Job ID: 15375
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level A **Business Title:** Bioinformatician/Computational Biologist
Department: Michael Smith Labs
Salary: \$44,685.00 - \$53,644.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01
Job End Date: 2014-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-04-18 **Available Openings:** 1

Job Summary

This position supports senior bioinformatics programmers working on existing databases and providing first level programming and technical services to users by coding necessary instructions, testing and debugging modified programs when necessary. We are hiring a bioinformatics expert to support the data analysis of a genome transcriptome wide association study. The research is part of the SMarTForests Project funded by Genome Canada, Genome Quebec, Genome British Columbia and Genome Alberta. In this project, developing marker technologies for tree breeding, in particular inferring genetic markers associated with insect resistant traits of white spruce (www.smartforests.ca) is one of the main focus of the SMarTForests project. We are seeking a bioinformatician computational biologist to help with the analyses of RNAseq data collected for several hundred individual spruce trees. The prospective bioinformatician computational biologist must have a solid understanding of the Linux operating system as well as programming skills ideally in Bash, Sed, Awk, Perl, possibly Python and or Ruby script languages, as well as R statistical language. Routine duties include setting up and running pipelines for data analysis, script writing, database management, sequence submission to NCBI, sequence annotation, as well as reformatting and compiling very large datasets. Software used for data analysis includes but is not limited to: SAM tools, BWA, Cufflinks and BEAGLE. Previous experience with Illumina HiSeq data, expression profiling, gene annotation, SNP discovery, genotyping, association testing, genomic selection and other statistical analysis is highly desirable but not essential. The applicant should be self-motivated with good verbal and written communications skills.

Organizational Status

This position will work under the guidance of senior bioinformatics personnel and report to the faculty member and postdoctoral fellows and research scientist for goals and objectives of the overall project. He she will work collaboratively with other researchers in the project, including graduate students and other bioinformatics members within the project.

Work Performed

The function of this position will serve the researchers on this Conifer Genomics research program with the following responsibilities:

- position supports senior bioinformatics personnel
- provide first level programming and technical service support to users by coding necessary instructions, testing and debugging modified programs when necessary
- configure and implement existing software programs for data analysis



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- manage databases from this current project
- flexibility in using programming languages targeted to biological systems
- compile project datasets from published literature as well as from researchers, which may include sequence data, functional assays, SNP markers, phenotypic markers and proteomics
- collaborate with postdoctoral fellow and research associate to resolve data issues

Supervision Received

The faculty supervisor, research scientist and postdoctoral fellows will supervise this position.

Supervision Given

None.

Consequence of Error/Judgement

Errors will impact on the whole project and the work of other researchers, losing valuable research time and money.

Qualifications

Undergraduate degree in a relevant discipline. University degree in biological science and or computer science (ideally both). Minimum of one year experience or the equivalent combination of education and experience. Preference given to individuals with experience in working with EST, SNP, protein databases. Programming with Bash, Sed, Awk, Perl, and MySQL is an asset, as well as knowledge of cluster analysis and working with large databases.

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



Job Posting

Job ID: 15175 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level A **Business Title:** Support Coordinator
Department: Center for Teachng,Learnng&Tech
Salary: \$44,685.00 - \$53,644.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01
Job End Date: 2013-12-20 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-15 **Available Openings:** 1

Job Summary

The Programmer Analyst I programs software application modules and codes, tests, debugs, documents, and maintains those modules. This position is responsible for the migrating of CTLT Vista courses to the new Learning Management System.

Organizational Status

CTLT collaborates with academic and administrative units throughout UBC in order to advance the scholarly practice of all members of the UBC teaching community while supporting technology-enabled learning environments and distance learning opportunities. Integrating these complementary teams together within one organizational structure provides a deep resource base to better support UBC's ability to achieve the goals set out in Place and Promise: The UBC Plan.

Work Performed

- Responsible for migrating of CTLT Vista courses to the new Learning Management Systems
- Responsible for clean-up of courses to teachable format
- Provide migration reports for each course which will be made available on the homepage of the course website shell. This report will be used as a reference for the instructor, ID, web programmer and quality assurance support person (ie. notes on items that need clarification, broken link(s) where instructor needs to provide updated link(s), or any general comments)
- Provide resources (ie. guides, screencasts) to share with CTLT and UBC community
- Programs small discrete software application modules.
- Conducts testing and debugging of small modules to ensure application meets specifications.
- Prepares programming documentation for assigned programs.
- Supports software development lifecycle, and applies and follows appropriate programming development methodologies and best practices as instructed.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Participates in project planning and implementation.
- Builds and maintains good working relationships and collaborates with others to achieve client objectives.
- Performs other related duties as required.

Supervision Received



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This position reports directly to Program Administrator, DBL Production Web Design Learner Support

Supervision Given

none

Consequence of Error/Judgement

Any errors could severely affect the reputation of the unit and of the University.

Qualifications

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

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

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

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

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

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

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

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Job Posting

Job ID: 15379
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Systems Analyst - Free Unix Specialist
Department: Earth and Ocean Sciences
Salary: \$52,121.00 - \$62,570.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-05-12 **Available Openings:** 1

What we offer the right candidate:

- The chance to work on challenging projects that support ground breaking research.
- A minimum of four weeks vacation per year.
- Over \$2,000 a year in professional development funds.
- A defined benefit pension.
- A comprehensive benefits package that's worth around 20% of your salary.

Job Summary

The Department of Earth and Ocean Sciences brings together a dynamic, diverse group of scientists and engineers dedicated to understanding how the earth works. As a member of the Computing Staff responsible for supporting the Department's research and teaching, the Systems Analyst integrates and delivers general and specialized computer and network management, consulting, and field support services.

Organizational Status

Reports to the Systems Administrator and coordinates with other members of the Computing Staff on assigned activities.

Work Performed

The Systems Analyst, In conjunction with other members of the Computing Staff, is responsible for the strategic analysis, design, implementation, deployment, management, and support of Departmental computer and network hardware and software, with special responsibility for free Unix (Linux, FreeBSD, Mac) platforms.

Working within assigned priorities and resource constraints, the Systems Analyst responds to requests for consulting and field support from users of the shared computer and network facility.

Specifically, the incumbent is responsible for:

- *Computer and network operations including integrity, security, and performance monitoring and remediation
- *Development, installation, configuration, testing, and maintenance of both scalable, distributed, robust computer and network services, and individual computer and network systems
- *System and application programming; analyzes results and resolves discrepancies
- *Web site management



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- *Evaluates and makes recommendations on hardware and software purchases, inventory, and installation
- *Field support and maintenance on behalf of users of the shared facility
- *Documents, investigates and presents end user issues and problems to technical support staff, project team and systems administrator
- *Develops training materials and courses and conducts training sessions to end users
- *Ongoing evaluation of theoretical and practical developments, methods, standards, and artifacts relevant to system management and security
- *Participates in developing requirements, conceptual design and investigating alternatives
- *Develops and prepares a variety of written reports for presentation based on requirements
- *Provides substitute coverage for other members of the Computing Staff
- *Other related duties

Supervision Received

The incumbent reports to the Systems Administrator, who assigns projects, activities, operational priorities, and identifies resource constraints. The incumbent works independently but coordinates with other Computing Staff as required by the activity.

Supervision Given

The incumbent may be required to lead Department members on assigned projects.

Consequence of Error/Judgement

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

Any of these effects could prevent the Department from meeting its research and teaching obligations and could reflect on its relationship with clients in the private and public sector.

Qualifications

Undergraduate degree in a relevant discipline. *A university degree or technical diploma in a program primarily related to computer and network systems, or equivalent combination of education, training and experience.

*Additionally, a minimum of two years' related experience providing system management and field support on free Unix (Linux, FreeBSD, MAC) platforms, plus related professional background. Demonstrated familiarity with operating system internals on these platforms.

*Practical familiarity with network protocols and services, such as DNS, NIS, NFS, LDAP, DHCP, NTP, HTTP and Nagios, in the development and operation of a distributed computer and network infrastructure.

*Familiarity with MySQL database management.

*Familiarity with SSH remote management.

*Experience with VM configuration.

*A minimum of two years' experience with the application of software development methodologies in a variety of compiled, interpreted, and text processing languages, such as PHP and Python.

*In addition, a minimum of one year's experience with Apache Web server configuration and management.

*Strong interpersonal and communication skills, and the ability to work independently and within priorities and resource constraints.

*Demonstrated ability to interpret field support requests in light of assigned activities, priorities, and resource constraints.



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Minimum of two years experience or the equivalent combination of education and experience.

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



Job Posting

Job ID: 15338
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Systems Administrator I
Department: UBC IT - Comunctn&ColbartnTech
Salary: \$60,794.00 - \$72,981.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-22
Job End Date: 2014-04-22
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-16 **Available Openings:** 1

Job Summary

The Systems Administrator I consults with users and analyzes their systems hardware and software problems, and contributes to the design, provisioning and configuration of systems based on user needs.

Organizational Status

UBC IT Collaboration Applications provides a suite of communications, collaboration and authentication services to the University community, including voice (telecom), contact centre, email, calendaring, UBC Events and CWL (Campus-Wide Login)

Reports to the Manager, Collaboration Applications. Works independently and jointly within the Collaboration Applications team. Collaborates with management and staff from all sections of Information Technology, other administrative and academic offices, and faculty to coordinate application support. Interacts directly with other University technology professionals.

Work Performed

Specific Duties:

- Contributes and provides input on the analysis and review of functional requirements, system features, integration requirements, security requirements, and scalability and performance requirements. Reviews implementation options, discusses approach and recommendations with systems staff and users, and provides input to technology recommendations for new and changing systems requirements.
- Contributes to the ongoing planning and analysis of systems enhancements in support of current or new enterprise services. Collaborates with peers team members to identify, analyze, recommend and implement appropriate system enhancements that will improve existing information systems and improve business processes and productivity.
- Builds and maintains good working relationships with other IT groups, teams, colleagues and peers. Builds and sustains good working relationships with customers and captures the customer's business needs.
- Participates in end user committees as required on behalf of UBC IT. Maintains communication and develops relationships with the user community in order to develop a sound knowledge of their business and their priorities. Based on client feedback develops recommendations and presents options for improvements and efficiency.
- Investigates and remains current with industry technology trends in the Collaboration Applications field such as: Office collaboration tools (email, calendaring, scheduling), Identity Management, e-commerce, workflow, systems development methodologies, web-services, applications middleware (apache, tomcat, etc.), anti-spam and anti-virus, electronic forms, etc.



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- Provides Tier 2 operational support for production systems including troubleshooting system problem reports, resolving issues with production systems, defining operational support processes, patching systems and applications, documenting and reporting problems and providing end user support as required.
- Develops expertise in the functionality of vendor product(s). Works directly with the vendor's technical support centre in order to resolve product issues.
- Assists in the development of scripts to automate and improve processes, monitor servers, extract and convert data.
- Reviews current support processes and methods of support delivery in order to provide technically accurate solutions to customers and to improve customer satisfaction. Brings recommendations for improvement to the Team Lead and or the Manager.
- Develops and maintains relevant documentation, including operational procedures and guides for customers, end-users, and application support teams. Assists with development of sound business continuity and disaster recovery plans for applications as part of the project delivery.
- Performs data analysis in preparation for conversion and clean up. Develops and or prepares conversion programs and procedures; assists with conversion functions.

Core Duties:

- Consults with users on present or proposed business procedures, problems, and requirements in order to define systems needs and streamline system work flow.
- Supports the monitoring and analysis of systems issues and contributes to recommendations for all systems supported infrastructure as part of regular operations.
- Contributes to the design, provisioning and configuration of systems.
- Acts as a liaison between technical groups and stakeholders to coordinate the system's installation and ensure technical compatibility and satisfaction.
- Contributes to the preparation of documentation and definition of system specific dependencies to assist in problem analysis including user and technical manuals for review by senior Systems Analysts.
- Contributes to the development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the general direction of the Manager, Collaboration Applications, Information Technology and under the daily direction of a Team Lead, Programmer Analyst, Systems Administrator or Project Manager as assigned. The Support Analyst must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

May mentor newly hired systems administrators and other resources within the group who assist with application support and maintenance.

Consequence of Error/Judgement

Information Technology plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The services supported by Information Technology require reliable application systems in order to provide critical functions that support all students, faculty and staff. These systems must be available on a 7x24 basis.

Decisions and actions taken by the Support Analyst will have a direct impact on how efficiently and effectively the systems will perform and function. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect on these systems. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of Information Technology and UBC. This could adversely impact the University community, including the large majority of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue.



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Qualifications

Undergraduate degree in a relevant discipline. Relevant training and or experience with one or more business systems such as accounts customer management. Minimum of three years experience or the equivalent combination of education and experience. At least one year of application support experience or equivalent is preferred.

Experience supporting Microsoft Active Directory, Windows Server and SharePoint is an asset.

Experience with desktop and end-user support is an asset.

Experience with supporting the following enterprise email systems, mail protection, security products and related technologies is an asset: Microsoft Exchange, Blackberry Enterprise Server, Postfix, Sophos PureMessage; DNS, LDAP, SQL, RBL; Sympa, Majordomo; Perl, Python, bash; SMTP, POP, IMAP, MAPI, RPC over https, ActiveSync, Exchange Web Services.

In-depth knowledge and ability to effectively use E-mail applications such as Outlook, Entourage, Thunderbird, Mac Mail and mobile devices such as the Blackberry and iPhone.

Proficient knowledge of UNIX command line and general usage.

Knowledge of unified communications systems.

Familiarity with some of the following current development tools and environments is an asset: Java, Perl, SQL, Oracle, Cold Fusion, UML, XML, XSL, SOAP, J2EE, Tomcat, Apache, JDK environments.

Sound knowledge of browser standards, common plugins helper apps and Internet connectivity.

Sound knowledge of standard office productivity tools (e.g. MS Word, Excel, PowerPoint, Visio, etc...).

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

Ability to take initiative and work with limited direction.

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

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

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

Accountability - Checks assumptions about mutual expectations and clarifies standards of overall performance. Checks the scope of responsibilities of self and others. Monitors day-to-day performance and takes corrective action when needed to ensure desired performance is achieved.



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

Initiative - Volunteers to undertake tasks that stretch his or her capability. Identifies who can provide support and procures their input. Identifies problems and acts to prevent and solve them.

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



Job Posting

Job ID: 15337
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Network Analyst I
Department: UBC IT - Comunctn&ColbartnTech
Salary: \$60,794.00 - \$72,981.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-22
Job End Date: 2014-04-22
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-16 **Available Openings:** 1

Job Summary

The Network Analyst I consults with and analyses user requirements for information network systems and monitors capacity requirements and network performance. This position also provides day-to-day maintenance and support for the data and telephony system.

The Collaboration Applications Network Analyst I specializes in operational TDM and IP-based voice network and PBX support, investigating and troubleshooting user and system issues involving both peripheral and core equipment, developing and executing operational processes and procedures, and making core programming changes.

Organizational Status

UBC IT Collaboration Applications provides a suite of communications, collaboration and authentication services to the University community, including voice (telecom), contact centre, email, calendaring, UBC Events and CWL (Campus-Wide Login).

Reports to the Manager, Collaborations Applications. Works independently and jointly within the Collaboration Applications Team, providing leadership depending on the current assignment.

Works with other teams within UBC IT to support campus enterprise network services. Liaises with personnel from UBC IT, other campus IT units, IT units at other universities and institutions, the research community and other customers.

Work Performed

Specific Duties:

- Provides Tier2 operational support for production systems including troubleshooting system problem reports, resolving issues with enterprise production systems, defining operational support processes and providing end user support as required, which necessitates on-site telephone equipment repair.
- Supports core components of enterprise communications systems, such as Avaya Nortel CS 1000, Cisco Call Manager, and Contact Center, making logical configuration changes, applying system updates, reviewing and creating service policies and access controls.
- Performs proactive maintenance and monitoring activities on communications systems, defining system health metrics, creating and executing maintenance plans, and designing and implementing monitoring systems.



- Assists with design and implementation of TDM and VoIP network infrastructure, including CO trunking, TIE PRIs, IP-based trunking (H323, SIP), data switches and media gateways.
- Consults with IT staff and others as appropriate on operational and system design issues and provides technical opinions on the viability or suitability of techniques and methodology to meet project and or Collaboration Application Managers' objectives and goals.
- Performs quality assurance testing (particularly with respect to integration) using functional testing, unit testing and other testing methodologies as required. Performs system testing including load testing, integration testing, and user acceptance testing.
- Develops and validates sound business continuity and disaster recovery plans for production systems.
- Develops and maintains system documentation, such as operational procedures and guides, for use by the Collaboration Applications team.
- Monitors and tracks voice equipment inventory, including peripheral equipment (line cards, trunk cards, etc...), and telephone handsets.
- Investigates and remains current with industry technology trends that would benefit unified communications implementations: VoIP protocols (SIP, SCCP, etc...), virtualization, directory services, (email, calendaring, scheduling), web-services, applications middleware (apache, tomcat, etc.), anti-spam and anti-virus.
- Provides after hours on-call support as required.
- Participates in network design and lifecycle planning discussions.

Core Duties:

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

Supervision Received

Works under the daily direction of a Team Lead or project manager as assigned. The Network Analyst must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

May provide supervision and direction to other Collaboration Application team members, as well as vendors and or contract staff performing technical duties.

Consequence of Error/Judgement

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

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



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Qualifications

Undergraduate degree in a relevant discipline. Bachelor's degree in Electrical and Computer Engineering, Electronics and Communications Engineering, Computer Science or other related discipline. Minimum of three years experience or the equivalent combination of education and experience. A minimum of two years of relevant experience in supporting enterprise telephony systems, large campus telephony networks, and network operations. Experience installing, configuring, and troubleshooting enterprise class IP and TDM network components.

Completion of formal training in TDM or VoIP-based communications platforms operated by UBC, specifically the Nortel Meridian 1, the Avaya CS 1000 or Cisco Unified Communications Manager.

Enterprise Communications Systems

- Demonstrated knowledge and experience working with Nortel Meridian 1, Octel, Call Pilot, Avaya Contact Centre, Cisco Unified Communications, Avaya Aura

Telephone Networks

- PRI ISDN T1 cabling and configuration, CSU DSU, ELAN TLAN configuration, PBX signalling

Server Management

- Linux (RedHat), Cisco UCS (Unified Communications Systems), VMWare ESX

Network Security

- ACLs, device hardening, firewalls, port scanning, vACLs

Support Systems

- DNS, DHCP, XML, Scripting (perl)

Network Management Systems

- InterMapper, SNMP

Knowledge of:

- Load Balancing
- TCP IP and packet capture and analysis
- Multicast
- Cisco and Nortel LAN WAN networks
- Structured cabling systems

Preference will be given to individuals with experience in the following areas:

- Avaya Nortel environments is required
- Cisco environments is required
- Customer service environments - provisioning services, determining requirements, customer interaction
- Service provider environments.

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

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

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



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

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

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

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



Job Posting

Job ID: 15353
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level A **Business Title:** Program Coordinator
Department: UBCO - CommunityServLearnProg
Salary: \$41,376.00 - \$49,671.00 (Annual)
Full/Part Time: Part-Time (75%)
Desired Start Date: 2013-04-22 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-15 **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.

The salary range part-time (FTE 75%): \$31,032 - \$37,253.25 annual

Job Summary

UBC Okanagan campus Learning Exchange is a collaborative community-university engagement approach. Through a variety of community engagement activities including Community Service Learning, the Learning Exchange provides UBC Okanagan students with an opportunity to connect real life experiences with academic content, deepening their understanding of crucial social issues and providing an opportunity to make a positive contribution. The Program Coordinator will work with the Learning Exchange Manager to plan, coordinate, facilitate and support a range of community engagement activities. The Program Coordinator will work collaboratively with community organizations, and students, faculty and staff within the university structure.

Organizational Status

The Learning Exchange Program Coordinator will work with and report to the Learning Exchange Manager. The Program Coordinator will take a leadership role on assigned Community Service Learning projects, supervising student volunteers, liaising with faculty and collaborating with community organizations and partners.

Work Performed

Provides support to the Learning Exchange Manager to plan, coordinate, facilitate and support a range of community engagement activities by:

- Working collaboratively with community organizations and the UBC Okanagan campus community (students, faculty, staff and alumni).
- Planning, coordinating, facilitating, and evaluating Community Service Learning projects including: logistics, troubleshooting, communicating with both community organizations and University.
- Establishing and administering a volunteer database.
- Conducting research and providing input in the designing of community engagement programs and services.
- Promoting Learning Exchange community engagement activities in both university and



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community environment.

- Providing assistance and support to Manager as required.

Supervision Received

Reports directly to the Learning Exchange Manager. The incumbent acts independently and exercises considerable judgement and innovation in working with community organizations, students, faculty and staff.

Supervision Given

The incumbent will supervise and provide support and direction (sometimes in conjunction with community organization representatives) to students and volunteers participating in Community Service Learning projects.

Consequence of Error/Judgement

Must exercise tact and diplomacy in interacting with students, staff, alumni and faculty from the UBC Okanagan campus staff to community organizations, and individual community members. The Learning Exchange engages program participants in situations that may be new. All program staff must be aware of the need to minimize risk to participants and maximize the perceived and actual sensitivity of the program and the university to community issues. Errors in judgment or the disclosure of confidential information could have very public consequences, affecting the reputation of the Learning Exchange and or resulting in embarrassment to the University of British Columbia Okanagan campus.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience working in a University community organization, or comparable combination of community-University experience.

- Experience in program coordination, and event organizing and promotion.
- Experience in community development preferred. Experience working with volunteers.
- Experience in adult education preferred.

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Job Posting

Job ID: 15345
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level A **Business Title:** Education Coordinator
Department: James Hogg iCAPTURE Centre
Salary: \$41,376.00 - \$49,671.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-31
Job End Date: 2014-03-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-15 **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 coordinate and assist in the development of educational courses and programs at the James Hogg Research Centre.

Organizational Status

Reports to the Operations Leader, and to the Director and Associate Director of James Hogg Research Centre. The applicant will be working in the James Hogg Research Centre located at St. Paul's Hospital.

Work Performed

- Coordinate, develop and implements the education programs and courses at the centre
- Formulate, write and assist Principal Investigators in preparation of core curriculum for The James Hogg Research Centre education programs. These include RIP and Friday Seminar series.
- Design, implement and oversee the summer student program for the undergraduates. These programs will include topics such as molecular phenotyping, ultrastructure, dynamic imaging, organ, whole animal and human technologies and statistical, mathematical, and bioinformatic analysis of molecular outputs or images
- Develops , implements, and oversees educational policies and programs at the centre
- Coordinating and developing educational materials for lectures and tours and workshops
- Writing Standard Operating Procedures
- Writing ethical applications and approvals
- Developing new collaborative working relationships with the scientific community and the university partners
- Creates a positive work environment that stimulates excellence, creativity, professionalism, collegiality and well being
- Evaluates the effectiveness of the training (e.g., post-training quiz, training evaluation forms, etc.)
- Designing and conducting presentations and training sessions
- Preparing and overseeing educational program budget
- Coordinates various training programs for staff, students and faculty members.

Supervision Received

Works independently under minimal direction from the operations leader of the James Hogg Research Centre and the Director and



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Associate Director.

Supervision Given

Manage summer students and other personell as needed who are involved in educational strategies.

Consequence of Error/Judgement

The incumbent must be able to work independently and exercise extensive judgment and decision making in developing policies and procedures and the education curriculum. Error in judgment could have the following adverse consequences.

Qualifications

Undergraduate degree in a relevant discipline. Health sciences preferred. Science background strongly recommended. Minimum of two years experience or the equivalent combination of education and experience. Additional completion of recognized financial courses of study a great asset. Extensive experience in research management. Ability to work under pressure and meet tight deadlines. Ability to develop, implement and evaluate policies and procedures related to scientific matters. Demonstrated written and oral communication skills with a particular ability to explain complex issues in a clear and concise manner. Effective organizational, problem-solving, analytical and supervisory skills. Ability to work with the big picture while not losing sight of the details. Ability to work effectively independently and in a team environment. Effective interpersonal relationships and ability to exercise tact, discretion and good judgement. A solid working knowledge of imaging programs for creation of documents and presentations. Knowledge of databases and internet searching. Knowledge of advances in software. Effective computer skills. Experience in communication between all types of personnel. Ability to multi-task and work in an extremely fast-paced, dynamic environment with multiple deadlines. Effective and strong organizatinoal and problem solving skills. Sense of humor a must.

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Job Posting

Job ID: 15358
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level B **Business Title:** Assistant Field Education Coordinator
Department: UBCO - Social Work
Salary: \$52,121.00 - \$62,570.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-20
Job End Date: 2014-05-18
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-04-16 **Available Openings:** 1

Job Summary

Operates under the supervision of the Field Education Coordinator, and is responsible for planning, organizing, developing and administering the process for field placement practica for BSW and MSW students. Key tasks include matching students to placements; developing field education policies, procedures and manuals; communicating and liaising with agencies, students and faculty in matters related to field education. The Assistant Field Education Coordinator position includes responsibility for evaluating and grading student performance in practicum at the undergraduate level (pass fail basis).

Organizational Status

Reports to the Field Education Coordinator of the School of Social Work, liaises with the Student Education Coordinator and the Director of the School of Social Work, and interacts and communicates with faculty members, students, staff, external professional social work agencies, and departmental offices of the Faculty of Health and Social Development, and other UBC and external academic and administrative units as required.

Work Performed

1. Recruits, reviews and assesses agencies organizations for designation as field placement sites based on the learning needs of students, course objectives, and accreditation standards and conducts placement site visits to ensure placement adherence to field education standards by:

- Researching, identifying and developing opportunities for placements locally, provincially, nationally, and internationally.
- Overseeing legal contracts (student placement agreements) for each setting and ensuring that electronic and paper copies of all field related contracts are on file in the Field Education Coordinator's office.
- Working with the Field Education Coordinator, the Student Education Coordinator and the Director of the School of Social Work to develop practica, including updating and maintaining the electronic database.
- Developing and maintaining distance placements, including provincial, national, and international settings.
- Providing verbal and written feedback to the Field Education Coordinator regarding



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the practice environments where students were placed after the completion of term II.

2. Assist with providing Field Instructors orientation, training, and support by:

- Reviewing and assessing agency staff for appointment as Field Instructors in accordance with UBC School of Social Work and Canadian Association for Social Work Education (CASWE) Accreditation Standards.
- Co-teaching course(s) for field instructors with Field Education Coordinator.
- Planning seminars, workshops, and special events for field instructors.

3. Assist with guiding students through their field education courses by:

- Planning and implementing the process for matching BSW students to field placements, in consultation with the Field Education Coordinator, students and field instructors.
- Planning and teaching field preparation and integration seminars for students.
- Providing student advising regarding their progression and performance in field education.
- Participating in student recruitment activities.
- Attending grade appeals as required.
- Participating in the review of Prior Learning Assessment and distance field education applications.
- Completing the student evaluation process at the mid-term and final evaluations, including assigning the student a pass fail grade
- Distributing announcements or updates to students using the global email system as required, including ensuring all students are informed about the optional supplemental accident insurance.

4. Assist in field education programmatic planning, coordination, communication and public relations by:

- Attending planning meetings and other meetings as required in order to meet the needs of community partners and students, including participating in Field Committee meetings and other meetings to review and discuss expectations and progress of students.
- Preparing an agenda and participating in weekly planning and supervision meetings with the Field Education Coordinator.
- Assisting in developing the Field Education section of the UBC School of Social Work website, including on-line materials or courses for field instructors.
- Offering consultation to students, field instructors, agencies and faculty liaisons on field education issues, in order to clarify policies and expectations.
- Maintaining community relationships and conducting community outreach with partner agencies.
- Developing policy and procedures standards and the corresponding manuals which clearly outline the process in field education, in cooperation with the Field Placement Coordinator.
- Developing curricula and other materials, e.g., manuals, learning contracts, evaluations, and reporting which appropriately reflect the objectives and standards of field education as well as the learning experiences needed to prepare students for social work practice.
- Working with enrolment services to set-up PLA course sections and register students in those sections as requested and approved by the Field Education Coordinator.
- Assisting with preparing for accreditation visits and reviews as required.



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5. Performing other related duties as required.

Supervision Received

Works under the supervision of the Field Education Coordinator of the School of Social Work. All decisions and work conducted by the AFEC is subject to review, approval, and supervision of the FEC.

Supervision Given

The Student Education Coordinator and the Field Education Coordinator of the School of Social Work are also available for consultation regarding policy and its application regarding student performance. It is expected that the Assistant Field Education Coordinator will work as member of a team and will provide support and mentorship to other team members as appropriate.

Consequence of Error/Judgement

Interacts directly with students, the academic community and the professional social work community within the Okanagan Valley, and at national and international levels. Offers formative as well as summative evaluative feedback verbally, and when necessary, in the form of a written evaluation. Seeks guidance regarding student performance concerns from the Field Education Coordinator or the Director and collaborates with them to provide students with feedback and options for progress in the field education portion of the BSW and MSW programs.

The Assistant Field Education Coordinator must be willing to give negative feedback to the student if indicated. Inappropriate judgment or unwillingness to provide constructive feedback can harm the student's progress in the program and or result in difficulties in subsequent practice settings. Incorrect or inappropriate decisions may adversely affect student progress and directly affect the reputation and the credibility of the School of Social Work and of UBC locally, nationally, and internationally.

Qualifications

Undergraduate degree in a relevant discipline - Bachelor's degree in social work, plus a minimum of four years relevant social work practice experience required, MSW preferred. Minimum of four years experience or the equivalent combination of education and experience. Must have a good understanding of the professional social work community within the Okanagan Valley and be aware of current social work practice and policy trends.

- Must have excellent interpersonal communication skills (must be creative, diplomatic, patient, tactful, culturally sensitive, etc.), both oral and written.
- Must be able to operate efficiently in the organization and interact constructively with students, faculty, staff, the professional community and the general public.
- Must have a strong background and skills in multi-tasking, problem-solving and policy interpretation and implementation.
- Evidence of ability to work with and respect individuals from diverse cultures, ethnic and minority racial groups, and lifestyles must be presented and documented by the candidate.
- Strong information technology skills including word processing, web-based database management, simple graphics software, and Microsoft Outlook, Excel and PowerPoint are required.

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Job Posting

Job ID: 15357
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Program Manager, MD Undergraduate Portfolio
Department: Medicine - Dean's Office
Salary: \$60,794.00 - \$72,981.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-06
Job End Date: 2015-05-05 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-18 **Available Openings:** 1

Job Summary

To work closely with the Assistant Dean of Faculty Development in professional planning, designing, developing, coordinating and implementing educational programs, publications, and evaluations. This role will require conducting needs assessment and developing corresponding program offerings, preparing long range plans for implementation of educational activities and venues, development of appropriate instruments and databases for recording participation, marketing plans and program evaluation. This position will require ongoing personal development to acquire the background familiarity, knowledge, and skills required. This position will focus on the MD undergraduate portfolio.

The normal work environment for this position includes the Office of Faculty Development and facilities at Vancouver General Hospital. Workshops and events may also take place in various buildings on the UBC academic and clinical campuses. Evening and weekend attendance at instructional activities may be required. May be required to attend meetings conferences outside of Vancouver.

Organizational Status

This position reports to the Assistant Dean, Faculty Development.

Work Performed

Program Research and Development

*Coordinates the development of formal and informal programs to assist teachers and preceptors in remediating areas in need of improvement.

*Independently conducts needs assessment to aid in program curriculum design

*Leads the design, develop, implementation and evaluation of a comprehensive faculty development curriculum to meet the needs of a variety of educators in the undergraduate medical education program;

*Redesigns existing programs to better meet educational goals for the MD undergraduate renewed curriculum;

*Participates in the continuous quality improvement cycle for faculty development programs

*Plans, develops, co-ordinates, implements and manages educational activities such as workshops, seminars, consultations, presentations and lectures (designing brochures, procuring and arranging venues, recruiting instructors, writing communication);



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Program Management

- *Liaises with educational consultants and subject matter experts to aid in the design and delivery of faculty development offerings in the undergraduate curriculum;
- *Manages program support staff including administrative support, research staff and instructional designer;
- *Works collaboratively with Faculty Development Site directors at the four disturbed medical education sites (VFMP, IMP, NMP, SMP) to support the adaptation and adoption of faculty development programs across the curriculum
- *Coordinates proper tracking of accreditation standards related to faculty development (e.g. site comparability, faculty support, program design, etc.)
- *Develops and manages faculty development budgets for undergraduate program areas (forecasting, proposals, budget reconciliation etc);
- *Responds to enquiries and concerns from workshop instructors, faculty, staff and participants
- *Perform other duties related to the requirements of the job

Coordination, Marketing and Promotion

- *Acts as an advisor and information resource regarding program related issues
- *Coordinates with regional faculty development directors to support the development and implementation of faculty development offerings across the MD undergraduate curriculum;
- *Supports the development on technology-enabled faculty development resources for the MD undergraduate program;
- *Prepares and writes reports for Office of Faculty Development's contribution to the educational mission;
- *Plans, develops, co-ordinates, implements and manages event marketing, registration, preparation, implementation, follow up and evaluation;
- *Liaises with counterparts in other Canadian universities in the development of pedagogical tools for the delivery of educational programs

Supervision Received

This position reports to the Assistant Dean Faculty Development.

Supervision Given

Responsible for the supervision of two CUPE 2950 support people and an M&P Instructional Designer.

Consequence of Error/Judgement

This position is required to exercise superior judgement and initiative in decision-making, as new programs are being designed, developed and delivered. The majority of tasks are performed independently with minimal supervision. A high level of confidentiality and sensitivity is required in dealing with faculty evaluations, concerns, budgets and professional development. Tact and sensitivity are required in communicating with faculty, staff and faculty developers across the four sites.

Error in the performance of this position will have a negative impact on the administration of the programs, operations and personnel, as well as the reputation of the Office of Faculty Development, Faculty of Medicine and the University of British Columbia. Inappropriate or incorrect decisions, poor judgment, and or problem solving may also result in needless hardship and administrative burdens for the Office.

Qualifications

Master's degree in Education. Master's degree in Education, Adult Education, Psychology, Educational Psychology or an equivalent combination of education, training and management experience, preferably in an educational environment. Minimum of six years experience or the equivalent combination of education and experience. Experience in program development and database management, preferably in an educational environment.

High degree of initiative in self-directed improvement and willingness to learn about faculty development and curriculum renewal



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issues. Excellent oral and written communication, interpersonal, problem-solving and organisational skills. Ability to work independently and have the maturity required dealing with sensitive issues in a tactful and confidential manner. Attention to detail. Word processing computer experience required (Microsoft Word, excel, Outlook, PowerPoint, Access, InDesign, Photoshop). Curriculum design, research and literature searching skills are an asset.

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



Job Posting

Job ID: 15373
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level A **Business Title:** Assistant Media Relations Specialist
Department: Public Affairs
Salary: \$48,261.00 - \$57,935.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-27 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-25 **Available Openings:** 1

Job Summary

Performs a wide variety of media relations tasks designed to enhance the university's reputation, by providing support functions to the media relations team and working with students, faculty and staff to communicate the university's activities, facilities, services, goals and objectives to audiences through local, national and international media.

Organizational Status

Reports to the Associate Director of Public Affairs.

Work Performed

- Helps monitor mainstream media and social media and writes daily media monitoring digest;
- Analyzes social and mainstream media pick-up; helps flag emerging issues in social and mainstream media, and follows major trends and issues affecting the university;
- Compiles and prepares reports summarizing UBC News social media and web site metrics;
- Assists Media Relations Specialists with media contacts, event support, article approvals and other duties;
- Researches and writes feature articles for UBC News;
- Researches and writes media releases;
- Helps produce multimedia story content (photos, slideshows, video, infographics) for releases and feature articles;
- Assists in planning and implementing of crisis and issues response strategies.
- Under the direction of the Public Affairs Director and the Associate Director, liaises with deans, department heads, faculty, staff and students; liaises with members of the media, referring them to experts or other sources of information, providing factual background information and actively promoting story ideas;
- Works with Media Relations Specialists to provide briefings and media training workshops to departments about public and media relations;
- Assists Media Relations Specialists to organize and coordinate news conferences and other events as required and in conjunction with senior university administrators, faculty and outside organizations, including government;
- Helps compile the UBC Experts Directory and media contact lists;
- Assists in Public Affairs' radio and TV studio operations
- Assists in development of media plans and communications strategies to meet the university's objectives.



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Supervision Received

Works under broad guidelines established by the Public Affairs Director and the Associate Director with minimal technical guidance.

Supervision Given

None

Consequence of Error/Judgement

The Assistant Media Relations Specialist is expected to function in a team setting with a degree of autonomy and independence, working under broad guidelines. The consequence of error in this area could be very serious for the university as it concerns the public image and profile of UBC on a provincial, national and international level. Incorrect or insufficient information and advice subsequently passed on to the senior administration could have grave consequences.

Qualifications

Undergraduate degree in a relevant discipline. A university degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience in the communications field, with print and or broadcast journalism experience that includes social media and multimedia aspects preferred. Experience in digital communications environment required. Requires strong writing skills and the ability to meet deadlines, and to work under pressure on several projects simultaneously. Ability to communicate effectively via social media and multimedia elements. Ability to work effectively with all levels of university personnel, including senior administration. Excellent knowledge of the journalistic requirements of regional, national and international news media organizations. Excellent internet and web site technical skills. Excellent knowledge of the University of British Columbia and its people. familiarity with social media tools as well as digital video and audio editing software and TV and radio studio equipment use would all be assets.

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



Job Posting

Job ID: 15369
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Communications Coordinator
Department: St. John's College
Salary: \$56,291.00 - \$67,577.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-17 **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

Plays a pivotal role in the planning of communications projects and participates in the development of communications strategies. Manages and Coordinates electronic and print communications, including the College website and digital signage. Maintains a detailed understanding of the College, its priorities and key activities, ongoing research, and the interests of external stakeholders, together with an ability to profile the College and its activities in a clear and appropriate format to multiple audiences

Determines the communications needs of the College and advises on the appropriate communication tools to use in order to meet those needs. Coordinates all aspects of events and catering for St. John's College, including marketing of event facilities and catering services.

Organizational Status

Reports to the Vice Principal Administration and Development. Works closely with the Principal. Interacts widely with event clients from on and off campus. Liaises with the UBC community; local media; the UBC Public Affairs, Alumni Affairs, and Development offices; the Faculty of Graduate Studies and campus partners; the College's food service provider; College committees; and faculty and student (resident) members of the College on events, programming, partnerships, and communications projects and initiatives. Provides instruction and guidance to College members and partners on communications and website issues. Supervises and directs a part-time Event Assistant as well as a team of student event assistants.

Work Performed

COMMUNICATIONS

Designs innovative ways of delivering information and services, including recommending best practices for usability, accessibility and navigation. Keeps current on evolving technologies and recommend changes to ensure that the College connects with members of the UBC community and with the public in an appropriate way.

Develops and advises on the most appropriate communication tools to reach a varied audience, including websites and social media, digital signage, and press releases related to research, academics, and departmental information. Advised on the most appropriate communications tools, which requires staying current with communications trends and technologies. In conjunction with the Principal Assistant Principal, is responsible for the College social media presence.



Develops, updates and maintains departmental website; is responsible for ensuring that web site content is up-to-date. Works with department users, including student residents to improve overall usability and functionality of departmental web pages and to take advantage of new initiatives. Act as web content manager, developing and recommending methods for streamlining the process of creating and updating web site content. Act as the primary contact for content providers. Creates and modifies templates for web-based interactive applications.

Develops and maintains department digital signage. Creates content for department events and manages content submitted by others to ensure compliance with digital signage policy and guidelines. Liaises with UBC Events and other units using digital signage technology.

Ensures the development, organization and maintenance of the College's library of photography, video, and audio files, commissioning materials and services to grow and maintain the collection as needed

Provides basic technical training and support for faculty, administrative staff and student residents in relation to communications tools and systems. Writes detailed user instruction documents and provides in person guidance.

Act as the communications liaison on events that further enhance the department's identity, vision and values, including speaker series and other academic initiatives.

Represents the College in relation to all events taking place at the College, working with clients to ensure the smooth organization of the event with respect to booking of facilities, catering, equipment and other services offered by the College

Undertakes publicity of event schedule, speaker arrangements requests, and publicity for the St. John's College Invited Speakers' Series, Junior Fellow Speakers' Series, Global Change Issues series and other College-sponsored lecture series and events.

Develops and maintains a comprehensive Policies and Procedures manual covering all aspects of events management at the College
Monitors and collect news coverage items about the College and its related concerns. Works with other units within UBC to distribute news coverage items to various audiences.

Identifies and responds to emerging opportunities to profile the College and its programming. In conjunction with the Principal, other staff, academic partners, and student residents, drafts and circulates media releases. Liaises regularly with UBC Public Affairs

Participate on College committees related to position, as assigned by the Principal Assistant Principal. May represent the College on other committees relating to Communications.

Maintains up-to-date contact lists for media and other partner organizations and stakeholder groups.

Coordinates the publication of College newsletters and other publications; solicits input from residents and other staff; works with the Principal on articles; writes articles, works with graphic designers on layout and printing. Undertakes desktop publishing of newsletter, reports, College events advertisements and presentations. Coordinates the production of College notices, reports and promotional materials.

Develops and maintains a marketing kit for group events, to include information on facilities, equipment, fees, catering and related information

OVERSEEING OF EVENTS

Oversees the CUPE 2950 position [Admin Support 4, grade 8, Position 30469] which takes care of the event-related responsibilities including:

- overseeing event coordination, catering, scheduling, liaison with external clients and vendors; liason with St. John's College's



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food service provider; providing trouble-shooting where required

- liaising between clients, faculty, staff, catering service provider, and possible outside vendors on event and catering arrangements; giving tours and presentations as required; ensuring the smooth organization events with respect to booking of facilities, equipment requirements and other services offered by the College; undertaking any necessary follow-up and resolves customer concerns and complaints;
- coordinating set up and other event logistics, including ensuring all event setup details are in order, solving last-minute problems with room arrangements equipment etc. May be required to be present at events;
- invoicing and payment collection of venue bookings, processing payments for academic programming
- assisting with travel, accommodation, honoraria and hospitality arrangements for special visitors to the College (e.g. Green Visiting Professors), working with the Principal, staff, faculty convenors, and graduate students;
- assisting in the creation, updating, and distribution of promotional and informational materials, including but not limited to website, brochures, and posters. Drafts and edits materials for review.
- maintaining and monitoring merchandise inventory, ensuring appropriate levels are in stock

STAFF BACK UP

In the absence of the Assistant Principal Administration and Development, acts as office manager and provides supervision to the office staff.

Performs other related duties as required

Supervision Received

Reports to the Assistant Principal, Administration and Development. Works under general direction; receives specific instructions only on unusual problems or on matters which depart radically from established policy and procedures. Work is reviewed in terms of achievement of high professional standards in the delivery of communications services. Is expected to anticipate potential issues or problems based on a thorough knowledge of departmental operations or plans and to develop effective solutions.

Supervision Given

Assigns tasks to and supervises the (part-time) Event Assistant. Supervises an event set-up crew of between 6 to 8 students. Participates in the hiring process, making recommendations on those hires. Formally trains new crew members, and provides feedback on performance. May distribute work assignments to other employees in lower classifications. Explains office routines and practices to new employees. In the absence of the Operations Manager, acts as office manager and provides supervision to the office staff

Consequence of Error/Judgement

This position will make decisions regarding communications and events-related service contracts and projects that can have significant impact on staff operations, College finances, member services, and overall reputation. The perceptions of the College created by this position are critical to the success of the institution.. Negligence, inaccuracy or discourtesy of any kind may seriously affect the image and reputation of individuals, of the College, and of the University. Inappropriate, ineffectual or poor messaging in communications, poorly designed communications media and flawed publicity could be damaging to revenue, recruitment, fundraising, member relations and public relations. The incumbent will be closely involved in all the most public aspects of the College's operation.

Qualifications

Undergraduate degree in a relevant discipline. A post-secondary certificate in graphic design, web design, or publishing preferred. Certificate in Event Management and or Marketing preferred. Minimum of five years experience or the equivalent combination of education and experience. Experience in a University setting and its environment preferred. Highly effective written and verbal communications, with ability to write for various audiences, settings and tones. Ability to set priorities and



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work effectively on several projects simultaneously in a high-volume, dynamic environment and to work effectively under pressure and meet deadlines.. Ability to be thorough, accurate, and have a high level of attention to detail, including ability to proof-read. Experience in web design and management, including knowledge of open source website technologies. Proficiency in HTML and one or more web programming software applications (e.g. Dreamweaver, FrontPage.) Familiarity with Internet protocols and languages, such as HTTP, PHP, Java, JavaScript and XML. Familiarity with Content Management Systems (i.e. WordPress) would be an asset. High degree of proficiency with publishing and graphics programs (Adobe Creative Suite). Ability to effectively use software at an intermediate level. (e.g., Outlook, MS Word, MS Excel and various graphics and other programs.) Familiarity with copyright law, privacy & security practices (e.g.FIPPA). Proven experience in Event Management. Knowledge of and ability to use audio-visual equipment, including LCD projectors, lap-top computers, microphone speakers, etc; ability to trouble-shoot equipment problems. Managerial and supervisory experience, preferably in a unionized environment. Strong interpersonal, leadership, and conflict resolution skills to maintain cooperative and productive relationships with faculty, staff, students, donors, partners, special guests, vendors, the media and members of the UBC and broader communities. Ability to work independently and in a team environment. Cultural sensitivity and awareness of the political and administrative environment at UBC. A high level of tact, diplomacy, discretion and sensitivity, including proven negotiation skills. . Experience working within a culturally diverse community. Ability to show initiative and sound judgement to resolve potential conflicts difficult situations Ability to work flexible hours, including overtime and weekends as required.

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Job Posting

Job ID: 15370
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level A **Business Title:** Research Nurse
Department: ICORD
Salary: \$ 28.58 - \$ 34.30 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-04-16
Job End Date: 2014-04-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-04-17 **Available Openings:** 1

Job Summary

The Research Nurse coordinates all clinical activities associated with patient attendance at the evidence-based clinic (EBC) in the Combined Neurosurgical and Orthopaedic Spine Program (CNOSP) outpatient clinic and provides a full range of nursing duties.

Organizational Status

Reports to the Principal Investigator of the research group, who is a Principal Investigator with ICORD. ICORD is an interdisciplinary Spinal Cord Injury (SCI) research group in the Faculty of Medicine. ICORD researchers are based at the Blusson Spinal Cord Centre, UBC Point Grey Campus, Vancouver General Hospital, GF Strong Rehabilitation Centre, and other sites in Greater Vancouver and across Canada. The nurse will be based at the Blusson Spinal Cord Centre, and will have frequent interaction with research participants. Will work as part of a team with a Clinical Trials Coordinator (RA Tech3) and Laboratory Technician (RA Tech2).

Work Performed

- Identifies, recruits and enrolls patients in clinical trials, explains trial procedures to patients and administers questionnaires.
- Collects and records data, reviews data results; provides recommendations to PI.
- Carries out nursing functions such as collecting blood samples and tissue samples, administers study medication if necessary, etc.
- Liaises with VGH OR staff and Department of Pathology in the transfer of spine tissue and lavagete samples obtained in the VGH OR to the research lab located next door (i.e. easy walking distance).
- Ensures accurate and timely data collection and troubleshoots data collection issues.
- Assists with identifying, designing and developing research strategies and methodologies.
- Assist in writing and implementing study protocols.
- Participates in all research team meetings.
- Interacts with Data Safety Monitoring Board.
- Performs other duties from time to time as required.

Supervision Received



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The Research Nurse will report directly to the PI, but is expected to work under minimum supervision. The Nurse will receive specific and detailed instruction during training. Work will be reviewed regularly by the Principal Investigator or his designate.

Supervision Given

This position does not supervise any staff.

Consequence of Error/Judgement

The Research Nurse will be accountable for the accuracy and reliability of his her work.

- Errors of patient consent, enrollment and randomization could invalidate the trial;
- Errors of sample collection management could invalidate the trial;
- Errors of questionnaire administration data collection could invalidate the trial;
- Data safety issues could invalidate the trial.

This trial is funded by a major international granting agency. The spinal-cord-injured population is relatively small, and the number of SCI patients who qualify to participate in this trial is even smaller. If the trial is invalidated due to errors made by the Research Nurse, grant funds will be wasted, the relationship between the researcher and the granting agency will be jeopardized, and the time spent by study participants will be wasted. The PI's ability to secure funding and recruit participants for future trials could be jeopardized. The research centre's reputation could be damaged.

Qualifications

Registered Nurse Certificate. Minimum of one year experience. Experience with clinical trial research required. Ability to prioritize and effectively manage time. Ability to use Excel, PowerPoint, and other MS Office programs at an intermediate level. Ability to effectively communicate both verbally and in writing, including scientific, medical and or technical subjects. Ability to recruit study participants and to conduct research-related interviews to obtain accurate, complete, and relevant information. Ability to exercise tact and discretion.

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Job Posting

Job ID: 15223
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B **Business Title:** Clinical Assistant
Department: UBCO - Nursing
Salary: \$56,291.00 - \$67,577.00 (Annual)
Full/Part Time: Part-Time (75%)
Desired Start Date: 2013-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-15 **Available Openings:** 3

Salary range (Part-Time 75%): \$42,218.25 - \$60,818.25 (Annual)

Job Summary

Responsible for teaching nursing students in Seminar, Clinical, Laboratory and or Simulation settings to ensure students develop competencies, critical judgment and decision making skills are learnt within the broader context of comprehensive patient clinical care.

Organizational Status

The UBC Bachelor of Science in Nursing prepares graduates to practice nursing within a variety of contexts and with diverse client populations.

The Team Leaders and the Associate Director is available for consultation regarding policy and its application as well as regarding student performance and the provision of feedback. Works within teams who are teaching in multiple levels in the program. Initiates and maintains contact where assigned and orients self to the setting as per Interior Health Policy and the School of Nursing expectations. Collaborates as necessary with the agency personnel to ensure that the student experience addresses the goals.

Work Performed

Supports the Faculty of Nursing Program by:

- Teaches in lab, simulation, and clinical settings as assigned by the Associate Director.
- Works with the Team Leaders planning and preparing for the terms' clinical practicum and labs.
- Assists in the organization and planning of review labs.
- Collaborates with the agency personnel to ensure that the student experience addresses the goals.
- Collaborates as necessary to ensure that the student experience addresses the goals.
- Member of various Nursing committees as required.
- Backfills for the Lab Simulation Coordinator and Practice Placement Coordinator



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with practice education support during absences and peak periods as required.

Directly supports assigned Clinical practicum by:

- Schedules specific practice learning experiences for assigned students.
- Prepares patient assignments and informs students of their assignments according to the course expectations.
- Manages student practice time throughout their time at the agency.
- Maintains a daily anecdotal record of each student's performance and provide feedback and completes the student evaluation process as outlined in Practice Policies.
- Grades and provide feedback on practice-related written assignments and engages in student journal dialogue.
- Participates in Review Labs SIM for summer consolidated practice experiences.
- Provides written feedback to the team regarding the practice environment at the end of the term.
- Offers formative as well as summative evaluative feedback verbally, through the written journal, and in the form of written evaluation. Attends and sits in on grade appeals as required.
- Seeks guidance regarding student performance concerns from the Team Leader or the Associate Director and collaborate with them to provide the student with constructive feedback and options for progress in the program.

Supervision Received

This position will be required to work independently under the general supervision of the Associate Director of the School of Nursing. Initial mentorship will be provided by an experienced faculty member and the Team Leader is available for ongoing support.

Supervision Given

It is expected that experienced Clinical Assistants will provide leadership mentoring to junior practice teachers as appropriate.

Consequence of Error/Judgement

Error in judgment would impact on the clinical performance of nursing students and safe care for patients. Errors could also damage the reputation of the Nursing program and Faculty.

Inappropriate judgment or unwillingness to provide constructive feedback may harm the student's progress in the program and or result in unsafe practice in subsequent practice placements.

Qualifications

Research Nurses require R.N. Certificate plus three years of nursing and administrative experience. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC and at least two years of recent related clinical work experience. Nurse Practitioner Clinical Associates require a postgraduate degree in Nursing and Nursing Licensure as a Nurse Practitioner in British Columbia, plus two years of experience in primary care Nurse Practitioner practice or a combination of education and experience.

Okanagan Campus:

Clinical Assistants require an undergraduate degree in Nursing, nursing licensure in British Columbia and at least two years of clinical work experience. Clinical Associates require a Masters degree in Nursing and an R. N. Certificate and at least two years of related Clinical work experience.



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Job Posting

Job ID: 15222
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B
Business Title: Clinical Assistant
Department: UBCO - Nursing
Salary: \$56,291.00 - \$67,577.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-15
Available Openings: 4

Salary: \$56,291 - \$81,091 (Annual)

Job Summary

Responsible for teaching nursing students in Seminar, Clinical, Laboratory and or Simulation settings to ensure students develop competencies, critical judgment and decision making skills are learnt within the broader context of comprehensive patient clinical care.

Organizational Status

The UBC Bachelor of Science in Nursing prepares graduates to practice nursing within a variety of contexts and with diverse client populations.

The Team Leaders and the Associate Director is available for consultation regarding policy and its application as well as regarding student performance and the provision of feedback. Works within teams who are teaching in multiple levels in the program. Initiates and maintains contact where assigned and orients self to the setting as per Interior Health Policy and the School of Nursing expectations. Collaborates as necessary with the agency personnel to ensure that the student experience addresses the goals.

Work Performed

Supports the Faculty of Nursing Program by:

- Teaches in lab, simulation, and clinical settings as assigned by the Associate Director.
- Works with the Team Leaders planning and preparing for the terms' clinical practicum and labs.
- Assists in the organization and planning of review labs.
- Collaborates with the agency personnel to ensure that the student experience addresses the goals.
- Collaborates as necessary to ensure that the student experience addresses the goals.
- Member of various Nursing committees as required.
- Backfills for the Lab Simulation Coordinator and Practice Placement Coordinator



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with practice education support during absences and peak periods as required.

Directly supports assigned Clinical practicum by:

- Schedules specific practice learning experiences for assigned students.
- Prepares patient assignments and informs students of their assignments according to the course expectations.
- Manages student practice time throughout their time at the agency.
- Maintains a daily anecdotal record of each student's performance and provide feedback and completes the student evaluation process as outlined in Practice Policies.
- Grades and provide feedback on practice-related written assignments and engages in student journal dialogue.
- Participates in Review Labs SIM for summer consolidated practice experiences.
- Provides written feedback to the team regarding the practice environment at the end of the term.
- Offers formative as well as summative evaluative feedback verbally, through the written journal, and in the form of written evaluation. Attends and sits in on grade appeals as required.
- Seeks guidance regarding student performance concerns from the Team Leader or the Associate Director and collaborate with them to provide the student with constructive feedback and options for progress in the program.

Supervision Received

This position will be required to work independently under the general supervision of the Associate Director of the School of Nursing. Initial mentorship will be provided by an experienced faculty member and the Team Leader is available for ongoing support.

Supervision Given

It is expected that experienced Clinical Assistants will provide leadership mentoring to junior practice teachers as appropriate.

Consequence of Error/Judgement

Error in judgment would impact on the clinical performance of nursing students and safe care for patients. Errors could also damage the reputation of the Nursing program and Faculty.

Inappropriate judgment or unwillingness to provide constructive feedback may harm the student's progress in the program and or result in unsafe practice in subsequent practice placements.

Qualifications

Research Nurses require R.N. Certificate plus three years of nursing and administrative experience. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC and at least two years of recent related clinical work experience. Nurse Practitioner Clinical Associates require a postgraduate degree in Nursing and Nursing Licensure as a Nurse Practitioner in British Columbia, plus two years of experience in primary care Nurse Practitioner practice or a combination of education and experience.

Okanagan Campus:

Clinical Assistants require an undergraduate degree in Nursing, nursing licensure in British Columbia and at least two years of clinical work experience. Clinical Associates require a Masters degree in Nursing and an R. N. Certificate and at least two years of related Clinical work experience.



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Job Posting

Job ID: 15225
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B **Business Title:** Clinical Associate
Department: UBCO - Nursing
Salary: \$56,291.00 - \$67,577.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-15 **Available Openings:** 4

Salary: \$56,291 - \$81,091 (Annual)

Job Summary

Provides educational leadership and mentorship in Nursing Practice Education and teaches nursing students in Seminar, Clinical, Laboratory and or Simulation to ensure students develop competencies, critical judgement and decision making skills are learnt within the broader context of comprehensive patient clinical care. Responsible for planning, implementing and assisting with evaluating the clinical component of undergraduate Nursing Courses.

Organizational Status

The UBC Bachelor of Science in Nursing prepares graduates to practice nursing within a variety of contexts and with diverse client populations.

Working Relationships:

The Team Leaders and Associate Director is available for consultation regarding policy and its application as well as regarding student performance and the provision of feedback. Works within teams of others who are teaching in multiple levels in the program and leads and mentors new clinical and lab teachers. Initiates and maintains contact where assigned and orients self to the setting as per Interior Health Policy and the School of Nursing expectation. Collaborates as necessary with the agency personnel to ensure that the student experience addresses the goals.

Work Performed

Supports the Faculty of Nursing program by:

- Participates in the organization and implementation of orientation of new clinical teachers.
- Provides leadership and mentorship to clinical teachers.
- Works with the Team Leaders in planning, preparing for and evaluating the terms clinical practicum.
- Becomes a leader and a mentor for the School of Nursing Practice Related Policies.
- Prepares and delivers preceptorship education and support
- Participates in the organization and planning of review labs and takes a Team lead role in consolidated practice teams



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- Collaborates as necessary to ensure that the student experience addresses the goals.
- Consults with Team Leader and Associate Director when student performance is of concern.
Attends and sits on grade appeals as required.
- Member of various Nursing committees as required.

Directly supports assigned Clinical practicum by:

- Schedules specific practice learning experiences for assigned students.
- Prepares patient assignments and informs students of their assignments according to the course expectations.
- Manages student practice time throughout their time at the agency.
- Maintains a daily anecdotal record of each student's performance and provide feedback and completes the student evaluation process as outlined in Practice Policies.
- Grades and provide feedback on practice-related written assignments and engages in student journal dialogue.
- Participates in Review Labs SIM for summer consolidated practice experiences.
- Provides written feedback to the team regarding the practice environment at the end of the term.
- Offers formative as well as summative evaluative feedback verbally, through the written journal, and in the form of written evaluation. Attends and sits in on grade appeals as required.
- Seeks guidance regarding student performance concerns from the Team Leader or the Associate Director and collaborate with them to provide the student with constructive feedback and options for progress in the program.

Supervision Received

This position will be required to work independently under the general supervision of the Associate Director of the School of Nursing. Initial mentorship will be provided by an experienced faculty member and the Team Leader is available for ongoing support.

Supervision Given

It is expected that experienced Clinical Associates will provide leadership mentoring to junior practice teachers as appropriate.

Consequence of Error/Judgement

Error in judgment would impact on the clinical performance of nursing students and safe care for patients. Errors could also damage the reputation of the Nursing program and Faculty.

Inappropriate judgment or unwillingness to provide constructive feedback may harm the student's progress in the program and or result in unsafe practice in subsequent practice placements.

Qualifications

Research Nurses require R.N. Certificate plus three years of nursing and administrative experience. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC and at least two years of recent related clinical work experience. Nurse Practitioner Clinical Associates require a postgraduate degree in Nursing and Nursing Licensure as a Nurse Practitioner in British Columbia, plus two years of experience in primary care Nurse Practitioner practice or a combination of education and experience.

Okanagan Campus:



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Clinical Assistants require an undergraduate degree in Nursing, nursing licensure in British Columbia and at least two years of clinical work experience. Clinical Associates require a Masters degree in Nursing and an R. N. Certificate and at least two years of related Clinical work experience.

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Job Posting

Job ID: 15355
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level A **Business Title:** Human Resources Co-ordinator
Department: The Sauder School of Business
Salary: \$44,685.00 - \$53,644.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-04-21 **Available Openings:** 1

Job Summary

Human Resources is centralized in the Dean's Office and provides the full-range of support for the Sauder School of Business. This position provides human resources advice and information to all levels of faculty and management within the Sauder School of Business in areas related to recruiting, training initiatives, benefits and payroll functions. Proactively works with staff and faculty to solve problems across organizational boundaries. Confidentiality and ability to engender trust is essential in this position. .

Organizational Status

Reports to Director, Human Resources, Sauder School of Business

Work Performed

Responds to inquiries regarding interpretation CUPE 2950 collective agreement; AAPS and Non-Union Technicians. In addition responds to inquiries related to part-time instructors, visiting scholars, post docs.
Responsible for recruitment activities, including reviewing and or drafting CUPE job descriptions, grading recommendation, and posting. Works with the units reviewing resumes, telephone screening, designing interview questions, interviewing and reference checking.
Ensures appropriate liaison with UBC Human Resources Department and Payroll Department to resolve payroll.
Ensures management is in compliance with collective agreements and UBC practices.
Participates in development of staff training initiatives to ensure effective staff orientation, ongoing development and upgrading, ensuring compliance to UBC Policies.
Co-ordinates employee performance management .
Administers a Recognition and Rewards program for CUPE 2950 staff.
Ensures accurate preparation of all documents related to employment offers, terminations etc.
Makes offers of employment ensuring applicants understand the benefits related to the term of employment and collective agreement.
May be required to do staff training workshops and presentations.
Performs other HR administrative duties and HR Projects e.g. research for competency requirements for performance management.
Performs other duties as necessary.

Supervision Received



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Position fairly independent in nature referring to the Director on particular concerns or issues.

Supervision Given

May occasionally be required to supervise temporary staff.

Consequence of Error/Judgement

Errors could have a negative financial impact and also negatively impact the image of the Dean's Office. This individual will exercise judgment and initiative in advising clients and is accountable for the accuracy of information provided to clients.

Qualifications

Undergraduate degree in a relevant discipline. Prefer human resources qualifications. Minimum of two to three years of related experience or the equivalent combination of education and experience. Thorough knowledge and experience with human resources in a unionized environment. UBC experience is preferred. Good understanding of the BC Employment Standards Act, Human Rights Code and other related legislation. Proven ability to build and maintain effective working relationships. Ability to work well under pressure and meet deadlines, while retaining a calm demeanor. Requires customer focused approach and the ability to work as part of a team. Effective communication skills both written and oral are essential in addition to presentation skills. Requires accuracy and attention to detail plus ability to work under pressure with tight deadlines. Effective Microsoft Office Skills.

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Job Posting

Job ID: 15269
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level A **Business Title:** Human Resources Coordinator
Department: Human Resources
Salary: \$44,685.00 - \$53,644.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-08 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-19 **Available Openings:** 1

Job Summary

The Human Resources Coordinator role focuses primarily on providing HR advice and support to UBC IT management and staff on all aspects of recruiting, overseeing and maintaining various electronic HR systems and overseeing UBC IT's Social Media recruitment presence.

This role provides advice and recommendations on a wide range of human resources management issues for UBC IT. Manages the classification and recruitment processes, drafts job descriptions, oversees the electronic recruiting and Job Description Library systems (E-Recruit and Position Management) as well as maintaining social media presence and UBC IT Careers website. Provides general advice in regard to interpretation of collective agreements, other agreements and handbooks governing conditions of employment. Responds to enquiries from client departments, union representatives and employees. Assists the Senior HR Coordinator in performance management issues and or review of organizational structures.

Organizational Status

Reports to the Senior HR Manager, Finance, Resources and Operations. Assists the Senior HR Coordinator, and works collaboratively with UBC IT staff and management as well as the FRO HR team; is a member of the Human Resources Advisory Services team

Works with various departments within UBC, including but not limited to: Employee Relations, Organizational Training & Development, Return to Work, Pensions, Payroll, and Benefits.

Work Performed

- Reviews and evaluates job descriptions with department managers and recommends classification levels ensuring equity among positions in UBC IT. Consults with the Senior HR Coordinator on new positions, internal promotions, and Job Descriptions that do not align to the Career Framework. Works with Compensation Associates Consultants in Human Resources where appropriate.

- Responsible for oversight of all UBC IT recruitment including: reviewing and approving HR paperwork, creating job postings, management of UBC IT Careers webpage, Social Media presence (such as Facebook and Twitter), participating in and coordinating the interview process and assisting Recruiting managers in the design of interview questions and conducts references where appropriate.



- Provides advice and assistance to management in recruiting matters: reviews relevant recruitment provisions and processes (per employment group) ensuring processes are objective and inclusive; confirms core competencies; assists in the development of interview questions; participates in interviews; evaluates candidates against identified core competencies; makes selection recommendations; advises Recruiting managers on reference checks and letters of regret, as well as job offers of employment, verifying internal equity and candidate qualifications. Creates and maintains an ongoing reserve of candidates. Advises and coaches on posting deadlines, Staff Finder's requirements and the recall internal external recruitment processes. Ensures accurate preparation of all documents related to employment offers and payroll.
- Advises client department on salary administration for all staff groups, union and non-union including authorization of salary increases up to the midpoint.
- Oversees and maintains the electronic recruiting system and Job Description Library (E-Recruit and Position Management). Provides ongoing feedback to technical support. Participates in the development of training materials.
- Provides information and general advice to UBCIT regarding University policies, procedures and practices, and the interpretation of collective agreements, other agreements and handbooks governing conditions of employment. Refers matters which are more than moderately complex to the Senior HR Coordinator.
- Provides information and general advice to UBC IT management and staff, regarding legislation affecting the work place (e.g. Employment Standards, Human Rights Code, and Freedom of Information).
- Oversees and manages the online Absence and Vacation tracking system and provides regular reports.
- Assists the Senior HR Coordinator in the oversight and management of online Talent Management software applications.
- Assists departments with hiring foreign workers and facilitating application process for labour market opinions.
- Participates in the development and the delivery of Human Resources training programs.
- Attends and participates in regular UBC IT Managers and Leadership Meetings, as well as FRO HR team meetings.
- May serve on various University committees as a representative of Human Resources.
Performs other duties as required.

Supervision Received

Works under the general supervision of the Senior HR Manager, (FRO), and in accordance with established principles and methods. Works closely with and takes direction from the Senior HR Coordinator, UBC IT.

Supervision Given

Monitors the work of Temporary employees or Students, as required.

Consequence of Error/Judgement

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



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Qualifications

- Undergraduate degree in a relevant discipline. Minimum of two to three years of related experience or the equivalent combination of education and experience. - Human resources experience preferably in a complex, unionized environment.
- Thorough knowledge of current Human Resources Management practices.
 - Knowledge of provincial and federal legislation governing employers' Human Resources practices.
 - Knowledge and experience with a coaching model to influence and advise client units.
 - Experience using Social Media for business.
 - Working knowledge of the electronic recruiting system an asset.
 - Ability to maintain accuracy and attention to detail.
 - Effective oral and written communication skills.
 - Proven ability to work in a team and collaborate with others.
 - Ability to establish and maintain supportive working relationships with client departments, union and association representatives.
 - Ability to exercise tact, discretion, and judgment required.
 - Proven ability to be flexible, confident and self-motivated.
 - Ability to prioritize and work effectively under pressure to meet deadlines.
 - Ability to deal with a diversity of people in a calm, courteous, and effective manner.
 - Ability to analyze problems, identify key information and issues, and effectively resolve.
 - Ability to travel on and off-site unit locations.
 - Ability to effectively manage multiple tasks and priorities.

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Job Posting

Job ID: 15354
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level B **Business Title:** Placement Officer
Department: UBC Staff Finders
Salary: \$52,121.00 - \$62,570.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01
Job End Date: 2014-05-01
Funding Type: Self Funded
Other:
Date Closed: 2013-04-15 **Available Openings:** 1

Job Summary

The main function of the position is to reinforce the efficient and effective placement process by over-seeing the Placement Coordinator's decisions regarding difficult-to-fill and or unique service requests while also considering the best business practices of Staff Finders. The Placement Officer will need to assess the need of client departments in conjunction with the overall best interest of the University. Many aspects of the role are shared with the Placement Coordinator (coordinating and scheduling on-going assignments for approximately 100 unionized, temporary employees); however, the Placement Officer will be required to assess and strategize the placements of employees in adverse environments and or sub-standard business climates.

Organizational Status

Reports to the Manager of UBC Staff Finders. Supervises approximately 100 temporary employees and indirectly manages the work of the Placement Coordinator. Interacts and liaises with departments, external agencies and Human Resources sections.

Work Performed

- Coordinates placement of employees in M&P and or unique, hard-to-fill assignments (i.e. special skill-sets, IT), and recruits for such positions as needed.
- Monitors the quality of performance of the Staff Finders temporary employees and the back-up agency employees through the use of surveys.
- Works with client-departments to assess the employee's quality of work to ensure that both Staff Finders' staff and Miles' employees meet Staff Finders' and UBC's employment standards.
- Conducts performance and attendance management meetings, and performs probationary terminations.
- Manages Staff Finders recall process (as per article 34.06) and Department requests for extensions (per article 3.05). Provides reports to Union as required.
- Resolves operational and employment issues with client departments and temporary employees.
- Determines and executes the removal and replacement of back-up agency employees when positions are required for Staff Finders' temporary employees.
- Participates in the recruitment process of all Staff Finders' temporary employees. Recruitment includes: screening and interviewing applicants, arranging testing, conducting references, making hiring decisions and extending job offers.
- Confirms job classifications using CUPE benchmarks, and determines salaries with Departments when necessary.
- Monitors temporary requests, determines the need for and initiates temporary staffing changes (new hires or temporary promotions)



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demotions of existing temporary staff).

- Coordinates and facilitates orientation program for new UBC Staff Finders employees.
- Interprets collective agreements (CUPE 2950 & CUPE 116) and UBC policies as they relate to Human Resources and temporary employees, including placement, recall, promotion, transfer and discipline.
- Updates, maintains and reviews UBC Staff Finders database system as required.
- Conducts needs assessment for employee training. Participates in design and coordinates training programs and workshops as required for temporary employees (i.e. skills development programs through UBC Staff Finders Testing & Training Centre and MOST Program).
- Participates in marketing UBC Staff Finders services to University community, including designing brochures, flyers and web pages, telephone marketing and personal client calls.
- Performs other related duties as required.

Supervision Received

Reports to the Manager, UBC Staff Finders. Consults with Manager on new or unusual problems.

Supervision Given

Supervises approximately 100 temporary employees, including: recruiting and hiring, conducting performance management up to and including discipline at Step 1, coordinating activities, providing direction, determining need for and initiating promotions, transfers or terminations.

Consequence of Error/Judgement

- Poor recruitment and placement decisions, and ineffective performance management will result in a greater number of "problem employee" in the UBC system, affecting UBC Staff Finders' reputation and revenues.
- Inability to communicate, negotiate and influence will affect client and employee relations.
- Misinterpretation and non-adherence to collective agreements and policies can lead to grievances and costly arbitrations.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Excellent communication and organizational skills required. Ability to multi-task and prioritize in busy, high-stress environment. Advanced computer experience - MS Office, including Access, HRMS. Demonstrated knowledge of human resources principles and functions. Demonstrated skills in problem-solving. In-depth knowledge of University structure, and policies and procedures as they relate to Human Resources. Experience in union environments and large complex organizations preferred.

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Job Posting

Job ID: 15339
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator
Department: Human Early Learning Partnrshp
Salary: \$44,685.00 - \$53,644.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-15
Job End Date: 2014-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-04-15 **Available Openings:** 1

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

Job Summary

The Research Coordinator provides research coordination and project management for research activities for HELP Faculty. The incumbent provides liaison and support to HELP's Deputy Director and Faculty and liaises with granting agencies, international and national organizations.

Organizational Status

This position reports directly to the Deputy Director, and works closely on a day-to-day basis with HELP Faculty and Researchers. The position will also work closely with and maintain communication with the various members of the HELP Management Team and the HELP Administrative staff.

Work Performed

Research Coordination Project Management

- Provides management and coordination support for the Faculty and Deputy Director's research and Initiatives Program - collaborates with research team and team leaders to design and monitor work plans and timetables.
- Manages budgets for international project grants.
- Co-writes and takes part in the development of the submission of grant applications (letters of intent & full proposals) for single and multi-investigator, institutional collaborative proposals, and philanthropic proposals
- Composes, edits and proofs grant proposals, contracts, academic proposals and research letters of support.
- Manages project grant status timelines and various reporting requirements for grants and other institutional commitments.
- Liaises and communicates with ORS and UILO tracking the progress of grants; creation of new applications; new ethics applications and related funding opportunities and information.
- Investigates as a managerial researcher potential funding sources and coordinates the acquisition of grant funding information



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from multiple sources.

- Coordinates the preparation and maintenance of research ethics certificates, approvals, budgets and other supporting documents for research projects.
- Manages timelines and project workplans for HELP SPPH, as well as national and international organizations and is primary liaison for the same.
- Oversees and manages the HELP SPPH graduate course - developing, creating and writing course outlines and student assignments; attending curriculum committee meetings.
- Spear-heading and managing the process of taking the pilot versions of the HELP SPPH graduate course to the Faculty of Graduate Studies for approval as a permanent course.
- Identifies, writes synopsis of material and synthesizes relevant research literature pertaining to early childhood research for presentations.
- Prepares draft annual reports for Faculty and research updates (NIH, SPPH, CIFAR, CRC etc.).
- Performs other related duties as required, suitable to the skills and experience of the position.

Supervision Received

This position reports to the Deputy Director. The incumbent works independently, but in continual consultation with the Deputy Director.

Supervision Given

May assign and check work of technicians, support staff, students and contractors.

Consequence of Error/Judgement

This position involves a variety of projects and requires initiative and attention to detail. The Research Coordinator must be capable of coordinating tasks related to multiple projects. This position requires use of discretion in a wide variety of situations. The position exercises judgement and makes decisions in the area of planning of project activities in a meaningful and useful way. This position is required to conduct all activities in an ethical manner, and to treat information confidentially. Inappropriate judgments or decisions would have significant implications for current and future funding for HELP and on the research reputation and sustainability of HELP and UBC in general - and will lead to confusion and lost opportunities and a poor impression of HELP and the University, as well as loss of reputation for the research institute.

The consequences of inappropriate judgment exercised by this position could be missing important and relevant information, and or misrepresenting the projects while performing tasks of the position, which may result in additional work for the Deputy Director and Faculty.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience working in a research supporting capacity. Familiarity with university research environments and grant funding processes is necessary. Ability to prepare clear, concise, and accurate research and technical reports and proposals. Ability to prepare effective grant applications. Ability to develop and monitor budgets. Ability to thorough, accurate and have a high level of attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to accurately proofread for spelling, grammar, and punctuation. Ability to review, analyze, and synthesize complex information into



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summaries and reports. Ability to work effectively independently and in a team environment. Advanced computer skills with a variety of software required, including MS Word Excel and reference database software.

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Job Posting

Job ID: 15366
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Project Director
Department: Nursing, School of
Salary: \$44,685.00 - \$53,644.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-22
Job End Date: 2014-04-21
Funding Type: Grant Funded
Other:
Date Closed: 2013-04-17 **Available Openings:** 1

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

Job Summary

The purpose of the Project Director position is to support the CIHR-funded investigative team in all aspects of the conduct of research. The primary project involves qualitative interviews with youth, regarding emotional distress. The Project Director will be responsible for coordinating the activities related to the research project, supervising and training of research assistants, maintaining communication with the investigative team and will oversee data collection, data management, data analysis and preparation of reports. The project director will also assist with other research projects being conducted with Dr. Johnson as time allows.

Organizational Status

The Project Director will report directly to the Principal Investigator, Dr. Joy Johnson, or her designate, Emily Jenkins. Research assistants will report directly to the Project Director. The Project Director will also communicate with the investigative team.

Work Performed

Will coordinate all activities related to the research project and be responsible for assisting in securing the sites for the study; developing a sampling procedure, informed consent procedures and data collection; maintain high quality data through review of interviews; organize transcription and transcript review; conduct preliminary analysis of the data; supervise and be responsible for the work completed by research assistants. Manages the study timeline and manages RA work schedule; ensures that the study is running smoothly, according to schedule and that the research objectives are met.

Liases with the three communities where the research is to take place (Fort St. James, Prince George, Vancouver); negotiate access for data collection. Oversees data cleaning activities; maintain high quality data through regular audits. Identify issues problems in data collection procedures, and bring to the team's attention, or if required initiates action immediately.

Will liaise with school staff to ensure data collection goes smoothly and does not disrupt school activities.

Oversees data management and preparation of reports: participates in the conceptual analysis and interpretation of data in a lead role to generate knowledge, and prepare research findings for dissemination to a variety of audiences; Develops and implements



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team analytical processes for the data.

Will work collaboratively with others to support meeting the objectives of the project: organize and participate in investigative team meetings (e.g. provide regular updates on research activities) ; establish effective communications with project staff and co-investigators; ensure timely notification of Principal Investigator of issues or problems; provide training when necessary for research assistants (e.g., related to computer programs, data entry)

Will be responsible for general office management for the project: ensure adequate supplies are available.

For this project travel to the study sites (Fort. St. James, Prince George) may be required and may necessitate being away from Vancouver for 1-2 weeks at a time.

Perform other related duties as required.

A workspace will be set up in the Nursing and Health Behavior Research Unit at UBC in close proximity to the Principal Investigator. The workspace is equipped with a telephone and computer.

Supervision Received

The Project Director position will be indirectly supervised by the Principal Investigator. The Principal Investigator, in conjunction with the investigative team, will provide direction to the Project Director.

Supervision Given

The Project Director will be responsible for supervising up to 3 research assistants. Regular audits of work completed will be done.

Consequence of Error/Judgement

The work of the Project Director will be monitored by the Principal Investigator or her designate. Errors or incorrect decisions could potentially result in delays in completing the project or seriously compromise the quality of the research.

Qualifications

Undergraduate degree in a relevant discipline. Master's degree in Health or Social Sciences discipline preferred Minimum of two years experience or the equivalent combination of education and experience. Knowledge of and experience in qualitative research and data management.

Knowledge of qualitative data analysis

Knowledge of issues related to youth and addiction Computer skills (NVIVO, EXCEL, word processing) BC Driver's license an asset

Effective organizational ability and excellent communication interpersonal skills Attention to detail Demonstrated ability to provide supervision and solve problems

Self-directed

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Job Posting

Job ID: 15311
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Assistant Manager- CDM Transgenics
Department: Rederivation Facility
Salary: \$56,291.00 - \$67,577.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-22
Job End Date: 2013-09-28
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-16 **Available Openings:** 1

Note: The full salary range for this position is \$56,291.00 to \$81,091.00. The amount listed above is based only on the minimum and midpoint for the range. The successful candidate will be hired at a salary between \$56,291.00 and \$81,091.00.

Job Summary

This position is with the Rederivation Facility with main work location at the Transgenic Core of the Centre for Disease Modeling (CDM).

To develop a full service transgenic mouse & rat production facility within the Transgenic Core at the Centre for Disease Modeling which produces genetically modified models of disease using complex laboratory techniques requiring significant training and experience. This will include all aspects of the development of transgenic, embryonic stem cell and genotyping programs and policies for the Transgenic Core at CDM, a full-service transgenic production facility which will serve researchers within UBC and collaborators worldwide and will support the BC Preclinical Research Consortium initiative. The incumbent will schedule, supervise and train a team of up to 6 technicians to ensure research projects and programs are successful and deliverables achieved, as well as providing training and instruction to scientists, fellows and students in transgenic techniques. The incumbent will also develop service descriptions and budget preparations according to an existing business model, as well as the development of protocols and programs to support new and emerging techniques in the fields of transgenesis and embryonic stem cell research.

Other major job duties will include performing pronuclear DNA and embryonic stem cell injections into one cell, 8 cell and blastocyst stage mouse and rat embryos to produce novel transgenic mice and rats as models of human disease; deriving novel mouse and rat embryonic stem cell lines; transfection; vector design & preparation; aggregation; genotyping techniques such as polymerase chain reaction and fluorescence activated cell sorting; cryopreservation and rederivation procedures; in-vitro fertilization; intracytoplasmic sperm injection and production of mouse embryonic fibroblasts

This position supports the Preclinical Research Consortium.

Organizational Status

This position reports directly to the Manager of the Rederivation Facility CDM Transgenics and will supervise a team of up to 6 technical staff. This position will also interact and work closely with the Breeding Core staff and Breeding Manager of the Centre for Disease Modeling, as well as UBC researchers, fellows, students and veterinarians.

Work Performed

1.to develop, implement and manage a state-of-the-art full service transgenic production facility for UBC researchers at the Centre for Disease Modeling



The University of British Columbia

Staff Job Postings

- 2.to develop transgenic, embryonic stem cell and genotyping programs, protocols and policies according to the Canadian Council on Animal Care guidelines
- 3.to develop service program descriptions and outlines
- 4.to develop protocols and programs to support new and emerging transgenesis techniques
- 5.to develop cost analysis programs and outlines based on a cost-recovery, fee-for-service model
- 6.budget forecasting and expenditure planning based on existing business model
- 7.scheduling and estimating timelines and cost structures for transgenic research projects
- 8.analyzing and troubleshooting transgenic and embryonic stem cell projects
- 9.hiring, training, supervising, scheduling and managing activities for a team of up to 6 staff
- 10.identifying funding opportunities and assisting with grant writing
- 11.liasing with researchers and their staff regarding transgenic projects
- 12.procuring and troubleshooting complex equipment and instrumentation using UBC purchasing guidelines and tender processes
- 13.managing and identifying appropriate complex transgenic, CRE & FLPE recominant breeding schemes in order to produce targetted mutation disease models
- 14.providing training in international transgenic and related techniques to staff, scientists, fellows and students
- 15.to perform and troubleshoot extremely complex protocols and technically demanding procedures in the areas of transgenesis, embryo manipulation, and embryonic stem cell research such as:
 - pronuclear and embryonic stem cell injections into mouse and rat embryos to produce human and other mammalian disease models
 - novel embryonic stem cell line derivation
 - production of mouse embryonic fibroblasts
 - microsurgery surgery
 - embryonic stem cell culture
 - genotyping techniques such as polymerase chain reaction and flourescence activated cell sorting
 - cryopreservation
 - rederivation
 - in-vitro fertilization
 - intracytoplasmic sperm injection
 - transfection
 - aggregation
 - vector design and preparation

Supervision Received

This position works very closely with the research team, including the Facility Manager, however works with minimal direct supervision.

Supervision Given

This position will supervise a team of up to 6 technical staff as well as students, trainees and maintenance staff.

Consequence of Error/Judgement

Errors may affect the outcome of and ability to complete research projects and achieve deliverables. This may result in loss of or inability of UBC researchers to secure funding and may also affect the self-sustainability of the Transgenic Core. In addition, errors may adversely affect animal welfare, human health and safety and pose risk to the barrier at CDM.

Qualifications

Undergraduate degree in a relevant discipline. Relevant Animal Health Technology or Science degree preferred. CALAS certification at the RLAT level or equivalent preferred, ability to attain CALAS certification at the RLAT level required. Minimum of three years experience or the equivalent combination of education and experience. Minimum of 3 years working in a transgenic mouse production facility. Demonstrated experience in: developing detailed fee for service outlines including



deliverables and cost analyses; preparation, maintenance and analysis of databases; development, implementation and maintenance of transgenic and embryonic stem cell programs and protocols; writing grant applications and identifying funding opportunities; development and implementation of new programs and services; procuring and troubleshooting equipment and instrumentation; supervisory experience required; knowledge & familiarity in utilizing international knockout consortiums such as EMMA, KOMP, EUCOMM & NORCOMM; familiarity with international transgenic and knockout techniques; experience with cre & flpe recombinase systems and associated breeding schemes

Experience with pronuclear microinjection and embryonic stem cell injection. Experience managing transgenic breeding colonies, experience with embryonic stem cell culture, es line derivation, embryo implant surgeries and vasectomies, PCR and other genotyping techniques; proven ability to troubleshoot technically demanding procedures and programs; familiarity in working in a barrier, transgenic mouse facility including familiarity with IVC caging. Ability to maintain accuracy and attention to detail

Must be able to coordinate the work of a team of technicians and enable them to function as a cohesive group.

Must display advanced organizational skills. Ability to communicate effectively verbally and in writing Ability to effectively use <job-specific software> at an intermediate level (e.g., Outlook, MS Word, MS Excel) Ability to work effectively independently and in a team environment Ability to initiate and conduct research projects Ability to develop research methodologies and techniques Ability to effectively recruit, train, supervise, and motivate employees Ability to coordinate and oversee work processes (e.g., multiple clinical trials and research projects) (e.g., dissemination of research project results) Ability to train Ability to design and deliver instructional programs and courses Fluency in multiple languages an asset

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Job Posting

Job ID: 15315
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Investment,Finance & Insurance
Classification Title: Invest,Finance&Insur, Level B **Business Title:** Analyst, Strategic & Decision Support
Department: Treasury
Salary: \$56,291.00 - \$67,577.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-13
Job End Date: 2014-03-14
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-16 **Available Openings:** 1

Job Summary

Strategic & Decision Support is responsible for decision support, business process re-engineering, evaluating business plans, translating the strategic plan into financial scenarios and presenting recommendations to Executives, the Board of Governors, Deans and Department heads with efforts to materialize the operational effectiveness initiatives, strategies and objectives of the institution. The area is also responsible for identifying strategic initiatives that will be documented, developed, implemented and tracked with clear goals to drive change, address deficit scenarios and focus on financial best practices.

Financial Analyst supports strategic financial planning by providing complex mathematical and financial modelling, detailed financial reports, supporting analysis and research, assisting with business process review, referenced for decision making purposes within the University's \$1.9 billion budget. This position performs business scenario analysis, and provides support in terms of annual financial budgets and the business plans required by the Board of Governors.

Organizational Status

Reports to Senior Manager in Strategic & Decision Support. Provides project support to SDS managers and Senior Managers, and Director. Regularly interacts with other managers and directors throughout the University on a project basis, led by SDS Director, senior managers, or managers. Works in an office environment with frequent deadlines on multiple projects that may require flexibility in work hours.

Work Performed

- Assisting in building complex mathematical and financial models for a broad range of University and department strategic initiatives. The financial modelling will be prepared as required to assess the financial viability and impact of new and existing strategic initiative projects.
- Analyzing, preparing and assisting in preparing forecast results for current and future years by building assumptions, coordinating input from various sources and compiling results.
- Assisting in the development, analysis and generation of comprehensive financial reports and supporting analysis for key concerns of senior management.
- Researching and reporting on various finance issues and the potential impact on University programs.
- Analyzing financial results for accuracy; investigating suspect data and making adjustments.
- Assisting in the planning of capital budgets, schedule of capital maintenance, and project costing.



- Performing ad-hoc analytical reporting.
- Assisting with business process re-engineering by contributing to business process review and analysis to determine needs and identify deficiencies.
- Extracting data and generating financial reports by using Peoplesoft, FMS nQuery and FMS nVision Query as required.
- Assisting in creating, monitoring and assessing key performance indicators and reporting as required.
- Identifying improvements to financial policies and procedures and the financial reporting system to provide increased efficiency, effectiveness and useful data for improved decision making.
- Assisting with the preparation of Board reporting and presentations as required.
- Researching and working on special financial projects as assigned by the Director, Decision Support.
- Performing other related duties as required with the position.

Supervision Received

Works under the direction of Senior Manager in Strategic & Decision Support. Work is reviewed in terms of adherence to University policy, legal and financial obligations.

Supervision Given

This position currently has no direct reports, however may supervise clerical staff and student workers.

Consequence of Error/Judgement

As a member of the Treasury group, consequence of error impacts the planning, decision making and financial viability of the departments, the units and the staff. Inaccurate financial modelling, projections and forecasts may lead to mismanagement of resources, which could result in significant financial losses and a negative reputational impact.

Qualifications

Masters degree in a related discipline or law degree and 2nd or 3rd year standing in a recognized accounting program. A related university Master's degree, preferably in the area of economics, finance, commerce or accounting. Completion of an MBA, MPA, or a professional accounting designation (CA, CGA, CMA) is an asset. A minimum of 7 years of experience or the equivalent combination of education and experience. Minimum of 7 years experience or the equivalent combination of education and experience, specifically in a financial role with similar scope and accountability. Financial modelling, analytical and planning experience required. Knowledge and expertise in complex and technical financial concepts. Knowledge of accounting systems, project financing procedures and financial instruments. Advanced knowledge of computer software applications (primarily Excel and Microsoft product platform). Effective verbal and written communication, report writing, interpersonal, problem-solving, planning, and organizational skills. Ability to work with a high degree of accuracy, analyze and extract complex data to produce business, statistical and financial reporting. Ability to think strategically, grasp complex business and financial theories, identify key information and issues and suggest viable options as required. Ability to work under pressure and adapt to changing priorities, multi-task, and meet deadlines. Ability to work both independently and in a team environment. Ability to build relationships at all levels of the department, and the University.

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Job Posting

Job ID: 15281
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Planning & Engineer
Classification Title: Facilities Planning, Level C **Business Title:** Project Manager
Department: UBCO - Facilities Management
Salary: \$68,731.00 - \$85,915.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-18 **Available Openings:** 1

Job Summary

The Project Manager manages and leads staff, consultants, contractors, funds and time required for the planning, design and construction of specific capital projects developed by Facilities Management to ensure that the user's functional needs and intents have been successfully translated into a superior finished product which was delivered in the most efficient, timely and economical way possible, in keeping with the policies and guidelines of the University of British Columbia.

Organizational Status

Reports to the Director, Facilities Management, UBC Okanagan campus. The Project Manager will work collaboratively with Project Services on the Vancouver campus.

Work Performed

The Project Manager is responsible for the delivery of assigned capital projects of varying complexity and size. The number of active projects assigned at any one time could be as high as 8 to 15, ranging in value from \$25,000 to \$2,500,000 (total project budget).

1. Upon assignment of a capital project, the Project Manager is responsible for the on-going management of the project from inception to completion by:

- Confirming and documenting the Client's detailed scope of work, investigating particularities of the proposed site (asbestos, environment sensitivity, location of services, space availability, etc.) and other issues that could affect the project cost, quality and timing.
- Preparing, managing and regularly monitoring and reporting the project budget, schedule, quality and cash flow projection to the approval of the Client. This can sometimes be with the assistance of a cost consultant or a QS or estimator.
- Maintaining accurate computerized accounting records that clearly identify variances between line items in the project budget, actual commitments and costs incurred, and forecast costs to complete.
- Regularly preparing and distributing project status reports containing the financial, schedule, quality and changes in scope status to the Client and the Director, Facilities Management.
- Initiating, organizing and directing the efforts of the Project Team, where necessary, the functional space programmer, Design Team, Client Representative, IT Media and Classroom Services and, if appropriate, construction manager, to achieve the project scope, budget and schedule.



b) Managing and administering the design phases of the project by:

- Managing the selection and retention of the project Design Team, consisting of the Project Designer (in-house or contracted-consultant), Engineers (in-house or contracted-consultant), and other consultants.
- Administering all consultant contracts.
- Coordinating, monitoring and assisting the Design Team in the development, review and approval of design and construction documents based on the project scope and budget, as well as UBC regulations and guidelines.

c) Managing and administering the pre-construction phase of the project by:

- Arranging for all tentative room bookings closures swing space necessary for the project.
- Reviewing the project to see whether all or portions of the construction are to be in-house or contracted out, preparing contracting out documentation for portions of the work not to be furnished by In-house Trades, and negotiating with the Union for such.
- Ensuring that all necessary permits and approvals from Regulatory Services, fire, health, safety and environment, and other authorities having jurisdiction as and when required, are obtained.
- Obtaining quotations and arranging for purchases of equipment, furnishings and long delivery time materials to be incorporated into the project.
- Preparing tender packages for work to be contracted out, submitting packages to the Supply Management for obtaining tenders, and recommending award of contracts to construction managers, general contractors, trade contractors and equipment and materials suppliers.
- Preparing construction documents packages for work to be performed in-house, including construction drawings and specifications, and submitting to an outside QS for cost assessment.
- Ensuring all bonding, insurance certificates, proofs of WCB coverage and hazard assessments are obtained.

d) Managing and administering the construction phase of the project by:

- Initiating, organizing and directing the efforts of the project Construction Team, consisting of the Design Team, other consultants, IT Media and Classroom Services Representative and other UBC parties that maybe required, to achieve the construction specifications, budget and schedule.
- Administering all Construction Management, General Contractor, Trade Contractor and Supplier contracts, including initiating change orders as necessary to overcome delays, design oversights and unforeseen site conditions in order to complete the work as intended.
- Monitoring the progress and performance of the work in the form of a regular monthly status report showing the financial, schedule and quality status.
- Coordinating the delivery and installation of all furnishings and equipment to be incorporated into the project, supply and installation of data and telephone cabling and hardware, security systems and building signage.
- Coordinating commissioning of building Project Design Team, Consultants, Construction Manager, General Contractor, Trade Contractors, Suppliers, Construction Office and Plant Operations staff, where applicable, including necessary training.
- Ensuring that Substantial Performance and Final Occupancy inspections are undertaken and approvals certificates permits issued.
- Expediting necessary action by responsible parties in the correction of deficiencies.

e) Managing and administering the post-construction phase of the project, including:

- Coordinating move-in by Client and managing the transition of responsibility from the Project Delivery Team to the Building Services Plant Operations Team as operators and maintainers of the completed work.
- Negotiating and resolving any outstanding claims and issues with contractors and or consultants.
- Receiving from the Design Team and or contractors, reviewing and forwarding to the Records Section, as-built drawings, operation and maintenance manuals, and other project wrap-up documentation.
- Administering and managing the enforcement of the warranties provided by the Trade Contractors and Suppliers.

2. Provides other managerial and administrative duties by:

- Reviewing the performance of the design and construction teams on a regular basis.
- Establishing and maintaining a Master Project Control System that provides key data pertinent to all projects assigned and generates reports on a regular basis.



- Developing performance and measuring standards and reports based on project cost, quality and scheduling, developing corrective actions to improve performance and implements and follows up on improvement initiatives.
- Working closely with Facility Managers and operations staff, Campus and Community Planning (UBC Vancouver) and other University departments for technical and customer service input to foster and maintain an atmosphere of continuous improvement relating to customer service.
- Reviewing work requests; determining work priority and making recommendations regarding work that falls outside the scope of the division and suggesting alternatives for timely and appropriate completion.
- Ensuring that all construction work is contracted out in compliance with the UBC collective agreements current at the time of implementation of the contract.
- Meeting with clients to discuss performance and conduct of project personnel, developing and implementing corrective actions if necessary, and conducting follow-ups with clients.
- Participating in the annual and five-year capital program budgeting process.
- Acting as the department representative on assigned University committees.
- Representing the University in cases of dispute with a contractor or consultant. May be required to testify in arbitration proceedings or in court.
- Participating as a member resource to the Guidelines Committee which prepares the design and construction guidelines for University facilities.
- Keeping up-to-date on changing building technologies and technical requirements.
- Negotiating, bargaining, compromising, and conciliating agreements, contracts and positions, which are in the best interest of the project.

3. Performs other related duties as required.

Supervision Received

Works to established guidelines and policies, receiving directives from the Director, Facilities Management on matters deviating from normal routine. Ample opportunity to reference peers and Director for guidance and direction is available when required.

Supervision Given

The Project Manager is responsible for managing all resource people involved in a capital project. A typical breakdown of these resource people is as follows: Campus Projects Committee - with the Project Manager as Chairperson; Prime Consultant - including his her staff; Sub-Consultants; Construction Managers; General Contractor; Trade Contractors; Suppliers; Campus Resources - resource people from Facilities, Supply Management, etc.; and Off-Campus Resources - Special Consultants, Government Departments, etc.

Consequence of Error/Judgement

Errors in the management of projects can have serious financial impact not only on the department that the work is being completed for, but for the University as a whole. The loss of funding to the University is an additional potential consequence of any such error. Other potential consequences include damage to the reputation of the university, loss of business, and significant potential for legal liabilities. Will result in significant financial and customer satisfaction consequences. Business, revenues and staffing levels will be affected. Project errors could amount to tens of thousands of dollars in damages.

Qualifications

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a professional Institute or Association. Other eligibility memberships include Urban Planning or Interior Design. Minimum of six years experience including experience in related technical fields, project coordination and cost control or the equivalent combination of education and experience. Specialized training and accreditation in project and or construction management, estimating and scheduling. Training in financial systems and computer applications an asset. Good knowledge in Microsoft Word, Excel and Project. Experience in project management and construction in projects of varying size and complexity including:



estimating, scheduling, co-ordination, cost control and reporting, design review and take-offs. Experience in computerized financial accounting and scheduling systems and customer service mechanisms. Experience in union relations and conflict resolution. Thorough knowledge of project, design and construction management methodologies and practices. Broad understanding of construction and trades work. Specialized knowledge of building systems operations and maintenance requirements. Good knowledge of the BC Building Code, WCB Regulations, CPM scheduling, and customer relations techniques. High degree of skill in planning, organizing, and managing in a team environment. Strong financial skills for estimating, budgeting and control. Effective oral and written communication, interpersonal and leadership skills. Ability to foresee, prevent and resolve conflicts and other project-related problems. Ability to skillfully negotiate, bargain, compromise and conciliate. Must possess a valid BC Driver's License.

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Job Posting

Job ID: 15293
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Planning & Engineer
Classification Title: Facilities Planning, Level C **Business Title:** Manager, Green Building
Department: CampusCommPln-Sustainability
Salary: \$68,731.00 - \$85,915.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-06-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-05-06 **Available Openings:** 1

Job Summary

The role of the Manager, Green Building is to manage and deliver a range of green building-related services to the UBC community, as follows:

Institutional Green Building: Develops new and or enhances existing policies and procedures to optimize green building in the campus context; provides technical analysis, reviews, recommendations and advisory services on residential, commercial and institutional construction projects; reviews Development Permit applications for consistency with University sustainability policies; researches and stays abreast of emerging green building practices; develops and implements life cycle analysis tools and procedures; and is responsible for outreach and education initiatives including the Green Building Tour program and green building web pages.

Residential Green Building: Manages the Residential Environmental Assessment Program; performs documentation review and certification as part of the development review process; identifies and implements administrative improvements; coordinates periodic revisions of the rating system to support achievement of strategic sustainability plans.

Organizational Status

Operates within Campus Sustainability (CS), a unit of Campus and Community Planning. Reports to the Director, Operational Sustainability. The position liaises in an advisory and or consultant capacity with planners, developers, project managers, architects, engineering consultants and contractors. Also interfaces with minor and major capital consultants, project managers and senior staff from UBC Properties Trust, Campus & Community Planning, and UBC Project Services.

Work Performed

Institutional Green Building:

1. Develop and or enhance policies and procedures to optimize implementation of green building on campus. Develop mechanisms for aligning UBC policy and procedures with LEED to achieve the highest levels of performance possible while supporting UBC's strategic sustainability plans. Including:
 - UBC LEED Implementation Guide: advise design teams how to implement LEED effectively and efficiently; ensure the guide remains current; work with other UBC units to change UBC policy and procedures as needed to achieve credits campus-wide.
 - UBC Enhanced Sustainability Process for new institutional construction: set sustainability goals and metrics; monitor progress



and ensure accountability; develop mechanisms for incorporating lessons learned from green building features on previous projects (i.e. designed vs. actual performance) into the design process.

2. Prepare reports and analyses for the Technical Guidelines and UBC mechanisms for improving green building practices as they relate to new construction, renovations and equipment specifications.
3. Provide technical services as a green building specialist to internal and external project teams for green building design, development, and or modification of new or existing buildings on campus;
4. Liaise with municipal, regional, provincial and federal authorities on matters that affect green building strategies. Represent the CSO on various internal committees and with external consulting agencies. Provide green building technical advisory input to planning processes to implement policies and plans;
5. Manage the Green Building Tour program. Recruit, train and supervise student intern(s) who deliver the tours. Manage and coordinate tour reviews and ongoing improvements. Liaise with communications staff in Campus & Community Planning and the University Sustainability Initiative to coordinate tour services for university guests.
6. Develop processes for conducting life-cycle costing and life-cycle assessments of renovation and new construction projects, as well as preparing analyses for input into planning and decision making processes.
7. Build alliances and collaborate on campus to implement sustainability demonstration projects on campus.
8. Liaise with other CS staff to coordinate initiatives, contribute to strategic planning exercises and implement long range plans.
9. Advise on Best Management Practices for campus development, particularly with respect to the interface between the built and natural environment, impacts on campus ecology, life cycle costs, and occupant health and comfort.
10. Keep up to date on sustainable community planning and rating systems and green building research, initiatives and best practices through literature reviews, conferences and workshops.

Residential Green Building:

1. Manage and administer the Residential Environmental Assessment Program (REAP). Independently assess the performance of residential projects against REAP requirements as part of the UBC permit approval process; review developers' documentation submissions and award final certifications.
2. Manage and coordinate on-going minor program revisions, major technical reviews and development of new versions. Align program with campus sustainability goals and targets.
3. Work with communications staff to communicate the overall rationale for the program and its results. Maintain the REAP web page.
4. Stay abreast of best practices in residential construction and in green building rating systems for residential construction.

May be required to work non-standard hours.

Performs other duties as required.

Supervision Received

Works independently on projects under the general direction of the Director, Operational Sustainability. Work is reviewed against objectives.

Supervision Given

Supervise and manage CSO Engagement Program staff. Supervise consultants on a project basis. Coordinate efforts of department staff as required. Supervise students that provide support and research capacity to program area.

Consequence of Error/Judgement

Decisions affect the cost and schedule of construction projects ranging from small renovations to large building projects. Decisions affect success of inclusion of sustainability principles into technical guidelines, plans and policies. Decisions will impact building operations, equipment performance and efficiency, user comfort and Departmental image. Error in analysis, diplomacy and communication will result in unsatisfactory results in achieving office priorities and loss of stakeholder support.



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Staff Job Postings

Qualifications

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a professional Institute or Association. LEED accreditation is an asset. Minimum of six years experience including experience in related technical fields, project coordination and cost control or the equivalent combination of education and experience. Experience in the sustainable community planning and building industry is preferable.

Specific areas of knowledge and experience include:

- . Demonstrated knowledge in sustainable building construction, land use planning and community energy planning.
- . Experience in dealing with building design consultants, design teams and the integrated design process is required.
- . Experience in project or program management is required.
- . Experience with LEED projects and LEED Accredited Professional designation is an asset.
- . Familiarity with UBC's Residential Environmental Assessment Program (REAP) is preferred.
- . Experience with life-cycle costing and analysis.
- . Experience with developing and delivering presentations and workshops.
- . Personnel management and supervisory experience is an asset.
- . Experience with strategic planning for community engagement an asset.
- . Must have experience with Windows based PC applications, including Microsoft Office [Word, Excel, Access, PowerPoint, Outlook].

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Job Posting

Job ID: 15351
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level C **Business Title:** Commuter Student Programming Coordinator
Department: UBCO- Campus Life
Salary: \$48,261.00 - \$57,935.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-06 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-04-15 **Available Openings:** 1

Job Summary

The Commuter Student Programming Coordinator is responsible for creating, supporting, and facilitating student activities that strengthen and enrich the student experience at UBC's Okanagan campus with the additional lens of commuter student needs. These activities may include, but are not limited to community events, on-campus community building activities, and other initiatives created in conjunction with Campus Life Clubs, the Campus Life Council, or student leaders.

The Commuter Student Programming Coordinator position will serve the over 6200 commuter students on the Okanagan campus (approximately 79% of our campus population), which not only encompasses international and domestic students but also any student that lives off campus. Due to the fact that commuter students vary tremendously in terms of their academic experience and their personal experience, the Commuter Student Programming Coordinator must present opportunities that cater to the specific needs of this broad group and encourage these students to remain on campus after class hours and engage with the campus community. The Commuter Student Programming Coordinator must consider factors such as time constraints, transportation issues, sense of institutional identity and affinity, and the demanding home-work-school balance commuters typically face.

The Commuter Student Programming Coordinator will lead the Collegia program - four spaces that create a home away from home for commuters. This position will direct and support the Safewalk program. In addition, the Commuter Student Programming Coordinator is responsible for other support programs, such as the Food Exchange and the UBCycles bicycle loan program. When not planning for commuters, this Coordinator will facilitate the Kickstart program - our residential-based on campus pre-orientation program for domestic, out-of-province students. The Commuter Student Programming Coordinator will be responsible for the recruitment, selection and training of the student staff related with these programs (approximately 55 student staff members).

Evening and weekend work will be required. Teamwork and collaboration are essential.

Organizational Status

The incumbent works independently under the general supervision of the Manager, Campus Life, Commuter Services & Student Engagement (Manager CLCSSE) and/or Director of Student Development and Advising. The Commuter Student Programming Coordinator is also expected to regularly interact and partner with other units within the AVP Students portfolio. This position works regularly with Campus Security, the Learning Centre Coordinator, Residence Life, Academic Advising, Campus Life and various institutional partners. This position must work cooperatively with other staff, students, and campus partners to ensure that common goals are established and achieved. This position will manage a large and diverse pool of student employees.



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Work Performed

Provides student activities that strengthen and enrich the commuter student experience by:

1. Planning and implementing commuter-specific programming through the Collegia program, as well as managing the Collegia Program's student staff members, diverse and frequent student-lead program and activity offerings, four physical spaces, and all related operating budgets.
2. Advising, proposing, and managing budgets related to the Collegia Program, the UBCycles bike loan program, Safewalk, Kickstart, and its related programming costs. Responsible for forecasting staffing needs and determining related budgets. Responsible for creating and submitting all funding requests, including grants and Work Study Work Learn subsidies. Developing innovative programming to identify and implement creative ways to retain students through day to day campus living and year to year throughout the student life.
3. Directing the Safewalk program and its student staff members while working in partnership with Campus Security to provide a quality service for students. This will include identifying program improvements and implementing recommended changes to related policies, procedures, and staffing.
Leading the planning and facilitation of the pre-orientation residential-based Kickstart program to acclimatize out-of-province domestic students to the Okanagan experience.
4. Identifying student needs and responding by facilitating community outreach and education events.
5. Marketing the resources and programs available to commuting students by participating actively in on-campus programs such as Create New Student Orientation, Parent Conference and various domestic and international recruiting events.
6. Establishing solid relationships with the UBCSUO, student groups, and clubs on campus to identify opportunities for student needs and program development.
7. Conducting ongoing program evaluation and assessments and anticipating program needs and requirements.
8. Conducting an annual review of programming and opportunities that support the strategic planning within the AVP Students portfolio and provide recommendations.

Supporting the operations of the Campus Life office by:

1. Working with Campus Life colleagues to identify and support student staff and volunteer needs
2. Determining student training needs and developing training plans and outcomes. Facilitating student training and presenting at workshops as required. . Responsible for developing and maintaining manuals for orientation, training, policies, procedures, etc. for student staff and volunteers. Managing all student employees and volunteers including, recruiting, training and discipline up to and including termination.
3. Actively participating in the Campus Programmers working group
4. Supporting Campus Life colleagues in various programming initiatives
5. Managing and editing program-related websites
6. Maintaining accurate financial records through proper management of purchasing cards and other financial procedures



The University of British Columbia

Staff Job Postings

7. Supporting the planning and facilitation of the Create New Student Orientation program

8. Completing other duties as assigned

Supervision Received

This position reports to the Manager (CLCSSE) and or the Director of Student Development and Advising. The Commuter Student programming Coordinator must be able to work independently with the general direction of the Manager (CLCSSE) and or Director of Student Development and Advising. This position requires a person capable of interpreting the position responsibilities and carrying them out with minimal supervision.

Supervision Given

This position does not supervise professional staff. However, this position will manage approximately 55 student staff members across a variety of diverse programs.

Consequence of Error/Judgement

The Coordinator is expected to exercise judgment, diplomacy and tact in all interactions associated with the function of this position. Decisions have a direct impact on the creation, revision, and implementation of events and initiatives and affect the quality of the overall student experience. Poor performance or inappropriate judgment in this position would contribute to the inefficient operation, budget mismanagement and could result in risk to student safety. Errors in decision making can have a serious negative effect on the Departments ability to carry out its mandate.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Experience in post-secondary system preferred or an equivalent combination of education and experience. UBC experience preferred.

- Experience working with international students and with public speaking.
- Exceptional interpersonal, written and oral communication skills.
- Excellent time management and organizational skills.
- Ability to handle stress within a multifaceted work environment.
- Excellent analytical, problem-solving and decision-making abilities.
- Ability to work independently with initiative, and effectively within a team environment.
- Ability to travel outside the UBC Okanagan campus. Information technology skills, including word processing, desktop publishing, report design, use of the internet, etc.
- Ability to maintain accuracy and attention to detail.
- Demonstrated professional creativity and experience planning and coordinating activities.

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Job Posting

Job ID: 15033 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Other Staff
Job Category: Other (Misc.) Staff
Classification Title: United Way Loaned Rep. **Business Title:** United Way Loaned Representative
Department: Ceremonies Office
Salary:
Full/Part Time: Full-Time
Desired Start Date: 2013-08-23
Job End Date: 2013-12-13
Funding Type: Budget Funded
Other:
Date Closed: 2013-04-19 **Available Openings:** 2

Job Summary

Two positions will be working on the UBC Community United Way Campaign at the Point Grey campus, as well as on other assigned campaigns throughout the Lower Mainland. Successful candidates are paid his/her current full salary and are seconded, or temporarily transferred, to the Loaned Representative position for a four-month term (approx. Aug 23rd-December 13th 2013). Loaned representatives work with campaign coordinators and volunteers to plan and implement successful campaigns, developing leadership, team-building and public speaking skills, and enhancing interpersonal skills.

Organizational Status

Reports to: Volunteer UBC Campaign Chair(s) and United Way of the Lower Mainland Resource Development Specialist

Works with: UBC Campaign Coordinator, UBC faculty, staff, students and community members involved in fundraising for United Way (Vancouver)

Contacts: UBC staff, faculty and students, donors, community groups, United Way of the Lower Mainland

Work Performed

Organizing United Way campaigns for various business and organizations; Working with in-house coordinators of those campaigns to develop and implement action plans; Making presentations to communicate the United Way message to individuals and groups; Attending and assisting with special events and other activities; Training, motivating, and recognizing workplace volunteers.

Hours will vary; some evening or weekend work will be required. One-half day training introduction in late June. Compulsory one-week training the week of August 23rd. Occasional on-campus meetings through the spring and summer.

Mileage and parking expenses will be reimbursed.

More information: www.unitedway.ubc.ca and www.uwlm.ca participate loaned-representatives.

Supervision Received



The University of British Columbia

Staff Job Postings

Works independently, under general direction from Volunteer Campaign Chair(s), United Way Resource Development Coordinator, and UBC Campaign Coordinator to achieve objectives.

Supervision Given

None.

Consequence of Error/Judgement

The interactions of this position with donors to the UBC Community United Way Campaign and to United Way of the Lower Mainland are crucial to the continued success and growth of the UBC Campaign. Confidentiality is extremely important. Poor judgment could lead to alienation of donors, embarrassment to UBC and or United Way of the Lower Mainland and could result in the loss of significant financial and public support for the Campaign.

Qualifications

Candidates must be full-time, continuing employees of UBC. Applicants of all backgrounds encouraged to apply. If the applicant is selected, release of the employee is at the discretion of the unit. To avoid disappointment, applicants are requested to consult their supervisor before applying. Funds (up to a maximum) will be transferred to the successful candidate's department to cover costs associated with the secondment.

Knowledge of the University, its organizational structure and strategic goals and values;

Experience partnering with units across campus;

Experience creating solutions that meet multiple goals;

Group-facilitation or presentation experience required. - Enthusiastic and energetic individual; a team player;

- Ability to build relationships and collaborate with individuals from diverse backgrounds towards common goals;

- Excellent customer service, interpersonal, and relationship-building skills; solutions oriented mindset;

- Ability to learn quickly, think on your feet, and adapt actions accordingly;

- Ability to effectively manage time and work well under pressure;

- Ability to exercise tact and discretion when disseminating information;

- Excellent written and oral communication skills;

- Strong organizational skills;

- Attention to detail an asset;

- Valid driver's license, laptop, daily use of car, and ability to lift and carry up to 20kg required.

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Job Posting

Job ID: 15194 (Repost)
Location: Vancouver - Other
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Ctr-Molecular Med&Therapeutics
Salary: \$36,844.00 - \$38,647.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-03-25
Job End Date: 2013-09-24
Funding Type: Grant Funded
Other:
Date Closed: 2013-04-18 **Available Openings:** 1

This is a temporary full-time position for 6 months.

Job Summary

This position's primary purpose in the lab will be to provide technical research support for molecular biology projects related to the behavioral, biochemical and neuropathological characterization of various mouse models.

Organizational Status

This position will play a role in the Hayden lab, and will be reporting directly to the lab operational manager. Ultimately the position will report to Dr. Michael Hayden who is the primary investigator of the laboratory.

Work Performed

Conducting experiments, analyzing and compiling data in study report preparation.
Data entry and analysis.
Updating mouse colony records, regular inventory of the colony, checking health status, weighing mice.
Setting up matings, follow up timed pregnancies, checking for plugs.
Administration of drugs to the mice (Oral lavage, IP injections, Tail vein injections).
Harvesting mouse tail cuttings.
Assist in preparation of genomic tail DNA, PCR amplification of the genomic DNA.
Assist in behavioral analysis of mice and data collection.
Health monitoring of the mice and observing development of any abnormality, treating the sick ones, and daily maintenance of mice.

Supervision Received

This position works independently, reporting to the lab operational manager. Provides reports to Dr. Michael Hayden at weekly lab meetings.

Supervision Given

None.

Consequence of Error/Judgement



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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. Minimum of 1 year of related experience or the equivalent combination of education and experience. Knowledge and understanding of Molecular Biology and genetics. Experience in an animal care facility preferred. Proficiency with MS Word, Excel and Power Point. Proven ability to multi-task in a deadline oriented environment with minimal supervision. Effective oral and written communication, analytical, and interpersonal skills. Ability to listen actively and attentively, and obtain clarification as required. Ability to prioritize and work effectively under pressure to meet deadlines.

Excellent organizational skill and ability to learn new skills quickly. Ability to work effectively independently and in a team environment. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Physical ability to perform the duties of the job including: performing repetitive tasks; and the ability to lift cages. Knowledge of general laboratory techniques.

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Job Posting

Job ID: 15374
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Physical Therapy
Salary: \$36,844.00 - \$38,647.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-20
Job End Date: 2013-11-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-04-24 **Available Openings:** 1

Job Summary

To assist in participant recruitment, data collection and data entry for a research study.

Organizational Status

Reports directly to the program director.

Work Performed

- Recruiting participants; liaising with research participants to develop relationships
- Assisting to coordinate timelines on deadline driven research projects
- Assisting with the management and creation of analytical data research files
- Assisting to coordinate experiments
- Collecting data under direct supervision
- Running preset experiments
- Liaising with measurement staff and part time contractual research staff
- Entering data from questionnaires using computer software into a database under direct supervision (minimal role)
- Performing other related duties as assigned

Supervision Received

Works under the direct supervision of the program director.

Supervision Given

This position does not supervise others.

Consequence of Error/Judgement

Inappropriate judgement would compromise the quality of research studies and related data acquisition and the reporting of research outcomes.



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Inappropriate judgement would compromise research success and affect the credibility of the Principal Investigator.

Qualifications

High School graduation. University degree in a relevant discipline preferred. Minimum of 1 year of related experience or the equivalent combination of education and experience. Experience in a university health research laboratory or office preferred. Laboratory maintenance and development experience preferred. Demonstrated ability to work independently and in a team environment. Excellent oral and written communication skills. Excellent organizational skills including the ability to manage multiple tasks. Demonstrated ability to meet deadlines. Ability to maintain accuracy and attention to detail. Discretion, tact and confidentiality. Basic proficiency using various word processing software, spreadsheet programs and internet.

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Job Posting

Job ID: 15336
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Devlpmtl Neurosci&Child Health
Salary: \$40,994.00 - \$44,706.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2013-07-08
Job End Date: 2014-04-14
Funding Type: Grant Funded
Other: Leave Replacement
Date Closed: 2013-05-04 **Available Openings:** 1

*Leave replacement position

Job Summary

The Research Assistant 3 (RA) coordinates, monitors and ensures the implementation of a study protocol for the CIHR-funded study "Best Practices: Parent Provider Interaction in Pediatrics". This qualitative project (not traditional bench-science) investigates the factors that contribute to best practices of health care providers in their interactions and relationships with parents of children who have complex chronic, life-threatening conditions. Data will be collected through observations of these interactions in clinical settings, brief audiotaped conversations with parents and health care providers after the interactions occur, and in-depth interviews with parents and selected health care providers at a later date. This project is under the auspices of the PedPalASCNet: A Network for Accessible, Sustainable, Collaborative Research in Pediatric Palliative Care.

The RA will be responsible for such activities as day-to-day operations, planning and coordinating data collection, assisting researchers with troubleshooting problems and refining procedures or techniques, completing all required forms, file management and reporting. The RA organizes the training of junior RAs and students in the procedures and offers ongoing training regarding techniques outlined specifically in the protocol and in general, for research following UBC guidelines. The RA assists with the analysis and presentation of the results, assists with the writing of grant applications, and carries out any other duties to provide project-specific support as required.

The RA will communicate with the researchers and data analyst; coordinate and assist with recruitment and follow-up of participants; facilitate meetings of researchers; assist with preparation of research reports, publications, and presentations; perform some data entry; and assist with analysis. The individual may also conduct some of the observations and interviews.

The project is situated within a larger program of research and the RA will communicate with the Research Coordinators of the other projects within that program of research. S he will meet with the Co-Principal Investigators during regularly scheduled teleconferences. The RA will assist with other project activities as required.

Organizational Status

The RA will report primarily to the Co-Principal Investigators. S he will work closely with the Co-Principal Investigators and the other members of the research team including co-investigators, clinicians, research assistants, and staff from the University of British Columbia and other institutions involved in the research project.

Work Performed



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- Maintains project office operations.
- Coordinates and monitors study protocol implementation.
- Coordinates participant recruitment and consent process.
- Provides feedback and troubleshoots issues relating to the successful execution of the protocol.
- Prepares and submits documentation to ethics committees.
- Ensures accurate and detailed records are maintained.
- Liaises with health care professionals.
- Conducts some of the observations and interviews, especially if bilingual in Mandarin or Punjabi.
- Performs some complex data collection and entry.
- Oversees and directs the work of lower-level research assistants and students.
- Coordinates and assists with initial training of lower-level RAs and conducts ongoing training of these same individuals.
- Conducts literature searches, reviews articles and summarizes for report documentations.
- Prepares draft presentations and posters.
- Performs research and administrative functions for the research team.
- Assists with preparation of research grant applications.
- Creates and maintains the research project website contents.
- Maintains and updates lists, databases, and reports.
- Coordinates and plans meetings and workshops.
- Schedules meetings and appointments
- Takes, transcribes, and distributes minutes.
- Performs other related duties as required.

Supervision Received

The RA will work under the supervision of the Co-Principal Investigators. The RA will be expected to develop a work plan and timelines and to exercise good judgement and initiative in his her responsibilities.

Supervision Given

Will supervise lower-level RAs and may provide assistance to support staff clinicians to ensure project goals are met in a timely and efficient manner.

Consequence of Error/Judgement

Errors made could influence the ability of researchers and research staff to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the investigators, the research results, and the quality of the research program.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. A candidate with graduate degree is preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Recent related experience in a research environment, or an equivalent combination of education, training, and experiences. A background in nursing or health care and the ability to speak, read, and write either Mandarin or Punjabi would be assets. Familiarity with medical terminology is strongly preferred. Experience with recruitment, data collection, and qualitative research protocols. Experience with consent and assent procedures. Experience with database management. Previous experience conducting qualitative observations and interviews, knowledge of grant application process, and experience with manuscript preparation would be an asset. Understanding of research ethics process. High degree of computer literacy with ability to use word processing, spreadsheet, internet, and electronic mail applications at an intermediate level. Schedule flexibility (with the possibility of some evenings and weekends if needed). Ability to maintain accuracy and attention to detail. Superior organizational skills. Professional



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approach and ability to interact appropriately with participants. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to travel to project settings. Ability to exercise tact and discretion when handling sensitive and or confidential matters.

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Job Posting

Job ID:	15384		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Technicians & Research Assists		
Job Category:	Research/Technical - Non Union		
Classification Title:	Research Asst/Tech 3	Business Title:	Research Asst/Tech 3
Department:	Psychiatry		
Salary:	\$40,994.00 - \$44,706.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2013-05-01		
Job End Date:	2014-03-31	Possibility of Extension:	Yes
Funding Type:	Grant Funded		
Other:			
Date Closed:	2013-04-19	Available Openings:	1

Job Summary

To conduct various symptom assessments, psychosocial histories, and neurocognitive interviews with individuals presenting with serious and persistent mental illness and substance abuse. The current study involves looking at specific clinical features of substance abuse that provide a pathway to developing psychosis or contracting infectious disease. Furthermore, this study aims to identify trajectories of complex illness, factors related to persistent psychosis, and the impairment or enhancement of individuals ability to engage in and adhere to treatment. This position requires interaction with vulnerable adults. A Criminal Records Check is required.

Organizational Status

The Research Technician 3 works with other Technicians under the group and is under the direct supervision of the Research Coordinator who acts as the Team Leader and who reports to the principal investigator, Dr. W. G. Honer. It is essential that the Technician is a good team player to be able to accomplish the goal that the group is aiming for.

Work Performed

- Setting up interviews with clients, i.e. calling clients to make appointments, liaising with assigned sites (MRI Clinic - UBC site)
- . Conducting clinical interviews involving PANNS brief psychiatric assessments and MRI screening. The interview consists of getting enough information from clients to evaluate the severity of symptoms on a seven point likert scale. An intensive training is offered and the interviewer needs to reach inter-rater reliability before conducting any real assessment. The psychosocial instruments are paper questionnaires, designed to establish the subjects self-esteem or personality measures. The person conducting the interview asks the self-report questions, which are rated on a predetermined anchor points. (BDI-Back Depression Inventory, GAF-Global Assessment of Functioning, and SOFAS - Social & Occupational Functioning Assessments Skills)
- . Making sure the interviews are conducted properly and that the data is saved (when using computer assessments) and stored in a locked cabinet.
- . Creating and managing patient's databases under the Hotel Study in coordination with the IT Manager.
- . Analysis of patient data, and rating the data collected using GMP Statistical Software to establish its significance in the study
- . Coordinating team meetings involving research and grant writing
- . Organizing grant writing conferences



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- . Liaising with co-investigators on grant applications
- . Perform related task as assigned

Supervision Received

Works under the supervision of the research coordinator, and of the principal investigator.

Supervision Given

None. Might be asked to participate for inter-reliability checks with other level 3 research assistants.

Consequence of Error/Judgement

The person needs to be reliable and courteous with participants and colleagues. Any errors in missing appointments, or late appointments, breaches in confidentiality, errors in assessments or ill conducting an interview will tarnish the project's reputation and could lead to loss of data and loss of participants. Professionalism is of the utmost importance.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Undergraduate degree in psychology or another mental health related field (social work, nursing, occupational therapy) is preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Clinical experience with teens and with individuals with serious and persistent mental illness is desirable. Must have a current driver's license.

Superior interviewing skills and clinical judgment are essential (i.e. detecting when a break is needed or when the interview should be stopped).

Training in the assessments is offered. The candidate should be autonomous, sociable, efficient and should be a team player. Schedule flexibility is preferred since the interviews are conducted at different points in time (every month). A car is an asset; the interviews will be conducted mainly at #9 East Hastings (Downtown East side), Vancouver BC.

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Job Posting

Job ID: 15342
Location: Vancouver - Other
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Urologic Sciences
Salary: \$40,994.00 - \$44,706.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-05-01
Job End Date: 2014-04-30
Funding Type: Grant Funded
Other:
Date Closed: 2013-04-15 **Available Openings:** 1

Job Summary

This position will assist the Principal Investigator in clinical research projects. This position will provide key coordination to several ongoing research projects and will provide energy, assistance, and continuity in the development of new research initiatives. This position will help support research synergies between the Division of Pediatric Urology and the Division of Pediatric General Surgery.

Organizational Status

The successful candidate will report to the Dr. K. Afshar, Director of Research, Division of Pediatric Urology and Dr. E. Skarsgard, Head, Division of Pediatric General Surgery and work with other research staff, medical students, residents, fellows and graduate students at BC Children's Hospital. The ability to work collaboratively within a multidisciplinary team is essential. The candidate should be prepared to undertake project work with minimal supervision.

Work Performed

The incumbent will work independently with a wide range of responsibilities, including coordination of clinical research projects and interface with activities of medical students, residents, and fellows. Ideally, the candidate will be in a position to coordinate projects while the PI attends to clinical duties. Typical duties will include:

- Assisting with literature review processes to support research project design
- Preparing documentation for research proposal submissions
- Responsible for budget maintenance including: equipment sourcing, costing, purchasing, and project inventory
- Preparation of ethical review, formulation assent and consent forms for patients and families, and assist the PI in family enrollment recruitment
- Contacts, follows up, and recruits families as clinical research subjects as required.
- Collates, stores, and communicates data in various formats
- Assists with researching documentation to help with production of abstracts, research posters, scientific medical manuscripts and slide presentation
- Coordinates and helps organize divisional students, residents, and fellows involved in research initiatives
- Contributes support to the overall scholarly activity within the Pediatric Urology Pediatric General Surgery Clinic with activities such as editing and formatting research documents, organizing and following up on tasks emanating from research



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meetings

- Performs other related duties

Supervision Received

The successful applicant will be directly supervised by the supervisors as mentioned above.

Supervision Given

The successful applicant will be responsible for the supervision of medical student, resident, and fellow participation with the research projects of the Principal Investigator.

Consequence of Error/Judgement

Conscientious attention to deadlines will ensure that opportunities to compete for funding and other scholarly deadlines are not missed. The candidate will be expected to carry out project protocols to the specifications of the Principal Investigator. The impact of incorrect decision and error would include failed projects and experiments, delayed productivity or loss of data. In the most extreme scenario, insufficient productivity would result in a loss of operating funds and the termination of this technical position.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. A graduate degree in the field of health sciences or training in clinical epidemiology is preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Proficiency with statistical software package SPSS and S-plus is required. Experience in medical research literature is required. Knowledge of clinical research methodology is an asset. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to initiate and conduct research projects. Ability to exercise tact and discretion. Ability to prepare and complete job-related documents using relevant content and appropriate format (e.g., forms, letters). Ability to prioritize and work effectively under pressure to meet deadlines.

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Job Posting

Job ID: 15356
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Active Kids Program Assistant
Department: School of Kinesiology
Salary: \$ 21.02 - \$ 22.93 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-04-22 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-04-16 **Available Openings:** 1

Job Summary

Under general supervision of the Active Kids Program Manager is responsible for supporting and assisting the Active Kids Program Manager in developing, administrating, instructing and supervising new and existing programs. Other Kinesiology Outreach programs include UBC Gymnastics U Town UBC KidsFit YouthFit Game Smarts and Movement Matters, UBC BodyWorks and ChangingAging Program.

Organizational Status

Reports directly to the Active Kids Program Manager. The Program Assistant works both independently and in partnership with faculty and staff of the School of Kinesiology's Outreach Programs. Liaises with faculty, students, the general public, and departmental staff regarding the use of the assigned facilities, equipment, staff and programs.

Work Performed

- Assists with training, supervising and evaluating performance of program support staff student workers for new and existing programs offered through the Active Kids Outreach Program.
- Coaches UBC Gymnastics a minimum of 8-10 hours per week.
- Assists with the administration, implementation and marketing of new and existing programs.
- Performs and documents regular safety inspections as scheduled by the Active Kids Program Manager.
- Ensures proper training techniques, injury prevention, proper equipment, safe facilities, adequate certification and maintenance of accurate records of all support staff and equipment.
- Performs due diligence in ensuring the safety of participants in the Active Kids Programs.
- Performs maintenance by regularly inspecting, documenting, and following-up on all facility safety security hazards, accidents and near misses.
- Acts as facility emergency first-aid attendant when in the Gymnastics Facility.
- Performs maintenance and repairs to equipment and facilities where possible, arranging for additional repairs or maintenance as required.
- Represents the UBC School of Kinesiology Outreach Program in a professional manner at all times. Maintains and updates social media and web marketing materials for Kinesiology Outreach Programs, primarily UBC Gymnastics.
- Attends at front counter to assist with registration when required.
- Organizes and maintains the gymnastics facility in a safe and logical manner.
- Carries out other related duties as necessary in keeping with the requirements and qualifications of the job.



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Supervision Received

Reports to the Active Kids Program Manager. Works under minimum supervision, performs most duties independently. Works in liaison with faculty and staff of School of Kinesiology's Outreach Programs.

Supervision Given

Assists with the supervision, training and evaluating of program support staff student workers as required.

Consequence of Error/Judgement

This is a position of trust as it delivers programs to children and adults from the community at large registered in the School of Kinesiology Active Kids programs. Errors could result in personal injury, financial loss as well as in damage to the reputation of the School of Kinesiology and the University of British Columbia.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Minimum of 3 years related experience or the equivalent combination of education and experience. Including 3 years of supervisory experience in children's physical activity programs, or an equivalent combination of education and experience with proven leadership. Preference will be given to applicants with experience operating a variety of programs for preschool and elementary school children. A successful candidate will be required to pass a criminal record check. Requires NCCP coaching certificate Level 1 Gymnastics or Gymnastics Foundations certification (complete) and Emergency First Aid CPR certification. Certification in NCCP Level 1 and Level 2 trampoline preferred. Must have active interests and experience in Sports Recreation Physical Education Health and Fitness as well as Gymnastics. Ability to deal with a diversity of people in a calm, courteous, and effective manner and be able to work with all age groups (especially children). Proficient using computer software including: Microsoft Office (Word, Excel), electronic mail, and web browsers. Ability to identify equipment issues, set-up, maintain and make minor gymnastic equipment repairs. Proficient using social media technology including Facebook and Twitter. Ability to operate job-related equipment e.g. computers including: hardware, printers, scanners, storage devices and other peripherals); photocopiers, fax machines.

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Job Posting

Job ID: 15362
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 5 **Business Title:** Research Asst/Tech 5
Department: Paediatrics
Salary: \$54,788.00 - \$58,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-16
Job End Date: 2014-04-15
Funding Type: Grant Funded
Other:
Date Closed: 2013-04-18 **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

Supervises the Childhood Cancer & Blood Research Center located in the Child and Family Research Institute (CFRI). Provides technical and innovative leadership in development of new techniques and supervises the day-to-day technical operations for an exciting research program investigating biomarkers in chronic graft versus host disease (cGVHD) in addition to develop immune-based therapies to combat pediatrics leukemia. The first goal of this research is to develop strategies to maximize immune responses in patients without the need to transplant. A second area of study is investigating the possibility that some forms of pediatric leukemia may ultimately be preventable. The lab is a growing, collegial environment dedicated to enhancing the health of children.

The incumbent will be working in the wet laboratory areas of the CFRI. The lab is a fairly modern building which has many windows. The Centre is very safety conscious, all hazards: chemical, radioactive and bio-hazardous are handled following established protocols.

The individual should be self-motivated, able to perform tasks independently, and have the ability to supervise and direct the work of staff and trainees.

Organizational Status

The individual will report directly to the Childhood Cancer & Blood Research Cluster Principle Investigator (PI). The individual must also work in association with other research and administrative managers and will interact with numerous faculty, staff and students throughout CFRI, BCCH and UBC.

Work Performed

- Reports directly to the Principal Investigator while acting as an authority in the field; provide consultation to PI's in other institutions in experimental design and trouble shooting immunological experiments.
- Designs, implements and supervises novel experimental procedures, for projects investigating biomarkers in cGVHD and novel therapies for pediatrics leukemia.
- Responsible for presenting research at local, national and international scientific meetings.
- Makes development proposals for follow up experimentation as a result of performing and interpreting the results of complex



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Staff Job Postings

technical procedures.

- Solves complex non-standard technical problems and methodologies using creative cutting edge solutions; advises lab members and other staff, in the division, on experimental design for complex immunological testing.
- Manages the laboratory's biobank.
- Manages longitudinal prospective studies in which subjects and samples are tracked and stored for years.
- Responsible for submitting new, amending and renewing human ethics and biosafety applications protocols for the laboratory.
- Ensures that required documentation and accurate records are kept by laboratory personnel on experimental work.
- Responsible for assessing and evaluating major equipment needs for the Oncology lab.
- Responsible for troubleshooting equipment problems and dealing with vendors.
- Trains and oversees the work of Post Doctoral Fellows, Technicians, Graduate students and Undergraduate students.
- Trains new employees and trainees on use of laboratory and shared building equipment.
- Contributes in development of grant applications for the lab.
- Responsible for submitting new, amending and renewing human ethics and biosafety applications protocols for the laboratory.
- Writes scientific manuscripts
- Performs other related duties as required.

Supervision Received

Reports directly to the Principal investigator. Although help will always be available for problem solving, the individual is expected to work independently.

Supervision Given

Oversees and directs the work of staff, post doctoral fellows, graduate students and undergraduate students.

Consequence of Error/Judgement

Mismanagement of the lab will negatively impact the integrity of the research as well as harm the reputation of all stakeholders involved.

Qualifications

Undergraduate degree in a relevant discipline. Ph.D. in Clinical Immunology Minimum preferred. Background in cellular and molecular immunology. Leadership in multi-color flow cytometry and cell signaling. Minimum 5 years of related experience or the equivalent combination of education and experience. Experience dealing with Financial Services at UBC and PHSA an asset. A high level of computer skills are essential. Ability to work completely independently. Strong knowledge of the field. Ability to carry out complex modifications or procedures without supervision. Ability to plan, implement and complete work assignments without supervision.

Ability to supervise the work of others. Ability to solve complex technical, equipment, computer and software problems.

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.