



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:15-JUL-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: 16030
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Clerk IV **Business Title:** Clerk IV
Department: UBCO-StudentRecruitmentAdvsng
Salary: \$ 19.90 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-31
Job End Date: 2014-09-07
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-15 **Available Openings:** 1

Job Summary

Provides accurate information on academic programs and admission criteria, as well as general information on scholarships, awards, housing, and student services to prospective students, families, and various secondary school and post secondary representatives.

Organizational Status

Works closely with Student Recruitment and Advising team and is the first point of contact for prospective students and families. As a front line service provider, greets visitors to campus, responds to in-person, telephone, and email inquiries. Reports to the Manager, Student Recruitment and Advising, and works closely with all Student Recruitment and Advising staff.

Work Performed

1. Provides accurate and clear information about UBC's programs, admissions and awards for both the Vancouver and Okanagan campus to the general public, students, staff and University community by:

- Responding to emails, telephone inquiries and requests for publications materials, collaborating with Student Recruiter-Advisors and other Enrolment Services professionals on services for recruitment purposes.
- Handling and distributing confidential information such as academic transcripts, applications, supplements and personal information. Maintaining confidentiality and privacy with documentation and information gathered.
- Acting as a liaison and collaborating with other student service units to ensure efficient and coordinated mailings to schools and colleges.
- Organizing all outgoing mail and receiving incoming mail and documents via inter-office, Canada post, UBC dispatch or fax.
- Distributing materials for visitors, guests and registrants for events including parking passes, agendas, registrations, directions and survey evaluations.
- Assisting with shipments and responding to all material requests.
- Utilizing and following appropriate procedures for UBC systems and databases such as Student Information System Centre, Student Service Centre, eRecruit and CRM.



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2. Provides support for Student Recruitment and Advising team by:

- Booking academic advising appointments both in person and via phone for prospective students and their families.
- Researching and booking venues and services for special events and overseeing the coordination of logistics and resources.
- Assisting with scheduling off campus recruitment trips.
- Attending training sessions regarding systems as needed.
- Organizing and arranging meetings, recording and preparing meeting minutes.
- Preparing, and organizing information packages for meetings and special events.
- Assembling background information, materials distribution, summarizing and analyzing data, and preparing draft reports.
- Compiling and maintaining various lists including contact and mailing lists.

3. Performs other duties as required.

Supervision Received

Reports to the Manager, Student Recruitment and Advising. Works independently, under supervision within established guidelines. Sets priorities and performs most duties independently, consulting with a supervisor in reference to new or complex problems.

Supervision Given

This position is not responsible for supervision of any staff.

Consequence of Error/Judgement

Clerical errors or incorrect decisions could result in academic consequences for prospective students, direct costs, lost opportunities, compromised operational objectives, ineffective public events, delays for other staff, and the inability of Student Recruitment and Advising to fulfill its mandate. 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 one (1) year of post-secondary education with training in administrative secretarial practices. Six (6) months to one (1) year related experience or an equivalent combination of education and experience.

- Ability to effectively manage multiple tasks and priorities and work under pressure to meet deadlines.
- Experience with word processing, spreadsheets, databases, internet and presentation applications at an intermediate level.
- Familiarity with web development software preferred.
- Ability to perform word processing at 60 words per minute.
- Effective oral and written communication skills.
- Effective problem-solving, interpersonal, multitasking and organizational skills.
- 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



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



Job Posting

Job ID: 16049
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Trades - BCGEU
Classification Title: Facilities Services Asst I **Business Title:** Facilities Services Asst I
Department: UBCO - Facilities Management
Salary: \$37,488.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-18 **Available Openings:** 1

Job Summary

Under the limited supervision of the Manager, Facilities Management, provides maintenance and repair service to buildings, grounds and equipment, and performs other related duties as required.

Organizational Status

Under the limited supervision of the Manager, Facilities.

Work Performed

1. Maintains and repairs buildings, floors, surface and components.
2. Installs, maintains and makes minor repairs to furnishings and equipment.
3. Maintains and repairs plumbing, irrigation and sanitation systems.
4. Maintains and repairs grounds facility, parking lots, signs, etc.
5. Makes recommendations on maintenance requirements.
6. Provides minor repairs, and renovations to buildings, furniture and equipment.
7. Carries out removal of snow from University College grounds.
8. Assists other trades as required.
9. Performs other related duties as required.

Supervision Received

Under the limited supervision of the Manager, Facilities.



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Supervision Given

None.

Consequence of Error/Judgement

Consequence of error could result in safety hazards to the campus community and co-workers.

Qualifications

Completion of Grade 12 or equivalent plus up to and including one year post secondary trades related training. Over 2 years and up to and including 4 years related experience. Experience in an Unionized environment preferred.

- Ability to operate the following equipment is preferred: skid steerer, tractor, articulating boom, etc.
- Ability to perform strenuous physical work, assume uncomfortable awkward positions and required to lift 50lbs.
- Ability 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 period of bending.
- Ability to withstand heights and perform work safety.
- Ability to work flexible hours and or shifts and possibly weekends including afternoons and nights. Shifts are subject to change due to operational requirements.
- Ability to recognize and report hazards and apply safe work methods, such as lock-out procedures, fall protection, and confined space entry.

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Job Posting

Job ID: 16087
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: First Cook-Food Services **Business Title:** First Cook-Retail Operations
Department: Food Services
Salary: \$ 19.21 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-08-19 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-07-21 **Available Openings:** 1

Job Summary

Oversee and participate in the day to day operation of various Retail units, responsible for leading a designated area of food preparation and production.

Organizational Status

Reports to the Commissary Cook, or unit Supervisor or Manager.

Work Performed

Implements new menu plans.
Coordinates the workload and provides training for a variety of food service staff, such as, second cooks, assistant cooks and food service workers in a designated area.
Prepares and coordinates food preparation and production to ensure that daily unit requirements are met.
Oversees and participates in specialty production to ensure daily volume requirements are met in accordance with menu plans.
Assesses and ensures quality of finished product prior to shipping out.
Participates in the implementation of special food related events, themes and promotions.
Maintains high standards of sanitation and safety, ensuring work is performed in compliance with Foodsafe, UBC policy and UBC Food Services safety guidelines.
Recommends appropriate inventory levels of products and assists with maintaining inventory; assists with counting, ordering and reconciliation of food inventory levels for management.
Cleans kitchen and kitchen equipment.
Relieves responsibilities of other food service workers as operationally required.
Carries out any other related duties as required in keeping with the franchise qualifications and requirements of positions in this classification.

Supervision Received

Works independently with minimum supervision.

Supervision Given



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Coordinates, allocates and monitors the work of second cooks, assistant cooks or other food service workers.

Consequence of Error/Judgement

Makes decisions related to the coordination of a specialized production area; inappropriate decisions could impact food quality and quantity and have a negative effect on the department's reputation and financial position.

Qualifications

Certificate in cooking from a recognized cooking institution, Food Safe Level 1 Certificate and Red Seal Cook Certification. 3 years relevant experience or the equivalent combination of education and experience. Must have supervisory experience. Must be available to work flexible hours.

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Job Posting

Job ID: 16085
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Assistant Cook-Food Serv. **Business Title:** Assistant Cook- Retail
Department: Food Services
Salary: \$ 16.73 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-08-19 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-07-21 **Available Openings:** 1

Job Summary

Cooks and prepares meals in accordance with a menu plan.

Organizational Status

Reports to Supervisor or Manager.

Work Performed

Cooks and or prepares main courses, pastry items, bakeshop items, desserts, salads, sandwich plates and specialty items on a large scale and as per unit requirements.

Performs grill cooking and short order cooking; takes food orders from customers as required.

Recommends food inventory levels; assists in maintaining inventory.

Cleans kitchen and kitchen equipment.

Assesses and ensures quality of finished product prior to shipping out.

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

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

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

Supervision Received

Works under general supervision and independently as required.

Supervision Given

None.

Consequence of Error/Judgement



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Makes minor decisions related to the readiness of foods being prepared; errors may negatively impact customer experience.

Qualifications

Grade 12 Education, Certificate in cooking from a recognized cooking institution, Food Safe Level 1 Certificate. 1 year relevant experience.

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Job Posting

Job ID: 16056
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: General Worker (Heavy)-F/S **Business Title:** General Worker (Heavy)-Residence
Department: Food Services
Salary: \$ 16.26 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-08-05 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-07-21 **Available Openings:** 6

Job Summary

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

Organizational Status

Reports to Supervisor or Manager of unit.

Work Performed

Washes and handles dishes and pots up to 25 kg. in weight.
 Performs stockroom duties, such as, , receiving products in loading bay, counting items to match with corresponding paperwork, shelving products up to 25 kgs. and filling in paperwork as required; assists with inventory responsibilities.
 Performs a variety of cleaning duties, such as, cleaning tables, kitchen preparation and seating areas, and kitchen equipment, mopping floor and cleaning washrooms and other areas as required, ensuring that proper cleaning substances are used and that areas are marked hazardous as required.
 Recommends food inventory levels and calls in approved orders.
 Busses tables.
 Assists cooks in the preparation of food by pulling out and re-storing supplies, assisting in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items and portioning, plating, wrapping and packing food items.
 Plates, portions and dispenses food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.
 Sets up service counters and replenishes supplies for sale, ensuring appropriate stock levels and stock rotation in refrigeration, storage and counter display units.
 Assesses and ensures quality of finished product prior to serving customers.
 Performs the duties of other food service workers on a relief basis as operationally required.
 Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.
 Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.



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Staff Job Postings

Supervision Received

Works under general supervision and independently as required.

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 16093
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Sales Attendant-Food Services **Business Title:** Sales Attendant-Retail
Department: Food Services
Salary: \$ 16.73 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-08-19 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-07-21 **Available Openings:** 10

Sub-pool: Small Units

Job Summary

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

Organizational Status

Reports to Supervisor or Manager of unit

Work Performed

Takes customer food orders at counter or at tables; prepares and calculates bills for payment.
Enters customer orders in computer or cash register and accepts payment via cash, meal plan card, bonus cards, vouchers, debit, or credit card; distributes change and receipts as required; and cashes out as per UBC Food Services policies.
Recommends food inventory levels and calls in approved orders; assists in maintaining inventory.
Assists cooks in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items; portions, plates, wraps, and packs food items.
Prepares made-to-order sandwiches; plates, portions and dispensing food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.
Sets up service counter and replenishes supplies for sale, ensuring appropriate stock levels and proper stock rotation in refrigeration, storage and counter display units.
Busses tables and cleans tables, kitchen preparation areas, kitchen equipment and seating areas.
Assesses and ensures quality of finished product prior to serving customer.
Performs the duties of other food service workers on a relief basis as operationally required.
Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.
Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Works independently under general supervision.



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Staff Job Postings

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 16094
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Sales Attendant-Food Services **Business Title:** Sales Attendant-Retail
Department: Food Services
Salary: \$ 16.73 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-08-19 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-07-21 **Available Openings:** 5

Sub-pool: Trek

Job Summary

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

Organizational Status

Reports to Supervisor or Manager of unit

Work Performed

Takes customer food orders at counter or at tables; prepares and calculates bills for payment.
Enters customer orders in computer or cash register and accepts payment via cash, meal plan card, bonus cards, vouchers, debit, or credit card; distributes change and receipts as required; and cashes out as per UBC Food Services policies.
Recommends food inventory levels and calls in approved orders; assists in maintaining inventory.
Assists cooks in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items; portions, plates, wraps, and packs food items.
Prepares made-to-order sandwiches; plates, portions and dispensing food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.
Sets up service counter and replenishes supplies for sale, ensuring appropriate stock levels and proper stock rotation in refrigeration, storage and counter display units.
Busses tables and cleans tables, kitchen preparation areas, kitchen equipment and seating areas.
Assesses and ensures quality of finished product prior to serving customer.
Performs the duties of other food service workers on a relief basis as operationally required.
Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.
Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Works independently under general supervision.



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Staff Job Postings

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 16053
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Microbiology
Salary: \$40,500.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-16
Job End Date: 2014-08-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-07-21 **Available Openings:** 1

Job Summary

Will assist with technical tasks, following established protocols with minimal supervision. Will use standard molecular, biochemical, and cell biological techniques to analyze cellular functions. Will use recombinant DNA technology to modify gene expression in cell lines. Will assist with the handling and breeding of mice, isolation of cells from mouse organs, and analysis of cell function using biochemical methods, flow cytometry, and immunofluorescence. Will assist with studies of tumor cell growth and spread in mice. Will use high-throughput assays to screen compounds and assess their effects on cell growth. Will work in collaboration with other lab members on various projects, as guided by the Principal Investigators, Dr. Gold and Dr. Matsuuchi. Will work in partnership with other lab members in the maintenance of the lab environment, preparation of general use laboratory reagents, care of laboratory equipment, and day-to-day operations of the laboratory.

Organizational Status

Receives general supervision from the Principal Investigators, Dr. Gold and Dr. Matsuuchi, and at times direct supervision by post-doctoral fellows, graduate students, the Lab Manager and collaborators. Will report directly to Principal Investigators for experiments and lab organizational tasks and to the Lab Manager, May Dang-Lawson, for organizational tasks. Will be expected to work with minimal supervision once proficiency in the assigned duties has been established.

Work Performed

Perform experiments involving standard molecular biology and biochemistry techniques: Manipulation and production of various DNA constructs using molecular biological techniques. Biochemical assays to monitor protein phosphorylation and other aspects of signal transduction.

Grow and maintain mammalian cell lines in culture: Make tissue culture medium, perform sterile tissue culture, maintain cell lines, and maintain the operation and cleanliness of the tissue culture suite including the tissue culture hood and incubators. Perform in vitro characterization of cells using molecular biology (e.g. RT-PCR), immunological (immunoblotting, flow cytometry), cell biological (confocal microscopy, cell growth assays) and other methods.

Gene transduction of mammalian cell lines: Generate plasmids for cell transfection. Transfect and select mammalian lines using level-2 bio-containment.



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Cell biological analysis of the transduced transfected cell lines: Assess cellular functions including adhesion, changes in morphology, cell motility, and cell migration using standard microscopy techniques.

Mouse colony maintenance; xenograft generation and monitoring: Maintain mouse colony, generate tumor xenografts by tumor cell line injection, monitor tumor xenografts, and collect xenograft tissue for cell culture, biochemical analysis, and or histology.

Ordering equipment, reagents and supplies: Place phone and or written orders for lab supplies either directly to companies or through UBC purchasing. Keep track of supply inventory, unpack lab supplies, and put them in proper places. Assist in routine lab maintenance and upkeep of laboratory equipment.

Training of lab members: Working in partnership with the Lab Manager to assist in the training of junior members of the lab, passing on proper lab protocols and working procedures to new members, and providing expertise.

Keeping records and attending meetings: Lab records of work must be kept according to lab standards, i.e. a thoroughly documented lab notebook. Reports will be required at standard intervals. Attendance at and participation in meetings of lab members, collaborators and other researchers will be expected and clearly defined.

Supervision Received

Initially, the Principal Investigators will provide detailed instruction for all tasks and experiments. Other lab members who are more familiar with specific equipment, experimental approaches or projects will provide periodic supervision when required or appropriate. Once the tasks and techniques have been mastered, supervision will be minimal unless a specific need arises. The Lab Manager may provide supervision on the use and maintenance of equipment and other lab organization tasks.

Supervision Given

Introduces new research group members to lab safety and general operating procedures. Provides training and expertise in procedures that they have mastered.

Consequence of Error/Judgement

Research will be discussed, checked and commented on by Principal Investigators and lab colleagues. Poor attention to detail and erroneous data will negatively impact the progress and direction of research projects. Errors related to experiments would cause the loss of valuable reagents, research time, and grant funds, jeopardizing future grant funding. Improper maintenance of the laboratory, reagent consumable stocks, and or instruments will result in the unnecessary delay of the groups' research and unnecessary expenses.

Qualifications

High School graduation. A B.Sc. degree in Microbiology, Biochemistry, Cell Biology or Biotechnology is strongly preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. In addition to theoretical and practical experience in recombinant DNA technology (i.e. PCR, RNA preparation, restriction digests, plasmid construction), basic cell biology techniques (i.e. microscopy, cell transfection, flow cytometry, immunostaining, immunoblotting, immunoprecipitation) and mouse handling. Must be able to carry out such techniques with minimal supervision. At least 2 years of related work experience in a microbiology, biochemistry, or cell biology laboratory is required.

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Job Posting

Job ID: 16095
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Carpenter **Business Title:** Carpenter
Department: Housing-Facilities,Tbird Res.
Salary: \$53,796.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-02 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-07-21 **Available Openings:** 1

Monday to Friday 7:30am to 3:30pm

Job Summary

Positions in this classification perform skilled Carpentry work on concrete forms, wooden framework, partitions and doorframes, moldings installation, stairs, sub-floors and floors as it pertains to the construction, repair and fabrication of buildings and may be responsible for the manufacturing of millwork and wooden furniture.

Organizational Status

Reports to the Head and or Sub-Head Tradesperson.

Work Performed

Performing duties required in trade of carpentry, following recognized procedures and techniques for such work; completing work orders; performing carpentry work including erecting wooden building frames; installing exterior and interior trim; laying floors and building concrete forms; assembling prefabricated wooded sections; operating general hand tools; performing layout duties including machining and assembling; performing general carpentry duties such as sawing, planing, jointing, chiseling, gluing, fitting, and finishing; participating in machining and fabrication of component parts for trades; tools and equipment and maintenance and loanout service; working in correct and safe manner and following safe practices; and performing other related tasks.

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

Work is subject to checking by Supervisors and or staff carpenters to ensure quality standards are maintained.



Qualifications

Valid BC Drivers Licence. A trade certification to journeyman level as a Carpenter. Minimum 5 years of related experience or the equivalent combination of education and experience. Completion of apprenticeship and possession of a journeyman certificate as a carpenter. Ability to interpret blueprints, plans and sketches of work required and to fabricate to the requirements shown. Completion of ABLOY training coupled with on the job experience preferred. Strong millwork skills and experience preferred. Renovation experience preferred. Experience with doors hanging , repairing , installing hardware and fabrication preferred. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to be thorough, accurate, and have a high level of attention to detail.

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Job Posting

Job ID: 16091
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:** Doctoral Oral Defence Assistant
Department: Faculty of Graduate Studies
Salary: \$40,752.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-07-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-19 **Available Openings:** 1

Job Summary

Provides assistance to the Doctoral Exam Coordinator in scheduling and coordinating final doctoral oral examinations (Ph.D., Ed.D. and D.M.A.). There are more than 500 examinations per year. This is an extremely busy position dealing with continuous deadlines and handling of multiple tasks.

Organizational Status

Reports to and works primarily under the general direction of the Doctoral Unit Coordinator. Liaises with Student Academic Services team members, graduate advisors, graduate secretaries, examination committee members, chairpersons, research supervisors, and graduate students regarding doctoral exams procedures.

Work Performed

Doctoral Examinations (95%)

1. Responsible for the overall process of determining examination chairs. Creates a shortlist of appropriate potential Examination Chairs from among qualified UBC faculty for each doctoral candidate's Final Doctoral Exam. Reviews Dissertation titles and or abstracts from a broad spectrum of academic disciplines and distills the major topic areas.
2. Draws upon his/her understanding of related academic disciplines on the research expertise of UBC faculty members to identify potential Examination Chairs who would have an interest in the dissertation topic.
3. Maintains Excel database of faculty members who are qualified for appointment by the Dean or Associate Dean to Chair final exams, recording when they last served as chairs, and maintaining information on their research expertise and interests by obtaining relevant data from Faculty Relations, the UBC Academic Calendar and academic department's web sites.
4. In consultation with the Doctoral Exams Coordinator, this incumbent oversees the Invitation of appropriate faculty members via e-mail or telephone to chair doctoral examinations, in accordance with established university policy. Ensures chairs are confirmed at least two weeks prior to exams.
5. Communicates with faculty, graduate program staff and doctoral candidates by telephone, email and in person on matters relating to doctoral oral defence policies and procedures. Interprets written policies and communicates them accurately. Exercises tact and diplomacy to compose correspondence and initiate replies to enquiries. Forwards complex or non-standard questions to Doctoral Exams Coordinator.
6. Prepares doctoral exam programs (in Word) according to established formats. Sends with reminders and external examiner's



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reports to all examination committee members at least one week prior to exam date.

7. Ensures information about examining committee composition in the Doctoral Examinations Database is accurate. Uses this information to prepare Chair's report templates and distributes these to Examination Chairs in advance of the defence. Refers any discrepancies in examining committee composition to the Doctoral Exams Coordinator.
8. Transmits dissertation packages to Examination Chairs either electronically or by courier or internal mail. Prepares packages for same-day shipping, contacts couriers and prepares way bills, as required.
9. Tracks various required documents and sends reminders to candidates and faculty members as appropriate.
10. Tracks receipt of Chair's reports and communicates with faculty members about any anomalies or missing information.
11. Works with the Doctoral Exams Coordinator to create planning tools for a yearly exam cycle. Prepares reports for Faculty of Graduate Studies leadership summarizing past exam cycles. Uses knowledge of past exam cycles to predict future demand.
12. Provides support for other aspects of the doctoral exams workflow as required.

Other duties as assigned commensurate with the skills and duties of the position. (5%)

Supervision Received

Reports to and works with minimal supervision under the general direction of the Doctoral Unit Coordinator. Receives detailed instructions on new assignments and has various resources to refer to (Job manual, Faculty of Graduate Studies website, and Policy and Procedures Manual). Has authority to act within policy boundaries. New or unusual matters, technical problems, and any issues outside policy boundaries are referred to Doctoral Unit Coordinator, SAS.

Supervision Given

None

Consequence of Error/Judgement

Incorrect actions, decisions, delays, or errors may result in a graduate student missing a deadline to meet graduation requirements. This may adversely affect employment opportunities or damage the careers of doctoral students, and may lead to appeals which could seriously undermine the roles, responsibilities and effectiveness of The Dean and or The Faculty of Graduate Studies.

Decisions require thorough knowledge of the policies, procedures and regulations relating to doctoral oral defences and the ability to accurately interpret and apply them. The incumbent will be required to exercise latitude in judgment in handling matters of a routine and non-routine nature and to work with conflicting demands and determine priorities. Interactions are largely unsupervised and judgment is required to determine when an issue needs to be referred to a more qualified staff person or to another UBC office. Errors or miscommunications can result in a negative relationship between graduate students staff Faculty and the staff at the Dean's Office. Additionally any errors and or omissions in judgment could seriously undermine the roles, responsibilities and effectiveness of The Dean and or The Faculty of Graduate Studies.

Qualifications

High School graduation and 1 year post-secondary education. 4 years related experience or the equivalent combination of education and experience. Minimum of three years of related experience or two years of relevant UBC experience. General familiarity with academic disciplines an asset. Experience organizing events and meetings an asset. Ability to effectively use MS Word, Excel, Internet browsers search engines, databases and electronic mail at an intermediate level. Ability to communicate effectively verbally and in writing. Ability to operate normal range of equipment. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion when handling matters of a confidential nature. Ability to work effectively independently and in a team



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environment. Ability to analyze problems, identify key information and issues, and effectively resolve them. Ability to plan and complete work assignments independently without ongoing direction.

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Job Posting

Job ID:	16092		
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:	Financial and Administrative Assistant
Department:	Fac.of Pharmaceutical Sciences		
Salary:	\$40,752.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2013-07-29		
Job End Date:	2014-07-28	Possibility of Extension:	Yes
Funding Type:	Budget Funded		
Other:	Leave Replacement		
Date Closed:	2013-07-19	Available Openings:	1

Job Summary

Provides financial and administrative support of a complex nature to the Office of the Dean, Faculty of Pharmaceutical Sciences.

Organizational Status

Reports to the Manager, Finance and the Manager, Administration. Interacts primarily with faculty, staff and students in the Faculty of Pharmaceutical Sciences. Works with staff at Research and Trust Accounting, Research Services, UILO, Procurement Services and Financial Services.

Work Performed

Prepares and enters financial documentation into Financial Management Information System (FMIS) including cash receipts, journal vouchers, petty cash reconciliation, domestic and international travel claims, purchase requisitions and requisitions for payment. Ensures accuracy and timeliness of transaction entries into FMIS. Verifies account coding and signing authorities. Ensures appropriateness of expenditures and adherence to University policies.

Reconciles monthly ledger sheets, resolves problems with Financial Services, vendors, researchers, and staff. Brings significant discrepancies to the attention of grant holders.

Maintains files of all financial transaction documents and supporting material for audit and reference purposes. Assists with documentation preparation for audit. Performs filing functions, including creating new files and maintaining archived files.

Reconciles monthly PCard transactions; obtains back-up documentation, interacts with Faculty's Purchasing Operations for packing slips, updates account page on CentreSuite, and runs statement reports for researchers and for Manager, Finance. Serves as a back-up PCard Coordinator for issuance of PCards.

Manages parking coupons; distributes, maintains records and replenishes on a timely basis.

Manages the photocopy machine code system; able to assign codes and produce reports.

Prepares cost recovery deposits from phone, postage, faxes, photocopier and courier.



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Collects and collates data for various projects, lists, spreadsheets and statistics.

Responsible for the inventory of office supplies, including ordering, purchasing and storage.

Provides general administrative support to the Office of the Dean, which requires a thorough knowledge of office routine, unit functions and Faculty and University policies.

Organizes special events, including catering services and room bookings.

Provides back-up support for other administrative positions (e.g. human resources assistant, mail and copier clerk) as required.

Performs other related duties as appropriate to the classification.

Supervision Received

This position primarily reports to the Manager, Finance, but will also receive direction from the Manager, Administration.

Supervision Given

None.

Consequence of Error/Judgement

Work procedures are governed by UBC, the granting agencies, and by Faculty policies and practices. Individual sets priorities and methods for doing work and applies knowledge of these policies in making decisions. Work must be accurate and the individual must be able to identify existing and potential problems and demonstrate initiative, tact and good judgment in resolving them. Errors in financial transaction documentation could result in additional work or inaccuracies or substantial monetary loss to the Faculty or grant holder. This position handles and maintains confidential material and files. A breach of confidentiality or inaccurate handling of material may cause embarrassment to the Faculty or individual. Cordial and discrete relations with faculty, staff, students and the public are required to maintain the positive image of the Office of the Dean, and the Faculty of Pharmaceutical Sciences.

Qualifications

High School graduation and 1 year post-secondary education. 4 years related experience or the equivalent combination of education and experience. Demonstrated knowledge of FMS and accounting software required. Preference given to those accredited for FMS online data entry. Computer experience required. Ability to use MS Office software effectively. Demonstrated knowledge of UBC financial systems and procedures an asset. Ability to anticipate problems and issues and plan ahead. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to communicate effectively verbally and in writing. Ability to exercise tact and discretion. Ability to listen actively and attentively, and obtain clarification as required. Ability to gather, record, and organize information. Ability to exercise sound judgment. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to identify and correct missing and incomplete data. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 16032
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:** Receptionist/Administrative Support
Department: Education, Dean's Office
Salary: \$42,072.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-21 **Available Openings:** 1

Job Summary

This position provides senior administrative assistance to the Dean, Sr. Associate Dean and the Dean's Office (DNSO) Management Team of the Faculty of Education. This position is located in the Reception of the Dean's Office and is the first point of contact for all visitors to the Dean's Office in the Faculty of Education. This position exemplifies a professional work ethic and manner, and requires a high level of customer service.

Organizational Status

Reports to the Executive Administrator, Dean's Office. Workflow and specific assignments are received from the DNSO Management Team. Works closely with other staff in the Dean's Office, and interacts constantly with faculty, staff, students, and the public.

Work Performed

1. Performs reception duties for the Dean's Office. Greets visitors, answers, screens, and prioritizes all incoming phone calls, emails, and other materials. Responds to inquiries and provides information to faculty, students, staff, and the general public with an emphasis on professionalism and courtesy.
2. Provides senior administrative support to the DNSO Management Team including Director of Finance, Advisor to the Dean, Project Director, Manager of Faculty Relations & Appointments, and Executive Administrator. Tasks may include, but not limited to, schedules meetings, prepares materials, data mines, prepares statistical reports, takes, transcribes and distributes minutes, processes appointment data and assists with catering if required.
3. Drafts PowerPoint presentations for members of the DNSO Management Team and researches background information as required.
4. Manages the "Office of the Dean" email account by responding to and or re-directing messages as needed; composes correspondence of a routine nature for broad distribution as required.
5. Records the Dean's Office staff attendance and maintains the annual faculty-wide staff attendance records.
6. Tracks multiple concurrent projects through to completion; handles data and information requests for specific projects, coordinates, and assembles project materials from a variety of sources.



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7. Types a variety of reports, letters, and other miscellaneous documents from drafts. Assists with updating brochures, pamphlets, and guidelines.
8. Assists Administrative Assistants in a variety of Dean's Office and Faculty-wide events activities, including room bookings, equipment, caterers, and all other requirements which on occasion may mean working outside of normal office hours. This requires attention to detail and creativity.
9. Acts as directory administrator for the Faculty of Education: initiates requests to Voice Services for setup and or change of new phones, call-display, voice mail, and long distance privileges. Provides updates to content on the UBC online directory and Faculty of Education website directory in an accurate and timely manner. Prepares and distributes the monthly Staff Directory for the Faculty of Education.
10. Updates the Dean's Office website and posts documents as required, including preparation of content, editing, updating links and, uploading documents in a timely manner.
11. Update the Faculty of Education faculty and sessional list serves which encompass set-up and removal of email accounts.
12. Orders stationery and office supplies for the Dean's Office. Ensures supply levels are maintained at the appropriate operational level and that storage area is kept orderly at all times.
13. Oversees the kitchen staging area for catering functions and ensure supplies are adequate and that area is kept orderly.
14. Oversees the DNSO bulletin board on a weekly basis and ensures all postings are current.
15. Oversees booking and maintenance of the general meeting spaces in the Neville Scarfe Building. Reviews all meeting rooms on a monthly basis to ensure equipment, furniture, and general appearance of rooms are up to standard. Places work orders or trouble calls for these rooms if necessary.
16. Forwards or relays all concerns about building conditions (plumbing, light, heat, and elevators) to Plant Operations Trouble Call Desk and keeps Executive Administrator informed of any emergency or out-of-the-ordinary situations.
17. Receives and distributes mail, fax messages, and courier packages. Organizes courier service as required.
18. Main resource for the Dean's Office photocopier. Troubleshoots operational problems, and promotes best practices for sustainable office procedures (i.e., secure print and double-sided printing), places service calls, orders consumables, and replenishes paper trays on a daily basis.
19. Acts as back-up to the Mail Room Clerk on occasion; assists with minor tasks such as internal mail distribution and processing of outgoing external mail.
20. Recommends and initiates improvements to office procedures. Assists with determining which equipment best meets the needs of the Dean's Office, including research, set-up, training, and upgrades. Trains personnel on office equipment use and troubleshoots usage problems.
21. Ensures smooth function of the Dean's Office and is responsible for the general tidiness of the reception area.
22. Provides training for temporary staff.
23. Assists with travel arrangements for the Dean and members of the DNSO Management Team when necessary. These arrangements are often of a complex nature and require a high level of coordination. Assists the DNSO Management Team in preparing complex reimbursement of travel expenses as required.



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24. Provides back-up to the Administrative Assistants to the Dean and Sr. Associate Dean and general Dean's Office support to cover additional workloads when necessary.

25. Performs other administrative duties related to the qualifications and requirements of this job level as needed.

Supervision Received

Overall objective as well as specific assignments are received from various members of the DNSO Management Team. The incumbent is expected to take initiative, problem solve, determine course of action and follow through independently, occasionally in consultation with the Executive Administrator or DNSO Management Team.

Supervision Given

May provide training to new staff on work procedures.

Consequence of Error/Judgement

The incumbent contributes to the public image of the Faculty of Education, and ensures that visual, verbal and written communication is professional in appearance and demeanor. Must respect confidentiality of information handled. Failure to exercise appropriate judgement could have a negative impact on internal and external relationships with the Dean's Office and the Faculty of Education.

Qualifications

High School graduation and two year post-secondary diploma. Training in office practices and procedures. 4 years related experience or the equivalent combination of education and experience. Must have intermediate skills in Microsoft Office programs including, Word, Excel, PowerPoint and Outlook (calendar and email). Experience in content management of Drupal and WordPress web platforms is preferred. - Ability to learn new software applications quickly and to use internet tools at an intermediate level.

- Ability to type 60 wpm and operate a normal range of office equipment.
- Ability to plan, schedule, and organize a variety of meetings events.
- Ability to take and transcribe accurate meeting minutes with a short turn-around time.
- Ability to compose reports, presentation, and other written materials using clear concise business English.
- Highly effective verbal and written communication skills.
- Ability to plan, schedule, and organize a variety of projects and or events, often concurrently.
- Ability to prioritize work, multi-task, work under pressure, and meet deadlines.
- Ability to analyze problems, identify key information and issues, and effectively resolve.
- Ability to obtain, disseminate, record, and organize information effectively and tactfully with individuals from all levels of the University and the external community.
- Ability to politely screen calls and direct as appropriate.
- Ability to exercise tact and discretion with confidential matters.
- Ability to exercise sound judgment. Highly effective interpersonal and organizational skills.
- Ability to deal with a diverse group of people in a calm, courteous, and effective manner.
- Ability to determine the nature and urgency of inquiries and issues and triage appropriately.
- Ability to develop and maintain cooperative and productive working relationships.
- Possess highly effective organization and interpersonal skills.
- Ability to adapt to and work effectively under pressure and meet deadlines in an environment that is fast paced, with high volume and critical deadlines.
- Ability to be thorough and maintain accuracy and high level of attention to detail.
- Ability to work both independently and participate as an effective member in a team environment.
- Knowledge of UBC Policies and Procedures preferred.
- Ability to work independently and exercise considerable judgment and discretion on a daily basis.



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Job Posting

Job ID: 15574 (Repost)
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr7) **Business Title:** Administrative Support 4 (Gr7)
Department: Surgery
Salary: \$42,072.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-06-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-19 **Available Openings:** 1

Job Summary

The Executive Assistant to the Department Head provides complex and confidential administrative support for the Department of Surgery, one of the largest Departments in the Faculty of Medicine. The Executive Assistant will join faculty, students, and staff engaged in innovative, leading edge research, education and community service on university and hospital campuses across BC. We strive to create knowledge and advance learning that will make a vital contribution to the health of individuals and communities, locally, nationally and internationally.

Organizational Status

The Department Head gives day-to-day direction and assigns duties to the Executive Assistant regarding areas of responsibility. The Department's Director of Administration provides overall management of, and direction to, this position regarding work performance.

The incumbent collaborates and interacts extensively with other University staff, faculty members, with other health professionals outside UBC, and members of the public, to support the Department's activities.

Work Performed

- . Provides executive administrative support to the Department Head.
- . Organizes the calendar of the Head by performing duties such as scheduling meetings and appointments, identifying and communicating high priority requests, and coordinating with other schedules.
- . Schedules committee meetings and periodic meetings for faculty members' sessions with the Head.
- . Coordinates and logs research grant and fellowship applications before submitting them for signatures to the offices of the Dean of Medicine and Research Services. Checks the details of grant application cover sheet, ensuring that relevant and necessary information of the grant are attached.
- . Completes and retrieves commitment letters for personal research scholarship awards; notifies faculty of deadlines.
- . Drafts and edits reports, and generates and compiles statistical data and reports.
- . Transcribes, edits and types documents, and prepares and edits academic PowerPoint presentations, as directed by the Head.
- . Contacts hospital, government agencies and faculty officials to obtain, clarify and disclose information when necessary.
- . Collects information, and develops agendas, materials and takes minutes for Departmental committees. Distributes approved minutes to committee members.



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- . Plans and co-ordinates special events, meetings, retreats, strategic planning meetings, workshops for the Department on local, regional and national issues
- . Books meeting rooms and presentation equipment when required; arranges catering.
- . Responds to confidential telephone, email, and in-person inquiries, and provides information of a complex nature.
- . Provides information regarding UBC policies and procedures and answers enquiries from staff, faculty and visitors.
- . Opens incoming mail and processes fax messages for Department Head; photocopies and scans documents as required.
- . Prepares, tracks, and handles logistics for planning and conducting Department's Grand Rounds.
- . Performs other duties, as required.

WORKING CONDITIONS

Workstation is in a standard office environment on a floor within Vancouver General Hospital that does not provide direct patient care. Work pressures, peak periods, multiple demands, deadlines or interruptions moderately affect ability to complete tasks.

Supervision Received

This position works independently, within authorized limits, under the direction of the Department Head, and recommends solutions, implementing them upon Head's approval. Refers problems, especially if recurring or ongoing, to the Head for guidance. The Department's Director of Administration provides overall management of, and direction to, this position regarding work performance.

Supervision Given

None

Consequence of Error/Judgement

The Department Head, in carrying out responsibilities, regularly interacts with senior academic, patient care, research professionals and actively participates in several national and international professional associations. Inappropriate handling of interactions and communications can raise concern about compliance with privacy and confidentiality obligations and 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. Failure to maintain Head's calendar and process documents in a timely and accurate manner and maintain tracking and monitoring systems correctly can result in obligations not being met or being delayed, and payments not being timely made.

Qualifications

- High School graduation and two year post-secondary diploma. Training in administrative assistant skills. Working knowledge of scientific or medical terminology is strongly preferred. 4 years related experience or the equivalent combination of education and experience.
- . Proven ability to schedule appointments and maintain appointment calendars promptly and accurately.
 - . Ability to create and accurately maintain record and filing systems.
 - . Effective oral and written communication, interpersonal, analytical, problem-solving, and organizational skills, with accuracy and attention to detail.
 - . Track record in contributing to a productive, supportive workplace. Solid judgment and strong ability to maintain confidentiality, tact, and discretion in interacting respectfully with internal and external stakeholders.
 - . Skillful, efficient use of PCs, MS Office suite (Word, Excel, PowerPoint, Outlook, Access), and Internet, and ability to learn new software.
 - . Ability to type 70 w.p.m., transcribe minutes and dictated material, and to operate normal range of office equipment.
 - . Ability to work occasionally in evenings and early mornings; and infrequently on weekends, if at all.

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Job Posting

Job ID: 15994
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr8) **Business Title:** EA to the EAD and Director, Research
Department: Fac Med Research Office
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-15 **Available Openings:** 1

Job Summary

To provide confidential and complex administrative and Executive Assistant support to the Executive Associate Dean, Research (EAD) and Director, Research. The incumbent will provide a high level of understanding and initiative in all administrative areas with a strong emphasis on meeting and electronic calendar management.

Organizational Status

Receives work assignments from the Executive Associate Dean, Research and Director, Research. This position will liaise with the senior administration at UBC including Executive Associate Deans and Associate Deans within the Faculty of Medicine. External to the Faculty of Medicine, this individual will work closely with the President's Office, UBC Faculties, Provincial Health Authorities, BC Universities, and the Associate Dean's Research at the Academic hospitals as well as other organizations with whom UBC is developing research collaborations.

Work Performed

Acts as personal and confidential Executive Assistant to the Executive Associate Dean, Research and Director, Research. Maintains an accurate calendar, resolving conflicts in scheduling, makes appointments and coordinates materials for meetings; books rooms and arranges audio visual equipment and catering as required. May be asked to take minutes of meetings for the EAD and or Director, Research as needed.

Manages conflicting high-level priorities, coordinates, assembles and maintains bring-forward materials from a variety of sources for meetings involving the Executive Associate Dean, Research and or Director, Research. Assists in preparing and distributing agendas, minutes and other meeting materials. Takes, transcribes, edits and distributes minutes.

Demonstrates a high level of understanding and initiative to act on changing priorities in scheduling and managing the Executive Associate Dean, Research electronic calendar. Appropriately screens requests for appointments and exercises tact and discretion in prioritizing requests for appointments.

Screens and prioritizes incoming calls and mail, exercising judgment as to whether matters require urgent attention and or whether background information must be acquired immediately. Works closely and effectively to resolve scheduling conflicts.



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Prepares in final format a variety of documents, many of which are sensitive and confidential: maintains filing and bring forward systems and drafts correspondence as required.

Conducts research and compiles data as required.

Develops a broad depth of knowledge of the Research Centres, Institutes and initiatives and assists in setting up and scheduling meetings, reviews, search committees, related to Centers and Institutes, Acts as secretary to committees chaired by the Executive Associate Dean, Research and or Director, Research as required: schedules committee meetings, prepares materials for distribution, takes minutes and prepares action tracking reports. Provides follow up for action items as required.

Organizes and compiles various materials and data as required, often project related.

Coordinates and maintains the Research record management system including e-filing, creating maintaining files, culling existing files and packaging files for archiving.

Draft confidential correspondence, reports and other documents.

Coordinates all travel arrangements for the Executive Associate Dean, Research and or Director, Research. Liaising with other parties to book hotels, visas, ground transportation, and conference registration; ensure that all travel is entered into calendars, preparing all necessary documentation for travel; travel arrangements may require coordination with external stakeholders and gaining approval for costs.

Arranges reimbursement requests for complex expenses often involving various currencies and conversion rates. Submits expenses of EAD and Director, Research on a monthly basis; monitor pending reimbursements and liaise with the Finance Department and external organizations as required. Is responsible for the monthly payment and reconciliation of the EAD UBC American Express card and other invoices as required to ensure timely payment and not accruing additional interest expenses.

Prepares financial requisitions and journal vouchers.

Screens incoming telephone calls, faxes and mail, exercising judgment as to whether matters require urgent attention and or whether background information must be acquired immediately. This may include triaging calls from the Alzheimer Clinic and or patient related calls matters and understanding how to handle emergency calls.

Responds to e-mail, telephone and in-person inquiries in a timely manner.

Deals with faculty members, staff, and others in a professional manner on behalf of the Executive Associate Dean, Research and Director, Research by phone, e-mail and in person. Consistent with the Faculty's Professional Standards document, the Faculty is committed to the highest level of professionalism in all interactions.

Ensure goals and timelines are met.

Works under on-going pressure and to multiple deadlines.

Performs other related duties as required.

Supervision Received

Working closely with the Executive Associate Dean, Research and Director, Research, this individual will be expected to work independently in accordance with established objectives; and exercise initiative and judgment in performing all work related functions. This position reports to the Director, Research.

Supervision Given



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Formally trains new staff on work procedures, and or oversees work of students and or temporary staff

Consequence of Error/Judgement

The incumbent must be able to work independently and within a team and exercise considerable judgment on a daily basis. Errors in performance of the above-related duties could have a significant impact on the effectiveness, image, and reputation of the Faculty of Medicine. There are time sensitive matters with deadlines that must be met in the office and missing such deadlines could have quite negative effects on faculty and opportunities being pursued.

Qualifications

High School graduation and two year post-secondary diploma. Training in administrative secretarial skills and training in office procedures and practices. 4 years related experience or the equivalent combination of education and experience. Three years relevant UBC experience preferred. Strong ability to accurately maintain electronic calendars, reconcile scheduling conflicts, coordinate meetings with a large number of attendees and schedule the days activities appropriately. Must have intermediate skills in Microsoft Office programs. Strong ability to manage Outlook, related electronic platforms (doodle polls), PowerPoint, Excel and Word. Excellent knowledge of internet applications and tools. Highly effective oral and written communication. Highly effective interpersonal and organizational skills. Ability to deal with a diverse group of people in a calm, courteous and effective manner. Ability to type 60 wpm. Ability to use the normal range of office equipment. Ability to prioritize work, multi-task, work under pressure and meet deadlines. Ability to maintain accuracy and attention to detail. Ability to compose correspondence, reports, presentations and other written materials using clear and concise business English. Ability to determine the nature and urgency of inquiries and issues and triage appropriately. Ability to research and compile information drawn from various sources. Ability to anticipate problems and issues and to plan ahead. Ability to work independently and demonstrate initiative. Ability to develop and maintain cooperative and productive working relationships. Flexibility and "can-do" attitude. Ability to take effective minutes. Ability to transcribe minutes from handwritten notes and various electronic mediums. Ability to plan, schedule and organize a variety of complex events. Demonstrated ability to work unsupervised and within a team environment. Ability to exercise judgment, tact, discretion and diplomacy. Proven ability to adapt to and work effectively in a multi-tasked environment. Able to work under pressure in a fast paced, high volume environment with critical deadlines.

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Job Posting

Job ID: 16048
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Clinical
Classification Title: Clinic Secretary/Clerk (Gr6) **Business Title:** Clinic Secretary/Clerk - Hematology/Oncology
Department: Paediatrics
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-22
Job End Date: 2014-11-07
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-17 **Available Openings:** 1

Job Summary

Provides academic and clinical secretarial support to members of the Division of Pediatric Hematology Oncology.

Works in the Division of Pediatric Hematology Oncology Administrative office area at B.C.'s Children's Hospital.

Monday, Tuesday, Wednesday and Friday 8:30-4:30
Thursday 9:30-5:30

Organizational Status

This position reports to the Administrative Coordinator who is the Office Manager Assistant to the Head of the Division of Pediatric Hematology Oncology. This position liaises with both C&W and UBC.

Work Performed

- Transcribes, proofreads, and corrects patient reports using computer programs (MS Word, CAIS and EVE)
- Logs and photocopies all transcription for send out
- Coordinates Oncology Conference held weekly. Coordinates physician's request for patient presentation at Oncology Conference. Transcribes patient presentations and distributes notices. Transcribes and distributes summaries after presentations have been given
- Coordinates videoconferences and conference calls
- Administers inpatient & outpatient hematology billing and maintains databases.
- Locates lab results and outstanding consult letters
- Types grant proposals
- Performs library article searches.
- Types, proofreads, and corrects abstracts and manuscripts for publication using publisher's guidelines
- Answers and directs telephone calls. and provides front desk reception coverage
- Pick-ups and distributes mail for the division on a rotation basis
- Opens and sorts clinical and academic mail
- Arranges courier services
- Sends and receives e-mail



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- Faxes and scans documents and letters
- Arranges travel for division members and prepares professional expenses
- Updates physician CVs
- Provides back-up to other secretaries in division. Duties may include: taking patient referrals, assembling new patient charts, preparation of rounds material, sending out electronic notices, arranging for catering, ordering supplies updating schedules, taking minutes
- Incorporates a team approach in working and cooperating with other staff members with the overall goal of contributing to the smooth operation of the administration of the division in a teaching hospital setting
- Other duties as required

Supervision Received

This position is supervised by the Administrative Coordinator.

Supervision Given

No supervision duties are required from this position.

Consequence of Error/Judgement

Requires planning and prioritization of duties, inability to meet deadlines would result in lack of documentation for meetings and conferences. Errors in administrative duties may have a financial impact on the department. This position works with the public, and poor communication may impact on the department's credibility.

Qualifications

High School graduation, 1 year post-secondary education, completion of a Medical or Dental Office Assistant program (including terminology). Training or experience in medical office practices. 3 years of related experience or the equivalent combination of education and experience. Minimum 3 years experience in a clinical environment preferably or two years relevant UBC experience. Accurate typing speed of 50 wpm and experience using MS Word, Excel and Outlook. Must have medical terminology and excellent spelling and punctuation skills. Effective communication, organizational and interpersonal skills. Attention to detail, ability to meet deadlines and work with interruptions. Ability to exercise initiative, judgment, tact and discretion, and to maintain confidentiality. Ability to work both independently and within a team environment.

All positions in the Department of Paediatrics at BC Children's Hospital require a Criminal Record Check (CRC). A pre-employment CRC is required as part of the recruitment process and any offer of employment is contingent pending positive results of the CRC.

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Job Posting

Job ID:	16059		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Human Resources		
Classification Title:	HR Admin Clerk 3 (Gr5)	Business Title:	Staff HR Assistant
Department:	Fac Med Faculty Affairs		
Salary:	\$39,492.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2013-07-29	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2013-07-16	Available Openings:	1

Job Summary

This position provides support to the Human Resources operations of the Dean's Office. Responsibilities include timely and accurate processing of staff appointments for all of the Faculty of Medicine and interpreting and accurately communicating written policies and procedures. This position requires strong interpersonal and customer service skills as it involves frequent problem resolution with various departments throughout the Faculty.

Organizational Status

This position liaises with various personnel in the Dean's Office, Faculty of Medicine departments, schools and centres (faculty, administrators and staff), financial administration departments of hospitals and affiliated agencies, external vendors, and the Department of Financial Services of UBC.

Work Performed

Reviews, verifies and processes staff and student appointment transactions on ePAF and eRecruit systems.

Ensures appointment have been made in accordance with the terms of the collective agreements, or the conditions of employment for the respective employment groups.

Enters new hire appointments in the recruitment system

Records and tracks a variety of data -Identifies and records coding for offer letters for M&P and Technical staff for up to three (3) years of their start date.

Identifies and records the benefits code that relates to the individual's benefits on all new staff appointment forms and forwarding to Payroll and or Human Resources.

Interprets policies and guidelines and communicates with administrative staff in departments, schools and centres, central agencies, and Payroll -Investigates and provides assistance to resolve staff payroll problems such as retroactive pay, late payments, etc., in response to queries from faculty, staff, department, schools and centre administrators. Forwards complex issues to Human Resources Associate or Dean's Office HR Coordinator.



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Advises departments, schools and centres on documentation and staff appointment procedures.

Enters job descriptions into the eRecruit system and sets up postings as directed by HR Coordinator. Acts as help desk contact for departments needing assistance with the eRecruit system.

Processes honorary and clinical faculty appointments and associate memberships .

Arranges postings on external websites as directed by the HR Coordinator, follows up with billing invoices for these postings.

Arranges interviews, in-basket and Staff Finders testing for candidates.

Updates information on the Faculty of Medicine intranet for both Faculty and Staff HR.

Acts as backup receptionist (cover breaks, lunch, vacation & sick time).

Performs other related duties as required.

Supervision Received

This position reports to the Dean's Office HR Coordinator, and works closely with the HR Associate in the Faculty of Medicine. This position is expected to work independently and receives specific instructions only on new tasks, new processes and unusual problems that are not covered by established practices and standards and must be able to apply these principles to new situations and identify anomalies independently.

Supervision Given

Not required but may oversee work assignments to temporary staff or work students as required.

Consequence of Error/Judgement

This position is responsible for ensuring all information processed within HRMS is authorized, accurate, appropriate and substantiated by proper back-up. Information and recommendations must be accurate and provided in a respectful, timely and supportive way. Furthermore, the highly sensitive nature of payroll to all employees requires precise attention to avoid delays and errors that could result in employees being paid incorrectly. Recovery of overpayments and payment delays can cause significant morale and other problems and can jeopardize the relationship between employees and their respective departments and the Faculty.

Qualifications

High School graduation and 1 year post-secondary education. Training in basic office procedures and practices. 3 years relevant experience or the equivalent combination of education and experience. Relevant UBC experience preferred. Experience with UBC payroll and human resource systems and procedures preferred. Knowledge of current Human Resources management practices. Ability to use Word, Excel, Access, Outlook, HRMS and SharePoint at an intermediate level. Effective oral and written communication, interpersonal, customer service, problem solving and organizational skills. Ability to type 60 wpm and to operate a normal range of office equipment. Ability to communicate effectively both verbal and in writing. Ability to deal with a diverse group of people in a calm, courteous and effective manner. Ability to handle a high volume of work, prioritize work, multi-task and work effectively and efficiently under pressure to meet deadlines. Ability to work independently and within a team environment. Ability to develop and maintain cooperative and productive working relationships. Ability to exercise tact and discretion when handling sensitive or confidential matters. Ability to maintain accuracy and attention to detail. Ability to determine the nature and urgency of issues inquiries and triage appropriately. Ability to exercise sound judgment.



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Staff Job Postings

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Job Posting

Job ID: 16100
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Human Resources
Classification Title: HR Admin Clerk 3 (Gr5) **Business Title:** HR Admin Clerk 3 (Gr5)
Department: Fac.of Pharmaceutical Sciences
Salary: \$39,492.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-21 **Available Openings:** 1

Job Summary

The Human Resources Assistant provides support in the area of human resources for the Faculty of Pharmaceutical Sciences.

Organizational Status

The Human Resources Assistant is supervised by the Faculty's Human Resources Manager and also receives direction from the Manager, Administration.

The incumbent interacts regularly with faculty, clinical faculty, students, visitors and all levels of staff within the Faculty. Also, regularly liaises with UBC staff outside the Faculty such as staff in central Human Resources and Financial Services.

Work Performed

Under the supervision of the Human Resources Manager, the Human Resources Assistant will perform the following duties:

- Maintain current knowledge of human resources policies and procedures and applicable collective agreements.
- Provide information clarity surrounding appointment, payroll, and other human resources inquiries.
- Provide confidential administrative support related to recruitment and selection processes, including posting employment opportunities, preparing recruitment materials, arranging interviews, and maintaining archiving all recruitment files.
- Assist in the onboarding process for all new hires.
- Prepare, verify, process and track staff, student and non-bargaining faculty (e.g. research associate, post-doctoral fellow and visiting scholar) appointments and other employee changes using the Human Resources Management System (HRMS).
- Assist in generating letters for appointment reappointment.
- Track probationary, career progress increments and meritorious increases of Management & Professional Staff.
- Provide proactive support for appointments ending to ensure payroll accuracy.
- HRMS activities include: entering and updating job descriptions in Position Management, creating job postings, hiring through e-Recruit, verifying employee information as well as entering new appointments, appointment extensions, salary increases and changes to funding etc. using electronic Personnel Action Forms (ePAF).
- Payroll activities include: coordinating the hourly timesheet process which requires semi-monthly communication with hourly staff, processing timesheets, tracking hourly staff hours, calculating and entering statutory pay and processing vacation payout request forms.
- Collect vacation and sick leave statistics from all Faculty units; maintain and track vacation and sick leave for staff within



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the Office of the Dean.

- Ensure integrity of employee records with the maintenance of electronic and paper files.
- Run reports and compile statistical information on an as needed basis.
- Maintain and update electronic mailing lists and corresponding spreadsheets for several employee lists.
- Administrative tasks include: arranging catering, scheduling meetings, taking minutes, filing and other duties as necessary.
- Perform other related duties as required.

Supervision Received

This position primarily reports to the Faculty's Human Resources Manager, but will also receive direction from the Manager, Administration.

Supervision Given

Not applicable.

Consequence of Error/Judgement

Required to use diplomacy, sound judgment and a high level of observance to issues and data that require confidentiality. Errors in judgment may lead to conflict and or legal situations, financial consequences, inefficiency of operation, delayed results, and could harm the reputation of the Faculty and the University.

Qualifications

High School graduation and 1 year post-secondary education. 3 years relevant experience or the equivalent combination of education and experience. Preferred experience in the area of human resources as well as experience with UBC systems and procedures. Computer experience at an intermediate level with Microsoft Office (e.g. Word, Excel) required, and experience preferred with PeopleSoft or other Human Resources Information System. Ability to maintain accuracy and attention to detail. Ability to effectively manage multiple tasks and priorities. Ability to perform word processing at 50 words per minute. Ability to communicate effectively verbally and in writing. This includes the ability to compose routine correspondence and other material, using clear, concise business English. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise tact and discretion. Possesses the knowledge and practical skills required to keep HR issues confidential and personal data secure. Ability to effectively work independently and in a team environment.

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Job Posting

Job ID: 16079
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Logistic & Procuremt
Classification Title: Procurement Clerk 2 (Gr8) **Business Title:** Purchasing Coordinator
Department: Fac Med Facilities
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-12
Job End Date: 2014-08-08 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-07-18 **Available Openings:** 1

Job Summary

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

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

Organizational Status

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

Work Performed

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

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

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

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

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

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



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users.

Monitors and reconciles Department purchase card ledgers and transactions.

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

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

Manages and maintains equipment lease life cycles.

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

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

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

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 15959
Location: Robson Square
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 1 (Gr3) **Business Title:** Program Assistant 1 (Gr3)
Department: Continuing Studies
Salary: \$38,148.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2013-09-03 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-07-15 **Available Openings:** 1

Job Summary

This position serves an integral function within the Downtown Centre (DTC) team in support of Continuing Studies (CS) programs at Robson Square. The Program Assistant welcomes and directs clients and CS students to appropriate programs and services. It also provides administrative and operational support for DTC programs and with other CS units offering programs within the plaza level facilities, including liaising with Robson Square staff.

Organizational Status

DTC is the resident Continuing Studies unit within the UBC-CS plaza level lifelong learning & resource facilities at Robson Square. This CS environment brings together programs, events, and services to support the personal, career and professional development learning needs of individuals and organizations in the community.

The Program Assistant works under the direction of the DTC Manager of Operations & Administration and in consultation with DTC staff to meet the needs of clients, instructors and other CS staff.

Work Performed

Communications

- Greets and responds to questions from students, CS and RS staff in person, by phone and online as required.
- Communicates with DTC instructors and facilitators regarding program scheduling and instructional needs.
- Responsible for keeping DTC instructors and staff aware of student changes or issues that may occur.
- Organizes and maintains displays of promotional materials
- Prepares the mailing or distribution of promotional materials such as brochures and flyers
- Proofreads course copy for brochures, flyers, advertisements and other marketing materials



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Administration

- Takes and processes registrations for DTC
- Sets up new courses and sessions in registration system, ensuring correct course codes are applied to new programming
- Coordinates DTC class information - preparing class lists, name tags, monitoring attendance and contacting no shows.
- In consultation with other DTC staff, assists in administration of the Youth Program
- Collects, monitors and communicates evaluation feedback received from students and recommends improvements in client student services
- Instructor support liaison for other CS Units whose programs are hosted within the DTC classroom spaces
- Ensures office records systems are maintained and up to date, including databases, statistical tracking and revenue expense tracking systems
- Collects and compiles statistics for usage of DTC spaces by all program units and may contact other program units to ensure data accuracy
- Maintains DTC portion of CS website using web editing tools (Contribute)
- Monitors DTC room scheduling calendar and booking system in consultation with the Manager of Operations & Administration and other DTC staff
- Monitors office printer(s), audio visual equipment and orders consumables (toner, ink, projector lights & batteries)
- Maintains other office and classroom supplies ensuring required resources are available

Support

- Responsible for ensuring classrooms are set up for all workshops events in DTC spaces, including room configurations, audio visual equipment and other needs
- Trains instructors in usage of audio visual equipment
- Liaises with teachers before and during classes where required
- Advises students on CS courses and program selection, registers students and assists them in resolving issues
- Informs and advises students of divisional policies such as refunds
- Provides student services in a multi-lingual capacity
- Performs other duties related to the qualifications and requirements of the job

Working Conditions

Subject to changing levels of noise, activity and constant interruptions



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Hours of Work

This position is mainly for evenings and Saturdays. Hours may change depending on operational requirements

Supervision Received

Works under the direction of the Manager, Operations & Administration.

Supervision Given

May give direction to temporary Work Study students.

Consequence of Error/Judgement

Impact of error reflects not only the reputation of CS Downtown Centre but also UBC, UBC Continuing Studies and specifically UBC Robson Square in the downtown community.

Qualifications

High School graduation and 1 year post-secondary education. Training in office systems and procedures. University degree an asset. 2 years of related experience or the equivalent combination of education and experience. Minimum two years' related experience or one years' relevant UBC experience. Computer experience required (Word, Excel, Access, Outlook, Contribute) Experience with customer service and public relations an asset. Ability to multi-task projects and work efficiently under pressure and time constraint. Ability to work both independently and within a team environment. Ability to work with confidential information. Attention to detail and accuracy of information. Ability to plan and initiate tasks to support the needs of the unit. Ability to adapt to changing needs of individuals and organization. Excellent interpersonal skills. Strong written and oral communication skills. Highly motivated with excellent organizational skills and ability to prioritize duties. Awareness of and sensitivity to special needs of diverse populations. Strong computer skills and ability to type up to 50 wpm. Translation and interpretation skills in English to Chinese an asset.

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Job Posting

Job ID: 16024
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 2 (Gr5) **Business Title:** Program Assistant 2 (Gr5)
Department: Psychiatry
Salary: \$39,492.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2013-07-15 **Available Openings:** 1

Job Summary

This Program Assistant position provides primary support to the Psychiatry Postgraduate Education (PGE) Sub-Specialty Residency Programs and their Program Directors where the work involved is specific to these programs. The current Sub-Specialty programs in Psychiatry are Forensic, Geriatric and Child Psychiatry. For academic year 2013-2104, there are expected to be 8 residents, in two of the Sub-specialty (SS) programs. The following year there are expected to be 8 residents, but spread over three sub-specialty programs. This position will work as part of the Psychiatry PGE Program team in sharing in the workload of the existing infrastructure that supports all PGE residency programs in the Department.

Under the direction of the Senior Education Programs Manager and working in conjunction with the part-time Program Assistant for Undergraduate Education (UGE), this position also provides support to the Undergraduate Program, including assisting the Directors and Senior Education Programs Manager with carrying out action items as determined by the UGE committee.

As a member of the Department's Education Office team, this position provides assistance and coverage as needed across the PGE and UGE Education Programs .

Organizational Status

Reports directly to the Senior Education Programs Manager. Receives work direction from the PGE Sub-Specialty Program Directors, Senior Education Programs Manager and PGE Program Manager. May receive work direction from the Undergraduate Education (UGE) Program Director, PGE Program Directors, UGE Year 3 Director and UGE Year 4 Director. Works closely with UGE and PGE Program Assistants to ensure efficient and effective functioning of the Education programs. Liaises with the Office of Clinical Faculty Affairs and the personnel in the Dean's UGE and PGE offices to keep up to date on evolving policies and procedures for UGE and PGE. Interacts on a routine basis with students, residents, faculty and administrators at teaching sites in the Vancouver-Fraser Medical Program (VFMP), Island Medical Program (IMP), Northern Medical Program (NMP) and Southern Medical Program (SMP).

Work Performed

For the Sub-Specialty Resident Programs (SSP)

- Provides support to SSP Directors in their roles
- Responsible for overseeing assignment of the PGY5 PGY6 SSP residents in Forensic, Geriatric and Child Psychiatry to the major



teaching sites as well as distributed sites (Fraser, Victoria and Prince George), for those specialties, in keeping with the requirements of the Royal College of Physicians and Surgeons of Canada.

- Responsible for monitoring all aspects of SSP resident, faculty and rotation evaluations on One45 system and ensures system links are up-to-date, troubleshoots system, ensures the Program Directors are kept up-to-date on low performance evaluations on an ongoing basis.
- Assists with annual updating and distribution of SSP resident information manuals, ensuring specific SSP information has been included as needed.
- Assists SSP Directors in the delivery of academic days by coordinating academic day seminars for each seminar series.
- Coordinates (room bookings, agendas etc.), attends and transcribes minutes for the SSP committees.
- Maintains administrative files for each SSP as required
- Manages academic schedules for the SSPs by managing schedules on One45, distributing weekly monthly schedules to instructors and residents and arranging room bookings for academic day seminars across hospital sites
- Coordinates collection and posting of teaching materials on One45 and WIKI page; and distribution of materials to SSP residents.
- Coordinates clinical and academic day teaching evaluation process involving collection of evaluation materials, online data entry, maintenance of teaching evaluation database on One45, and distribution of reports to SSP Directors and individual instructors.
- Tracks SSP resident seminar attendance on One45.
- Collects SSP resident claim forms and submits to appropriate office for processing;
- Supports the Dept. Finance Office by managing teaching and exam payments for the faculty members in the SSP program. This includes the distribution and collection of invoice forms, verification against teaching assignments and submission of invoices with back-up documentation.
- Acts as a point of contact and resource for the SSPs and answers program-related questions.
- Acts as an information source regarding program related issues, including advising the SSP Directors of any unusual resident-related issues.
- Provides information to SSP residents on aspects of their education within the Department of Psychiatry; consults with Department PGE Program Manager as needed and or directs residents to Manager or others as appropriate for further guidance.
- Prepares and maintains website content information on a regular basis for the SSP in conjunction with the PGE Manager while maintaining consistent content structure with the core program with the approval of the SS Program Directors.
- Coordinates annual Royal College Comprehensive Long-Case examinations and OSCE examination for the Subspecialty Residents.
- Coordinates arrangements for SSP functions.
- Supports SSP Directors with any work related to the accreditation and or the Royal College.

PGE Program Support (Core and Sub-Specialty)

- Posts and maintains academic day teaching material and other academic resources on the UBC Psychiatry PGE WIKI page
- Assists the (core program) PGE Program Assistant as needed with academic day responsibilities. Supports Postgraduate Manager as needed to maintain and update One45
- Assists with PGE special functions and projects, including: CaRMS, PRITE, Annual Job Fair for PGY4-5 Residents, Annual Welcome Receptions for PGY1-2 Residents, Semi-annual Mock OSCE's, Town Hall Meetings, Royal College on-site Accreditation Survey, website updating, etc..

UGE Program Support

- Assists the UGE Program Assistant as needed with rotation workflows and One45.
- Gathers and compiles data related to clerkship schedules; prepares documentation for processing of clinical and or didactic teaching payments for Years 3 and 4 to the Office of Clinical Faculty Affairs quarterly ; uses nQuery to investigate payment status
- Distributes, invigilates and collects End of Rotation exams for all sites (VFMP, NMP, IMP, SMP and Integrated Clerkship Programs)
- Collects and review student reports (MiniCEXs, evaluations and exams), which students are required to file immediately after each rotation to pass. Flags any concerns to Senior Education Programs Manager, Year 3 & 4 Directors
- Liaises with all sites across the program to gather exams and report grades from sites to meet Dean's Office reporting deadlines



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for grade submissions; ensures exam and report grades are calculated; reviews grades with Senior Education Programs Manager to confirm accuracy and submits grades by required deadline

- Arranges (room bookings, agendas etc.), attends and transcribes minutes for the UGE Committee.

Dual Program Responsibilities

- Screens and distributes incoming mail for residents, faculty and staff
- Arranges mail or courier services for outgoing mail
- Maintains student resident files as required
- Maintains email and mailing lists
- Attends other meetings as required (PGE or UGE Program Assistant meetings, Dept Education team meetings, etc.)
- Under the direction of the Senior Education Programs Manager, coordinates arrangements for other meetings, workshops and special events including catering, facility bookings, AV equipment, travel, accommodation; liaises with Department Finance and Facilities Manager regarding venue or other contracts and financial related processes
- Maintains up-to-date, detailed site-specific operations manual for this position
- Provides program support to colleagues in the UGE and PGE office during absence and or busy periods to ensure deadlines are met
- Assists Program Directors as needed to support their Program responsibilities
- Places orders for office supplies for Education Programs through the Department Administration Office
- Assists the Education Office in implementing various program initiatives projects.
- Performs other related duties as required

Supervision Received

Work is performed independently under minimal supervision by the Sub-Specialty Program Directors and Senior Education Programs Manager. May consult with the PGE Program Manager on new or complex problems.

Supervision Given

None

Consequence of Error/Judgement

Work is performed under broadly established general procedures, and requires initiative and good judgment to plan and complete recurring procedures independently and by established deadlines. This position must incorporate knowledge of the University, Faculty of Medicine, Departmental and Royal College policies and procedures. Failure to maintain a high level of accuracy could threaten accreditation, impact medical student promotions and would result in wasted resources. Scheduling errors could result in loss of valuable physician time.

Qualifications

High School graduation and 1 year post-secondary education. 3 years of related experience or the equivalent combination of education and experience. - UBC Faculty of Medicine education program experience preferred, or experience with other education programs

- Experience with standard business office procedures and practices. - Ability to complete work independently and to work as part of a team to meet shared objectives.
- Computer experience required (Word, Excel, PowerPoint preferred).
- Effective oral and written communication, interpersonal and organizational skills.
- Ability to compose correspondence and other materials using clear and concise business English which includes minute transcription
- Ability to type 50 w.p.m. and to operate a normal range of office equipment.
- Ability to use word processing and spreadsheet applications at an intermediate level.
- Ability to prioritize work and to meet deadlines in supporting various requests



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- Ability to maintain accuracy and have keen attention to detail
- Ability to manage multiple deadlines
- Ability to exercise tact and discretion
- Good judgment

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Job Posting

Job ID: 16077
Location: Outside Vancouver - Hospital
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Gen (Gr8) **Business Title:** Senior Program Assistant (Medical Education)
Department: Medicine,Udgrd Ed.(Dean'sOff)
Salary: \$43,428.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-08-05
Job End Date: 2014-06-30
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-18 **Available Openings:** 1

Job Summary

This position is located at Royal Columbian Hospital.

The UBC MD Undergraduate Program (MDUP) is undertaking a Vancouver-Fraser Academic Learning Community (ALC) prototypical year from August 2013, as part of the implementation phase of MDUP curriculum renewal. This position is responsible for providing senior administrative program support for the planning and delivery of the prototypical year for the UBC undergraduate medical education program. The incumbent is located on site and is responsible for planning and day-to-day administration of all aspects of the pilot, including student support and "on the ground" communications with faculty. She is required to liaise closely with on-site students, clinical faculty and staff in existing programs at the prototypical year site, as well as staff and faculty from the UBC MD Undergraduate Program Dean's office. This is a new and evolving position and the duties may be site-specific. The incumbent must be comfortable working with ambiguity and change.

Organizational Status

The incumbent reports to the UBC Faculty of Medicine Administrative Director and will work closely with the Assistant Dean, Fraser, the local ALC Site Director and the on-site Clinician Advisors. He/she will work collaboratively with other UBC Faculty involved in teaching (eg DPAS, Clinical Skills, Family Practice and PBL tutors), UBC Program Managers and Directors and the project team.

Work Performed

1. In close collaboration with the Year 1 and 2 Vancouver Fraser Medical Program (VFMP) staff, organizes and coordinates program delivery for Year 1 and 2 students in the ALC prototypical year at Royal Columbian Hospital.
2. Is the first point of contact for and responds promptly to routine and non-routine enquiries from students, faculty, volunteer patients and standardized patients on-site. These enquiries could include site orientation for students or faculty, patient coordination, logistics (security passes, computer access, library access, lockers) etc.
3. Works collaboratively with on-site Clinician Advisors to provide support for the supplementary curricular components of the prototypical year.
4. Meets the volunteer patients attending Clinical Skills small group teaching sessions on Tuesday - Friday afternoons, obtains consent for their participation in the teaching sessions, escorts patients to teaching rooms, and ensures they are comfortable and prepared for the session (dressed in hospital gown), and coordinates the payment of volunteer patients.



5. Responsible for the tracking, collection and forwarding of evaluations. May input incoming evaluations to One45; tracks and follows up outstanding evaluations.
6. Prints course materials for participating students and students as indicated.
7. Maintains supplies for Problem Based Learning, Clinical Skills, Doctor Patient and Society and Family Practice teaching rooms, ensuring they are appropriately equipped.
8. Coordinates on-site student schedules for academic teaching sessions (local and videoconferenced).
9. May prepare and maintain confidential files on students on-site for the prototypical year.
10. Assists in the development organization implementation administration of the prototypical year as required.
11. Is responsible for the management of the academic space and video conferencing facilities on site for this pilot. May be required to troubleshoot.
12. Attends relevant UBC medical education planning and administrative meetings (as required) and follows up as needed.
13. Arrange social information meetings and events on site as requested.
14. Develops an up-to-date, detailed site-specific procedures and operations manual for this position.
15. Many teaching sessions are complex with multiple variables and sessions do on occasion over-run. On occasion it may be necessary for the incumbent to have flexibility in his her working hours.
16. Performs other duties related to the position and site as required

Supervision Received

Works independently with minimal supervision from the Assistant Dean, Fraser, ALC Site Director, Clinical Advisors and UBC Program Managers and staff.

Supervision Given

None.

Consequence of Error/Judgement

Impact of error is considerable as the incumbent is dealing with time-sensitive and often confidential information. Errors in judgement could have immediate repercussions for the students, clinical faculty, volunteer patient members of the public and staff on-site and on medical education program delivery. This prototypical year will be highly visible and provide valuable feedback on the concept of Academic Learning Communities for the MDUP's curriculum renewal.

Qualifications

High School graduation and two years post-secondary education. 4 years related experience or the equivalent combination of education and experience. Ability to communicate in a clear, attentive, and polite manner. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to effectively manage multiple tasks and priorities. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals.

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: 16081
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 2 (Gr3) **Business Title:** Customer Service Representative Winter, Sessional
Department: Conferences & Accommodation
Salary: \$ 20.91 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-01
Job End Date: 2014-04-30
Funding Type: Self Funded
Other: Sessional
Date Closed: 2013-07-21 **Available Openings:** 14

Job Summary

Performs duties related to the every day operation of the Accommodation Office including but not limited to reservations, guest registration, billing and special payment arrangements, and night audit during the winter season September through April.

Organizational Status

Reports directly to the Front Office Manager. Takes direction from the Rooms Manager. Interacts regularly with the Housekeeping Supervisor on room status matters and Service Workers and Utility Workers on maintenance matters. Interacts with the Sales Office regarding group bookings.

Work Performed

Expected to be familiar with and functional on all duties related to the Conferences and Accommodation operation. Includes:

Guest Registration

Checks guests in and verifies all pertinent information on registration cards and guest folios to ensure accurate entry of data into computer.

Balances cash and receipts and maintains a functional cash float for which he she is uniquely responsible.

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

Provides information concerning conference, public services and tourism to guests whenever possible.

Handles keys and maintains a strict measure of key control.

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

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

Maintains an open line of communication between shifts as well as staff across departments by maintaining log books sending emails and writing memos.

Maintains the front desk area in a clean and orderly fashion.

Reservations

Opens, date stamps and sorts all Accommodation office mail.

Maintains daily records of all cheques received.



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Receives and processes reservation requests by email, mail and telephone from conference delegates and casual guests.
Collects, posts and balances advance deposits for all reservations received.
Maintains and updates Lost and Found log.
Composes routine business letters in response to accommodation inquiries as required.
Maintains good channels of communication with group organizers and university service departments.

Night Audit

Performs computer audit on all Conferences & Accommodation properties. This entails reviewing the night audit reports to ensure system balance and ensuring the correctness of guest accounts.
Reviews clerks' daily cash deposits to ensure proper balance.
Balances the credit card authorization machine so that Visa and MasterCard revenue bank accounts are correctly credited by following the Balancing Procedures.
Makes a tape backup of the updated computer data logging and storing the tapes on a daily basis. This procedure is vital else all computer data will be unrecoverable should there be a computer system shut down.
Prepares and distributes diversified manual reports such as those required by management which are critical for monitoring system integrity and those required by the cash office which are essential for both the completion of daily bank deposits and the preparation of accurate accounting records.
Maintains filing system of computer generated reports on a daily basis so that they do not get lost or misplaced and so that they are readily available for reference.

Due to the fluctuating nature of business in a conference operation, hours of shifts will vary as will the stress level. Most of the work involves interaction with guests, computer data entry and cash handling.
Customer Service Representatives can expect long periods of standing at the front desk.

Supervision Received

Work is performed under the general supervision of the Front Office Manager and in accordance with Conferences & Accommodation policy and procedures. Works within well defined guidelines and procedures, but is expected to exercise some initiative and judgment in establishing priorities and carrying tasks through to completion.

Supervision Given

May initiate new employees into front desk, reservation, cash office or night audit procedures.

Consequence of Error/Judgement

Errors in performing registration duties can reduce revenue, skew management statistics or have negative impact on customer relations. The hotel has a complex rate structure and misinformation given to clients can result in lost reservations, have a negative impact on customer relations and impact on Conferences & Accommodation's revenue. The night audit function is critical for ensuring accurate accounting records and system integrity.

Qualifications

High School graduation and one year of related training. Basic Office Procedures and Practices Training an asset.
Hospitality Industry Training or Conferences & Accommodation experience preferred. 2 years relevant experience or the equivalent combination of education and experience. Office experience and or relevant UBC experience. Operation of and or data entry into computer system. Ability to plan, communicate and complete work assignments without ongoing direction. Good verbal communication and interpersonal skills; excellent telephone manner. Insure accuracy of all work performed. Ability to operate job-related equipment (e.g., multi-line phone switchboard) (e.g., fax machine, photocopier) Word Processing and Spreadsheets experience.
Willing to work flexible day, evening and graveyard shifts.



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Job Posting

Job ID: 16063
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Undergrad Student Supp
Classification Title: Undergrad Student Supp 3 (Gr8) **Business Title:** Undergrad Student Supp 3 (Gr8)
Department: The Sauder School of Business
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-29 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-07-17 **Available Openings:** 1

Job Summary

Responsible for providing information, guidance and advice to prospective and current students, faculty, staff and the general public on the Bachelor of Commerce program. Provides direction to students regarding admission, program requirements, course registration, course availability, timetabling, degree status, and graduation. Resolves course and exam conflicts. Provides guidance and acts as a resource person for the, Student Information System (SISC), Student Service Centre (SSC), Faculty Service Centre (FSC), Scientia, AdAstra and Degree Audit (DAG). Responsible for maintaining and disseminating changes to program policies and procedures. Responsible for scheduling exams and the training and scheduling of exam invigilators. Organizes and leads training sessions to Divisional unit support staff on undergraduate policies and procedures. Participates in the hiring decisions for clerical staff. Responsible for supervising, training, monitoring and providing input into performance reviews of three CUPE staff members. Coordinates the day to day administrative operations of the office.

Organizational Status

Reports to the Associate Director of Academic Services. The incumbent works closely as a team member in the Undergraduate Office (UGO), and liaises with Sauder School of Business departments, divisional chairs, instructors, divisional assistants, the Dean's office and numerous UBC departments and services such as Enrolment Services and other Faculties. Supervises and assigns work to CUPE staff and student workers.

Work Performed

Determines applicants' qualifications and eligibility for the BCom program. Reviews individual circumstances and provides guidance and direction to admission enquiries from students, applicants and Faculty Advisors based on a thorough knowledge of admission policies and procedures. Composes written correspondence.

Evaluates student transcripts, academic records, option worksheets, and degree audit reports to determine eligibility for graduation. Advises students on remaining degree requirements.

Resource person for staff and faculty on matters concerning course scheduling, room bookings, course enrolment maintenance and problem solving.

Maintains and disseminates changes to policies and procedures related to admissions, scheduling, registration, student records,



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program requirements, and Undergraduate Program Office operations. Includes relevant information on internal wiki.

In collaboration with the Dean's Office, tracks changes made to the BCom program. Prepares curriculum change forms as needed and ensures they are disseminated through proper channels. Reviews meeting minutes to track status of proposed changes.

Provides annual training sessions to support staff from all eight Sauder School divisional units on undergraduate policies and procedures; creates and provides content for Divisional training manual.

Assists with planning and co-ordinating of Orientation programs, information sessions and recruiting events. Represents Sauder School of Business at Undergraduate information sessions and recruiting events. Responsible for providing guidance and direction to potential BCom applicants attending these events based on a thorough knowledge of admission policies and procedures and a general knowledge of the University.

In consultation with the Associate Director of Academic Services, prepares interview questions, in basket tests and contacts candidates for interviews. Interviews candidates for clerical staff and student employee positions. Participates in orientation of new CUPE employees, provides guidance and training.

Assists with tracking Undergraduate Office expenses and budget reconciliation.

Assists and supports strategic initiatives in the office, including performing relevant research, reporting findings and making recommendations.

Provides support to users of the Online Advising Management System (OAMS). Performs regular clean up of student records, creates templates, troubleshoots problems and refers them to Systems Support as required, streamlines processes and provides users with access and training as needed.

Performs other related duties as required.

Midterms and Final exams, Invigilation

Works with other Program Coordinators on scheduling and posting midterm exams for the Fall, Winter and Summer sessions. Works closely with course coordinators and instructors for Undergraduate Courses. Acts as the resource person for staff, faculty and students for midterm and final examinations.

Coordinates midterm exams to ensure a minimal to no conflict schedule among all Commerce courses. Makes room bookings for multiple sectioned courses at various venues on campus ensuring sufficient space for all students writing the exam. Resolves final and midterm exam conflicts. Schedules alternative exam sittings to resolve conflicts, appointing an invigilator if needed, maintaining exam integrity.

Schedules and posts final exams in coordination with Enrolment Services.

Gathers and coordinates special consideration requests requiring alternative exam sittings and coordinates with Access & Diversity clients.

Posts for and appoints invigilators for midterm and final exams. Provides initial and ongoing training for all invigilators.

Acts as a liaison between instructors and invigilators when necessary. Maintains invigilation reports.

Registration and Course maintenance

Authorizes course changes, approves credit overload requests based on established guidelines.

Determines students' eligibility for course registration by managing course requests using the Registration Assistance online request system. Advises students about course eligibilities and pre-requisites as stated in the UBC calendar and in consultation with instructors in special circumstances.

Reviews students' registration appeals and provides them with explanations of refusals, alternatives or assistance when warranted.

Monitors students' course selection to ensure program requirements are being fulfilled using the DAG system.



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Resolves course conflicts, advises students of alternative course options available to satisfy program requirements.

Acts as faculty trouble-shooter for problems arising during registration.

Maintains information about students who have Standing Deferred (SD) status in their classes. Works closely with Enrolment Services to ensure that all examinations are provided. Follows up with instructors, students and advisors when needed.

Evaluates academic standing for students in the BCom Program, reviews students' eligibility for graduation, prepares graduation lists, attends and assists at all BCom graduation ceremonies. Prepares final graduating list and statistics for graduation list for approval. Updates student records to include minors, double majors and concentrations. Produces letters and certificates when necessary. Gathers and prepares appeals for appropriate review committee.

Creates, publishes and keeps up to date the course schedules and standard timetables for publication on the UBC Course schedule website.

Communicates with Course Coordinators, Divisional Chairs and Divisional Assistants to produce an accurate course schedule for publication on the UBC website.

Manages and creates the course schedule by making changes to existing courses, cancelling courses or creating new courses. Responsible for scheduling changes to accommodate instructors' timetables and maximizes utilization of classroom space in the Angus building as per Classroom services recommendations.

Study Abroad and Exchange

Assists Study Abroad and Exchange Coordinator with the conversion and administration of transfer credit between institutions. Supports Study Abroad and Exchange coordinator with preparation for incoming and outgoing summer program groups. Arranges facilities, course materials, logistical supports, socio-cultural activities and other requirements for the effective delivery of the Summer Business Program.

Supervision Received

Reports under general direction of the Associate Director. Works under minimal supervision.

Supervision Given

Provides supervision and staff training including participating in performance reviews and handling disciplinary matters for three CUPE staff members and student staff. May assign work to other staff or students.

Consequence of Error/Judgement

Decision-making is based on a thorough knowledge of the policies and procedures of the University and the Sauder School of Business. The incumbent exercises considerable judgment and must demonstrate tact and discretion within established Departmental and UBC guidelines and regulations. Consequence of error is high and poor judgment would compromise the integrity of the BCom program as well as jeopardize the reputation of the Sauder School of Business and UBC. Students not obtaining a required or recommended course, not being able to graduate, or applicants not being able to obtain admission to the BCom program are some examples of what poor judgment could result in. Miscommunication in registration and timetabling may result in disgruntled students and faculty. A high degree of judgment is exercised in the admissions process and an error in admissions would jeopardize the academic integrity of the BCom program. Lack of cross-cultural sensitivity in communicating with international students may cause serious misunderstandings and damage to the international reputation of the program and the school.

Qualifications

High School graduation and one year post secondary diploma. 4 years related experience or the equivalent combination of education and experience. Relevant UBC experience preferred.

Computer experience required - Student Information Systems (eg. AS, SISC, SSC, FSC AdAstra, Degree Navigator), Word, Excel and



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Outlook, Medi a Wikipreferred.

Customer student service experience required. Effective oral and written communication, interpersonal, customer service and organizational skills.

Ability to supervise and train staff.

Ability to resolve moderately complex and complex issues for self and direct reports as needed.

Ability to set priorities for self and direct reports, based on unit, faculty and university priorities.

Ability to type 50 w.p.m. and operate a normal range of office equipment.

Ability to use word processing, spreadsheet, database and electronic mail applications at an intermediate level.

High level of accuracy and attention to detail required.

Ability to perform mathematical calculations.

Ability to exercise tact and discretion when handling sensitive and or confidential matters. Must be able to show empathy to others who are experiencing stress or are in need of emotional support.

Ability to work both independently and within a team environment.

Ability to accurately interpret, apply and make decisions within established UBC guidelines and regulations.

Ability to work under pressure and meet deadlines with minimum supervision in dealing with the multiple demands of a busy office.

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Job Posting

Job ID: 16089
Location: Vancouver - Point Grey Campus
Employment Group: Excluded M&P
Job Category: Human Resources
Classification Title: Director, Human Resources **Business Title:** Director, Human Resources
Department: Fac Med Faculty Affairs
Salary: \$83,293.00 - \$104,115.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-28 **Available Openings:** 1

Job Summary

The incumbent directs various operational and strategic human resource related activities and projects on behalf of the Dean and the Executive Director, Faculty Affairs. Responsible for the development and management of comprehensive and innovative human resources programs in support of the Faculty of Medicine's strategic plan and within the context of UBC's strategic plan. The Director provides professional knowledge and leadership, creativity and energy to ensure a human resources framework which enables organizational goals and strategies to be achieved. This work is done in collaboration with academic and administrative leaders in the Faculty, UBC Human Resources, Faculty Relations and other representatives as required. Additionally, the Director effectively leads a team of faculty and staff HR professionals.

The required work is conducted in the offices of the Faculty of Medicine, which are located on the Point Grey Campus and in the Vancouver teaching hospitals.

Organizational Status

The largest of the 12 faculties at the University, the Faculty of Medicine (FOM) is composed of 19 academic basic science and or clinical departments, two schools and nine UBC Senate-approved research centres. The Faculty's annual consolidated budget is approximately \$600 million including operating, research, special purpose, endowment and trust funds. The Faculty is the largest and most complex at UBC with approximately 1800 administrative support, research staff and management and professional staff, as well as approximately 700 full-time academic and over 4500 clinical and honorary 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. University-based teaching, research, and administrative sites include UBC Point Grey, Diamond Health Care Centre, and the Universities of Victoria and Northern BC, and UBC-Okanagan, home to our affiliated medical school training programs. Faculty, staff and students are also located within our clinical academic campuses in hospital settings (e.g. Vancouver General Hospital) and other regionally based centres across the province (e.g. Fort St. John General Hospital). The Faculty teaches students at the undergraduate, graduate and postgraduate levels and generates more than \$300 million in research funding each year.

The incumbent reports to the Executive Director, Faculty Affairs, working closely with UBC Human Resources, including Faculty Relations and local union and association representatives. Works collaboratively with the Faculty's academic and administrative leaders and other internal and external contacts as required. The Director is required to maintain effective and supportive relations with a broad array of staff, faculty, colleagues, internal and external contacts, and liaison, support and information



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groups.

Work Performed

Provides strategic leadership to the development & implementation of human resources strategies, programs and practices, designed to provide an exceptional work environment for faculty and staff to engage & develop.

Directs the HR staff both inside the Dean's Office and within FOM units in managing, organizing and delivering programs and services specific to HR related topics such as recruitment and retention, performance management, development and planning, recognition, classification and compensation, health and wellness.

Manages the team responsible for all faculty HR processes including recruitment, reappointment, promotion and tenure. Indirect management of the staff HR team assigned to FOM.

Works closely with UBC Human Resources, including Faculty Relations on complex issues involving faculty members. Provides coaching and counseling to FOM clients with regard to sound and effective HR practices.

Leads or participates in the development of programs, practices and policies to support the achievement of the FOM's goals and strategic direction, which include but are not limited to:

- Exceptional workplace practices;
- Effective recruitment, retention, development and performance management programs;
- Leadership development;
- Respectful and diverse workplace practices and programs;
- Award, reward and recognition programs;
- Retention and succession planning; and
- Support of overarching UBC strategic initiatives.

Assesses effectiveness of programs, policies, and procedures and implements changes as required.

Ensures compliance with all collective agreements and UBC practices related to employee relations.

Works with the FOM academic leaders on organizational structure & managing administrative staff.

Develops career and development plans for managers in FOM including work assignments or secondments that leverages skills and provides development opportunities

Develops and implements effective HR customer service to FOM, establishing priorities and maintaining focus and direction to ensure objectives are met.

Monitors consistency of HR practice across FOM.

Leads and manages the process of annual faculty salary increases for full-time faculty members, ensuring that faculty members are appropriately assessed for merit and performance salary adjustment, and other negotiated increases.

Provides strategic advice to the Vice Dean, Academic Affairs and Executive Director, Faculty Affairs on faculty appointment, reappointment, promotion and tenure issues.

Remains current with new HR practices, management philosophies, techniques and tools.

Develops and delivers a variety of training sessions workshops in support of HR and University initiatives and departmental needs.

Provides input, as required, to the HR Advisors in the FOM to develop contingency plans for and respond to various labour



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relations issues such as job action, essential worker designations, terminations, hospital closures, and union issues.

Develops and maintains position descriptions in compliance with UBC HR policies for Faculty Affairs.

Is authorized on behalf of the Faculty as a signatory of documentation such as faculty and staff appointment forms and salary support applications.

Participates as a member of the senior management team in FOM Faculty Affairs, including long and short term planning and direction setting.

Continuously review processes and procedures, and streamlines for efficiencies and effectiveness for both faculty and staff.

Participates as the FOM Faculty Affairs representative on various university committees, external organizations and at conferences.

Chairs and participates in various meetings and committees.

Performs a wide variety of special initiatives and projects as assigned by the Executive Director, Faculty Affairs, Vice Dean or Dean.

Performs additional duties as required.

Supervision Received

Works independently under broad directives and minimum guidance. Works in close collaboration with the Dean, Vice Dean, Academic Affairs, and Executive Director, Faculty Affairs.

Supervision Given

Directs the activities of Faculty Affairs administrative support as well as M&P staff. Functional supervision of FOM HR Advisors.

Consequence of Error/Judgement

Information provided by this position is used in making managerial and policy decisions at a strategic and senior level and impacts relations with staff, faculty, other units, and employee groups. Accuracy, credibility, consistency and confidentiality are critical as information supports decisions with long-term impact. Guidance, direction, influence and coaching provided by this role impact the effectiveness of the Faculty's senior leadership group and the FOM's faculty and staff at large. Errors could involve legal liability for the University and could have a damaging impact on the reputation of the Dean, the Dean's Office, Faculty, or the University. Strategies, policies and programs created, lead and influenced by this position impact all staff and faculty and their ability to achieve their strategic goals. The incumbent is required to respond well to unexpected and or unforeseen circumstances in the absence of the Executive Director, Faculty Affairs.

Qualifications

University degree specializing in human relations, labour relations and organizational development is required. . 8-9 years of senior HR experience including demonstrated success in leading human resources teams and creating innovative human resources programs.

Experience in a large multi-functional, complex unionized organization such as higher education or health care preferred.

Thorough knowledge of current human resources management practices specifically in organizational development and leading and developing teams. Knowledge of current Human Resource Management best practices. Knowledge of provincial and federal legislation governing employers. Knowledge of the University's Human Resources and financial policies, procedures and systems preferred.

Effective and proven abilities in the areas of leadership development, strategic planning, presentation, organizational and



negotiation skills are required. Outstanding communication and problem solving skills including listening, facilitating, coaching, reflecting and resolving. Proven ability to lead, direct and inspire teams, committees and individuals with diverse, individualized skills and personalities and to establish and maintain effective working relationships with all levels of management, staff and unions. Ability to foster the long-term learning and development of staff through coaching, performance development and mentoring. Proven ability to adapt to changing priorities, work under pressure, and meet deadlines within allocated time and resources. Ability to exercise tact, discretion and sound judgment at all times. Computer experience required (Microsoft Word, Excel, PowerPoint, SharePoint, experience with databases).

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Job Posting

Job ID:	16058		
Location:	Other		
Employment Group:	Exec.Admin(non-union clerical)		
Job Category:	Secretarial - Non Union		
Classification Title:	Admin Assistant 1	Business Title:	Admin Assistant 1
Department:	Oral Biological & Medical Sci		
Salary:	\$ 20.17 - \$ 22.41 (Hourly)		
Full/Part Time:	Part-Time		
Desired Start Date:	2013-07-22	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2013-07-16	Available Openings:	1

This position is located in Haida Gwaii and is a part-time, on-call, casual hourly position.

Job Summary

Providing clerical and academic reception support to the Dental Clinic in Haida Gwaii.

Organizational Status

Interacts regularly with patients, students, faculty, and other staff. Reports to the Operations Director and may take direction from dentists or CDA's. Refers clinic issues to the Clinical Director.

Work Performed

- Respond to all telephone in person queries, collecting information, managing emergencies in a timely and respectful manner with the staff dentist input.
- Books all patient appointments
- Completes banking by making deposits weekly
- Manages petty cash and balancing receipts.
- Notifies patients of appointments 48 hours in advance, fills in appointments if no response in 24 hrs.
- Works with Dentist CDA and Masset Receptionist to schedule specialty clinic sessions.
- Prepares pre-authorizations in conjunction with staff dentist
- Prepares treatment plans as provided by the clinicians and ensures it is placed in patient chart and updated accordingly.
- Coordinates all on and off island referrals accordingly.
- Prepares month end reports each month and closes each month in Quadra
- Prepares Health Canada reports on a monthly basis maintaining lists of off Island referrals.
- Maintains all patient files, pulls charts each day for staff dentist.
- Makes up new patient charts as required. Purges files each year in banker boxes for storage.
- Refers all clinical related issues to clinic coordinator
- Arranges for back up to fill in for emergencies, or illness and notifies manager
- Orders all administrative items with approval
- Contacts repair services as requested
- Performs other related duties as required

Supervision Received



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Performs position duties independently, takes direction from dentists and reports to Operations Director.

Supervision Given

None

Consequence of Error/Judgement

This position is largely self-directed. Any problems would be reported to the Operations Director. Errors in judgment could affect the smooth operation of the clinic, or could even jeopardize patient safety. Also, errors in information collection would have an adverse effect on patient care and the clinic reputation

Qualifications

High School graduation and one year of related training. Minimum of High School graduation (Undergraduate Degree preferred). 2 years of related experience or the equivalent combination of education and experience. Training in dental secretarial practices and medical dental terminology. Minimum three years of related experience in a patient-oriented clinical environment, preferably medical clinic setting. Preference given to candidates with certification in office procedures, or dental medical office assistant training. Knowledge of dentistry billing procedures. Ability to maintain accuracy and attention to detail. Ability to effectively use standard office software at an intermediate level (i.e. Quadra, Outlook, MS Word, MS Excel). Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to identify and respond to contentious or sensitive issues with discretion. Ability to exercise tact and discretion. Ability to display initiative and exercise sound judgment. Ability to work flexible hours including an occasional Saturday shift.

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Job Posting

Job ID: 16099
Location: Vancouver - Point Grey Campus
Employment Group: Exec.Admin(non-union clerical)
Job Category: Secretarial - Non Union
Classification Title: Admin Assistant 3 **Business Title:** Work-Life and Relocation Services Centre Rep
Department: Human Resources
Salary: \$41,065.00 - \$45,628.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-22 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-19 **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

Provides customer service as part of the Work-Life and Relocation Services Centre, and the Human Resources Services Centre. Responds, both orally and by written correspondence, to routine enquiries and provides value-added service to client departments, employees, and members of the public on topics pertaining to all areas of Human Resources, with additional expertise in the areas of Relocation of Faculty, Post Doctoral Fellows (Post Docs) and Staff. Administers daily operations in the Centres and contributes to the overall success and development of the new services. Supports the Total Compensation team's work plan goals and objectives and participates in communication and sharing of learning and resources with the other HR Service Centre Representatives.

Organizational Status

Reports to the Manager, Work-Life and Relocation Services Centre. Liaison with client departments, staff, faculty and their families and other sections within Human Resources, and the general public. Works collaboratively with the WLRs Centre Client Service Coordinator and other members of the Human Resources Service Centre team.

Work Performed

- Provides customer service as part of the WLRs Centre, and part of the Human Resources Service Centre. Shares responsibilities as a part of a three person team to respond to in-person, telephone, and e-mail enquiries, and provides general information on topics related to the relocation of staff, faculty and their families from areas outside the Lower Mainland, Total Compensation, Advisory Services, and Organizational Development and Learning.

- Administers the daily aspects of the Centres, including maintenance of database of relocating employees. Sets up new electronic and paper files and collates information. Responsible for setting up appointments for the Manager and Client Service Coordinator and dealing with general enquiries from people who drop in the Centre. Collects all receipts from the Centre expenditure and maintains accurate records of financial transactions.

- Assists departmental administrative staff with enquiries about procedures relating to the relocation of new staff and faculty. Assists in resolving clients' general enquiries face to face, by telephone or email and maintains a database of up to date information to distribute to newcomers. Investigates and responds to issues, liaises with relevant departments for non-complex



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enquires, and refers complex or urgent enquiries to the Manager.

- Assists in supporting the Centre's communication strategies and plans by providing research and analysis of information data, survey and focus group support, and input on the development of materials for marketing and awareness initiatives such as orientations, brochures, newsletters, FAQs, and the website.
- Ensures that print and online communications are in accordance with the latest relocation information and practices.
- Assists in completing relocation surveys on behalf of the Centre.
- Creates excel spreadsheets for the Centre to track information and produce reports; compiling, maintaining, and distributing information, including answering routine enquiries pertaining to relocation and other issues related to providing support to new hires and their family members.
- Coordinates follow up reviews with clients during their first year at UBC, resolves basic issues, and escalates concerns to the Manager.
- Performs routine office administrative duties such as word processing, data manipulation, making meeting arrangements, filing, and receiving, sending, and distributing mail.
- Performs other related duties related to the qualifications and requirements of the job.

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

Inappropriate advice or inaccurate information provided to clients may result in damaging the reputation of the Centre as an efficient and welcoming service for new employees and may even affect UBC hiring and retaining candidates for positions at UBC. This may also affect the relationship that the Centre and HR in general has with departments and senior faculty members. Any of these outcomes may have significant consequences for client relationship and may have a negative impact on the University's relationship with potential new faculty and staff and or may contribute to an unfavourable public image of the University. Failure to deliver services to departments in a timely manner may result in a disruption of the hiring and on-boarding process for new employees.

Qualifications

High School graduation and two years post-secondary education. 4 years related experience or the equivalent combination of education and experience. Working knowledge of human resources practices an asset. Experience using word processing, creating spreadsheets and performing data manipulation, and electronic mail applications. Ability to provide quality service to customers in a courteous, patient manner. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to organize, prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to independently apply broad knowledge of policies and procedures. Ability to operate job-related equipment



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(e.g., multi-line phone switchboard) (e.g., fax machine, photocopier). Ability to be flexible and take initiative.

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Job Posting

Job ID: 15958 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Operating Engineer **Business Title:** Operating Engineer
Department: Building Ops - Shift Engineer
Salary: \$50,484.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-16 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Work Performed

1. Performs checking, routine maintenance, and operation of pumps, fans, compressors, steam expansion joints, high pressure steam traps and associated equipment and systems. This includes: repacking pump glands, replacing coupling inserts, and renewal of gaskets; draining moisture and oil from air receivers and vacuum tanks; checks on the condition of belts drives for belt wear, alignment, and tension; replaces and re-aligns belts when required; checks and tests sump pump operation and controls; cleans air filters and replaces filters as required; and reports on condition of such equipment.
2. Answers service and emergency calls, assesses repairs required, or determines what action is to be taken. Investigates emergency calls and renders equipment safe; if required, takes action as soon as possible to minimize problems associated with emergencies, as detailed in the Trouble Call Emergency Handbook.
3. Utilizes the Building Management System to identify malfunctions in noted equipment where appropriate and to stop and start remote equipment as directed.
4. Performs routine tests and control of chemical treatment in buildings' heating and air-conditioning systems.
5. Maintains records of maintenance to machinery and equipment including the obtaining of log readings on mechanical equipment as required.
6. Wipes down mechanical equipment. Checks and reports on essential light bulb replacement. Reports on general condition of mechanical equipment rooms. Take immediate action to correct any safety hazards in mechanical equipment areas.



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

Supervision Received

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

Supervision Given

None

Consequence of Error/Judgement

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

Qualifications

BC Fourth Class Power Engineer. .

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Job Posting

Job ID: 16021
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Administrator
Department: Philosophy
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-16 **Available Openings:** 1

Job Summary

The incumbent is responsible for the administration of the Department of Philosophy. The administrator manages the human resources, financial operations and accountability procedures and space allocations, oversees the undergraduate and graduate student enrolment and course scheduling for the department, oversees the acquisition of supplies and equipment for department and labs and the allocating and security of space.

The Department has 20 tenured and 2 tenure-track faculty, 1 Assistant Professor without Review, 3 Adjunct Professors, 6 Sessional faculty, and 2 CUPE staff and 1 M&P staff. The Department has over 40 graduate students, about 30 of whom are TAs during any given semester. It has a global budget of over \$3 million (GPOF and Research)."

Organizational Status

The Administrator reports to the Head of the Department. The position contributes directly to the policy and priorities of the department providing advice and guidance to faculty and supervision of staff in all matters relating to the administrative and support function of the department, particularly with respect to the financial priorities and objectives. The incumbent interacts and meets regularly with other M&P administrators in the Faculty, working collegially with them to share and develop best practices. The Administrator acts as a departmental representative and liaison with administrative and academic departments and ancillary services and with the Dean's Office.

Work Performed

Supervisory - Supervises and coordinates work of support staff and student assistants; determines staff requirements, recruits, interviews, hires, trains, evaluates performance, assesses job classifications, and disciplines and terminates staff when necessary; establishes work priorities and distribution; approves and coordinates overtime and vacation schedules; resolves personnel issues; maintains personnel records. The position has complete autonomy in managing, recruiting, evaluating, classifying staff, determining training needs, and terminating staff.

Financial - Administers and controls departmental budget, research grants allocated to faculty, trust and endowment accounts; works with Department Head in the preparation and projection of budget and soft monies; has signing authority for all accounts and accountable for budget administration; approves all non-academic appointments; oversees expenditures and manages all finances and financial transactions; forecasts resource requirements for budgetary reports; manages department's on-line Financial Management



Information System; develops, formulates and administers policies and procedures for the department related to finance; assists faculty members related to budget and administration of research grants.

Academic - Manages supervises oversees the coordination of the academic function of the department including coordinating the faculty recruitment process, the graduate admission process, administering the recruitment and appointment of Teaching Assistants, faculty travel and relocation, etc.; the department's Student Information System including course scheduling, course restrictions, room bookings and seat control, course catalogue, students program specialization and registration; coordinates examinations, invigilation assignments, grades collection, rereads, mark changes, distribution and tabulation of teaching evaluations; resolves problems as required; coordinates textbooks orders. Coordinates submission of faculty grant applications, faculty and administrative workstation initiative applications, leave applications, and professional development reimbursements. Prepares statistical material for internal and external use, i.e., enrolments, reports, personnel information.

Space - manages upkeep of Buchanan and Brock Hall TA space as well as the allocation of space and the distribution of keys.

Purchasing - Assesses requirements and establishes priorities for purchase or upgrade of office equipment and furnishings; manages inventory of such items and oversees maintenance; deals with trades people regarding specific problems; manages department's on-line Purchasing System to create speedcharts and inactivate accounts, Electronic Blanket Order System for vendors list and contract codes, and Surplus Equipment Recycling System to declare surplus equipment and furnishings.

General - Acts as a resource person representing department in a liaison capacity with various university administrative and academic units, ancillary services and external agencies.

- Assesses the need for, recommends improvements and implements administrative policies, practices and procedures to be observed by faculty, staff and students in the department; provides advice and guidance on all aspects of University policies and procedures.
- Coordinates Department's Work Study Programs - submission of project proposals, screening eligibility, appointment of students, approval of students payroll sheets; oversees appointments of teaching and research assistants.
- Responds to written and oral inquires based upon knowledge of the Department and University guidelines, policies and procedures.

Supervision Received

The incumbent works independently under the general supervision of the Head and receives specific instructions only on unusual problems or matters. The area of responsibility is defined only in terms of overall objectives and goals.

Supervision Given

Hires, supervises, trains, evaluates and terminates permanent and temporary staff; trains, reviews performance and classifications, establishes and allocates work priorities and special assignments, approves and coordinates overtime and vacation schedules; hires and supervises temporary support staff and student assistants; and determines the training needs for staff.

Consequence of Error/Judgement

The incumbent is expected to display considerable personal initiative and has wide latitude in decision making. Errors in judgement or procedure would lead to serious administrative problems for the Department as well as the Faculty. Failure to monitor the performance of staff and to review processes could lead to less effective and efficient practices in and outcomes for the department. Failure to monitor faculty appointment forms could mean a loss in income to faculty members and over-expenditures.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience in administrative support in an academic environment. Supervisory, financial and administrative experience required or an equivalent combination of education and experience. Ability to work independently and collegially with others and



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to exercise tact, discretion and judgment.

Effective communication and organizational skills. Computer experience required including knowledge of FMS, SISC and Tracc-II system.

Thorough knowledge of University policies and procedures, as well as other administrative units and be capable of providing interpretation and advise on these policies.

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Job Posting

Job ID: 16065
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B **Business Title:** Administrator
Department: UBCO-Fac.ofHealth-Dean'sOffice
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-17 **Available Openings:** 1

Job Summary

The Faculty Administrator will provide support to the Dean and Directors, providing broad advice and strategic guidance on Faculty-wide, administrative matters, and will be responsible for supporting on-going administrative operations of the Faculty of Health and Social Development (FHSD) and its academic units, including: financial management, human resource management, records management, space and equipment planning, security issues and special projects.

Organizational Status

The incumbent reports to the Dean of FHSD, and works closely with the Dean and Directors, providing advice and guidance on financial and administrative matters. Liaises with other university administrative units and departments (e.g., Human Resources, Financial Services, Faculty Relations, Legal etc.).

Work Performed

Financial Management:

- Oversees all financial activity in the Faculty (Dean's Office, academic units within the FHSD & Research accounts).
- Approves expense claims for all schools and Dean's office in FHSD.
- Reviews all FHSD expenditures above \$3,500.
- Reviews all Research grants faculty-wide for deficits with clerk responsible.
- Participates in the Faculty's strategic budget and financial planning process; works with the Dean, Directors and Finance Manager to develop budget policy and priorities; leads and supervises implementation.
- Reviews budgets and business plans, and provides financial analyses summaries, evaluates priorities, and makes recommendations to the Dean, Directors and Finance Manager on the allocation of funds.
- Collaborates with the Dean, Directors and Finance Manager to develop yearly budget projections; meets regularly to report on and review status.
- Oversees the implementation of systems and processes to resolve problems and improve management of financial resources.
- Oversees financial practices in the Faculty including maintenance of spreadsheets of budgets revenues, encumbrances and expenditures of FHSD accounts; processing of journal vouchers, requisitions, travel claims advances, purchase orders, invoices; verification of expenditures, including payroll expenditures on FHSD accounts; review and resolution of discrepancies of accounts in Financial Management Information System (FMIS); maintenance of financial records and back up files of financial transactions; processing of cost recoveries to appropriate faculty accounts; creation and modification of various internal financial forms (e.g.



expense claim forms, cost reimbursement statements).

- Compiles information and data required for production of detailed financial reports to prepare budget reports and summaries of various accounts.
- Supports and participates in the development of short and long range strategic financial plans for the Faculty and its academic units.
- Assist directors with calculation of "course release" buyouts if required.
- Responsible for collection of Relocation & Moving allowance recoveries from Faculty when necessary.
- Responsible for ensuring recovery of Relocation & Moving expenses from Central by working with AA's supporting FHSD schools.
- Acts as one of the signing authorities on Faculty P G's.

Human Resources Management

- Assesses support staff needs as the Faculty grows and develops, and makes recommendations to the Dean. Hires, supervises, evaluates, disciplines and terminates support staff.
- Directs and guides personnel matters by: conducting job classification and organizational reviews, overseeing performance, attendance, discipline, and illness proceedings, providing guidance on and conducting yearly performance appraisals, advising and or investigating required training and or retraining and succession planning; prepares, checks.
- Reviews documentation for job classification, reclassification, postings faculty-wide.
- Verifies and approves all staff, sessional and faculty appointments and offer letters for both regular staff and research appointments.
- Processes hourly payroll sheets for support staff; maintains a bring-forward file for processing extension of appointments, severance notices, etc.
- Reviews all Research & M&P appointments for Nursing instructors and monitors all HR and payroll related documentation (scheduling of probation reviews, annual increases, merit increases, vacation payout, calculation of FTE Salaries.
- Develops and implements organizational changes to meet the new initiatives and evolving needs within the Faculty.
- Provides leadership, guidance and encouragement for professional development for support staff; provides staff with ongoing support with respect to training in planning, organizing, creativity, informed decision making and problem solving; Coordinates training sessions, and offers advice about training.
- Administers and acts as a resources for ARPT process for faculty.
- Annual administration of Merit PSA process ensuring faculty payroll information is submitted accurately.
- Input personal information to add sessional instructors to ISIS.

Space and Equipment Planning

- Monitors space utilization within the Faculty and undertakes, as necessary, space planning and work traffic pattern analyses; directs appropriate changes to workstations, office allocations, equipment location or groupings, traffic patterns and related infrastructure requirements.
- Member of the FHSD Space Planning committee providing recommendations and managing applications sent to UBC committee.
- Secures appropriate space and negotiates terms and conditions of occupancy for satellite facilities.
- Maintains furniture and equipment inventory records and approves new purchases.
- Oversees security issues, authorization of keys and controlled access. Faculty contact for emergency call-out for building or other emergencies.

General Administration

- Exercises extensive judgment and decision making with respect to daily operational matters;
- Develops and implements policies and procedures for improving and streamlining administrative functions.
- Provides informed representation of the Faculty's policies and problems in a variety of administrative university committees.
- Develops and maintains continual liaison with the university community by attending meetings, participating in university programs and serving on university committees to ensure the human and physical resource needs of the Faculty are communicated to the broader community.
- Provides support and strategic guidance to the Dean and Directors relating to employee relations, budgetary management, external partnership agreements or other administrative matters.
- Provides information and interpretation of university administrative policies and procedures to the Faculty as a whole.



- Attends faculty department meetings.
- Participate in Dean's executive committee meetings.
- Performs other related duties as required.

Research

- Review all research-related appointments for accuracy.
- Develop and maintain research administration manual to support Faculty.
- Assist and advise with management of grants, providing guidance in HR, Finance, support space matters.

Supervision Received

Works autonomously under broad directives from the Dean. Keeps the Dean and Directors informed and up-to-date on financial and human resource issues. Liaises with Directors, faculty, staff and students of the Faculty and with other officials both on and off campus.

Supervision Given

Provides direct supervision to the Faculty's support staff and provides overall guidance on financial and administrative issues within the Faculty. Hires, trains, evaluates, disciplines and terminates support staff.

Consequence of Error/Judgement

Provides data and recommendations that will be relied on by the Dean and Directors. Accuracy and completeness of information will form the basis for good decisions. Poor communication, insufficient research, or inappropriate recommendations leading to inappropriate decisions on procedures, products or strategic initiatives would negatively impact the reputation of the Dean, the Directors, the Faculty and the University.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years of related experience or the equivalent combination of education and experience. Training and experience in business administration in an educational or public-sector setting is preferred. Minimum of three years experience or the equivalent combination of education and experience. Thorough knowledge of financial and administrative management systems, facilities management, and budget experience is preferred. Knowledge of UBC's financial system (FMIS), human resources system and budgets an asset. Analytical and organizational management. Demonstrated leadership and analytical skills. Experience with strategic and tactical planning, financial and human resources management space and infrastructure planning is required. Advanced level computer skills using word processing, spreadsheets, email, databases and financial management systems. Excellent oral and written communication, interpersonal, conflict resolution, and organizational skills. Ability to deal tactfully and in confidence with people at all levels.. Ability to work with or direct a team, and ability to work to deadlines. Proven judgement and decision-making skills, particularly in areas where there are no established policies or guidelines. Ability to manage effectively in a dynamic environment which requires multi-tasking and prioritization. Ability to foresee, prevent and resolve conflicts and other problems.

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Job Posting

Job ID:	15852 (Repost)		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Administration		
Classification Title:	Administration, Level B	Business Title:	Executive Coordinator
Department:	Fac Med Faculty Affairs		
Salary:	\$53,163.00 - \$63,821.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2013-07-08		
Job End Date:	2013-09-27	Possibility of Extension:	Yes
Funding Type:	Budget Funded		
Other:	Leave Replacement		
Date Closed:	2013-07-16	Available Openings:	1

Job Summary

This position is responsible for the strategic, operational and administrative organization of the office of the Dean of Medicine Vice Provost Health. The incumbent manages commitments, requests for information, issues and meetings involving groups such as the senior leadership of the Faculty of Medicine's, BC's Health Authorities, Provincial Government, and UBC Central Administration and makes the appropriate linkages with the Dean's Executive Team. This position also provides operational leadership to four CUPE 2950 staff responsible for supporting other members of the Dean's Executive Team and Dean's Office reception at two sites.

This position is based on the Point Grey campus in the Woodward IRC building, but will be required to work in the Diamond Health Care Centre (DHCC) as well.

Organizational Status

The faculty recruitment and appointments in the Faculty of Medicine create a high volume of work and data (e.g. there has been an increase every year in the last ten years, with a 14% increase in faculty appointments from 2011 to 2012) and are often complex with many partners and multiple funding sources.

The largest of the 12 faculties at the University, the Faculty of Medicine (FOM) is composed of 19 academic basic science and or clinical departments, 2 schools and a number of research centres and institutes. The Faculty's annual consolidated budget is over \$600 million including operating, research, special purpose, endowment and trust funds. The Faculty has approximately 1500 secretarial clerical support, management and professional staff, as well as over 700 full-time academic 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.

Work Performed

Analyses, strategically manages, and provides guidance to staff on the Dean's commitments with respect to complex & or significant issues, and assesses requests for non-routine meetings (e.g. with the Provincial Government, UBC President, Health Authority CEOs, significant donors) exercising judgment as to the best use of the Dean's time, based on the incumbent's knowledge of current Faculty priorities.



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- Researches, prioritizes and determines the appropriate course of action, referral, or response on a variety of complex matters.
- Directs a variety of concurrent projects and a high volume of meetings with the Provincial Government, BC's six Health Authorities and UBC Central Administration. Tracks and manages issues for discussion regarding strategic and operational matters.
- Manages the monthly meetings of two significant governance committees of Faculty: the Faculty Executive and Committee of Department Heads School Directors using the incumbent's knowledge of policies, procedures and best practices. Develops agendas, prepares appropriate materials presentations as required, attends all meetings, acts as Secretary, and is responsible for ensuring follow-up actions from the meetings are completed.
- Develops and implements communication plans for the Dean's Executive Team and Department Heads including the creation and maintenance of two SharePoint sites.
- Mentors and provides operational leadership to four CUPE 2950 staff. Ensures the efficient administration, organization and integration of their activities - executive administrative support and Dean's Office reception. Evaluates the activities to ensure alignment with the mission, vision and values of the organization and adjusts as appropriate. Responsible for hiring, performance reviews, discipline and termination. Establishes and maintains performance standards by setting goals, evaluating performance and providing feedback.
- Ensures a customer focused environment at the Dean's Office reception locations at the Diamond Health Care Centre and the Point Grey campus and the efficient administration of the associated activities.
- Manages the Faculty Affairs records retention management system documents in compliance with the Faculty and University's records retention management system. Promotes records management best practices to Departments, Schools, Centres and other units within the Dean's Office.
- Manages all Faculty documents on surveys, reviews and questionnaires from both external and internal agencies.
- Performs additional duties as required.

Supervision Received

Reports to the Director, Faculty Affairs. Works independently under broad directives and minimum guidance. Works in close collaboration with the Dean's Executive Team.

Supervision Given

Directs and manages the activities of 4 CUPE 2950 staff.

Consequence of Error/Judgement

This position requires judgment, tact, discretion and initiative to an outstanding degree. Errors in judgment with internal or external constituents could have negative impact on the Dean's Office and the University resulting in legal action, negative public relations, financial costs, and loss of credibility.

Qualifications

Undergraduate degree in a relevant discipline. Experience in managing staff and working with executives. Minimum of three years experience or the equivalent combination of education and experience. Computer experience required. (Microsoft Word, Excel, PowerPoint, SharePoint, experience with databases). Effective interpersonal and leadership skills at senior levels and in complex environments such as health care organizations or universities. Ability to exercise a high level of diplomacy, tact and discretion when working with information of a confidential and or sensitive nature and in dealing with various levels of senior



administration and external agencies. Ability to develop, implement and evaluate project and communications plans. Ability to diagnose problems, identify underlying issues and effectively resolve the issues. Ability to mentor and coach staff, establish standards and goals, evaluate performance, provide feedback and take corrective action. Ability to manage projects that involve a variety of stakeholders. Ability to maintain accuracy and attention to detail. Ability to adapt to changing priorities, set work priorities, work under pressure and meet deadlines within allocated time and resources. Ability to consistently foster collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goals. Ability to work strategically and cooperatively in a team environment with all levels of professional, technical and administrative staff and thereby integrating resources in timely and organized basis. Knowledge of University & Faculty of Medicine policies, procedures, governance and administrative systems. Excellent oral and written communication and public relations skills.

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Job Posting

Job ID: 16097
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level D **Business Title:** Director, Human Resources and Administration
Department: Pathology
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-20 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2013-07-19 **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 incumbent is responsible for providing comprehensive operational and strategic management of the human resources and administrative functions in the Department of Pathology and Laboratory Medicine. Determines and plans workforce structures and establishes the Department's goals and objectives for the human resources and administrative areas in accordance with the Department's mission, vision and values.

Areas of responsibility include strategic planning and policy development, administration, faculty and staff resources management, internal and external relations, space and equipment planning, staff and student support, communications, information systems, operations management, and special projects with a significant role in financial management and planning.

Organizational Status

The Department of Pathology and Laboratory Medicine is one of the most complex departments: it is a hybrid, clinically-and academically-intensive Department within the UBC Faculty of Medicine that spans the broad spectrum of clinical, teaching and research fields of pathology and laboratory medicine. The Department is the academic home to many of BC's basic, translational and clinical research facilities, and the faculty members are provincial educators of laboratory staff and others requiring baccalaureate or higher degrees. UBC Pathology and Laboratory Medicine also participates in academically related administrative leadership activities necessary for the successful ongoing operations of the academic enterprise. In all of these activities, the Department is supported by the BC Ministries of Health and Advanced Education, and partners with the Health Authorities, hospitals and agencies, research organizations, industry and other entities.

The Department has 460+ members including 235 Faculty, 55 Postdoctoral Research Fellows and Research Associates, 33 administrative staff and managers, 60 research technicians, and 60 student workers. Faculty, staff, and other appointees are located in health care facilities province-wide as well as Research Centres in Vancouver. The incumbent reports directly to the Head of the Department and liaises with Program Directors, faculty and staff, providing advice and guidance on human resource, financial, and other administrative matters.

Work Performed

Strategic Initiatives and Direction



- Responsible for leading the operational activities of the Department within its mission and vision; this includes directing and managing all aspects of human resources, administration and IT services of the Department with a significant role in finances of the department.
- Ensures that people, systems, and processes are in place and working optimally at all sites to support the Department's strategic objectives and desired outcomes.
- Provides support for development and implementation of specific initiatives related Departmental growth, support for new collaborations, project oversight and reporting.
- Meets regularly with the Department Head to set objectives, establish priorities and develop strategies to improve Department operations.
- Develops and implements policies and procedures to achieve HR, administrative and financial competencies.
- Responsible for annual reviews and five- or ten-year planning reports.
- Participates as a member of the Executive Committee and other relevant task forces or working groups of the Department.

Faculty and Staff Resources Management

- Develops and implements organizational changes to meet the new initiatives and evolving needs within the Department of Pathology and Laboratory Medicine. Provides overall Human Resources management and advisory role.
- Responsible for the operational management of all human resource activities and processes for the Department, including the review, development, monitoring, implementation and continued improvements updates to internal processes and systems to support these activities in an effective and efficient manner.
- Oversees and manages the budget for academic faculty salaries, develops plans with the Department Head and Finance Manager for funding assignment and succession planning.
- Oversees the Academic Faculty appointment, reappointment, promotion and tenure process.
- Oversees the processes for Clinical Faculty appointment, reappointment and promotion process.
- Advises the Departmental Academic and Clinical Committees on the interpretation and implementation of University policies, procedures and agreements.
- Ensures the timely consideration, review, and implementation of faculty salary increases, such as merit, PSA, and other increases.
- Provides consultation to the Department Head on the hiring of new faculty, including salary, space allocation, and other commitments.
- Manages all processes in the recruitment of new tenure track faculty, including liaising with external agencies for salary support, developing advertisements, liaising with the Dean's Office and Faculty Relations.
- Oversees the recruitment for all positions in the department, posting and or advertising of positions, immigration, appointment, re-appointment, termination, leaves, etc. of all Management and Professional Staff, Research and Technical Staff, as well as Student appointments, Post-Doctoral Fellow appointments, and Research Associates for the Department.
- Responds to and assists faculty, lab supervisors, work area managers, etc. with human resource issues such as employee job performance, leave management, collective agreements, disciplinary actions and grievances.
- Oversees job descriptions review process as well as liaising with faculty, lab supervisors, work area managers, etc. regarding classifications, re-classifications, salary scales, salary increases, job evaluations, reporting structures within work areas.
- Responds to disciplinary issues and grievances on behalf of the Department.
- Provides direction and leadership to senior staff and faculty within the department regarding human resource management and employee relations.
- Oversees recruitment, evaluation, discipline and termination of staff, including responsibility for directly or indirectly managing 160+ staff and student workers.
- Oversees personnel matters such as organizational reviews and or investigating required training and or retraining and succession planning.
- Oversees staff development offering advice about training, shares information and develops solutions to problems.
- Oversees the Human Resources team to ensure compliance of all agreements, policies and procedures related to staff members.
- Ensures workplace conflicts, which may or may not involve union representatives, are effectively addressed and resolved.
- Oversees policy, procedure, and guideline development as well as ensuring department committee terms of reference and operating principles are maintained and updated as needed.

Financial Management



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- Oversees the use of financial models and projections to support decision-making.
- Advises on financial implications of various planning options.
- Works with the Finance Manager in supporting the Department Head to meet operational requirements.
- Advises the Head on all discretionary expenditures, and recommends strategies for achieving budget reductions and ensuring fiscal viability.
- Participates in the Department's strategic budget and financial planning process.
- Works with the Finance Manager in developing financial models and looking at projections for the General Purpose Operating Funds (GPOF), research grants (where appropriate), fee-for-service Project Grants (P Gs), endowment P Gs and to effectively apply continuous improvement to all processes to increase efficiency of financial resources.
- Works with the Finance Manager and plans short and long term projects to ensure financial criteria are established and successfully met.
- Acts as signing authority on all Faculty P G's. Authorizes requisitions, purchase orders, travel claims, and work orders. Authorizes requests for purchases of materials, equipment and supplies, claims and payments.
- Participates in audit of research accounts when required.
- Liaises with the office of Associate Dean, Research, Faculty of Medicine, Research Services, Industry Liaison and Research & Trust Accounting regarding faculty salary arrangement. Liaises with provincial, federal and international granting agencies.
- Liaises with the Dean's Office, Faculty of Medicine, Budget Office and Financial Services regarding GPOF and faculty salary arrangement.
- Works collaboratively with the relevant Associate Director, Finance in the Faculty of Medicine and with the Finance Manager to ensure departmental financial operations and practices are optimized and aligned with those of the Faculty of Medicine and the University.
- With the Finance Manager, brings forward Department's financial issues to the Associate Director, Finance in the Faculty of Medicine.

Space and Equipment Planning

- Oversees the Office Manager in space utilization and space planning and analyses; directs appropriate changes to office allocations, equipment location or groupings and related infrastructure requirements.
- Reviews space inventory with the Office Manager and the Department Head.

Information Systems and Communication Strategies

- Oversees the Office Manager on IT functions of the Department and ensures the appropriate information systems are in place for department operations, including new technology implementation, customs applications, training needs, and etc.
- Supervises the Department's Communications and Systems Manager.
- Provides representation of departmental activities, strategic directions and needs at various University administrative meetings and committees.
- Oversees the maintenance of an effective communication system within the Department and its wider community.
- Ensures the Department has an up-to-date communication plan and that this is reviewed and evaluated on a regular basis with the Communications and Systems Manager and Office Manager.
- Oversees strategic communication vehicles, including the Department web-site, social media, list-serves, newsletters, Path at a Glance, Summative Department Reports, etc.

General

- Exercises extensive judgment and decision making with respect to daily operational matters, develops and implements policies and procedures for improving and streamlining administrative functions.
- Participates as an ex-officio member on a number of Department Committees including the Advisory, Appointments & Promotions, STI, etc.
- Performs other related duties as required

Supervision Received

Incumbent is expected to work independently, exercising extensive discretionary judgment and tact, keeping the Department Head informed of activities and problems. Reports directly to the Department Head and consults with the Department Head regarding major



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changes decisions. Works autonomously, liaises with the Education and other Program Directors as well as other senior officials both on and off campus.

Supervision Given

Manages the Administration Office, clerical and management staff and provides overall guidance on administrative functions within the Department.

Consequence of Error/Judgement

The incumbent is responsible for a high degree of self-direction and is required to exercise superior judgment and performance in all areas. S/he takes executive direction from the Department Head but is also expected to act as an advisor. Provides data and/or recommendations that will be relied on by the Head and Department. Accuracy and completeness of information will form the basis for good decisions. Poor communication, insufficient research, or inappropriate recommendations could lead to inappropriate decisions which will affect the effectiveness of the Department, Faculty and University and their reputation.

Qualifications

Undergraduate degree in a relevant discipline. CHRP designation and human resources management training and experience an asset. A minimum of 7 years of experience or the equivalent combination of education and experience. Senior management experience with an emphasis on human resource management, financial, and business administration. Experience within a health care environment an asset. Familiarity with University human resources and payroll policies and procedures and relevant staff and faculty collective agreements highly desirable. Demonstrated experience interpreting collective agreements and providing human resources advice and support in a unionized environment. Knowledge of University policies, procedures, governance and administrative, financial and related systems is preferred.

Demonstrated ability to interact and liaise with a variety of constituents, within a multi-faceted environment. Ability to analyze and resolve complex management issues. Proven leadership, interpersonal, organizational and communication skills. Ability to compose professional written documentation for a variety of situations. Experience working in a multi-union environment, and proven ability to successfully hire, oversee, manage, discipline, and terminate both union and non-unionized positions. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to prioritize and work effectively under pressure to meet deadlines. Must possess a consultative and collaborative management style and be able to develop trust and respect within a complex professional environment. Ability to work with or direct a team. Demonstrated skills in the area of analytical and organization management, strategic and tactical planning, ability to deal tactfully and in confidence with people at all levels, financial and human resource management, space and infrastructure planning. Ability to analyze and redesign work flows and business processes to make them more efficient and effective and ability to execute work flow to meet departmental requirements. Proven judgment and decision-making skills, particularly in areas where there are no established policies or guidelines. Ability to manage effectively in a dynamic environment that requires multi-tasking and prioritization. Ability to foresee, prevent and resolve conflicts and other problems. Computer literacy, with knowledge of human resources and financial software tools. Ability to develop and implement strategic business plans an asset. Ability to anticipate problems and issues and plan ahead. Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support.

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: 16070
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Database and Application Developer
Department: Pathology
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-01
Job End Date: 2014-07-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-07-17 **Available Openings:** 1

Job Summary

The Hsiao Laboratory at BC Public Health Microbiology and Reference Laboratory (BCPHMRL) and University of British Columbia (UBC) has an open position for a full-time database and application developer position. The developer will be part of a team across Canada to develop a bioinformatics platform and associated database and analysis tools to facilitate infectious disease outbreak investigations (see <http://www.genomecanada.ca/en/about/news.aspx?i=431> for initial announcement). The person will be part of an interdisciplinary team of public health researchers, epidemiologists, medical microbiologists, laboratory technologists and software developers who work together through regular teleconferences and annual face-to-face meetings.

The primary responsibilities of the candidate will involve consolidating existing data sources, facilitating database design, software setup and writing cloud and web enabled applications. Knowledge in biology is not essential but interest in applying CS and IT to solve health care and biological problems is a must. Technologies used in the project include RDF (resource description framework), semantic web, virtualization, and the Java Spring framework.

Organizational Status

The job candidate will work independently and report to the Principal Investigator or designate. The primary work location will be BCPHMRL, BC Centre for Disease Control (BCCDC) site located in Vancouver. BCPHMRL and BCCDC are affiliated with UBC for education and research and the position is funded by a Genome Canada grant to the PI through UBC. The candidate will interact with UBC and Provincial Health Services Authority (PHSA) workers located at BCCDC and will expect to observe both the UBC and PHSA policies and rules of conducts.

Work Performed

- Consolidate existing databases and data sources
- Design relational databases and triplestores for health care and public health data
- Implement API and user interface for these databases
- Setup bioinformatics software and other software packages needed for the project
- Develop cloud and web enabled applications as part of the core application development team

Supervision Received



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Supervision from Principal Investigator or designate through regular (bi-weekly) face-to-face meetings. Code will be reviewed by project manager or designate. Semi-annual performance review to assess overall progress in meeting the project objectives will be conducted by the PI.

Supervision Given

May facilitate the PI in supervising undergraduate, research, programming and bioinformatics trainees.

Consequence of Error/Judgement

Due to the sensitive nature of dealing with health records and patient data, caution is needed to ensure the security of sensitive and or private data. Training will be provided to deal with patient records and breach of trust may result in job termination or litigation. Exercises professional judgment in the overall data capturing and analysis is required. Errors in data analysis or data capture could have negative consequences in public health outbreak surveillance and investigations.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline. BSc degree in Computer Science, Bioinformatics or equivalent preferred. Minimum of two years experience or the equivalent combination of education and experience. - Certified Database Administrator training or equivalent course project work. Experience in designing, developing or administrating relational database systems.

- Strong programming skills in at least two of: Python, C, C++, Java, or Perl.
- Experience with Linux or Unix operating systems.
- Familiarity with semantic web technologies and ontology development preferred.
- Familiarity with Bioinformatics resources and concepts such as NCBI, BioPerl, NCBI BLAST considered an asset but are not required. - Must have excellent communication skills and fully fluent in spoken and written English.
- Must have strong self-motivation and can work in a multi-tasking and multi-disciplinary environment.

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Job Posting

Job ID: 16008
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Change Management Coordinator
Department: MedIT
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-28 **Available Openings:** 1

Please apply with your cover letter and resume.

Job Summary

As a member of the MedIT Change and Customer Experience team, this position is responsible for facilitating the adoption of new or improved technologies and processes throughout the Faculty of Medicine. On a day-to-day basis, this role is responsible for identifying the impacts of technological activities on customers and coordinating the change management activities required to support them including communications plans.

Organizational Status

This position works as a member of the UBC Faculty of Medicine's MedIT Change and Customer Experience Team, and works closely with staff in MedIT, including the Project Management Office (PMO), and UBC IT. This position also works with MedIT customers in Dean's Office units, departments, schools, centres and institutes. This position also liaises with contract resources, and the wider IT community affiliated with the Faculty of Medicine. It reports to the MedIT Change and Customer Experience Manager.

The Faculty of Medicine at UBC, together with its partners including B.C.'s Health Authorities, provides innovative programs in the areas of health and life sciences through a province-wide delivery model. The largest of the 12 faculties at the UBC, the Faculty of Medicine is composed of 19 academic basic science and or clinical departments, two schools and nine UBC Senate-approved research centres. The Faculty's annual consolidated budget is over \$400 million including operating, research, special purpose, endowment and trust funds. The Faculty is the largest and most complex at UBC with over 1,475 secretarial clerical support, management and professional staff, as well as over 600 full-time academic faculty and more than 4,000 clinical faculty members distributed across the province.

Work Performed

Major responsibilities include:

- Works with the PMO to apply a structured change management approach and methodology for the adoption of new processes and technologies focusing on the interaction between people and technology.
- Coordinates change management plans for complex and varied IT projects based on a situational awareness of the details of the change and the groups being impacted by the change.
- Identifies potential adoption risks, and coordinates specific plans to mitigate or address the concerns.
- Coordinates a set of actionable and targeted change management strategies: sponsorship, communications, coaching, training and



resistance management including recommendations for increasing or accelerating adoption.

- Works with project teams to integrate change management activities into the overall project plan.
- Works with other PMO staff on establishing guidelines and templates on change management activities
- Coaches IT staff on communicating with stakeholders of varying technical ability and subject matter expertise
- Creates documentation, manuals and guides
- Utilizes the latest software tools and information technologies to lead the development of MedIT's online presence
- Applies knowledge of collaboration technologies to leads the development and governance of the organization's SharePoint site
- Utilizes the latest social media technologies to manage MedIT's presence in social channels
- Maintains up-to-date knowledge of current information technology tools
- Performs other related duties, as required

Supervision Received

The individual in this position will be expected to work independently under the direction and counsel of the MedIT Change and Customer Experience Senior Manager and the direction of a Project or Program Manager on assigned projects. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

This position does not have supervisory responsibilities. This individual may oversee the work of internal and external service providers (such as contracted project management staff) depending on the project. May advise on change-related work of other MedIT staff on a project.

Consequence of Error/Judgement

Decisions and actions taken by the Change Management Coordinator will have a direct impact on how efficiently and effectively new systems and processes are adopted by the user community. Must exercise tact and diplomacy when dealing with internal and external stakeholders. May need to balance multiple projects with competing deadlines and make decisions on how best to manage the work given, based on the timeframe, the relative strategic importance of the projects and the impact for failing to meet deadlines.

The consequence of error in this position could be serious for the Faculty and or the University since it concerns the public image and profile of the Faculty and the University on a local, provincial, and national level. Incorrect or insufficient information could have significant consequences.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in communications preferred. Minimum of two years experience or the equivalent combination of education and experience. Experience with project management and working on project management teams.

Experience with ITIL and IT service management (ITSM) principles an asset. Exceptional communication skills - both written and verbal. Excellent active listening skills. Ability to convey technical information in a way that is understandable to the layperson. In-depth knowledge of standard office tools including MS Office (Word, Excel, PowerPoint, Outlook); familiarity with MS Project and graphic design software (Adobe Creative Suite) an asset. Up-to-date knowledge of current information technology techniques and tools would be an asset. Ability to work both independently and within a team. Ability to influence others and move toward a common vision or goal. Problem solving and root cause identification skills. Organization, accuracy and attention to detail required. Demonstrated ability to set priorities, work effectively under pressure and be results-oriented.

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



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



Job Posting

Job ID: 16028
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Project Coordinator
Department: MedIT
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-08-13 **Available Openings:** 1

Please apply with your cover letter and resume.

Job Summary

The Project Coordinator provides assistance with project management activities including gathering information from users and a variety of other sources and contributing to the entire project lifecycle.

The incumbent will work with the project team, tracking progress, managing communications, conducting analyses, and other associated project tasks.

Organizational Status

MedIT's Program Management Office (PMO) is a service integrator in support of the Faculty of Medicine's IT department (MedIT) and its customers, stakeholders and partners. It encompasses all the people, processes and tools to manage projects and influence project performance.

This position reports to the Senior Project Manager, Capital Infrastructure Program of the MedIT Program Management Office in the Faculty of Medicine.

Work Performed

Specific Duties:

- Coordinate with program and project managers to report on the scope, schedule and financial status of Capital Infrastructure Program
- Provide guidance on project procurement and administration processes
- Support the Senior Project Manager to perform program controls on Capital Infrastructure programs and associated projects
- Facilitate project meetings, project communications and status reporting
- Provide guidance to other project team members on project management tools and processes

Core Duties:

- Gathers information from users and a variety of other sources, refines project requirements, and develops small modules of larger project plans with support of senior members of the team.



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- Assists in the preparation of budget estimates and staffing requirements for project plan,
- Compiles information for the development of schedules and timelines.
- Assists with the allocation of resources to projects according to project plans and resource availability.
- Provides orientation and work direction to project team members as assigned by Project Manager.
- Maintains project documentation including logs and schedules and notifies Project Managers of variances from project plan.
- May coordinate some activities as directed by Project Manager.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works with complete latitude within general policies and an administrative framework. Work is reviewed in terms of achievement of specific objectives. Performance is reviewed by the Team Lead, Program Controls, Senior Project Manager, Capital Infrastructure and the Senior Manager, Strategic Programs, with feedback from project and program managers.

Supervision Given

Manages and coordinates the work of project team members and other staff.

Consequence of Error/Judgement

Work requires judgment and initiative. Errors could have a significant impact on the success of project delivery, subsequent effects on the Faculty of Medicine's strategic goals and visions.

Qualifications

Undergraduate degree in a relevant discipline. A degree in Business, Computer Science or Management Information Systems is preferred. Minimum of two years experience or the equivalent combination of education and experience. Experience with project coordination and management is preferred.

Comfort in working in a technical environment is mandatory.

Experience working in an academic environment would be an asset.

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 - 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 - 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.

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



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variable potential causes and effects. Solicits guidance to define criteria and assign values of importance and urgency. Escalates issues of an exceptional nature.

Business Enterprise Knowledge - Inquires about the relationship of technology to the business as it pertains to assigned area of responsibility and related projects. Seeks out relevant information from available sources including supervisors, peers, clients, intranet Internet, and documentation.

Self-directed and willing to take initiative in relation to carrying out assigned tasks.

Ability to work independently, under pressure and meet deadlines.

Excellent time management, organizational and coordination skills.

Excellent interpersonal and team skills.

Proficiency in MS Outlook, Word, PowerPoint, Excel, Project and use of online resources.

Excellent written and oral communication skills.

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Job Posting

Job ID: 16066
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Database Administrator
Department: UBC IT - Database Adminstrn.
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-12
Job End Date: 2015-02-27
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-17 **Available Openings:** 1

Preference will be given to those with expereince wth MS SQL Server and other databases such as Oracle and MySQL.

Job Summary

The Database Administrator designs information flow and content solutions for existing systems and advises on database concepts and functional capabilities in order to translate business requirements into environment specific databases.

Organizational Status

The Database Administrator - MS SQL Server - works independently and jointly within the Database Administration team, receiving operational and strategic direction from the Manager, Database Administration and liaising closely with other Database Administrators, the Director, Infrastructure, and other UBC IT management and technical staff within the Infrastructure portfolio, as well as external vendors and various stakeholders.

The incumbent will act as an "expert" on MS SQL Server systems on various committees and projects and as such will provide advice to stakeholders and staff with regard to issues and problems that may arise as well as development and strategy. Additionally, the incumbent will provide advice to business decision makers, understand the impact of technical changes on business processes and leverage common approaches and resources between departments.

Work Performed

Specific Duties:

- Ensures production databases operate effectively and efficiently. This includes ensuring: database management system software and utilities operate correctly; database integrity is preserved; backup and recovery processes for databases are effective; adequate database capacity is provided; databases are monitored; database performance problems are resolved; ongoing database tuning is performed.
- Manages and oversees access control, including definition & schema.
- Liaises at a senior design and technical level with application owners, teams and vendors; translates business requirements into database design.
- Is a subject matter expert and member of various support groups; establishes incident resolution techniques and manages knowledge transfer activities and outcomes to assist in incident identification.
- Provides expert knowledge and advice to colleagues on departmental MS SQL Server deployments.
- Liaises with departmental System Database Administrators.
- Implements performance monitoring strategies for MS SQL Server database environments.
- Designs and implements optimal high availability strategies for MS SQL Server environments and backup and recovery strategies



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for MS SQL Server environments.

- Installs and works with applications such as SQL Server Management Studio and Database Engine Tuning Advisor.
- Works with MySQL replication and or MS SQL Server equivalent.

Core Duties:

- Designs information flow and content solutions for existing systems to structure and access databases.
- Advises on database concepts and functional capabilities and submits recommendations for solutions.
- Monitors, evaluates, and maintains systems and procedures to protect the data systems and databases from unauthorized users and recommends corrective actions to ensure data security.
- Implements data restore and recovery plans and procedures to protect and continue data system and database activities that support broader emergency or disaster recovery plans.
- Collaborates with project teams and other individuals to ensure seamless workflow with quality handoffs.
- Prepares specifications and flowcharts.
- Coordinates installation of revised or new systems.
- Participates in the establishment of policies and procedures pertaining to data management, maintenance, and utilization.
- Performs upgrades of databases and adds new structures or elements.
- Tracks and reports database performance metrics, monitors and analyzes database performance, and calibrates database management system parameters.
- Performs regular maintenance and backup including monitoring disk space and maintaining database dictionaries.
- Provides technical leadership, coaching, and mentoring to less-experienced individuals.
- Maintains appropriate professional designations and up-to-date knowledge of current

Supervision Received

Works with complete latitude within general policies and an administrative framework. Work is reviewed in terms of achievement of specific strategic objectives.

The MS SQL Server DBA receives operational and strategic direction from the Manager, Database Administration and will liaise closely with Database Administrators, the Director, Infrastructure, and other UBC IT management and technical staff within the Infrastructure portfolio, as well as external vendors

Supervision Given

Manages directly and indirectly through subordinates.

Consequence of Error/Judgement

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

Within the growing University community, all services supported by Information Technology require reliable systems in order to provide important functions such as eLearning, Student Services, Finance, HR and Research Services. This infrastructure must be available on a near 24 x 7 basis.

Supervision, decisions and actions taken by the MS SQL Server DBA will have a direct impact on how efficiently and effectively the systems infrastructure will perform and function. Errors in judgment, poor planning, or failure to act decisively could have a detrimental effect on systems infrastructure. Unreliable systems infrastructure 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.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science preferred. A minimum of 5 years of



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experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Minimum of least five years experience with progressively more responsibility as a programmer analyst, four years of direct experience working with an enterprise scale database products such as Oracle, MySQL, MS SQL Server.

Experience should include a solid understanding of the development process, an advanced knowledge of database management with emphasis on relational databases, and good understanding of operating systems and their relationship to database management systems.

Strong experience with database administration and database programming, and excellent troubleshooting skills.

Excellent knowledge and experience with MS SQL Server 2000 2005 2008 2012 Administration, Transact-SQL and MS SQL Server Reporting Services (MS SSRS). Including installs, upgrades, patching, backup and recovery, high availability, replication, performance monitoring and fine tuning.

A thorough understanding and working knowledge of Windows operating systems in conjunction with managing enterprise scale MS SQL Server database environments.

A working knowledge of Windows PowerShell and Unix shell script reading and writing.

A good understanding of how to effectively use MS Windows work tool environments to access Unix and Windows hosts and run database management tools.

A good understanding of data networking and its application to enterprise scale applications.

Working knowledge of Windows Server 2003 2008, IIS6+ and Active Directory Services.

Good knowledge from both an application and database administration perspective of University-wide databases.

Good knowledge on how to use Microsoft Windows and or Unix and its utilities in conjunction with managing an enterprise scale database such as Oracle, MySQL and MS SQL Server.

Ability to learn quickly and adapt easily to new situations.

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

Ability to give direction to other staff members as needed.

Ability to work well with management and non-management staff across the department and the University.

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

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

Problem Solving - Applies problem-solving methodologies and tools to diagnose and solve operational and interpersonal problems.



Determines the potential causes of the problem and devises testing methodologies for validation. Shows empathy and objectivity toward individuals involved in the issue. Analyzes multiple alternatives, risks, and benefits for a range of potential solutions. Recommends resource requirements and collaborates with impacted stakeholders.

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

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

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

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Job Posting

Job ID: 16055
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Programmer Analyst II
Department: UBC IT - Applications Devlpmnt
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-05
Job End Date: 2015-03-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-16 **Available Openings:** 1

Job Summary

The Programmer Analyst II designs computer application solutions for existing complex or campus-wide computer systems.

The Programmer Analyst II will play an important role in all aspects of the planning, implementation and integration of third party enterprise software products and the development of strategic solutions for Student Information Systems (Financial, Awards, Registration, Learning Management, etc.) and other Administrative Systems (HR, Finance, etc.).

Organizational Status

- The Application Development Services team is responsible for development and or implementation of the suite of applications related to Student Information Systems and Administrative Systems. The team works with the Application Management Services team to ensure that all releases to the production environment are tested and that information has been transitioned to allow this team to support the changes.
- Interacts directly with third party vendors, other University technology professionals and with faculty, staff and students.
- On a daily basis, the position will work under the direction of a Project Program Manager while assigned to a software project. Work may also be directed and reviewed by a Senior Programmer Analyst or team lead.

Work Performed

Specific Duties:

- Analyzes and reviews 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.
- Works with the Architects, vendor technical staff and Programmer Anaysts to provide input into both the Application and Technical architecture as they relate to UBC's systems and third party products
- Participates in third party package software implementation (including development of Reports, Interfaces, Conversions, and Extensions)
- Investigates and remains current with industry technology trends in Applications field such as: Security, privacy, e-commerce, PCI, workflow, systems development methodologies, web-services, applications middleware, anti-spam and anti-virus, electronic forms, etc.



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- Contributes to the ongoing planning and development 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. This may include assisting with the management of the lifecycle of a service or product.
- Provides advice to and consults with UBC IT colleagues or others as appropriate on complex system design issues and provides technical opinions on the viability or suitability of techniques and methodology to meet project and or Application Development Services managers' objectives and goals.
- Implements customized tools and applications, prepares functional specifications and builds proof-of-concept test environments. Develops technical specifications for system development, testing and conversion processes, within established UBC IT's technical architecture and database design.
- Prepares training plans, training materials, and trains staff as required during system implementation. May provide configuration and implementation training for subsequent releases of third party applications.
- Develops a high level of expertise in the functionality of vendor product(s). Works directly with the vendor's technical support centre in order to resolve product issues.
- Works with vendor technical training staff, developers, BAs and users in the configuration of third party applications for the University.
- May participate in the data mapping between the University's systems and third party applications
- Ability to work with source control to properly manage system configurations
- Adapt to organization defined processes in development
- Participates in project planning and implementation as required
- Builds and maintains good working relationships and collaborates with others to achieve client objectives

Core Duties:

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

Supervision Received

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

The Programmer Analyst II takes direction from the Program Project Manager for daily project-based activities and tasks, and may work under the direction of a Senior Programmer Analyst for specific project tasks. Results are reviewed by the Program Project Manager for achievement of overall project and long-term career objectives.



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Supervision Given

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

In a team lead role, the Programmer Analyst II may direct and coordinate the work of other Programmer Analysts, Business Analysts, QAs, users and other staff assigned to projects.

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

Consequence of Error/Judgement

The position takes an active, participatory role in ensuring the reliability and high availability of UBC mission critical 7x24 systems including application monitoring, tier 2 support, problem analysis and resolution, and ensuring services meet or exceed customer service levels at all times.

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

Provides input into decisions within established guidelines regarding the application of computing devices or programs to meet set requirements or makes decisions regarding solutions to defined problems.

The position will work with Program Managers, Project Managers, Programmer Analysts, Business Analysts, Vendors, Quality Assurance staff and users in ensuring the highest quality of the software promoted into our UBC production environments.

Qualifications

Undergraduate degree in a relevant discipline. University degree or technical diploma in an IT-related discipline, preferably in Computer Science. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Progressive experience and responsibility with systems development work in designing, developing and implementing medium to large scale software applications.

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

Knowledge of Student Information Systems and or Administrative Systems is highly desirable.

Strong skills in user Interface design and development using technologies such as JavaScript, jQuery, and HTML CSS. Strong knowledge of SQL , DDL, Oracle PL SQL and Stored procedures. Experience using MS SQL Server and or MySQL would be beneficial. Strong knowledge and experience in implementing requirements using XML XSL, and web services. Solid working knowledge of programming languages such as Java, .NET, PHP, PeopleTools, as appropriate. Practical experience in scripting languages such as Python. Demonstrated experience developing application customizations, interfaces and reports. Demonstrated experience developing application customizations, interfaces and reports. Familiarity with designing and developing applications for mobile devices would be beneficial.

Experience installing and configuring third party software packages. Experience integrating third part software packages with other third party or custom developed software products using web services, Service Oriented Architecture and Service Bus technologies and or experience developing real-time and ad hoc data import interfaces. Experience implementing packaged



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solutions, and integration with legacy systems.

Ability to develop reports using reporting tools (e.g. Crystal Reports, Oracle BI Reporting tools, ETL tools) and data extract queries.

Good working knowledge of programming languages such as Java, .NET, PHP, PeopleTools, as appropriate. Practical experience in scripting languages such as Python.

Advanced level of understanding and practical experience using many of the following; core Object Oriented Analysis and Design concepts, design techniques and patterns, UML, XML, Struts and Spring frameworks, Hibernate and ORM concepts, configuration management concepts and tools (e.g. build management, code repositories, version control), preferably Perforce, SVN, Ant, Maven. Solid understanding with some experience with testing best practices concepts (e.g. Test and Behavior Driven Development) and testing tools (e.g. JUnit, Cucumber, and concepts), data modeling and data mapping.

Good project management skills including a working knowledge of SDLC methodologies, preferably Agile methodologies (e.g. Lean, XP or Scrum).

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

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

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

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

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

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

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: 16046
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Systems&Technlgy, Level D **Business Title:** Programmer Analyst II
Department: UBC IT - Applications Devlpmnt
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-05
Job End Date: 2015-03-31
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-15 **Available Openings:** 1

Job Summary

The Programmer Analyst II designs computer application solutions for existing complex or campus-wide computer systems.

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Organizational Status

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Work Performed

Specific Duties:

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- Contributes to the ongoing planning and development 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. This may include assisting with the management of the lifecycle of a service or product.
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Staff Job Postings

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

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Advanced level of understanding and practical experience using many of the following; core Object Oriented Analysis and Design concepts, design techniques and patterns, UML, XML, Struts and Spring frameworks, Hibernate and ORM concepts, configuration management concepts and tools (e.g. build management, code repositories, version control), preferably Perforce, SVN, Ant, Maven. Solid understanding with some experience with testing best practices concepts (e.g. Test and Behavior Driven Development) and testing tools (e.g. JUnit, Cucumber, and concepts), data modeling and data mapping.

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Job Posting

Job ID: 15842 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Senior Systems Analyst
Department: MedIT
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-18 **Available Openings:** 1

Please apply with your cover letter and resume.

Job Summary

The Senior Systems Analyst manages the development of the systems infrastructure vision and leads medium and large scale systems infrastructure projects.

Senior Systems Analyst serves as a technical project leader to manage multiple complex projects and is responsible for the overall implementation and success of the initiatives.

Organizational Status

The Collaboration technologies portfolio provides synchronous (real time) communication solutions to enable the Faculty of Medicine to meet its mandate - in particular the Distributed Medical Education Program.

Reports to the Senior Manager, Collaboration Technologies, MedIT

Work Performed

Specific Duties:

Provides technical leadership to strategic projects and leads stakeholders through ambiguous requirements and conceptual ideas, using appropriate program management methodologies.

Conducts analysis and provides expert advice to senior management on long term strategic technical direction and prepares comprehensive information packages to be considered for technology and service roadmap.

Serves as technical project leader on complex medium and large scale projects with MedIT; provides work direction and leadership to assigned project teams.

Researches and develops business and system analysis processes and methodologies for MedIT.

Provides expert technical mentorship and support to project team members and other staff.



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Core Duties:

Plans and manages the development of the overall vision for applications and ensures all application projects, functions and operations align with University, IT strategy, mission, vision, principles, goals and objectives and the business needs of customers.

Leads medium and large scale applications integration design and development projects, manages assigned project staff, and creates project implementation plans.

Analyzes and reviews systems features and requirements.

Researches, develops, configures and supports applications infrastructure.

Contributes to the introduction and management of technical change to the University's systems infrastructure.

Analyzes emerging industry technology trends and standards that benefit University systems infrastructure.

Collaborates with key technology teams across the University.

Makes presentations at local, regional, national or international conferences and workshops as well as to partner institutions.

Integrates development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.

Provides technical guidance and leadership, coaching, and mentoring to team members.

Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.

Performs other related duties as required.

Supervision Received

Works with wide latitude within general policies and an administrative framework. Work is reviewed in terms of achievement of specific objectives.

Supervision Given

May manage and mentor staff and project team members.

Consequence of Error/Judgement

Work requires judgment and initiative. Errors could have a significant impact on the delivery of the Distributed Medical Program's curriculum with subsequent effects on Medical School Accreditation. Errors will also affect service delivery to higher education institution partners utilizing shared services with the Faculty of Medicine.

Qualifications



Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline such as Business, Computer Science or Management Information Systems. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Business and system analysis and project management experience preferred. Knowledge of communication and collaboration technologies - audio, video and web conferencing and associated technical standards. Knowledge of enterprise IT systems - physical and virtual LAN WAN, Server, Storage and Operating Systems. Strong analytical research skills. Strong verbal and written communications skills. Management and leadership capabilities. Flexibility adaptability managing multiple priorities. Strong people management and relationship management skills. Core Competencies:

Collaboration (Advanced - A):

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

Communicating for Results (Advanced - A):

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

Problem Solving (Advanced - A):

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

Accountability (Advanced - A):

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

Information Systems Knowledge (Expert - E):

Engineers, coordinates, and submits approval for significant enterprise-wide information system solutions that align with organizational processes and long-term strategies. Recommends large-scale, best practice technological opportunities. Engages appropriate technical consultants, experts, and leaders.

Initiative (Advanced - A):

Describes future scenarios and related opportunities. Plans potential responses involving resource holders, peers, processes, and technology. Leads a timely response, seeking internal external advice and consultation, and sustains progress through uncharted territories.

Please apply with a cover letter and resume.

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: 16098
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Conf, Accom, Cerem & Events
Classification Title: Conf,Accom,Ceremonies, Level A **Business Title:** Housestaff Coordinator
Department: Conferences & Accommodation
Salary: \$42,204.00 - \$50,664.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-01
Job End Date: 2014-08-31 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2013-07-19 **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

Responsible for the administration of the Housestaff Office and for the delivery of conferences services provided by the Housestaff Office. Hires, trains, and supervises the work of approximately 12 Housestaff and Head Housestaff.. Ensures venues are serviced according to pre-existing arrangements and provides consultation to clients for on-site requests and trouble-shooting as required.

Organizational Status

Reports to the Director Conference Services and takes direction from the General Manager. Liaises with all Conference Centre staff, interacts with various university departments, clients and guests of the department, on and off campus suppliers.

Work Performed

Manages 12 Housestaff, including 3 head Housestaff, responsible for hire, evaluation, discipline and termination.

Reviews work forecasts. Maintains staffing levels and schedules staff to meet work loads. Ensures payroll hours do not exceed budget expectations.

Makes on-site service recommendations to clients and Conference Services Managers and authorizes on-site requests pertaining to meeting rooms, facilities and Housestaff services.

Coordinates set-up of meeting rooms, custodial services, Parking and Security, rental of equipment, telephone installations, etc. Documents all applicable charges.

Maintains all equipment, rental vans and supply inventory records. Recommends additional purchases or necessary repairs. Sources suppliers and negotiates pricing.

Ensures security, organization and tidiness of equipment storage areas.

Liaises with administration assistants of the academic buildings used by conferences for the purpose of a good working



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relationship.

Manages and is accountable for academic and residence master keys.

Inspects meeting rooms, academic classrooms and lobbies and reports any problems.

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

Prepares payroll time sheets and is responsible for their accuracy and timely submission.

Updates all training and procedures manuals pertaining to Housestaff activity.

Supervision Received

Reports to Director Conference Services and takes direction from the General Manager. Works autonomously and is expected to resolve problems using initiative and judgment.

Supervision Given

Responsible for hire, evaluation, discipline and termination. Oversees the selection and training processes of and the work performed by 10 - 12 Housestaff. Supervises 3 head Housestaff. Develops systems and procedures to be followed and addresses any performance issues.

Consequence of Error/Judgement

Makes decisions regarding the direct delivery of Housestaff Services to internal and external client groups in conformance to departmental and industry standards.

Qualifications

Two year diploma in Hotel Management, Hospitality, Tourism, or Event Management. Minimum of two years experience or the equivalent combination of education and experience. Relevant experiences include hotel or convention centre experiences. Good knowledge of audio visual and conference equipment. A valid BC driver's license.

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Job Posting

Job ID: 16082
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C2 **Business Title:** Flexible Learning Liaison
Department: Center for Teaching, Learning & Tech
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-05
Job End Date: 2015-08-04 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-25 **Available Openings:** 2

Job Summary

The Flexible Learning Liaison is responsible for facilitating the planning, development, administration and evaluation of educational projects within and across a Faculty (or Faculties). Working closely with a designated Faculty Lead and present within the academic units supported, the Liaison is the key point of contact between the Centre for Teaching, Learning and Technology (CTLT) and a designated Faculty. The incumbent facilitates program management and operational support for Flexible Learning (FL) projects and surfaces additional educational services needs that align with the strategic direction of the Faculty. Using an evidence informed approach, the Flexible Learning Liaison will work collaboratively with departments to identify needs, determine how to best address these needs, and facilitate resultant projects through implementation and evaluation.

Organizational Status

The Flexible Learning Liaison reports jointly to the Faculty Lead and the FL Program Manager. The Liaison works closely with Faculty members, Faculty-based educational staff and members of the Centre for Teaching, Learning and Technology.

Work Performed

WORK PERFORMED

The primary responsibilities of the Flexible Learning Liaison are partnership services and program facilitation. Other responsibilities will be dependent on Faculty needs.

Partnership Services

- Serve as the primary contact, liaison and resource with respect to Flexible Learning between the Faculty and CTLT ensuring that resources and services are made available to support flexible learning program needs.
- Develop relationships with faculty and support specialists across departments and other academic units, acting as a primary contact and resource;
- Establishes and maintains relationships with partners in other Faculty support organizations, academic service areas and technology providers in order to facilitate knowledge-transfer, best practice development and community-building.
- Consults within Faculties and Academic Departments Program areas to identify needs and expectations for CTLT services;
- In consultation with the Faculty Lead, the CTLT Academic Director, CTLT Managing Director and Faculty-based support staff, facilitates the development of a Teaching and Learning Support Plan for the Faculty (Faculties).
- Builds and maintains strong partner relationships with key stakeholders.



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Program Facilitation

- Collaborate with departmental and Faculty leadership on strategic planning for the development of flexible learning projects including programs, curriculum and courses;
- Lead the development of detailed project plans;
- Plan and facilitate educational initiatives from start to completion ensuring projects are completed on time and on budget;
- Develop and monitor timelines and resources for projects;
- Coordinate and facilitate the work of project teams;
- Ensure that internal processes and procedures are in place for documenting, prioritizing and tracking projects;
- Oversee regular reporting to the Faculty Lead and CTLT.

Curriculum & Course Development

- Identify, facilitate and advise faculty during the implement of innovative instructional and assessment methods;
- Collaborate with subject matter experts and support specialists in the transformation (planning, design and development) of courses and programs;
- Conduct curriculum and program reviews;
- In consultation with the Faculty Lead, identify professional development needs for faculty and TAs and coordinate with CTLT Professional Development Team or local unit to address needs.

Evaluation & Research

- Conduct needs analyses and evaluations through interviews, surveys and focus group sessions;
- Disseminate program and project outcomes to a diverse range of audiences;
- Conduct literature reviews to ensure approaches are based on best practices;
- Work collaboratively with project team in the development and implementation of assessment and evaluation measures;
- Prepare evaluation reports.

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

Supervision Received

Works independently under broad directives set by the Faculty Lead and Program Manager. Works with considerable latitude and minimal supervision. The incumbent must be self-directed and able to manage and work independently. Work assessed periodically to assess validity.

Supervision Given

No direct line management of staff, but will supervise project teams. May have direct management of students.

Consequence of Error/Judgement

The Flexible Learning Liaison is required to exercise professional judgment and initiative while undertaking all responsibilities. Inappropriate actions or judgment could damage the CTLT's working relationships and credibility, incur inappropriate costs, and or jeopardize the CTLT's ability to demonstrate leadership.

Qualifications

Master's degree in Education. Ph.D. preferred. A minimum of 7 years of experience or the equivalent combination of education and experience. Relevant experience in the management, design, development and evaluation of courses, curriculum and other projects within higher education. University teaching experience helpful. Understanding of how flexible learning can improve student learning outcomes; Ability to translate research into practical applications; Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources; Ability to analyze problems, identify key information and issues, and effectively resolve; Ability to gather data using appropriate means (literature searches, interviews, surveys) and prepare concise executive summaries; Familiarity with a wide variety of instructional methods and the technologies used to support those methods; Ability to work collaboratively and to communicate effectively with all levels of faculty and staff; Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support; Highly effective communication and skills in both individual and group situations; Ability to guide parties with differing opinions to



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consensus Demonstrated track record of educational facilitation and consultation. Ability to facilitate consensus amongst diverse project teams (e.g., faculty members, professional staff, researchers and students) who bring multiple perspectives to a project.

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Job Posting

Job ID: 16018
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level E **Business Title:** Director, Communications
Department: Communications & Marketing
Salary: \$83,293.00 - \$104,115.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-27 **Available Openings:** 1

Job Summary

The Director, Communications is responsible for providing senior leadership for the VPA and VPRI portfolios communications and marketing function. The Director is responsible for managing the overall development and execution of the communications strategic plan.

This position provides ongoing strategic leadership as well as tactical advice on internal and external communications, including, brand management, marketing communications, staff faculty communications, media relations and issues management and partner communications. The primary purpose of this role is to optimize communications to ensure the reputation of the University and the two portfolios are enhanced. The Director is masterful at managing numerous stakeholders in a dynamic arena. This role operates in an integrated distributed model with accountabilities at both the portfolio level as well as at the central communications level.

Organizational Status

This role reports to the Managing Director, Communications and Marketing, as well as Director in Office Of VPRI and Director, Academic Initiatives in Office of VP Academic. Works closely with the Executive team in the portfolios as well as other senior communication professionals across the University.

Work Performed

- Develop and implement a communications strategic plan and yearly operational plan that supports the portfolios' strategic priorities.
- Integrate communications plans for the portfolios to present an overall strategic and tactical communications plan for the VPA and VPRI.
- Develop, implement and measure effectiveness of all communications strategies and tactics, including marketing communications - paid media (advertising and promotion), owned media (digital and social), earned media (journalism), and partner media (International partners.)
- Develop and implement internal communications plans and strategies to ensure the portfolios are aware of key priorities and initiatives on timely basis.
- Act as communication lead on key strategic initiatives emanating from portfolios'
- Ensure that communications plans and execution of plans align with University wide brand and communications guidelines and protocols to enhance the reputation of the University.



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- Liaise with Public Affairs on media relations and all aspects of issues management.
- Liaise with Communications & Marketing to identify communications opportunities and synergies.
- Manage the administrative functions of the role including budget management and human resource management.
- Perform other duties as required.

Supervision Received

Works with minimal guidance under broad guidelines established through the VPs' office. The individual in this position will be expected to work independently and reports to Managing Director, Communications and Marketing but is embedded in VPRI VPA portfolios. This position also works closely with the VPs and their executive teams. Receives portfolio specific guidance from VPRI VPA and communications guidance from the Communications and Marketing and Public Affairs. Collaborates with senior communications professionals at the University.

Supervision Given

This position manages 1 direct report at this time.

Consequence of Error/Judgement

Must be able to work independently and exercise extensive judgement and decision making in managing proactive and reactive communications needs and issues. Every action and decision made could have significant impact on the brand equity and reputation of the University.

Qualifications

Undergraduate degree in a relevant discipline. University degree in Communications, or Marketing. Minimum of 9 years experience or the equivalent combination of education and experience. At least ten years of experience in a large and complex private or public sector organization; including 5 years operating at a strategic level with accountability for communications and marketing.

Proven track record and demonstrated accomplishments in marketing communications strategy development and execution, corporate communications, media relations, issues management, and employee communications. Communications and Marketing Expertise:

Proven experience developing communications and marketing strategies. Brings a track record of understanding brand architecture and brand strategies. Can develop communications strategies and plans for large complex initiatives based on insight and critical thinking. A proven understanding of how to utilize social media and emerging digital platforms. Media Relations Experience:

Proven track record in the range of functions involved with news media, including strong written and oral skills; ability to assess the broad implication of developments, anticipate issues and develop proactive strategies to mitigate risk. Strategic Thinking:

Ability to think and act independently and see the broad implications of events, can see long range opportunities and potential problems. An innovative thinker with the ability grasp the complexity of both the VPA and VPRI portfolios and the multitude of initiatives and issues these portfolios deal with. Collaborative Leader:

Ability to work effectively and collaboratively within a team environment. Exceptional service orientation and interpersonal skills. Able to work in an environment that is decentralized, complex, and with diverse range of stakeholders. Change Management Skills:

Proven track record leading change. Brings strong organizational skills, an ability to motivate a team and develop relationships to move initiatives forward. Leads through influence not authority. Nimble and flexible. Personal Attributes:

Bright, intellectually curious, and committed and excited by the goals of the university. Committed to openness and transparency. Able to identify and handle critical issues and remain calm under pressure. An innovator with the ability to generate ideas,

fresh perspectives and original approaches and do so operating in a conservative environment. Brand Alignment: Embraces and embodies UBC brand attributes of bold, open, adventurous, global perspective and fun.

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Staff Job Postings

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



Job Posting

Job ID: 16020
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Institutional Analysis
Classification Title: Instit. Analysis, Level A
Business Title: Research Analyst
Department: UBCO - Edu Rsrch, Plng&Analys
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-19
Available Openings: 1

Job Summary

To provide assistance and support on a variety of institutional research functions and projects concerning student enrolment, organizational activity, surveys, and data exchanges.

Organizational Status

This position reports to the Director, Educational Research, Planning and Analysis. This position will also participate in a number of projects providing analytical support to project teams.

Work Performed

Major responsibilities:

Provides research support by:

- Collecting, managing, presenting, and analysing of quantitative and qualitative data and other information in support of the unit's activities.
- Planning and implementing research projects and proposals, surveys, analytical tool development, and technical assistance to facilitate planning, budgeting, accountability, program evaluation, and development of policy decisions on the Okanagan campus.
- Providing information and analysis in response to ad hoc inquiries from a variety of constituents and stakeholders, which include internal and external community members (e.g., faculty members, External Community Advisory Committee, etc.)
- Synthesizing the large volume of relevant research collected about the institutional characteristics of the Okanagan campus and its units.
- Remaining current in the knowledge and techniques pertaining to research involving student and functional outcomes assessment and higher education research.

Supervision Received

Under the supervision of the Director Educational Research, Planning and Analysis.

Supervision Given



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This position should be able to work independently for the most part, having been assigned tasks by the Director. The analyses produced will be reviewed by the Director.

Consequence of Error/Judgement

The analyst, given initial parameters, would be expected to be able to obtain the necessary data and create the analysis without supervision. Data and analyses produced by the incumbent will be reviewed by the director. Mistakes discovered at this stage could result in lost time, and perhaps the wholesale revision of the analysis.

Qualifications

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

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Job Posting

Job ID: 16040
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B **Business Title:** Clinical Research Coordinator
Department: Ophthalmology
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-03
Job End Date: 2014-09-02 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-07-15 **Available Openings:** 1

Job Summary

The Clinical Research Nurse Coordinator will be offered a contract for a one year appointment with performance reviews at three and twelve months. The Clinical Research Nurse Coordinator will perform all aspects of clinical trials including interim Clinical Research Ethics Board submissions, study project management, recruitment, conducting visit requirements, case record form completion, study drug accountability and study file management in accordance with ICH GCP guidelines.

The Clinical Research Nurse Coordinator will work with a variety of clinical departments and health care workers at the VH UBC Eye Care Centre, VGH, outpatient laboratory services and pharmaceutical companies.

Excellent organizational and communication skills, as well as a high degree of motivation, enthusiasm, and initiative will enable the Clinical Research Coordinator to carry out the demands of the research trials.

Organizational Status

The incumbent will be a Clinical Research Nurse Coordinator for the Retinal Research Group and Dr. David A Maberley, Principal Investigator, Department of Ophthalmology and Visual Sciences.

Work Performed

Ophthalmology Clinic

Identify potential subjects to the Principal Investigator

Interview and provide study information to study subjects:

Be able to review the informed consent with subject and answer questions regarding the conduct of the study with confidence. Be able to determine when subjects should refer specific questions to the principal investigator prior to signing the informed consent to comply with GCP ICH Guidelines.

Coordinates performs diagnostic testing and exams for patients.

Establishes a positive working relationship with each subject.

Supports and teaches subjects in all aspects of their participation in the clinical trial to ensure compliance with requests and patient retention.

Coordinate study activities:



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Prepare documents required for a clinical trial application for the UBC Clinical Research Ethics Board in consultation with other members of the clinical trial team.

Prepare additional documents tools to aid in administrating and delivering study protocol

Prepare source documents to capture clinical data per sponsor's protocol

Liaison with various departments required to conduct subject examinations and treatments.

Prepare schedule of visits required and book appointments accordingly. Inform subject of visits and confirm appointments to assure compliance of protocol.

Manage photography tracking documentation and send electronic images as required

Prepare and present information on retinal conditions to the subject population and or interested groups as required.

Clinical Trials Coordinator

Conduct and manage multiple clinical trials

Conduct clinical procedures with an attention to cost and budgetary requirements

Assist in development and management of study budgets

Prepare, dispense and administer study medications to subjects.

Prepare and maintain a study supply inventory and budget for multiple clinical trials

Maintain study logs for drug accountability, temperature, and others as needed

Attend investigator study meetings as required.

Data Collection and Management

Conduct visit interview, capturing appropriate data and keep accurate records in source documents to establish a clean "paper trail" in event of an independent audit.

Complete Case Record Forms with accuracy and neatness. Correct same as per monitor for the sponsor as required.

Prepares source documentation

Maintain study files and regulatory documents on a daily basis

Supervision Received

This individual will be working with the clinical research manager as well as independently. Responsibility for all aspects of the clinical trials will be expected. Supervision will be by the lead clinical research manager and by Dr. David Maberley, the principal investigator of the clinical trials.

Supervision Given

This individual will give supervision to Research technicians and Undergraduate students

Consequence of Error/Judgement

An independent worker who is capable of exercising good clinical judgment in assessing subjects for study recruitment as per their ability to fulfill the study requirements while being sensitive to the needs of the individual. A team player realizing the contribution of all participants involved in the clinical trial process have an essential role and working together will contribute to the success of clinical trails and patient outcomes.

Responsibility for all aspects of the clincial trails will be expected.

of the principal investigator of the clinical trials (Dr. David Maberley and or Dr. Patrick Ma) with the clinical as well as independently. Responsibility for all aspects of the clinical trials will be expected.

Qualifications

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nurse Practitioner Clinical Associates require post-graduate degree in Nursing and Nursing Licensure in British



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Columbia. Research Nurses require 3 years of nursing and administrative experience. Clinical Associates require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse Practitioner experience or the equivalent combination of education and experience. Experience in management of office procedures and a patient population. Prior experience and recommendation from a clinical trial setting.

Experience as a clinical research coordinator involved with multiple clinical trials. This experience must include experience in all phases of clinical trials from the initial clinical ethics application through to subject consent and conducting the clinical trial per the sponsors' protocol while ensuring the subjects' rights and safety throughout the trial.

A thorough understanding of the requirements of the UBC Clinical Research Ethics Board Guidelines for clinical trial application is essential. A good understanding of the "Code of Federal Regulations" would assist this process. A working knowledge of "Good Clinical Practice (GCP)" as described by the "International Conference on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH) Guidelines.

Experience with scheduling complex appointments involving many hospital departments and treatment requirements. These appointments are dependent on the individual clinical trial protocols and it is essential the schedule be adhered to in a timely manner.

Excellent communication skills with all departments and the subjects themselves in order to keep the visit requirements per protocol and therefore not incur any inconvenience to the subject.

This individual will have an in-depth working knowledge of assisting with medical procedures.

Computer competency in Windows, Microsoft Excel, Word and Power Point.

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Job Posting

Job ID: 16075
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Residence Life Management
Classification Title: Residence Life Mgmt, Level B **Business Title:** Manager, Front Desk Services
Department: Student Housing
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-22 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-07-18 **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

This position is responsible for the organization, management, coordination and supervision of front desk services for student, student family, and faculty staff housing managed by UBC Student Housing and Hospitality Services (SHHS). This position builds, motivates and leads an administrative staff team responsive to student and organizational needs, committed to service excellence and a culture of care that supports student learning and success. Acts as a senior member of the Residence Life team to effectively communicate information, resolve challenges and establish leadership direction.

Organizational Status

Reports to the Director, Residence Life and Administration. Supervises Residence Front desk Services Coordinators and Residence Attendants. Works closely with Residence Life, Residence Administration, Building Services and other SHHS senior managers.

Work Performed

- 1) Manages the day-to-day operation of the SHHS front desks. Ensures high standards of customer service are developed and maintained.
- 2) Develops, communicates and implements front desk staff policies and procedures to ensure provision of a high level of service, the safety and well-being of residents and the security of residence property. Audits logs to ensure night patrols and front desk phone coverage are completed as per procedures. Oversees audits of cash and life safety equipment.
- 3) Manages customer relations as related to front desk services and staff. Reviews and responds to concerns or complaints, meets with residents to assess problems and refers or determines remedial action when needed.
- 4) Ensures that appropriate expectations, protocols and systems for communication are maintained between the residence front desks and all other SHHS divisions including residence life, facilities and building services, residence administration, conferences and accommodation, IT systems, food services and accounting.
- 5) Reviews staffing levels to ensure cost-effective scheduling of front desk shifts to meet anticipated required service levels. Ensures systems are in place and followed to replace staff absent due to vacations or other leaves.
- 6) Manages the day-to-day operation of the residence parking lots. Primary liaison with PACS regarding all SHHS residence parking.
- 7) Oversees the secure access function of the front desks. Ensures systems are in place and followed to accurately allow access and track departmental keys and keycards.



- 8) Maintains a system to manage and maintain Student Housing & Hospitality Services equipment available for loan to students.
- 9) Ensures protocols and systems for issuing assessments (lost or damaged keys, property, equipment, facilities) are in place and adhered to.
- 10) Establishes and oversees check-in and check-out protocols to ensure provision of a high level of service to students and achievement of operational goals.
- 11) Collaborates with the Manager, Residence Admissions and Assignments in coordinating the smooth transition of operations between student residence and the Conferences & Accommodation team in May and August.
- 12) Prepares and implements the annual budget, monitors performance throughout the year, and authorizes expenditures for the staffing and administrative functions of the front desk operations.
- 13) Coordinates the collection and review of front desk statistics. Prepares reports as required.
- 14) Reviews and pre-approves all broadcast and written communications from residence front desk before release to residents. Ensures all communication meets departmental standards.
- 15) Recruits, trains, motivates, coaches, supervises, evaluates, disciplines, and terminates staff as required. Ensures compliance with UBC and UBC Student Housing and Hospitality Services HR standards and procedures.
- 16) Initiates, develops and coordinates training programs for service staff. Facilitates programs and writes training materials as required.
- 17) Ensures all employees work in a correct, safe manner, and are trained in regard to all necessary safety and environmental regulations, standards, practices and procedures. Ensures safety practices are in compliance with applicable WorkSafeBC regulations, UBC Student Housing and Hospitality Services policy and UBC policy.
- 18) Assesses front desk services to identify gaps in service. Identifies strategic opportunities and takes initiative to develop innovative and responsive services.
- 19) Participates on University and related committees as required.
- 20) Carries out any other related duties as necessary in keeping with the qualifications and requirements of the job.

Supervision Received

Reports to the Director, Residence Life and Administration. Works independently in accordance with general directives and goals. Work is reviewed in terms of achievement of goals and overall effectiveness in management of services.

Supervision Given

Supervises Residence Front Desk Services Coordinators and Residence Attendants.

Consequence of Error/Judgement

Poor judgment or failure to maintain policies and standards could result in poor public relations, loss of property or injury to residents, loss of revenue, loss of prestige and potential legal ramifications for the University.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of six years experience or the equivalent combination of education and experience. Supervision experience in a multi-unit unionized environment preferred. Effective oral and written communication, leadership, training, conflict resolution, and organizational skills. Computer skills required. Ability to work effectively within a team environment and collaborate with others. Ability to work under pressure and meet deadlines. Ability to work flexible hours and days of the week.

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Job Posting

Job ID: 16047
Location: Vancouver - Other
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level C **Business Title:** Associate Director - BC Mobility
Department: Family Practice
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Part-Time (86%)
Desired Start Date: 2013-08-01
Job End Date: 2014-07-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-07-17 **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 Associate Director of Mobility BC will support the Mobility BC Executive Director and be responsible for the ongoing, operational, research and management for Mobility BC, a research program within the Centre for Hip Health and Mobility (CHHM). The Associate Director will provide leadership in the planning, research, and development of all clinical and non-clinical research activities within Mobility BC. The Associate Director will also support the maintenance and usage of the Living Laboratory at the CHHM facility, including managing the inventory of over 100,000 dollars worth of physical activity measurement devices (accelerometers etc.). The Centre for Hip Health and Mobility facility houses over 30,000 ft² of research and lab space on the VGH campus.

Organizational Status

The Associate Director of Mobility BC will report to the Executive Director, Dr. Miran-Khan.

Work Performed

Preparing, planning and developing the advancement of Mobility BC by the creation of innovative digital products that will support global knowledge translation and innovative conferences, workshops, and sponsorships that would address under-addressed and emerging needs in sports medicine education and research as well as provide a source of funding to support Mobility BC initiatives.

Ensuring that Mobility BC is a leader, both nationally and internationally, in the areas of exercise for health research across the lifespan and with health professionals.

Overseeing the Mobility BC research office, including the management of day-to-day operations; data management and handling of queries; managing research office subject charts, tests, files and other confidential information.

Providing leadership to a total of 45 staff and associates for the current research areas.

Coordinating the monitoring of subjects, identifying problem areas and communicating subject concerns and issues with other members of the team.

Design, develop and implement a mission statement, vision and strategic research and action plan for Mobility BC to ensure the research is novel, forward thinking and aligned with Canadian and other funding priorities.

Provides new strategic priorities of the BC and Canadian government and Canadian funding agencies (CFI and CIHR for example) to apply for funds to support and sustain Mobility BC research.



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Plans, organizes, and manages the Mobility BC resources to ensure long-term viability.

Writes, and submits successful grant applications and for obtaining funds required for the Mobility BC studies.

Ensures all Mobility BC studies have full ethical approval and will submit ethical applications and amendments and obtain approval as required.

Provides direction on how best to execute research projects; defining not only the scope of the projects, the questions and research methodologies; but the timelines, resources, and associated budgets.

Determines with the research team a standard outcome measures and tools for research studies in Mobility BC.

Provides direction for the Mobility BC into new research fields as part of the strategic research plan.

Initiates and executes strategies for Mobility BC to align research with Centre for Hip Health and Mobility, Vancouver Coastal Health Authority, Fraser Health Authority, BC Ministry of Health, BCMA, and other related healthcare initiatives and policies.

Provides effective communication of research outcomes to all stakeholders through a well-developed knowledge translation strategy.

Designs, develops, writes grants to support research activities and manages knowledge translation research as a key part of Mobility BC's research areas.

Provides leadership in the coordination and administration of several ongoing multisite studies for Mobility BC.

Responsible for project development, providing operational linkages within and among co-investigators, clinic directors, physicians, and other collaborators regionally, nationally, and internationally.

Develop, and manages business opportunities, such as running conferences and sponsorships.

Coordinates the program (academic) content of international conferences and visitors and publication arising from those meetings.

Communicates and manages public relations component of Mobility BC, including website development, blog, and social media.

Supervision Received

The employee will work independently but communicate with the Executive Director as appropriate.

Supervision Given

The Associate Director will manage the following staff and associates for each research area:

CIHR grant (Falls Research Group) - Five (5)

CIHR grant (Tendon Research Group) - Five (5)

Exercise as Medicine (including Abbotsford doctors' collaboration) - Five (5)

Graduate student support (two (2) PhD and one (1) Masters student) for logistic support and guidance in conjunction with Professor Khan.

Brukner and Khan's Clinical Sports Medicine Book - Twenty (20) part-time staff located in Australia, Canada, and UK

BJSM - Coordinating various publication and production deadlines for 18 annual issues with seven (7) collaborators

Consequence of Error/Judgement

Errors in decision making may comprise the reputation of Mobility BC and the health and safety of research participants. The position is expected to communicate with internal senior administrative levels of government representatives, and community external agencies.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. 4 years or equivalent combination of education and experience if responsible for research project otherwise 6 years or equivalent combination of education and experience if not research work. Experience in independently running in related research programs. Ability to attract granting funds from various agencies. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to communicate effectively verbally and in writing. Ability to develop and deliver effective presentations, workshops, and conferences. Ability to read and comprehend technical material. Ability to make thoughtful, informed, and thorough decisions. Ability to develop and implement strategic business plans. Ability to establish effective relationships with a variety of stakeholders, including unions and associations.



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Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to prepare clear, concise, and accurate research and technical reports and proposals. Ability to work effectively independently and in a team environment. Ability to efficiently and effectively coordinate tasks. Ability to lead change and to contribute to the creation of a vision, taking appropriate action to ensure acceptance and support. Ability to deal with a diversity of people in a calm, courteous, and effective manner.

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Job Posting

Job ID: 15870
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Scientific Engineering
Classification Title: Scientific Eng., Level C **Business Title:** CHIME Project Manager
Department: Physics & Astronomy
Salary: \$60,794.00 - \$72,981.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-15
Job End Date: 2015-07-14
Funding Type: Grant Funded
Other:
Date Closed: 2013-07-31 **Available Openings:** 1

Job Summary

The Canadian Hydrogen Intensity Mapping Experiment (CHIME) is a project in experimental cosmology that sets out to reveal the structure of the Universe between 7 and 11 billion years ago, at a distance almost half way back to the Big Bang. CHIME is a collaboration between the University of British Columbia (UBC) in Vancouver, McGill University in Montreal, the University of Toronto, and the Dominion Radio Astrophysical Observatory (DRAO) in Penticton, BC. DRAO is operated by the National Research Council Canada.

CHIME is funded by a major grant from the Canada Foundation for Innovation. The Collaboration will design, build, and operate a large radio telescope at DRAO. Receiver systems and signal processing equipment for the telescope will be designed and built in the four partner institutions or by companies with whom they contract, and will be installed on the telescope at DRAO. Construction of the telescope is expected to start immediately with a pathfinder instrument and with design of the full sized telescope. Construction is to be completed in 2015. The telescope and its ancillary equipment will be commissioned in 2015 16, and observing will begin in 2016 and will go on for five years.

The CHIME Project Manager is responsible for meeting the goals of the project, which are set by the CHIME Science Team and will gain in-depth knowledge of all aspects of CHIME design and realization, and, in addition to the oversight role, may become a significant contributor to development of one or more components of the telescope. The prime responsibility of this position is to manage the design and construction of the CHIME telescope by coordinating the activities of a diverse team of scientists and engineers who are spread among the participating institutions and by aiding in the selection of vendors and managing contracts with them.

Organizational Status

The Project Manager will report to the Principal Investigator and will take direction from the CHIME Management Committee, whose members are drawn from the four collaborating CHIME institutions.

Work Performed

The Project Manager will develop a detailed project plan and will evaluate progress against that plan. The starting point for the project plan is included in the application to CFI, and the Project Manager will, soon after appointment, assess actual progress within the various groups working on CHIME and will develop a plan that reflects recent developments. Throughout the process of



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building CHIME, the Project Manager will revise the targets in that plan in consultation with the Management Committee.

Duties include supervising contracts for CHIME and drafting tender documents in consultation with engineers and scientists. The successful candidate will liaise with university purchasing offices, identify and alert potential bidders, will see that contractor opportunities are appropriately advertised, and will supervise the selection process.

The Project Manager will administer CHIME funds, will keep accounts of those funds, and will be responsible for meeting the requirements of funding agencies, including reporting. The Project Manager may also be required to administer other university funds that will be spent on the CHIME project and will have similar record keeping and reporting requirements for those funds.

Additional duties include the set up and administration of procedures for purchasing at levels that do not require contracts and coordinating purchasing from CHIME funds with purchasing by the participating institutions. The Project Manager will coordinate the use of CHIME travel funds.

In consultation with the Management Committee the Project Manager will draw up a schedule of design reviews for various sub-components of CHIME, and will organize and attend those design reviews.

Organizing and attending regular progress meetings of the entire CHIME team will also be required as well. The Project Manager may be asked to aid in the interface between the CHIME project and any ancillary science projects. Frequent travel to the telescope site and occasional travel to the participating institutions and vendors will be required.

Supervision Received

The Principal Investigator will provide formal supervision and annual evaluation.

Supervision Given

Supervision of administrative and technical staff

Consequence of Error/Judgement

CHIME has been allocated a fixed budget. Establishing and maintaining a reasonable schedule and budget, and communicating the status of the budget and schedule to the participants is crucial to completion of the project within the time and funding available. The timely completion of the telescope is crucial to the scientific impact of the experiment.

Poor tracking of the schedule by the project manager or poor communication of the status of the schedule to the Science team and to vendors may result in inefficiencies or in unacceptable delays. Poor management of the budget may also result in unacceptable delays and even in failure of the project to meet its goals.

Qualifications

Undergraduate degree in Engineering or Applied Science. A minimum of 5 years of 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: 15950 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Statistical Analysis
Classification Title: Statistical Analysis, Level C **Business Title:** Bioinformatician
Department: Pathology
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-15
Job End Date: 2014-07-14 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-07-25 **Available Openings:** 1

Job Summary

Join a world-class Cancer Genomics research team at the BC Cancer Agency. We have an immediate need for an experienced bioinformatician to analyse and interpret diverse sets of high throughput genomic data derived from clinical breast and ovarian tumours. Focused on next-generation sequencing datasets, the individual will execute advanced analyses of whole genome, whole transcriptome and other sequencing data and collate results into reportable databases to investigators. The position will focus on characterizing mutations in different cancer subtypes and determining molecular heterogeneity of large cohorts of patients to enable subtype-specific therapies for cancer patients. In addition, project and data management will be a component of this position.

Organizational Status

Working independently and reporting to the Principal Investigator in Molecular Oncology or designate, and in conjunction with investigators within the BCCA, UBC and internationally.

Work Performed

- Provides expertise in the planning and development and application of novel algorithms and statistical models
- Performs algorithmic and statistical analyzes on next generation sequencing data, and other genomic data
- Contributes interpretive analysis on large data sets in the context of affected genes and pathways
- Contributes to writing scientific manuscripts
- Performs other duties as related to the position such as data and project management to ensure data is being processed in an efficient and timely manner

Supervision Received

Supervision from Principal Investigator or designate. Results reviewed for achievement of overall objectives.

Supervision Given

May manage undergraduate, research and bioinformatician trainees.



Consequence of Error/Judgement

Exercises professional judgment in the overall data capturing and analysis. Accountable for the generation of quality data that will have significant research progress implications.

Qualifications

Post-graduate degree in Statistics. Post-graduate degree in Bioinformatics, Statistics, Computer Science. Minimum of five years experience in integrative analysis or the equivalent combination of education and experience. Minimum of five years experience in integrative analysis or the equivalent combination of education and experience. One of the following: Bioinformatics, biostatistics, computer science (with some complementary background in molecular biology genetics), statistics or genetics (with significant computational expertise). Working in a research or corporate environment or the equivalent combination of education and experience. Strong knowledge of Unix Linux operating system. Familiarity with parallel computing environments (Linux clusters, SunGridEngine, OpenPBS, etc...) Programming scripting skills in at least two of the following: Python, C C++, Java, R, Perl Working knowledge of SQL relational databases. Working knowledge of pathway analysis of gene sets. Familiarity with cancer biology considered an asset. Familiarity with human genome databases such as Ensembl, UCSC genome browser, NCBI. Experience with bioinformatics tools such as Bioconductor, BioPerl BioJava, BLAST considered an asset. Experience in development of algorithms machine learning statistical models for bioinformatics considered an asset.

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Job Posting

Job ID: 16061
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level B **Business Title:** Development Coordinator, Faculty of Dentistry
Department: Development Office
Salary: \$49,226.00 - \$59,094.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-11 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-24 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Works with: UBC faculty and staff involved in fundraising

Contacts: Donors, outside community groups and organizations.

Supervises: No supervisory responsibilities

Working Conditions: Office environment.

Work Performed

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



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- Develops unit analytical reports as requested by manager;
- Develops and maintains processes and procedures as needed;
- Participates in on-going fundraising planning and practice and process development;
- Needs to accommodate flexible hours, attending events;
- Performs other related duties as required.

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 16054
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level C **Business Title:** Data Specialist, Alumni Affairs
Department: Alumni Relations
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-10 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-16 **Available Openings:** 1

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

Job Summary

This position performs data coordination and manipulation as well as complex extracts requiring independence and judgment to support the database needs of the Alumni Affairs team. Duties range from complex to routine data extraction, uploads, data segmentation, benchmarking, survey administration, data input, output and more. The Incumbent responds to a variety of written and oral inquiries of an interpretive nature. This position requires a thorough knowledge of the activities undertaken by Development and Alumni Engagement, as well as knowledge of university and DAE policies and procedures.

Organizational Status

Reports to the Director, Operations and Planning

Work Performed

Alumni Affairs Data Coordination

- Develops and implements process improvements to ensure the timely and accurate transfer of alumni engagement information into the campus wide database;
- Develops system processes to ensure the accuracy of alumni engagement data for the entire university;
- Creates and runs statistical reports required for all levels of reporting (including Senior Admin);
- Creates and administers approximately 20 post-event surveys per year through Qualtrics survey tool;
- Compiles completed survey reports, helping to analyze and pull out highlights for management team's attention;
- Provides training and answers questions around the donor list extracts and segmentation to all Alumni Affairs staff of 35;
- Prepare reports on # of alumni engaged, Points earned, activity by faculty, activity by market segment on a quarterly basis;
- Prepares queries to support Alumni Affairs priorities;
- Prepares metrics & benchmarking statistics for annual operations;
- Collects, inputs and extracts alumni preferences for communication;

Campaign Coordination & Strategy

- Act as frontline resource for BBEC for UBC Alumni Points model
- Provide data quality assessment on campaign data sets to determine accuracy and suitability of data;
- Coordinate and implement consistent guidelines for data pulls for invitations, mailings and other communication;



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- Develop and implement process improvements for campaign tracking
- Perform data mining, integrated modeling and engagement analysis
- Keep track of projects by performing "air traffic control" to ensure no duplication on records
- Provide statistical data analysis support for campaign and planning discussions
- Prioritize work and project deliverables
- Manage project timelines
- Perform basic analysis and ad hoc queries on data sets

Stakeholder Communication

- Provide technical documentation of recurring Alumni Affairs activities including: frequency, criteria, data fields included;
- Provide technical documentation of all aspects of the data management process;
- Upload applicable data back to BBEC for benchmarking;
- Execute on data requests;
- Provide additional overview of data quality & forensic database analysis;
- Act as BBEC subject matter expert, technical support resource and help desk liaison;
- Work with Director to establish Alumni Affairs needs and priorities for upgrades and programming work to be carried out by Advancement Services;
- Collaborates with Advancement Services to remain current with protocols and changes with the University Information System and shares information with Alumni colleagues across the DAE;
- Interacts with faculty-based alumni and development professionals on a routine basis to share information and protocols for the database;
- Obtains and discloses confidential and sensitive information as appropriate, determining appropriate course of action, resolving details of unusual situations in the absence of established guidelines;
- Responsible for communicating with Alumni Affairs and related units regarding the Points system changes that impact the functionality of systems or reporting within other units;

Data Processing and Preparation

- Process data using pre-determined routines;
- Develop new data processing routines as required;
- Manage data warehouse when external internal data provided including duplicate analysis, if required;
- Prepare data files for project manager review;
- Re-format data output files to accommodate variable details, faculty unit & other requirements to suit data purpose;
- Prepare BBEC uploads exports and other data integration details;
- Prepare data segmentation & selection criteria;
- Lead data sign off processes;
- Assists with database mapping initiative; analyzing existing design functionality and effectiveness;
- Ensure accuracy in reports, output files and confirmation details with suppliers
- Perform other related duties

DECISION MAKING

Expected to function within a team environment. Works alongside Administrative and Coordinators, as well as senior team. Makes decisions requiring judgement in analyzing, organizing and presenting complex information. Makes recommendations on appropriate communications vehicles to achieve stated goals.

Supervision Received

Director, Operations and Planning. Also takes direction from senior staff.

Supervision Given

None



Consequence of Error/Judgement

The incumbent is responsible for providing accurate, potentially sensitive and confidential information to other members of the team. Must respect confidentiality of information handled. Works within a team focused environment under the broad direction of a manager to achieve objectives. Work is reviewed for achievement of objectives, soundness of judgement and quality of work. Failure to exercise appropriate judgement could put the department in violation of privacy laws, increase direct costs, contribute to lost opportunities, damage the reputation of the university, and potentially negatively impact relationships and philanthropic support.

Qualifications

Undergraduate degree in a relevant discipline. University degree required, preferable in computer science, business, marketing or related field. Minimum of two years experience or the equivalent combination of education and experience. Experience working with the data requirements of development, communications, advertising, marketing, and or mailing services. Hands on experience with various database platforms (e.g. T-SQL, Sybase, Oracle, Crystal Reports). Demonstrated understanding of data management. Knowledge of cleaning and de-duplication operations, data processing standards, Canada Post mailing standards, and database design and structure. Technical documentation skills. High skill level with MS Office applications, particularly Excel and mail merges. Ability to work as part of an integrated team. Ability to handle highly confidential and sensitive material and to exercise a high level of tact and discretion. Superior written and oral communication.

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Job Posting

Job ID: 16083
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Manager, Business Clubs & Regional Reps
Department: The Sauder School of Business
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-22 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-07-18 **Available Openings:** 1

Job Summary

This is a new initiative for the Sauder School of Business. The role is responsible for managing the business clubs of the Sauder School of Business and cultivating relationships with regional representatives. Establishing these clubs with the purpose of ensuring long terms relationships for students and creating possible long terms prospects for fundraising. Sauder Business Clubs are being created in regions of primary importance to the School and University. The Manager has the primary responsibility to steward these volunteer teams and advisory boards. Developing a regional representatives program is also of high importance to engage & manage alumni volunteers internationally in a meaningful and rewarding way.

The Sauder Business Club Program is largely about harnessing the power of alumni. Today's entrepreneurial and business savvy Sauder graduates recognize the value of networking. Many feel a strong sense of pride in their alma mater and yearn to give back both by supporting one another and raising the profile of the School. Technology has paved the way for a new model for alumni relations, allowing alumni to take a leadership role.

The Sauder Business Club Program began in 2008 at the initiation of a group of young alumni in Toronto. It has grown organically since then and now comprises four Clubs: Toronto, Calgary, London, and China with three branches in Hong Kong, Shanghai and Beijing. The Clubs are led by alumni with the support of the School and serve the greater goal of both engaging and tracking alumni as well as providing a meaningful post-graduation connection point for young alumni.

Each Sauder Business Club has a board made up of 3-5 senior alumni at the executive level in the city. The Manager, Sauder Alumni Clubs and Representatives, and the club's past-President are both ex-officio on the board. The primary responsibilities of the board include:

- Participating in the development and review of the club's strategic plan
- Evaluating the success of club activities and membership engagement annually
- Reviewing the budget and monitoring the financial performance of the club
- Assisting the club executive with engaging other senior alumni as speakers or event hosts

Each branch representative works directly with the Alumni coordinator responsible for Clubs and Regional Representatives and reports into the Manager, Sauder Alumni Clubs & Representatives.

Organizational Status

Reports to the Associate Director, Alumni. Works closely with Manager, Development and External Relations,(DAE), Senior



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Associate Director, Development, Faculty members, Sauder staff, DAE staff

Work Performed

Provides leadership and planning guidance for the operation of the Sauder Business Clubs and Regional Representatives initiative globally.

Provides leadership and direction to the Business Club Executives and Advisory Board Relationships.

Responsible for recruitment and engagement of senior alumni to participate on each Club's advisory Board.

Responsible for the evaluation of the success of this initiative in meeting overall faculty objectives and vision.

Manage all business clubs and branches globally, excluding Vancouver.

Sets annual alumni plan to achieve Club and Regional Branch goals that will lead to a minimum of doubling alumni engagement with Sauder School by the completion of the Start an Evolution Campaign.

Responsible for Alumni Club and Regional Branch budgets based on goals and objectives.

Evaluate Alumni Club and regional programs and prioritize to ensure annual goals and targets are achieved.

Participates in overall DAE activities as required to support the mission of the Sauder School of Business.

Represents the Sauder School at Club and Regional Events as required.

Presents a positive image of the Sauder School of Business to the University and the external community.

Builds collaborative partnerships with the University and other faculties to deliver strategic event and relationship management around faculty objectives.

Normal office environment with travel across Canada and internationally, as required. The Associate Director leads and participates in joint alumni relations and fundraising teams within Sauder and the University and potentially with other universities and organizations across the country.

Supervision Received

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

Supervision Given

The Manager, Business Clubs & Regional Representatives supervises the work of the Alumni Relations Coordinator, Regional Club and Representatives. The Manager also has significant responsibility for managing 65+ volunteers, including senior volunteer leaders.

Consequence of Error/Judgement

The position is a critical point of contact for Sauder alumni and staff in relation to alumni relations activities. The Manager of Business Club & Regional Representatives is expected to influence decisions and make recommendations that impact some of Sauder's senior relationships in the community. Incorrect interpretation or communication of university positions, policy and procedures or lack of tact, diplomacy or sensitivity in dealing with these alumni and senior administrators could potentially result in damaged relationships and credibility for Sauder Alumni & Development, the Dean's office and the University as a whole, leading to potential financial, media and political implications.

This position is also critical in advising and ensuring proper interpretation of alumni attitudes, feelings and interests to senior decision-makers and development colleagues. As the Manager, Business Clubs and Regional Representatives, the incumbent is responsible for the management of highly sensitive relationships. If inappropriate advice, incorrect interpretation or improper analysis were conveyed to these alumni or senior university administrators, considerable financial, political and reputational resources could be incorrectly solicited or administered.

Qualifications

Undergraduate degree in a relevant discipline. A graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred.



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Experience: A minimum of seven years' related experience or an equivalent combination of education, training and experience. Proven experience in strategy development and program implementation. Thorough knowledge of the university environment and academic structure is preferred. Minimum of three years experience or the equivalent combination of education and experience. Ability to work independently while exercising good judgment at all times. Well-developed analytical and problem-solving skills are required, along with strategic thinking and skills in conflict resolution. Strong conceptual abilities combined with high attention to detail. Ability to work simultaneously on a variety of complex projects with imposed deadlines; ability to formulate strategic plans; effective communication skills, verbal and written; strong interpersonal and negotiation skills required in liaising with senior alumni, corporate executives and senior university administration; proven ability to work with some of Sauder's senior-most alumni & donors to advance the University's mission; tact, diplomacy, discretion and sound judgment required.

The incumbent should have the ability to plan, coordinate and supervise the work of others, in order to execute a variety of complex projects with imposed deadlines. Computer experience required; MS Windows environment, Microsoft Office preferred.

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Job Posting

Job ID:	15978		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Business Development		
Classification Title:	Business Development, Level B	Business Title:	Business Manager: Mineral Deposit Research Unit
Department:	Earth and Ocean Sciences		
Salary:	\$60,794.00 - \$72,981.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2013-08-15		
Job End Date:	2014-08-14	Possibility of Extension:	Yes
Funding Type:	Grant Funded		
Other:			
Date Closed:	2013-07-27	Available Openings:	1

Job Summary

The MDRU (Mineral Deposits Research Unit) Business Manager is responsible for:

- Developing and implementing strategic business plans.
- Responding to volatile market conditions to ensure long term economic viability of an organization based entirely on external research grants.
- Developing new revenue-generating opportunities and strengthening current business activities to support MDRU's mission and develop revenue streams.
- Managing the \$3 million annual budget and all administrative operations in order to ensure efficient operations.
- Managing two staff (1.5 FTE), and management support for ~10 research staff and ~30 graduate students.
- Establishing financial contacts with the mineral exploration industry to initiate fund-raising opportunities.
- Carrying out the directions of the MDRU Board of Directors
- Contributing to and implementing the unit's Mission, Vision and operational objectives.

Organisational Overview

MDRU is an internationally-recognized, industry-funded research group that contributes research, graduate training, and industry professional development opportunities to the benefit of UBC, students and the exploration and mining industry. The unit has annual cash flows exceeding \$3M and is entirely dependent on external research grants. It is based within the Department of Earth, Ocean and Atmospheric Sciences (EOAS) at The University of British Columbia (UBC). MDRU supports 30 graduate students, 10 researchers and 7 staff.

Organizational Status

The MDRU Business Manager works with direct supervision from the MDRU Director and works with the MDRU Board of Directors to facilitate their directives.

Work Performed

Developing Opportunities and Managing Risk in Support of the Mission and Vision by:



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- Being ready to recommend and implement changes to MDRU's operations in order to exploit or protect against volatile market conditions.
- Creating and implementing a plan to build a surplus of \$750K to offset down-turns in the market.
- Developing the business case and initiating a new Professional Master's program and new online short courses and:
 - o Steer them through the Universities' approval process.
 - o Developing business and promotional marketing plans based on market research studies and focus groups
 - o Establish financial projections so that courses meet revenue and registration targets.
 - o Create buy-in from on and off campus stakeholders including faculty and industry.
 - o Establish staffing requirements
- Developing the current short and professional courses to create a coherent frame work of offerings that is in line with customer and environmental demands.
- Developing and implementing strategic plans to leverage MDRU's strengths and other activities to further MDRU's mission vision to create revenue and development opportunities.
- Facilitating development of project proposals, grant applications, NSERC applications and supporting budgets, often in excess of \$1M each
- Negotiating and establishing research agreements, MOUs, non-disclosure, exclusivity and commercialization agreements with business partners and UILO. Where appropriate negotiating applicable fees.
- Managing and developing MDRU's Corporate Membership structure, sales and marketing activities.

Managing Administrative and Financial Operations

- Designing, implementing and monitoring annual budgets and longer-term financial, strategic and operational plans for the unit.
- Managing the full accounting cycle and the reporting requirements via two direct reports.
- Ensuring compliance with UBC administrative and financial policies.
- Facilitating and responding to external and internal audits.
- Working with the UILO to establish research agreements and related legal and contract issues.
- Promoting MDRU through events such as meetings, conferences and trade shows.
- Participating in corporate policy development as a member of the senior management team .
- Acting as Secretary to the MDRU Board of Directors.

Staff Management

- Working with the EOAS HR Manger to facilitate hiring and staff development.
- Developing and maintaining a professional and organizational culture in the workplace.
- Allocating work and delegating tasks.
- Managing subordinate staff's performance on an ongoing basis.

Relationships

- External relationships: MDRU Board of Directors (comprised of mining company executives); National and International and Exploration and Mining Companies; Provincial Territorial, National and International Governments, Non-profit organizations related to the Mining sector; Auditors; Lawyers.
- Internal relationships: The MDRU Team including the Director, Resource Coordinator, Finance Clerk, Project Officer, Event Planner, Researchers, graduate students and Professors. Interactions with EOAS Director of Resources and Operations, HR Manager and Head, as well as UBC's University-Industry Liaison Office, Research Services University Central Banking, Accounting and Payroll.

Supervision Received

Works with direction from the MDRU Director and independently within UBC policies and procedures. Works with Senior Researchers in establishing research agreements. Work is reviewed against goals and performance indicators.

Supervision Given

Responsible for the performance of the MDRU administrative and financial team, including supervision of the Project Officer and



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Finance Clerk. Supervision of contractors or part-time staff as required.

Consequence of Error/Judgement

MDRU operations depend on external funding from the mining and exploration industry. Operational expectations, timescales of completion, transparency and professionalism are in line with those in the exploration and mining industry. Failure to deliver in a professional and accurate manner may result in establishing a poor reputation within our sponsors which would result in negative financial repercussions.

Qualifications

Undergraduate degree in a relevant discipline. This position requires skills and expertise typically acquired through a degree in Business Administration Commerce, and preferably a MBA and or a Certified Management Accountant or Chartered Accountant professional accreditation; or a combination of education and senior management or business experience. A minimum of 5 years of experience or the equivalent combination of education and experience. Knowledge of accounting, business and management principles and the ability to apply them in an appropriate manner. An understanding of the mineral exploration industry would be an asset. An understanding of UBC financial management systems would be an asset Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to prioritize and work effectively under pressure to meet deadlines. Strong communication and leadership skills Ability to work collaboratively and independently Ability to effectively manage multiple tasks and priorities. A track record of accomplishment Ability to mentor and develop a team, managing work allocation, training, problem resolution, hiring and performance evaluation, and the building of an effective group dynamic Willingness to participate in continuous professional and personal development Strong communication and leadership skills. `

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Job Posting

Job ID: 16076
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Enrolment Services Professional
Department: Service Layer-Enrolment Serv
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-06 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-19 **Available Openings:** 2

Job Summary

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

Organizational Status

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

Work Performed

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

Guidance for Students

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



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

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

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

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

Coaches students toward independence and self-direction.

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

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

Planning, Evaluation, and Training



The University of British Columbia

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

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

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

Partnerships

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

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

Other Duties

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

Other duties as required.

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications



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

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Job Posting

Job ID: 16060
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level E **Business Title:** Business Solutions Analyst
Department: Enrolment Services
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-22 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-18 **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

The Business Solutions Analyst (BSA) plays an important role in the overall planning and direction of the technology environment for Enrolment Services as well as the enterprise Student Information System. The BSA leads high-level requirements gathering and analysis of complex systems requests impacting operational processes and the family of enterprise Student Information Systems. The BSA plays a critical role in ensuring alignment across, and with, operational functions and strategic IT initiatives while promoting best practices in the appropriate use and safeguarding of student information. The BSA is a liaison, building and managing strong working relationships with business units and stakeholders, both internal and external to Enrolment Services (ES), including UBC IT teams. The BSA is called upon to collaborate with all levels of staff at the university, both technical and non-technical as well as provide guidance to ES business stakeholders in the participation and direction of systems implementation projects. This role provides technical and operational support, for system use and access, for all users of the SIS, acting as a systems subject matter expert as appropriate. The BSA also actively engages in IT systems projects; participating in systems design, testing, and quality assurance.

Organizational Status

The Business Solutions Analyst, reports to the Associate Director, Business IT Alignment. The Business Solutions Analyst interacts with all levels of staff across units within Enrolment Services and other academic and service units across the campus, including UBC IT, to provide service and support in identifying and shepherding system requirements. The Business Solutions Analyst may coordinate, provide direction and or assign work to staff when necessary.

Work Performed

- Analyzes, plans and manages requests from faculties and service units for change(s) to the enterprise SIS applications, and collaborates with UBC IT and other ES units in developing project proposals for system implementations.
- Actively engages in systems projects, acting as a primary contact for IT partners; recommends appropriate stakeholder engagement, provides guidance to Enrolment Services business stakeholders in participation and direction of systems implementations efforts and acts as subject matter expert, as appropriate.
- Using in-depth knowledge of the Student Information System, and an understanding of all registrarial functions, guides the business stakeholders in determining and articulating their business needs and how system integration efforts can be a benefit to them; works with UBC IT to communicate business issues on behalf of multiple stakeholders; communicates solution proposals,



resource estimates and scoping assumptions back to stakeholders and involves stakeholders in discussions as appropriate.

- Responsible for communications to the Student Information System user community for critical system updates, outages and developments in a timely and efficient manner.
- Communicates the status of IT initiatives, projects and operational performance of systems to the ES affected business unit (s) he or she supports.
- Monitors project progress including providing direction, advice, training and feedback to project participants.
- Maintains a balanced perspective of project progress and challenges; negotiates deliverables and timing across multiple stakeholders; manages stakeholder's expectations during high stress problem crisis situations and keeps relevant parties focused on the primary objectives and critical tasks at hand.
- Examines processes for streamlining opportunities and coordinates relevant systems and process changes.
- Coordinates testing of developments and or improvements to the Student Information System and ensures quality assurance.
- Understands and applies technology roadmaps for key applications and infrastructure that are critical to the business.
- Keeps up to date with new technologies and leverages them to recommend and provide creative solutions for staff.
- In collaboration with colleagues of the Business IT Alignment team and the Organizational Development and Learning team, provides subject matter expertise in the content development and delivery of system and business process training to the University community regarding the Student Information System and related applications.
- Evaluates and assigns security and access permissions to data and systems in accordance to university policy, legislative requirements and best practice;
- Participates in the development of communication plans and promotional campaigns for systems projects.
- Designs, develops and delivers reports and statistics to the University community and to federal government agencies such as Statistics Canada;
- Actively promotes best practices in the security and privacy of personal information and student data;
- Keeps up to date on privacy legislation and information security policy and requirements of the university;
- May represent the Associate Director on committees or at meetings;
- Performs other related duties as required.

Supervision Received

Reports to the Associate Director, Business and IT Alignment. Works independently with minimal supervision. Exercises initiative and sound judgment in making decisions. Works in collaboration with other senior University staff.

Supervision Given

Provides leadership, direction and guidance to staff on project teams, as required.

Consequence of Error/Judgement

The BSA is a representative of ES and liaises with ES staff and various members of the university community including UBC IT, faculties and service units. This is a highly visible position, which has continuous contact with Enrolment Services staff and a very diverse university and public community. Projects coordinated by the incumbent will directly impact faculty, staff and student relationships with UBC and the outside community. Failure to adequately involve stakeholders could result in ineffective design of technologies to support business operations or the ineffective use of available technologies resulting in unnecessary work by faculty, staff and administrators. Inability to liaise appropriately with UBC IT could lead to unsustainable technology deployment or unnecessary downtime of systems which could negatively impact system availability for faculty and staff and service to students. The success of these projects directly impacts the recruitment and retention of students at both UBCV and UBCO and service delivery levels by faculty, staff and administrators. A thorough understanding pertaining to privacy legislation, policies and data security is required to adequately ensure the appropriate levels of security are met. Unless adequate management and monitoring take place, the integrity of the security of the SIS and student records would be jeopardized resulting in non-compliance and negative legal and reputational consequences for the University.

This position also carries responsibility for facilitating the testing of new and changed pieces of the SIS. A thorough understanding of the Student Information System's complex structure is required to adequately identify possible problems. Unless adequate testing takes place, problems can occur once in production, again reflecting negatively on the system, Enrolment Services



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and, ultimately, the University's customers and clients.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of five years experience or the equivalent combination of education and experience. Experience preferably in a post-secondary student service environment. Proven experience working with end users, preferably in a leadership or facilitative capacity, to perform requirements gathering and or systems analysis. Experience with formulating recommendations on business and IT strategies to support business unit goals. Demonstrated experience, including knowledge of principles, tools and best practices of business analysis, process streamlining and project management. Background or previous experience working in IT preferred. Experience developing and writing online documentation an asset. Knowledge of current UBC administrative and student processes an asset. Knowledge and experience with standard PC software and a demonstrated ability to learn new software quickly. Ability to learn and interpret complex business functions and understand how systems can be used and applied to support business needs. Effective communication and interpersonal skills, including the ability to develop strong working relationships and interact with all levels of personnel. Excellent analytical, problem solving, planning and organizational skills. Ability to work under pressure and produce measurable results. Ability to exercise diplomacy and demonstrate a flexible attitude.

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Job Posting

Job ID: 16071
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: Ophthalmology
Salary: \$37,581.00 - \$39,420.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-31
Job End Date: 2014-07-30
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-18 **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

Provides technical support to Dr. Paul Mackenzie's research. Work is conducted in Section D of the Eye Care Centre, at Vancouver General Hospital.

Organizational Status

This position reports to Dr. Paul Mackenzie and may also receive assistance from the Biomedical Optics Research Group (BORG) in Simon Fraser University.

Work Performed

- Segmentation and analysis of patients' data
- Provide technical support in the testing and operation of Optical coherence tomography (OCT) systems
- Acquire, retrieve and manage imaging data

Supervision Received

Supervision is provided by Dr. Paul Mackenzie along with assistance from the Biomedical Optics Research Group (BORG) in Simon Fraser University.

Supervision Given

This is a supervised position, nobody report to this position.

Consequence of Error/Judgement

The engineering technician will perform work activities within existing protocols and guidelines. The work is directed at facilitating projects run by graduate students and professors in the university, and they will provide supervision and support



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when necessary.

Qualifications

High School graduation. Minimum of 1 year of related experience or the equivalent combination of education and experience. Skilled at computers, data management, and Matlab programming, experience in Optical coherence tomography (OCT) acquisition and processing method is preferred.

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Job Posting

Job ID: 16073
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: OcuptnlScience&OcuptnlTherapy
Salary: \$ 20.34 - \$ 22.29 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-08-15
Job End Date: 2014-08-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-07-19 **Available Openings:** 1

Job Summary

To assist with research activities within GF Strong's Rehabilitation Research Lab.

Organizational Status

The research assistant reports directly to the principal investigator and or the research coordinator

Work Performed

Assists with conducting or running research work by administering standardized questionnaires, physical assessments and recording and or coding data or observations.

Assists in analyzing and interpreting research data through data collection, data entry and statistical analysis. Assists in the preparation of protocol material (e.g., consents, ethics, protocols, patient information sheets). Other duties include: completing literature reviews and internet searches, and retrieving articles from the library; and performs other related duties as required. May distribute work assignments to employees at lower classification levels and initiate new employees into routines, and procedures.

Supervision Received

Works under general supervision in carrying out familiar phases of duties and responsibilities; receives instructions during orientation and on subsequent new assignments or changes in procedures.

Supervision Given

May distribute work assignments to employees at lower classification levels and initiate new employees into routines, procedures and operation of equipment.

Consequence of Error/Judgement

The PI will supervise work. Errors would result in wastage of time and resources.



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Staff Job Postings

Qualifications

High School graduation. Bachelors Degree is preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience and familiarity with standardized questionnaires and subject testing an asset. Demonstrated experience with computers and computer software including MS Word for Windows, MS Outlook, MS Excel, and SPSS. Ability to communicate effectively verbally and in writing. Ability to effectively manage multiple tasks and priorities. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 16072
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: OcuptnlScience&OcuptnlTherapy
Salary: \$39,656.00 - \$43,456.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-15
Job End Date: 2014-08-14 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-07-19 **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

To assist with research activities within the Rehabilitation Research Lab.

Organizational Status

The research assistant reports directly to the CanWheel Team Lead

Work Performed

Assists with conducting or running research for the CanWheel project by recruiting subjects, administering the wheelchair skills test and standardized questionnaires, recording and or coding data or observations.

Assists in analyzing and interpreting research data through data collection, data entry and statistical analysis. Assists in the preparation of protocol material (e.g., consents, ethics, protocols, patient information sheets). Other duties include: completing literature reviews and internet searches, and retrieving articles from the library; and performs other related duties as required.

Supervision Received

Works under general supervision in carrying out familiar phases of duties and responsibilities; receives instructions during orientation and on subsequent new assignments or changes in procedures.

Supervision Given

May distribute work assignments to employees at lower classification levels and initiate new employees into routines, procedures and operation of equipment.

Consequence of Error/Judgement

The PI will supervise work. Errors would result in wastage of time and resources.

Qualifications



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High School graduation. Bachelors Degree is preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience and familiarity with standardized questionnaires and subject testing an asset. Demonstrated experience with computers and computer software including MS Word for Windows, MS Outlook, MS Excel, and SPSS. Ability to communicate effectively verbally and in writing. Ability to effectively manage multiple tasks and priorities. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 16080
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Anesthesia,Pharmaclogy&Thraputcs
Salary: \$39,656.00 - \$43,456.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-01
Job End Date: 2014-07-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-07-28 **Available Openings:** 1

Job Summary

This is a full time position for a Research Assistant (RA) to assist with a number of research projects within the Pediatric Anesthesia Research Team (PART - www.part.cfri.ca). Communicating with children and their parents as well as a variety of hospital staff including doctors and nurses on a daily basis will be required. Following recruitment, data will be collected and made available to departmental researchers in a user friendly format. The recruitment sites will include but not be limited to the day surgery unit, surgical clinics and pre-admission clinic at BC Children's Hospital. Recruitment sites may also extend to other UBC affiliated hospitals.

Organizational Status

The RA will report directly to Principal Investigators who hold UBC faculty appointments with the Department of Anesthesiology, Pharmacology & Therapeutics. The RA will also report to the Research Manager and also interact with other members of the Department, and collaborators from other departments within the University of British Columbia. The RA will regularly communicate with study site staff, on-site staff, child patients and their parents.

Work Performed

Major Responsibilities:

- Recruit and screen participants and obtain written informed consent assent following approved recruitment guidelines.
- Communicate with children and their parents, including explaining the process to the children as well as the parents.
- Schedule data collection with participants.
- Negotiate with study site staff and develop rapport with clinical staff to ensure the study and recruiting activities do not interfere with regular or emergency hospital procedures.
- Resolve concerns relating to the research undertakings that may be expressed by on-site staff by taking direct action to address issues in a timely manner and or bringing them to the attention of the study investigators.
- Attend and participate in all relevant team meetings.
- Interact with research partners on national and international level.
- Assist in collating information and submission of research grant proposals and letters of intent to secure funding for additional projects.
- Assist with computerised literature searches and retrieval of journal articles.
- Assist with summarising data and statistical analyses for research reports, presentations and publications.



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-Assist with submission of documentation to regulatory boards and ethics committees for approval.

Other duties:

- Assist with editing of publications, protocols, and posters.
- Collect physical measures (such as height and weight) as specified by written protocols, and administer written self-report surveys.
- Assist with the automated collection of physiological data & backup and retrieval following collection.
- Label and sort data collection forms and keep accurate records of consent forms, including number of refusals, and number of complete incomplete assessments.
- Enter data from the studies and ensure consistency and cleanliness of data.
- Audit medical records to gather data on participating subjects' medical history as per the written study protocol.
- Mastering of computer software for data collection and interpretation.
- Assist in designing data collection forms and developing databases for collected data.
- Comply with all institutional policies for research with human subjects.
- Performing other related duties.

The position will be located at B.C. Children's Hospital. There are no known hazards.

Supervision Received

The RA will be trained in all aspects of data collection by personnel experienced in this area. The incumbent will be trained in the approved methods of recruitment. Supervision direction will be provided by Simon Whyte, Gillian Lauder, Mark Ansermino and Joanne Lim. The RA will be expected to exercise a considerable amount of initiative in fulfilling a work plan.

Supervision Given

This position does not hold any direct supervision roles but it is expected that they will assist in coaching and training of research fellows and students.

Consequence of Error/Judgement

The RA is required to conduct all research activities in an ethical manner following approved guidelines. Confidentiality must be respected when dealing with research data. Errors made could influence the ability of research staff to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the investigators and the Department of Anesthesia. As data and results may be disseminated to other research partners, their results and credibility can be negatively influenced by the researcher's error.

Qualifications

High School graduation. Bachelors degree preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience in a research environment. Understanding of research methods and knowledge of clinical data an asset. Ability to communicate effectively verbally and in writing. Ability to communicate with children and adults. Ability to exercise initiative, tact and discretion. Ability to effectively use Microsoft Office. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to make thoughtful, informed, and thorough decisions. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to learn new software programs. Ability to handle patient data in a strictly confidential manner. Ability to work in the operating room environment. Ability to work a flexible schedule including early mornings, evenings and weekends. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 16078
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: Cellular&PhysiologicalSciences
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-06 **Ongoing:** Yes
Job End Date:
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2013-07-25 **Available Openings:** 1

Job Summary

Under supervision of Body Program Manager, employee will provide support in the Gross Anatomy laboratory and other Gross Anatomy teaching areas and assist with supervision of other technical staff.

Organizational Status

Employee works from oral and written instructions or schedule, and will report to Body Program Manager to discuss new and unusual problems.

Work Performed

Gross Anatomy Laboratory (80%)

- Receive bodies and prepare, embalm and store.
- Move cadavers into coolers and onto dissecting tables; move dissecting tables and other lab equipment.
- Manage chemical inventory for Gross Anatomy teaching labs, morgue and plastination lab.
- Order supplies and equipment for the Gross Anatomy teaching labs, morgue, and plastination lab.
- Assist with the supervision of technical staff in the Gross Anatomy teaching labs, morgue, and plastination lab.
- Receive body program phone calls from families, and doctors, and make decisions as to the acceptance of the body based on a Standard Operating Procedure, through doctors experience and discussion with supervisor.
- Arrange delivery of bodies and prosections to the university, to other sites (UBCO, UNBC, UVIC) and hospitals, and to funeral homes for cremation.
- Maintain Gross Anatomy medical student laboratories, morgue and dissecting areas including: cleaning cadaver trays, counters, sinks, commodes and laboratory floors as required; washing instruments; tidying rooms; replacing, and organizing supplies; putting away specimens; making solutions.
- Inventory and maintenance of prosection collection for Gross Anatomy teaching labs including prioritizing replacement of specimens and liaising with Distributive Program staff (UBCO, UNBC, UVic) to determine their specimen needs.
- Prosect specimens.
- Repair skeletons and anatomical models, maintain and organizing student bone collection and prosected specimens; cataloguing these collections.
- Update MSDS and safety requirements, WHMIS for the Gross Anatomy teaching areas, morgue and plastination lab.
- Update body program database, with new donor information.



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- Optimize and develop new methods techniques for embalming.
- Liaise with workshop directors and assist with coordination and set up of external workshops.
- Assist instructors during student laboratories sessions and external workshops.
- May be required to assist the AV technicians with minor duties in the lab and lecture theatres.
- Perform minor maintenance in the lab if required.
- Other duties in the teaching areas as may be required by the Department.
- Other duties as required in the Gross Laboratory lab.

Other Duties (20%)

- Identify and prioritize specimen acquisition and allocation for the plastination lab.
- Plastinate specimens.
- Optimize and develop new methods techniques for plastination.
- Supervise technical staff assisting with plastination.
- Routine maintenance and cleaning of plastination pumps and equipment.
- Other duties in the plastination lab as may be required by the Department.

Supervision Received

Body Program Manager is the supervisor. Overall responsibility is provided by the Director of the Gross Anatomy Program.

Supervision Given

Assists with training and supervision of new employees within the program, during student labs workshop.

Consequence of Error/Judgement

- Follows procedures and protocols as outlined by supervisor.
- Unusual problems are referred to supervisors.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. High School Graduation (B.Sc. or Technical Diploma preferred). Minimum of 3 years related experience or the equivalent combination of education and experience.

- Proven ability to carry out moderately complex procedures without supervision.
- Good communication skills required in dealing with students and public.
- Discreteness in dealing with Body Donor Program.
- Effective oral and written communication, interpersonal and organizational skills.
- Ability to work both independently and within a team environment.
- Computer experience required.

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Job Posting

Job ID: 16003
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: Physical Therapy
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-12
Job End Date: 2014-02-15 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-07-23 **Available Openings:** 1

Job Summary

To provide support to the Aging, Mobility, and Cognitive Neuroscience (AMC) Lab. Under the direct supervision of Teresa Liu-Ambrose, will plan and coordinate research activities in the AMC Lab. The AMC Lab functions under the umbrella of the Department of Physical Therapy, the Brain Research Centre, and the Centre for Hip Health & Mobility.

Organizational Status

Reports directly to the program Director (Teresa Liu-Ambrose).

Work Performed

- o Recruits participants; liaises with research participants to develop relationships
- o Assists and develops relationships with study physicians involved in various studies
- o Coordinates time-lines on deadline driven research projects
- o Assists with the management and creation of analytical data research files collection for confidential data research files
- o Coordinates and implements experiments
- o Oversees measurement staff and part-time contractual research staff
- o Assures established lab safety & ensures safety procedures are followed
- o Collects data under direct supervision
- o Conducts literature searches, prepares ethics applications and obtains informed consent as required
- o Runs preset experiments
- o Completes data entry under direct supervision
- o Performs other related duties as assigned

Supervision Received

Works independently in consultation with the Director of the AMC research program.

Supervision Given

Responsible for overseeing measurement staff and research assistants.



Consequence of Error/Judgement

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

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

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree in a relevant discipline preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Related experience in a university health research laboratory or office preferred. Laboratory maintenance and development experience preferred. Excellent oral and written communication skills. Excellent organizational skills including ability to manage multiple tasks. Demonstrated ability to work independently and in a team environment. Demonstrated ability to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to effectively use various word processing software, spreadsheet programs, presentation software, data bases and Internet at a basic level. (e.g., Outlook, MS Word, MS Excel)

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Job Posting

Job ID: 16069
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: Centre for Hip Health
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-29
Job End Date: 2014-08-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-07-18 **Available Openings:** 1

Job Summary

The employee will be working in the Physical Activity and Bone Health Research Group at the Centre for Hip Health and Mobility (CHHM) to assist with a number of ongoing studies involving advanced imaging techniques. The employee must be able to work with minimum supervision, be well organized, have the ability to establish priorities, take initiative in problem solving and be able to work efficiently with varying workloads and short time constraints. The employee must have good interpersonal and communication skills (written and oral) in order to work in collaboration with a number of health-related disciplines. The employee must be conscientious, reliable, responsible, willing to follow department policies and proper lines of communication.

Organizational Status

Reports directly to the Research Coordinator and Research Engineer and will be under the supervision of Drs. Heather McKay and Pierre Guy.

Work Performed

- Study participant recruitment
 - o Communicate with clinicians about potential study participants
 - o Present study information to potential participants and obtain consent to participate in clinical studies for data and where appropriate specimen collection.
- Data collection
 - o Complete required imaging procedures of clinical subjects
 - o Track and inventory surgical specimens of consented subjects
 - o Transport and store specimens from Pathology lab at VGH to CHHM freezer facility
 - o Image acquisition as required for ongoing studies (DXA, Clinical CT, pQCT, HR-pQCT, micro-CT, MRI)
 - o Administering questionnaires to participants,
 - o Reviewing clinical charts for data points.
 - o Taking anthropometric measurements (e.g., height, weight)
- Data analysis
 - o Image analysis as required for ongoing studies (DXA, pQCT, HRpQCT, MRI)
 - o Development of new image analysis protocols as required for ongoing studies
 - o Uploading data to databases as required



- Consults with potential users of CHHM imaging equipment and assists with development of imaging protocols for research studies
- Assist with preparation of manuscripts and grant applications
- Expected to attend and contribute to research group activities such as journal club, study specific meetings etc.
- Other related duties as assigned

Supervision Received

Must be able to work with minimum supervision; use good organization skills; identify and establish priorities; work in collaboration with a number of health-related disciplines as well as study participants public; work efficiently with varying workloads and short time constraints; and respond accurately and exercise independent judgment under workload demands.

Supervision Given

Supervises other measurement team members as required and appropriate.

Consequence of Error/Judgement

The employee will work with the Research Engineer and Research Coordinator to ensure that all aspects of the research projects meet University of British Columbia requirements. The employee will also ensure that individuals participating in studies are supervised at all times while performing measurements at the Centre for Hip Health and Mobility Research Laboratory and that all data are collected in an ethical manner. The employee must make pragmatic decisions whenever required without supervision. Incorrect procedures could result in biased or incorrect data that could invalidate projects resulting in retesting or penalties.

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. Ability to perform research-related procedures such as proficient human specimen handling as per VCHRI requirements. Proficient with statistical analysis tools (STATA). Experience with image acquisition and analysis (DXA, pQCT, HR-pQCT, clinical CT, micro-CT, MRI) Ability to effectively use Microsoft Office products (Word, Excel, Powerpoint).

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Job Posting

Job ID: 16045
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: Pathology
Salary: \$47,861.00 - \$52,040.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-01
Job End Date: 2014-08-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-07-17 **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 technician will manage daily lab operations in GPEC (Genetic Pathology Evaluation Centre) and also coordinate development of immunohistochemistry stains and related tests for application to tissue microarrays from archival paraffin tissue blocks, construct, cut and stain tissue microarrays, and maintain databases pertaining to tumour tissue microarrays. GPEC is a multi-user facility for the assessment of novel prognostic and diagnostic cancer markers, affiliated with the UBC Department of Pathology, Vancouver Coastal Health Research Institute and British Columbia Cancer Agency.

Organizational Status

Reports directly to the Principal Investigator(s) of GPEC. The technician also interacts directly with multidisciplinary research team leaders and or their designates engaged in related projects.

Work Performed

Manages the day-to-day operations of the GPEC lab including, but not limited to, ordering of supplies and equipment within assigned budget, tracking work hours for cost recovery purposes, and developing standard operating protocols for immunohistochemistry (IHC) staining and tissue microarrays (TMA) construction.

Resolves day-to-day operational issues in the laboratory including equipment, experimental procedures and software.

Coordinates with other labs and research team leaders on receiving samples for IHC and TMA pipeline and delivers results in a timely fashion. Troubleshoots and advises with research teams as needed

Reviews protocols and recommends SOP changes to PIs for approval. Prepares methodology and technical components of manuscript for PIs.

Prepares safety certificates to ensure compliance.

Creates tissue microarrays from paraffin tissue blocks, cut and stain tissue microarrays.

Performs in-situ RNA hybridizations.

Collects tissue microarray data and performs scoring and interpretation of results.

Supervises, schedules and trains junior staff and students on immunohistochemistry and construction of tissue microarrays.

Verifies quality and accuracy of work, trouble-shoot if necessary.

Participates in safety committee and ensures lab is in compliance with safety regulations.



The University of British Columbia

Staff Job Postings

Supervision Received

Works under the supervision of the Principal Investigator(s) of GPEC; the technician will work independently on day-to-day activities without direct instructions from the supervisor(s).

Supervision Given

Supervising, training and scheduling work for students and junior research assistants. May also provide lab training and advice on laboratory techniques to pathology residents.

Consequence of Error/Judgement

Because errors may have a deleterious impact on experiments to be performed, especially given samples for immunohistochemistry and or tissue microarrays can be of small quantities and not easily replicated, such errors should as much as possible be avoided. Such errors may impact the different multi-user groups and their research as well as progress on their grant funded projects. Intermittent errors would necessitate review of quality control techniques and continual errors in routine work could lead to discipline or dismissal.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Qualifications include BSc in BMLSc or life sciences related discipline. Minimum of 4 years of related experience or the equivalent combination of education and experience. Directly related experience in immunohistochemistry and tissue microarray technology is required. Previous lab management and or supervision experience is an asset. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to communicate effectively verbally and in writing. Ability to work effectively with minimal supervision and directions. Ability to prioritize, organize and work effectively under pressure to meet deadlines.

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