



# The University of British Columbia

## Staff Job Postings

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THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:26-AUG-2013

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

### THE UNIVERSITY OF BRITISH COLUMBIA

#### APPLICATION INSTRUCTIONS

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

#### INTERNAL APPLICANTS

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

#### EXTERNAL APPLICANTS

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

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

#### THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

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

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

#### VIEW OUR CAREER OPPORTUNITIES WEEKLY

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

#### VIEW YOUR APPLICATION STATUS

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

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

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

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



## Job Posting

**Job ID:** 16430  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** BCGEU UBC-Okanagan  
**Job Category:** Clerical - BCGEU  
**Classification Title:** Clerk IV **Business Title:** Clerk IV  
**Department:** UBCO-Disability Resource Ctr  
**Salary:** \$36,216.00 (Annual)  
**Full/Part Time:** Part-Time (17.1428%)  
**Desired Start Date:** 2013-09-03 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:** Sessional  
**Date Closed:** 2013-08-26 **Available Openings:** 2

This is a part-time sessional position, with a minimum of 6 hours per week (.17 FTE)  
(The annual salary with a .17% FTE is: \$6,156.72.)  
Sessional (Sept - April)

### Job Summary

A normal rate of speech is between 150 and 200 words a minute which makes regular electronic speech-to-text interpreting difficult. Transcribers learn a set of abbreviations built into software, and condensing techniques that allow timely, accurate communication access for students who are Deaf and or Hard-of-Hearing.

### Organizational Status

This position reports to the Coordinator of the Disability Resource Centre

### Work Performed

The transcriber's primary responsibility is to provide communication access for Deaf and or Hard-of-Hearing students by converting spoken language to text. Using a laptop computer, the transcriber provides verbal information in printed text, in a style which matches the student's preference. Strong written and oral command of the English language and keyboarding skills (minimum 85 wpm without errors) are critical to the position.

Preference will be given to individuals with experience transcribing lectures labs group settings at the post-secondary level for students who are Deaf and or Hard-of-Hearing students.

#### 1. Transcription:

- Prepare for classes by reviewing course materials and adding technical or specialized vocabulary to the transcriber dictionary.
- Meet with students, Faculty Members, or DRC Coordinator to discuss visual communication requirements.
- Transcribe speech from lectures, labs, group discussions, visual media and other communication in the setting, in the manner and style it was intended, and the style preferred by the student.
- Relay important non-verbal information.



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- Voice comments or questions as needed for the student.
- Obtain ongoing student feedback to assess effectiveness of transcription and adjust as required.
- Transport equipment; manage equipment set up and storage.
- Ensure equipment is kept secure, well maintained and has charged batteries.
- Provide an edited copy of notes to the student within 12 hours of the lecture time.
- Follow Transcriber AVLIC Code of Ethics and Guidelines for Professional Conduct.

### 2. Participation within the University setting:

- Develop positive working relationships with students and assist in resolving communication issues, in co-operation with the DRC Coordinator.
- Work cooperatively with the DRC Clerk for textbook ordering and assistance to obtain course outlines or course materials in advance.
- Communicate respectfully with students, faculty, and staff.
- Assist in resolving technical problems related to the service or equipment.
- Demonstrate strong interpersonal communication skills (excellent listening skills and excellent English writing skills).
- Demonstrate a strong understanding of educational issues barriers related to students who are Deaf and or Hard-of-Hearing students
- May need to work some evenings, based on students' class schedule.

Participates in other duties assigned.

### **Supervision Received**

Works independently as assigned with minimum supervision from the DRC Coordinator.

### **Supervision Given**

This position is not required to exercise supervision, consults on matters which depart from Institutional policy or procedures.

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

The TypeWell Transcribers must strictly adhere to the University's regulations and procedures and to the Transcriber AVLIC Code of Ethics and Guidelines for Professional Conduct. Not following these guidelines could cause negative working relationships with students and Faculty Members; embarrassment and reputational consequences to the DRC, as well as the University.

### **Qualifications**

Completion of secondary school (grade 12) or equivalent and graduation from a two year community college program or equivalent. Practical TypeWell training software experience preferred or successful completion of on-line and on-site TypeWell training is preferred. Over 6 months and up to and including 1 year of experience transcribing lectures labs group setting at the post-secondary level.

- Strong written and oral communication of the English language.
- The ability to type 85 word per minute (minimum) without errors.
- Strong knowledge of computer and word processing.

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applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.



## Job Posting

**Job ID:** 16500  
**Location:** Vancouver - Hospital Site  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Dental Assistants - CUPE 116  
**Classification Title:** Dental Assistant 4                      **Business Title:** Dental Assistant 4  
**Department:** Oral Biological & Medical Sci  
**Salary:** \$45,900.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-09  
**Job End Date:** 2014-09-26  
**Funding Type:** Funded by Multiple Sources  
**Other:** Leave Replacement  
**Date Closed:** 2013-09-02                      **Available Openings:** 1

### Job Summary

Responsible for administrative support and acting as a certified dental assistant for GPR residency clinical programs. Provides support for organization of clinics and stocking and ordering for all residency affiliated dental clinics. Direct administrative and assisting support to Residency Director, Residency Coordinator, UBC Associate Dean and Department Head of Hospital Programs. This is a full time, five - day per week position with part time administrative and part time clinical duties. Ability to switch between administrative and clinical duties and organize time effectively to accomplish both duties required. Ability to be flexible and travel among various community clinics and rural based clinics mandatory.

### Organizational Status

Certified dental assisting duties and office administrative support to Residency Director, Residency Coordinator Dental Residents and Department Head of Hospital Programs. Reports directly to UBC GPR Residency Director and Residency Coordinator.

### Work Performed

- Administrative support for all GPR residency affiliated clinics
- Certified dental assisting support for all GPR residency affiliated clinics
- Administrative and certified dental assisting support for all GPR clinicians which includes but not limited to: GPR Director, GPR Clinical Coordinator, Department Head of Hospital Programs, UBC Associate Dean, Department Head, Oral and Biological Sciences
- Managing rural residency community clinics to include resident and auxiliary staff scheduling
- Assisting with organizing of community clinic special programs that include but not limited to Refresh Program and Active Lifestyle Programs etc..
- Ensuring clinics are fully stocked and staffed for all residency related clinical and specialty activities at all times
- Managing budgets for ordering for various clinics
- Travelling to community and rural clinics as needed for administrative and or clinical assisting support
- Reinforcing clinical protocols in resident based clinics as determined by GPR clinicians and GPR Director
- Ensuring quality control via chart audits and regular reviews and reporting directly to GPR Coordinator and or GPR Director
- Acting as a liason between UBC 4th year student rotations through residency and hospital based clinics to include but limited to PACs
- Organizing and assisting with yearly resident turnover by providing assistance to GPR Residency Coordinator ie. Setting up resident accounts and emails etc..



- Available for resident based meetings as needed
- Assists with coordination of UBC Graduate Program Rotations in rural community clinics
- Support and organization for residency based accommodations during rotations to rural based community clinics
- Support to UBC GPR Administrative Assistant and UBC Community CDA as needed to cover vacation and sick leave requests
- Dental reception and office management duties for private and resident clinicians
- General clerical duties such as answering phones, booking appointments, filing, confirming appointments, pre and post appointment duties as expected by GPR clinicians
- Performs other related GPR duties as required
- Assisting with meeting GPR requirements of accreditation, education, service and research as deemed necessary by GPR Clinical Residency Director and Clinical Residency Coordinator

### **Supervision Received**

Works independently under broad supervision and reports directly to UBC Residency Director and UBC Residency Clinical Coordinator

### **Supervision Given**

Supervision to staff at GPR rural community clinics as needed.

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

Works independently under well-defined guidelines (determined by GPR Residency Director and Clinical Residency Coordinator) with broad supervision. Exercises independent judgment in interpreting information and reports regularly to GPR Director and GPR Clinical Coordinator for clarification of new or unusual problems. Job tasks are governed by general instructions, detailed objectives and clinical policies that may change frequently to accommodate patient care and priorities of accreditation, education, service and research. Understands that UBC GPR related support and activities are confidential information and issues and concerns are to be discussed with the GPR Residency Coordinator and GPR Residency Director only. Breaching of this confidentiality agreement can lead to discipline up to release.

### **Qualifications**

High School graduation and B.C. Dental Assistant Certification and Current Licence. Dental reception diploma from an accredited school. Certified Dental Assisting Diploma from a certified school. 5 years relevant experience or the equivalent combination of education and experience. Experience working in First Nation Rural Communities preferred.

Experience working in a Hospital Dentistry setting with underserved, under accessed and medically complex patients preferred. Ability to communicate with both physically and mentally challenged patients in a calm and constructive manner required.

Experience working in a residency based environment an asset. Ability to maintain accuracy and attention to detail. Ability to deal with people in a courteous, calm manner. 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 exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to be flexible and travel among various community clinics and rural based clinics is mandatory. Ability to coordinate and oversee clinic processes. Ability to maintain flexibility and accuracy while accommodating both clinical and administrative duties. Ability to travel is required. Ability to receive direction and be open to constructive feedback.

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



### Job Posting

**Job ID:** 16499  
**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-Point Grill  
**Department:** Food Services  
**Salary:** \$ 19.21 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-09-02      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-09-02      **Available Openings:** 1

### Job Summary

Oversee and participate in the day to day operation of Point Grill Restaurant, responsible for leading a designated area of food preparation, production and catering 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 & catering 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.

Experience working in fine dining & catering. Must have supervisory experience.

Must be available for weekday, evening and weekend shifts. 3 years relevant experience or the equivalent combination of education and experience.

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## Job Posting

**Job ID:** 16476  
**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:** 2013-09-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-09-02      **Available Openings:** 1

Retail Sub pool: Small Units

### 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:** 16501  
**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:** DeptForest&ConservationScience  
**Salary:** \$40,500.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2013-09-01  
**Job End Date:** 2013-09-30  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-09-02                      **Available Openings:** 1

### Job Summary

Research Assistant will provide laboratory assistance to a project on the genotyping of fungal pathogen *Ophiostoma montium* associated with mountain pine beetle epidemics. Duties will include isolation of fungi, DNA extraction, microsatellite marker development and genotyping.

### Organizational Status

The research assistant will report to a faculty member and is not responsible for any student supervision.

### Work Performed

- DNA extraction, PCR amplification, and microsatellite marker development,
- Genotyping of fungal strains from various populations and locations in licor gels;
- Setting up a database to archive genetic data and microsatellite data analysis,
- Other technical assistance such as ordering lab supply.

### Supervision Received

Employee will be supervised by professor.

### Supervision Given

None.

### Consequence of Error/Judgement

Work is assessed on an ongoing basis by supervisor. There are a number of quality control procedures in place in our laboratory. Errors might result in samples being lost requiring repeating parts of the research. Consequences would be delays in producing scientific reports that are expected by the funding agency.

### Qualifications



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High School graduation. Post-Secondary school graduation with B.Sc in biological sciences, preferred, with some courses in forestry, mycology, microbiology or molecular biology and with additional training in a related field. Minimum of 2 years related experience or the equivalent combination of education and experience. - Minimum two years in related experience (molecular techniques).

- Effective oral and written communication, problem solving and organizational skills
- Ability to maintain accurate records and pay attention to detail
- Ability to work effectively independently and in a team environment
- Ability to prioritize, multitask and work effectively under pressure to meet deadlines
- Knowledge of laboratory safety procedures and techniques required.

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### Job Posting

**Job ID:** 16360 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Electrician **Business Title:** Electrician - Controls  
**Department:** Building Ops - Controls  
**Salary:** \$62,232.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-16 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-02 **Available Openings:** 1

### Job Summary

Under general supervision, performs skilled work at the journey person level in preventive maintenance, breakdown maintenance, diagnostic repair, alterations and installations of electrical, electro-mechanical, control and communications systems and equipment.

### Organizational Status

Reports to Head Electrician, Trades Section, Building Operations.

### Work Performed

Performs duties normally required in the electrical trade (for which training and expertise has previously been acquired) such as: preventive and breakdown maintenance, trouble-shooting, repair, calibration and installation as an Industrial Controls Electrician across the university campus.

Works from oral and written instructions from immediate supervisor (s). Performs all duties as instructed in compliance with applicable regulatory codes and regulations and in accordance with work orders, drawings, documents and time schedules.

Responds to Trouble Calls and emergencies, both during and outside normal work hours, along with correcting electrical deficiencies brought forward by tenants through the service request program.

Provides accurate and complete information (on the status of equipment and systems) when completing time cards, work orders, preventative maintenance reports and test-inspection reports. Maintains concise record management for the department as approved by supervisor (s). Creates and submits as-built documentation once each work task is complete. Ensures that the workplace is clean and safe while following safe work practices.

Communicates with customers, tenants, managers and coworkers as required to ensure the efficient delivery of service.

Continually monitors the operation of new and existing equipment.

Responsible for work being completed in accordance with requirements and specifications.



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Responsible for the correct use and safe keeping of assigned vehicle, materials, tools and equipment used in the execution of the work performed.

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

Ensures personal protective equipment is used at all times where required.

Ensure compliance with all Occupational Health and Safety legislation, guidelines, standards, policies, procedures and practices. Responsible for performing the work in the safest manner possible.

### Detailed Duties

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, distribution equipment, appliances, apparatus, fixtures or other components, using hand tools, power tools and various test instruments, to ensure compatibility and safety of the electrical system.
- Diagnoses causes of Electrical Distribution and Electrical problems or failures in assigned systems for the purpose of identifying equipment and or systems to be repaired.
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Install, maintain, repair and test hydraulic, pneumatic, and electrical control systems
- Troubleshoot, maintain and repair industrial electrical drive systems, automation systems and equipment, robotic systems and electronic control systems and devices as well as microprocessor-based (PLC) systems.
- Install, maintain and troubleshoot communication LAN and serial data systems.
- Install, maintain and troubleshoot emergency stand-by systems, heating, ventilation and climate control systems.
- Calibrate instrumentation devices using specialized test equipment and software.
- Install and maintain, repair automated equipment and robotic systems.

Performs related duties as required.

### Supervision Received

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

### Supervision Given

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

### Consequence of Error/Judgement

Work is performed within prescribed and accepted trade standards, in accordance with job requirements and specifications and



external regulatory requirements; inappropriate repair maintenance decisions could delay resolution of problems and adversely affect user access to equipment system and possible safety of users.

### **Qualifications**

A trade certification to a journeyman level as a Red Seal Electrician or Industrial Electrician, perfect eyesight with respect to colour blindness and the ability to interpret drawings and specifications, sketches of work required and maintenance manuals. Minimum 5 years of related experience. A working knowledge of relevant industrial safety regulations and building codes, and current knowledge of trade maintenance concepts, technology, theory and manufacturer's and regulatory maintenance requirements. Strong computer and software skills required. Ability to independently learn new equipment and software technologies. Must have demonstrated experience in good client relationship skills as well as be able to respond to trouble calls outside of normal working hours.

A valid BC drivers license

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## Job Posting

<b>Job ID:</b>	16494		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 116(Service/Techs/Trades)		
<b>Job Category:</b>	Trades - CUPE 116		
<b>Classification Title:</b>	Utility Worker	<b>Business Title:</b>	Utility Worker
<b>Department:</b>	Building Ops - UtilitiesWorker		
<b>Salary:</b>	\$38,304.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-09-16	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-09-02	<b>Available Openings:</b>	1

### Job Summary

Positions in this classification perform minor maintenance and repairs to buildings and equipment.

### Organizational Status

Reports to the Manager, Electrical Trades.

### Work Performed

Performs minor maintenance and repairs related to electrical, plumbing and building systems, reflected in typical duties as follows:

Troubleshoots and repairs various equipment such as, floor polishers, ride-on cleaning equipment, vacuums, and appliance cords.

Replaces lamps and bulbs for a variety of regular and specialized lighting within and outside campus buildings, including underwater in the pool area; work is performed at various heights up to approximately 50 ft., some of which is performed using large specialized equipment, such as, genies and man-lifts.

Replaces or repairs other non-wiring related components throughout electrical systems, such as, cover plates, lens covers.

Conducts minor maintenance on plumbing systems, such as, replacing washers and cartridges in waterless urinals, clearing plugged toilets or drains, and maintaining bio-degradable sewage systems.

Repairs and makes adjustments to building systems and related parts, such as, flooring, windows, blinds, ceiling tiles, skylights including utilizing the minor application of sealants, caulking and other waterproofing compounds; performs minor plaster and wallboard repairs, lubrication of locks, closers, hinges, etc.; replacing dispensing equipment in various areas.

Dusts cleans ceiling areas, high beams, etc.

Removes animal feces from occupied areas.

Assists other staff when clean up is required, such as, floods, wiping of equipment, snow removal.

Participates with other departments in event setups.

Maintains records of repairs and notes additional repairs required.

Utilizes a variety of hand and power tools and large specialized equipment, such as genies and man-lifts in the performance of duties.

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





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### **Supervision Received**

Works under general supervision, receiving detailed instructions during orientation and subsequent new assignments or changes in procedures.

### **Supervision Given**

This position has no supervisory responsibility.

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

Works within well defined guidelines and procedures but is expected to exercise judgment in carrying tasks through to completion; poor work practices or failure to report problems could result in damage to university property and could result in safety concerns for other staff and or clients as most work is completed in public areas.

### **Qualifications**

High School graduation. Minimum of two years experience or the equivalent combination of education and experience. Good communication and interpersonal skills; ability to deal with clients. Ability to operate related equipment. Ability to organize the work. Valid Class 5 Drivers License Must be bondable

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## Job Posting

**Job ID:** 16348 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Sub-Head Electrician **Business Title:** Sub-Head Electrician - Controls  
**Department:** Building Ops - Controls  
**Salary:** \$62,232.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-16 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-02 **Available Openings:** 1

Sub Head Electrician - Controls: Annual Salary + 7 % differential

### Job Summary

Positions in this classification organize and direct the work of an assigned area and or crew of Industrial Controls Electricians, and other skilled workers engaged in electrical work in preventive and breakdown maintenance, diagnostic repair, alterations and installations of electrical, electro-mechanical, control and communications systems and equipment.

### Organizational Status

Reports to Head Electrician, Trades Section, Building Operations.

### Work Performed

Supervises, organizes and allocates the work of an assigned crew of Industrial Controls Electricians and other skilled workers engaged in electrical work in preventive and breakdown maintenance, diagnostic repair, alterations and installations of electrical, electro-mechanical and control systems and equipment.

Performs duties normally required in the electrical trade (for which training and expertise has previously been acquired) such as: preventive and breakdown maintenance, trouble-shooting, repair, calibration and installation as an Industrial Controls Electrician across the university campus

Carries out inspections and tests; diagnoses defects in plant or equipment, takes remedial action as required or recommends solutions to supervisory staff verbally or in writing.

Supervises and participates in training workers apprentices as necessary; and may assist in the selection of applicants to fill vacancies.

Deals with day-to-day on-site problems by initiating appropriate action to correct the situation. Participates in or performs the work of assigned trades.

Prepares cost estimates for jobs and orders required materials.

Checks to ensure that work is completed in accordance with requirements and specifications.



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Maintains work function related records, such as, timekeeping, costing, tools, equipment and work assignments.

Ensures that employees under his her jurisdiction work in a correct and safe manner and in accordance with all normal safety standards and practices and university and departmental policies and procedures.

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

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

### Detailed Duties

- Inspects work performed by electricians on systems, equipment, and components to ensure compliance with codes and standards.
  - Diagnoses causes of Electrical Distribution and Electrical problems or failures in assigned systems for the purpose of identifying equipment and or systems to be repaired.
  - Install, maintain, repair and test hydraulic, pneumatic and electrical control systems.
  - Troubleshoot, maintain and repair industrial electrical drive systems, automation systems and equipment, robotic systems and electronic control systems and devices as well as microprocessor-based (PLC) systems.
  - Install, maintain and troubleshoot communication LAN and serial data systems.
  - Install, maintain and troubleshoot emergency stand-by systems, heating, ventilation and climate control systems.
  - Calibrate instrumentation devices using specialized test equipment and software.
  - Install and maintain, repair automated equipment and robotic systems.
- Performs related duties as required.

### Supervision Received

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

### Supervision Given

Supervises, organizes and allocates the work of an assigned crew of Industrial Controls Electricians, apprentices and labourers.

### Consequence of Error/Judgement

Work is performed within prescribed and accepted trade standards, in accordance with job requirements and specifications and external regulatory requirements. Makes decisions regarding the organization and allocation of trades and other skilled workers and acceptability of work performed for assigned area and or crew. Inappropriate decisions may result in service delays, escalating costs and possible safety issues.

### Qualifications

A trade certification to a journeyman level as a Red Seal Electrician or Industrial Electrician and Valid BC Drivers Licence.



Minimum 5 years of related experience or the equivalent combination of education and experience. A working knowledge of relevant industrial safety regulations and building codes, and current knowledge of trade maintenance concepts, technology, theory and familiarity with manufacturer's and regulatory maintenance requirements. Perfect eyesight with respect to colour blindness with the ability to interpret drawings and specifications, sketches of work required and maintenance manuals. Strong computer and software skills required. Ability to independently learn new equipment and software technologies. Must have demonstrated experience in good client relationship skills and the ability to work various shifts including days, evenings and weekends as well as respond to trouble calls outside of normal working hours.

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**Job Posting**

**Job ID:** 16478  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Service Worker - Bldg Ops **Business Title:** Evening - Full-Time Service Worker  
**Department:** Building Ops - Custodial  
**Salary:** \$35,196.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-16 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-02 **Available Openings:** 1

Monday to Friday; 6:00 PM to 2:00 AM.

**Job Summary**

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

**Organizational Status**

Reports to the Assistant Supervisor Head Service Worker.

**Work Performed**

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



# The University of British Columbia

## Staff Job Postings

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### **Supervision Received**

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

### **Supervision Given**

None

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

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

### **Qualifications**

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

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# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 16485  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Service Worker - Bldg Ops **Business Title:** Weekends - Day Service Worker  
**Department:** Building Ops - Custodial  
**Salary:** \$ 18.05 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-09-16 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-02 **Available Openings:** 1

Saturday Sunday; 7:00 AM to 3:00 PM

### Job Summary

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

### Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

### Work Performed

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

Dusts, sweeps, mops, washes, vacuums, strips, waxes, polishes, shampoos, disinfects and scrubs, as applicable, all surfaces of floors, walls, fixtures, furniture and appliances in various areas of buildings, operating light or heavy duty hand or power operated cleaning equipment in the performance of duties, as required.

Cleans up spillages and spot washes and waxes floors where spillages occur.

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

Replenishes supplies, such as soap, toilet paper, paper towels and writing papers in designated areas according to need.

Sweeps and cleans sidewalks and related areas and clears snow when required.

Collects garbage and waste, empties waste receptacles and deposits in containers or at pick up points.

Performs minor maintenance tasks, such as, hanging pictures, drapes and blinds, changing light bulbs, oiling hinges and locks, unplugging toilets, removing and cleaning light fixtures and tightening loose fixture screws.

May be required to re-arrange, move and set up furniture and equipment.

May be required to make beds, distribute and change linens, remove soiled linen to designated collection area and collect laundry.

May be required to fill vending machines and attend to petty cash.

Submits reports regarding maintenance or repairs needed to building and utilities and reports signs of abuse or failure of fixtures and furnishings.

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

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



# The University of British Columbia

## Staff Job Postings

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### **Supervision Received**

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

### **Supervision Given**

None.

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

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

### **Qualifications**

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

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## Job Posting

**Job ID:** 16479  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Service Worker - Bldg Ops  
**Business Title:** Evening - Part- Time Service Worker  
**Department:** Building Ops - Custodial  
**Salary:** \$35,196.00 (Annual)  
**Full/Part Time:** Part-Time (67%)  
**Desired Start Date:** 2013-09-16  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-02  
**Available Openings:** 1

Monday to Friday; 9:00 PM to 2:00 AM

### Job Summary

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

### Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

### Work Performed

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



# The University of British Columbia

## Staff Job Postings

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### **Supervision Received**

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

### **Supervision Given**

None.

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

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

### **Qualifications**

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

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## Job Posting

**Job ID:** 16477  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Service Worker - Bldg Ops                      **Business Title:** Evening - Full-Time Service Worker  
**Department:** Building Ops - Custodial  
**Salary:** \$35,196.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-16                      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-02                      **Available Openings:** 1

Monday to Friday; 6:00 PM to 2:00 AM.

### Job Summary

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

### Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

### Work Performed

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



# The University of British Columbia

## Staff Job Postings

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### **Supervision Received**

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

### **Supervision Given**

None

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

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

### **Qualifications**

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

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### Job Posting

<b>Job ID:</b>	16482		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 116(Service/Techs/Trades)		
<b>Job Category:</b>	Trades - CUPE 116		
<b>Classification Title:</b>	Service Worker - Bldg Ops	<b>Business Title:</b>	Evening - Part-Time Service Worker
<b>Department:</b>	Building Ops - Custodial		
<b>Salary:</b>	\$35,196.00 (Annual)		
<b>Full/Part Time:</b>	Part-Time (67%)		
<b>Desired Start Date:</b>	2013-09-16	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-09-02	<b>Available Openings:</b>	1

Monday to Friday; 9:00 PM to 2:00 AM

#### Job Summary

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

#### Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

#### Work Performed

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

Dusts, sweeps, mops, washes, vacuums, strips, waxes, polishes, shampoos, disinfects and scrubs, as applicable, all surfaces of floors, walls, fixtures, furniture and appliances in various areas of buildings, operating light or heavy duty hand or power operated cleaning equipment in the performance of duties, as required.

Cleans up spillages and spot washes and waxes floors where spillages occur.

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

Replenishes supplies, such as soap, toilet paper, paper towels and writing papers in designated areas according to need.

Sweeps and cleans sidewalks and related areas and clears snow when required.

Collects garbage and waste, empties waste receptacles and deposits in containers or at pick up points.

Performs minor maintenance tasks, such as, hanging pictures, drapes and blinds, changing light bulbs, oiling hinges and locks, unplugging toilets, removing and cleaning light fixtures and tightening loose fixture screws.

May be required to re-arrange, move and set up furniture and equipment.

May be required to make beds, distribute and change linens, remove soiled linen to designated collection area and collect laundry.

May be required to fill vending machines and attend to petty cash.

Submits reports regarding maintenance or repairs needed to building and utilities and reports signs of abuse or failure of fixtures and furnishings.

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

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



# The University of British Columbia

## Staff Job Postings

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### **Supervision Received**

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

### **Supervision Given**

None.

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

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

### **Qualifications**

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

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### Job Posting

**Job ID:** 16492  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 2 (Gr3)      **Business Title:** Administrative Support 2 (Gr3)  
**Department:** Chemistry  
**Salary:** \$38,148.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-09      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-30      **Available Openings:** 1

### Job Summary

Working under general direction, this position is the primary contact to meet and handle inquiries from faculty, staff, students and the general public. Responsible for coordinating graduate student visits to the department. Responsible for assisting in the scheduling of graduate student exams (e.g. Comprehensives, 4th Year Supervisory Committee Meetings, & MSc Exams). Provides secretarial assistance for faculty, M&P staff, laboratory directors and departmental personnel. Handles both incoming and outgoing mail distribution. Orders and maintains inventory of office supplies. Key operator for the departmental photocopiers and fax machines. Coordinates departmental room bookings and AV bookings. Acts as department telephone and directory administrator.

### Organizational Status

This position reports to the Office Manager.

### Work Performed

Primary person to meet and provide information to faculty, staff, students and the general public and or to direct to the appropriate resource person. Answers the Main Office multi-line telephone system and handles general inquiries.

Responsible for scheduling up to 40 graduate student visits per annum with the guidance of the Chair of the Graduate Student Recruitment Committee. Books accommodation, airport pickups, catering etc. Coordinates itinerary of visitor with department members. Maintains files, responds to enquiries, and collects travel, accommodation, and car pickup receipts and invoices for reimbursement by Finance Clerk.

Responsible for assisting with scheduling Comprehensive & MSc Exams and 4th year supervisory committee meetings for graduate students. Coordinates schedules for all participants including supervisor(s), supervisory committee members and student. Books room and audio visual equipment, contacts potential chairs. Maintains list of faculty assignments.

Working from preliminary drafts produced by faculty, M&P staff, lab directors and other departmental personnel, produces a variety of documents including correspondence, memoranda, grant applications, and curricula vitae.

Responsible for sorting and distributing department mail; sends and receives courier packages.



# The University of British Columbia

## Staff Job Postings

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Monitors the main office fax machine; distributes faxes ensuring that confidentiality is maintained. Photocopies and collates large copying jobs maintaining security and confidentiality as required. Resource person for three photocopiers and two fax machines; places maintenance calls and orders supplies in a timely manner.

Accesses online photocopy charges on a monthly basis. Prepares quarterly reports for billing services.

Processes on-line requests for telephone equipment changes, moves, installation of computer ports and local area networks and account billing.

Responsible for updating and distributing the departmental phone and room directory; for updating the online UBC Faculty and Administrative Directory for the Department of Chemistry on an on-going basis.

Responsible for ordering office supplies for all departmental personnel, primarily through on-line ordering system. Ensures no out-of-stock situations, maintains up to date inventory records and sets min max levels as necessary.

Responsible for updating on-line room booking system and audio visual equipment loans for lecture courses, group meetings and ad hoc requests. Provides tutorials on the booking system as needed.

Responsible for scheduling the annual departmental photograph; identifies participants and requests installation.

### **Supervision Received**

Works independently under the general supervision of the Office Manager. Receives specific instructions only on unusual problems or on matters that depart from established policy and procedures.

### **Supervision Given**

None

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

Poor judgment or errors in processing materials and correspondence could have an adverse effect on the department and its reputation. Must exercise judgment in dealing with administrative matters where there are no established policies, procedures or guidelines

### **Qualifications**

High School graduation and one year of related training. Training in office procedures and practices and secretarial skills. 2 years of related experience or the equivalent combination of education and experience. Computer experience required (Word, Access, Internet and electronic mail preferred). Skills: Effective oral and written communication, interpersonal and organizational skills. Ability to type 60 w.p.m. and operate normal range of office equipment. Ability to use word processing (Word), spreadsheet (Excel), database (Access) and electronic mail (Outlook) applications at an intermediate level. Ability to compose simple, clear, concise business letters. Ability to maintain accuracy and attention to detail. Ability to work independently and as a member of a team. Excellent coordinating and organizational skills. Ability to prioritize work and to meet deadlines. Ability to work effectively in a high-volume and dynamic environment. Ability to deal effectively and tactfully with individuals from all levels of the University community and the external community in obtaining and giving of information. Excellent punctuality and attendance expected.

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual





# The University of British Columbia

## Staff Job Postings

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orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.



## Job Posting

**Job ID:** 16435  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 3 (Gr6)      **Business Title:** Administrative Support - covering medical leave  
**Department:** Materials Engineering  
**Salary:** \$40,752.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2013-09-01  
**Job End Date:** 2013-11-30  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-06      **Available Openings:** 1

### Job Summary

Provides administrative and secretarial support to the Head  
Assists the Manager, Administration on administrative matters

### Organizational Status

- Reports to the Department Administrator.
- Receives work directly from the Department Head and faculty members

### Work Performed

Secretary to the Head

- Acts as personal and confidential secretary to the department Head: opens mail; refers matters for reply or additional information and prioritizes for Head's attention; brings forward and identifies items needing follow-up action.
  - Composes correspondence from brief oral instructions notes.
  - Maintains Head's calendar: schedules appointments and meetings using Microsoft Outlook, determining urgency and importance, with a view to achieving optimum utilization of available time.
  - Supports Head in the recruitment of faculty by coordinating aspects of the hiring process: requests information from applicants and referees, compiles and organizes applicants' files, initiates invitations, plans itinerary, coordinates applicants' visits to Department, and makes travel and accommodation arrangements. Distributes applicants' CVs to faculty committee members.
  - Assists the Head with faculty appointment, tenure and promotion cases according to policies and procedures laid down by Faculty Relations.
  - Arranges departmental faculty meetings and retreats, including room booking, setting up folders for agenda material, distribution of agendas.
- Maintains Head's filing system.  
Organizes annual Technical Advisory Committee meeting: contacts members from industry and governmental agencies: schedules meetings, disseminates preliminary and follow-up information; organizes catering and dinner.  
-Assists the Head in maintaining updated Canadian Engineering Accreditation Board documentation.



# The University of British Columbia

## Staff Job Postings

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### General Secretarial Duties and Assistance to Manager, Administration

- Types a variety of documents such as drafts, diagrams and figures for research papers and grant applications.
- Coordinates travel and accommodation arrangements for visitors.
- Organizes meetings and events for faculty members: sets up, coordinates with attendees, gathers agenda items, compiles and circulates agenda, books room, arranges catering.
- Assists graduate student secretary by organizing thesis defences and committee meetings; arranges for thesis binding.
- Assigns photocopy numbers; reads totals for billing by Manager, Administration.
- Photocopies research material and course notes for instructors.
- Processes courier waybills; sorts and distributes mail; performs related tasks.
- Orders and maintains stock of office supplies.
- Prepares key request forms.
- Maintains internal departmental contact lists.
- Performs other related duties.

### Supervision Received

- Receives detailed instructions during orientation and on subsequent new assignments or changes in procedures from Head and Manager, Administration.
- Is expected to take initiative, exercise problem-solving skills, determine course of action and to follow through independently.

### Supervision Given

None

### Consequence of Error/Judgement

- The position provides secretarial and administrative support to the department in general and to the Head in particular. The incumbent handles much confidential data. Failure to work effectively would result in missed appointments and delays in processing important materials. Failure to maintain confidentiality would seriously impair the integrity of the department.
- Errors in judgment could reflect negatively on Head, the Department of Materials Engineering and UBC.
- The position demands confidentiality and responsibility. The incumbent is expected to perform duties independently and with minimal supervision

### Qualifications

High School graduation and 1 year post-secondary education. 4 years related experience or the equivalent combination of education and experience.

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### Job Posting

**Job ID:** 16446  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 3 (Gr6)      **Business Title:** Administrative Assistant., Graduate Programs  
**Department:** Nursing, School of  
**Salary:** \$40,752.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-10      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-27      **Available Openings:** 1

### Job Summary

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

### Organizational Status

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

### Work Performed

#### Student Placements (35%)

##### HsP Net

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

##### Curriculum Administration (35%)

- Assists the Associate Director, Graduate Program and Graduate Program Coordinators with:
  - Routine program correspondence;
  - Minute taking for graduate program related meetings and dissemination of materials; and
  - Updates of Program-related materials on the Portal and Website.
- Prepares and submits curriculum changes. Prepares confidential curriculum minutes, following up with faculty members for required data, preparing curriculum change forms, maintaining an up to date record and file of completed submissions. Collects syllabi from Faculty, and maintains the in-house course syllabus database - in collaboration with the Administration Support Office.



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- Coordinates course and instructor evaluations for Graduate Courses - Responsible for the coordination, publishing (internal) and updating of cyclical academic activities, including:
    - Graduate Program related meetings scheduling
  - Event Planning
    - Assists with the planning and implementation of workshops, public events, seminars and student functions including, venue, catering, materials, sales, and marketing.
  - General Student Support (30%)
    - Communicates with the Manager and three Graduate Program Coordinators on all matters related to progressions issue brought forward by students.
    - Participates in workshops & information sessions for graduate students and their supervisors regarding admissions, awards & Faculty of Graduate Studies policies to ensure they are well informed & can answer questions for students & faculty.
    - Assists Manager, Student Services with administrative components of awards competitions in the School of Nursing such as preparing award nomination forms, compiling student data for awards adjudication committees, and communicating awards & scholarship opportunities to students.
    - Assists the Manager, Student Services with tracking progression milestones through the administration of the Student Tracking System (STS) (electronic database that tracks graduate student progressions, leaves, extensions & other progression milestones).
    - Assists the Recruitment & Admissions Officer with maintenance of admissions files for prospective students.
    - Initiates and completes all forms that result from requests on the STS & submits to the Faculty of Graduate Studies
    - Designs, maintains & distributes graduate student communication in e-newsletters & graduate student emails (such as program policies & procedures, employment opportunities, upcoming events & workshops, doctoral dissertation defenses, etc...)
    - Assists with greeting guests and reception, and other duties as required
- Is the designated backup for the Administrative Assistant, Undergraduate Programs

### **Supervision Received**

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

### **Supervision Given**

The position does not have supervisory responsibilities.

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

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

### **Qualifications**

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



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prioritization, multi-tasking, problem-solving and organizational skills. Ability to exercise initiative, accuracy, judgment, tact, integrity and diplomacy. Ability to work effectively under pressure to meet deadlines. Ability to work both independently and within a team environment.

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## Job Posting

<b>Job ID:</b>	16474		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)		
<b>Job Category:</b>	CUPE 2950 Administrative Suppt		
<b>Classification Title:</b>	Administrative Support 4 (Gr8)	<b>Business Title:</b>	Assistant to the Head
<b>Department:</b>	Cellular&PhysiologicalSciences		
<b>Salary:</b>	\$43,428.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-10-01	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-09-02	<b>Available Openings:</b>	1

### Job Summary

To provide secretarial and administrative support to the Department Head and Operations Manager. Provides administrative support for the main Departmental Committees, including the Research, Teaching, and Appointments, Reappointments, Promotions and Tenure Committees. Assists the Department Head and faculty members with the preparation of major grant applications and presentations. Liaises with secretarial staff and oversees the general workflow and day-to-day operations of the office.

### Organizational Status

This person reports to the Operations Manager and Department Head. This position will be working closely with Researchers and the Administrative Staff. Work will filter through the Operations Manager. This position will also provide secretarial support to members of the department.

### Work Performed

Secretary to the Head

- Acts as personal and confidential secretary to the department Head: opens and screens incoming calls and mail, referring matters for reply or additional information and prioritizing for his attention; Brings forward and identifies items needing follow-up action.
- Composes correspondence from brief oral instructions notes or initiates draft responses for Head's consideration.
- Types and edits a variety of materials including letters, reports, scientific papers, grant applications and reviews.
- Maintains Head's calendar - scheduling appointments and meetings using Microsoft Outlook, determining urgency and importance with a view to achieving the optimum utilization of his available time.
- Supports Head in the recruitment of faculty by coordinating all aspects of the hiring process: preparing advertisements, requesting information from applicants and referees, compiling and organizing applicant files, initiating invitations, planning itinerary, coordinating faculty applicant visits to the Department, and making travel and accommodation arrangements. Distributes applicants' CVs to faculty committee members.
- Assists the Head regarding faculty appointment, tenure and promotion according to policies and procedures governed by Faculty Relations. For new appointments, reviews documentation of foreign appointees to ensure that Immigration Canada requirements are met.
- Arranges department meetings, which includes booking the room, setting up a folder for agenda material, distribution of agendas, taking and distributing minutes.



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- Maintains filing system for the Head.
- Collects and collates various statistics of interest to the Head
- Assists the Head in arranging Department retreats and other relevant events in monitoring execution of the Department plan.
- Assists in the preparation of grant application to various government agencies and industry. Obtains quotes and prepares budgets for major grant applications.
- Communicates with funding agencies and regulatory bodies
- Takes care of all expenses relating to travel, Journal Vouchers, transfers and reimbursements for the department Head

### Assistant to Operations Manager

-Prepares and processes appointments of post-docs, visiting scholars, and research associates according to University policies and procedures.

Assists Administrator with Staff, Student Appointment forms and job postings.

- Completes Key Requisitions.
- Monitors and ensures the departmental website is current.
- oversees the general workflow and day-to-day operations of the office
- Performs other related duties

### Secretary to Designated Faculty Members

- Types a variety of documents such drafts, diagrams and figures for research papers and grant applications.
- Maintains faculty curriculum vitae on various databases.
- Liaises with project leaders to obtain, collate information and assemble Self Study reports.
- Coordinates travel and accommodation arrangements for visitors.
- Assists sub-committee chairs as needed.
- Being proactive in gathering information on Awards to the Awards and Nominating committee. Assist in putting package together for nominations.
- Posts problem solutions for faculty members to the department web site.
- Updates the departmental website and participates in the site redesign
- Transcribes correspondence.
- Performs other related duties.

### Supervision Received

Responsibilities and duties are carried out under limited supervision. Performs duties independently, occasionally consulting the Operations Manager or Department Head with reference to complex sensitive problems.

### Supervision Given

Supervises the junior staff.

### Consequence of Error/Judgement

Understands and incorporates University and funding agency policies into decision-making. Understands policies and procedures governing faculty recruitments and promotions and tenure recommendations. Error in these areas can have a very negative impact on the departments success.

### Qualifications

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Word processing computer experience (MS Word, Excel, Filemaker and Power Point preferred). Knowledge of FMS, SISC and Internet preferred. Knowledge of MAC environment an asset. Knowledge of medical and scientific terminology would be an advantage. Ability to communicate in a clear, attentive, and polite manner.. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to communicate effectively





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in writing.. Ability to maintain accuracy and attention to detail. Ability to identify and respond to sensitive issues with discretion.

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## Job Posting

<b>Job ID:</b>	16408		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)		
<b>Job Category:</b>	CUPE 2950 Administrative Suppt		
<b>Classification Title:</b>	Administrative Support 4 (Gr8)	<b>Business Title:</b>	Alumni Engagement Administrative Co-ordinator
<b>Department:</b>	The Sauder School of Business		
<b>Salary:</b>	\$43,428.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-08-26	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Self Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-08-27	<b>Available Openings:</b>	1

### Job Summary

This position is responsible for providing support for the Alumni Engagement team in the Sauder School of Business. This position will be responsible for executing components of Alumni Engagement strategy while supporting internal communities to advance institutional and portfolio priorities. This position performs complex administrative duties requiring independence and judgement to support the needs of Sauder's Alumni Engagement team. The primary responsibilities for this position include coordinating and monitoring strategic projects and priorities, coordinating information dissemination, maintaining and managing data, and generating reporting and program documentation. The incumbent provides confidential office and project coordination under the auspices of the Associate Director of Alumni Engagement for the Sauder School of Business.

The primary relationships for this portfolio are alumni professionals from the Sauder School of Business and colleagues within Development and Alumni Affairs, as well as alumni volunteer and community leaders.

This position requires a thorough knowledge of the activities undertaken by the Sauder School of Business and Alumni Affairs, as well as knowledge of the university and UBC policies and procedures.

### Organizational Status

Reports to the Associate Director, Alumni Engagement. The position involves interaction with Sauder alumni globally, faculty members, UBC staff, campus and off-campus community members and organizations.

### Work Performed

Administrative Support:

Prepare, review and edit correspondence, briefing notes, proposals, documents, meeting minutes, reports and other materials.

Prepare reports and materials for meetings as well as writing letters and cards (ie. Christmas and thank you cards, etc.)

Coordinate event schedules and activities with campus and external partners.

Coordinate staff and alumni attendance at external events including collecting registration, creating invitation communications, collecting RSVP's, creating briefing notes for staff attendees and tracking as appropriate in the University Information Management System (Links).

Respond to confidential telephone, email, and in-person inquiries of an interpretive and complex nature based upon knowledge of Sauder, Alumni Affairs, UBC and its programs and offerings from alumni, students, faculty, staff, and internal and external partners.

Obtain and disclose confidential and sensitive information as appropriate, determining appropriate course of action, resolving



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details of unusual situations in the absence of established guidelines.

Provide event support for colleagues, including coordinating staff services for events as required.

Contact senior officials both within and outside the University to obtain and disseminate information.

Maintain accurate alumni profiles and program information in the University's database in a timely, accurate and appropriate manner.

Support Associate Director, Alumni Engagement with meeting scheduling, coordination and correspondence for both internal and external meetings locally, nationally and internationally.

Maintain records of expenditures and prepares documentation for Financial Services.

Provide back-up and support as needed for office reception.

Perform other related duties as required.

### Strategic Support

Monitor budget processes and progress for portfolio programs to assist in the development of the department budget.

Conduct research as directed and data collection to support strategic planning, decision making, program development and implementation.

Research individual alumni and provide input and suggestions for colleagues to engage meet with.

Work with the Associate Director, Alumni Engagement to coordinate the development and implementation of an overarching strategy to engage alumni through strategic alumni outreach.

Support the Associate Director, Alumni Engagement in the development and implementation of new initiatives to advance the Sauder School of Business and Alumni Engagement.

Work as an integral member of the Alumni Engagement team to ensure that the team as a whole meets Maintains an understanding of the University Information Management System (Links) and provides support and assistance as required.

Support and contribute to the communications strategy including web content, Viewpoints magazine submissions and distribution, Sauder 360 e-newsletter content and delivery, as well as other avenues to promote alumni activities and success stories.

Maintain data components and integrity of Sauder's Global Alumni Network using the Alumni Magnet platform.

Normal office environment with ergonomic workstation. Work pressures, peak periods, multiple demands, deadlines or interruptions moderately impact task completion ability.

### Supervision Received

The incumbent works independently, under minimal supervision. There are a variety of job tasks requiring on going prioritization.

Sets priorities and performs most duties independently, occasionally consulting managers with reference to new or complex problems. Uses initiative, interpretation and or ingenuity to identify potential or actual problems, investigate causes, and resolve problems.

### Supervision Given

Explains works procedures to students and may train on work procedures and or oversee work of students and temporary staff.

### Consequence of Error/Judgement

Given that the incumbent will liaise regularly with senior administration, prominent alumni and donors as well as significant friends and partners of the university, the Alumni Engagement Unit Assistant is expected to exercise judgment, diplomacy and tact in all interactions. Poor judgement could alienate alumni, damage the university's reputation, as well as negatively impact potential opportunities to engage alumni as friends, volunteers, and donors, leading to potential financial, media and political implications.

Errors may impact on the effectiveness of the office, image, reputation and credibility of Alumni Engagement, Sauder and the University. Accuracy, speed and the ability to meet deadlines for many detailed tasks are critical. All information must be accurate and provided in a respectful, timely and supportive way. Data integrity and accuracy is of critical importance to the entire Development and Engagement team of Sauder and UBC. Failure to capture data accurately and in a timely manner will result in an increased number of 'lost' alumni, thus decreasing the departments' ability to meet engagement and fundraising goals.



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### Qualifications

High School graduation and two year post-secondary diploma. Prefer degree. 4 years related experience or the equivalent combination of education and experience. Experience working with alumni or other constituent of post secondary institution. Experience working in volunteer organizations, program coordination, strategic planning, and or public relations. Effective oral and written communication, interpersonal, and organizational skills. Effective time management and prioritization skill. Ability to work both independently and within a team environment. Ability to generate professional reports, research and presentations. Ability to draft and edit correspondence and other documents using clear, concise language. Ability to handle confidential and sensitive material and to exercise a high level of tact and discretion. Ability to be proactive and anticipate needs of internal and external stakeholders. Demonstrated problem solving skills. Demonstrated emotional intelligence, professionalism, diplomacy and tact in dealing with high-level administrators, volunteers, alumni and staff. Intermediate or advanced computer skills with Windows XP, Office XP Pro (specifically Excel), content management systems, email and internet; Knowledge of and experience working with Links or other database management software. Strong analytical and data management skills with the ability to analyse, synthesize, and develop comprehensive reports for management and colleagues using a significant amount of data. Ability to operate the normal range of office equipment. Highly organized with a strong attention to detail. Completes work thoroughly, accurately and according to the specification. Demonstrated initiative and driven to find win-win solutions. Flexible, adaptable, can-do attitude, as required in highly dynamic environment. Positive demeanour and service-orientation toward both colleagues and external audiences. Displays a positive, cooperative attitude towards the job, supervisor and co-workers. Able to persuade others of the value of collaborating and participation, as well as strong relationship building skills. Able to multitask and respond to multiple stakeholders while adapting to changing priorities in the work environment. Demonstrates a consistent, dependable work effort.

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### Job Posting

**Job ID:** 16454  
**Location:** Vancouver - Hospital Site  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 5 (Gr8)      **Business Title:** Administrative Support 5 (Gr8)  
**Department:** Surgery  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-10-02      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-18      **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

- . Develops, analyzes, prepares and reviews briefing notes and plans for the Head for meetings, speeches and presentations.
- . Supports the Head with the coordination of a variety of special projects and reports especially those that pertain to the improvement and development of departmental policy and procedures (e.g. division and program reviews).
- . Prepares self-study report for departmental reviews and assists reviewers during review meetings.
- . Organizes the Head's calendar by performing duties such as scheduling meetings and appointments, identifying and communicating high priority requests, and coordinating with other schedules, booking meeting rooms and ordering catering.
- . Schedules committee meetings and meetings for faculty members' sessions with the Head.
- . Provides coordination and support for Department Committees, including planning and coordinating monthly meetings (e.g. preparation of materials of Executive activities, coordination of agenda topics, topic research, presentations, briefing papers, research materials and taking of minutes). Ensures follow up of business arising from the meetings.
- . Plans and co-ordinates special events, meetings, retreats, strategic planning meetings, workshops for the Department on local, regional and national issues.
- . Oversees the Department's fund raising program; makes recommendations for development of the fund raising plan, implements the



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plan and evaluates the program's effectiveness.

- . Performs complex financial duties such as preparing, monitoring, reconciling and reporting on budgets. 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.
- . 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 inquiries 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.

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. The incumbent refers problems, especially if recurring or ongoing, to the Head or Director of Administration, 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. 4 years related experience or the equivalent combination of education and experience. Training in administrative assistant skills. Working knowledge of scientific or medical terminology is strongly preferred. . 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.



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. Ability to work occasionally in evenings and early mornings; and infrequently on weekends, if at all.

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## Job Posting

**Job ID:** 16367  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** Chan Centre - CUPE 2950  
**Classification Title:** Front of House Attendant-Chan      **Business Title:** Front of House Attendant  
**Department:** Chan Centre for Performg Arts  
**Salary:** \$ 13.87 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-09-16      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-09-06      **Available Openings:** 10

### Job Summary

The Customer Services department of the Chan Centre for the Performing Arts is looking for motivated, well-presented, efficient, customer service-oriented Front of House Attendants to work concerts, plays, receptions, galas, and conferences.

### Organizational Status

Reports to Front of House Captains.

### Work Performed

The position performs a variety of duties during performances and events including ticket-taking, ushering, coatchecking, bartending and responding to the needs of patrons and clients as they occur.

Time Commitment: Applicants must be available for a minimum of 2 shifts a week (approx. 8-10 hours). Shift start times can be in the morning, afternoon or evening.

### Supervision Received

Works under direct supervision of Front of House Captain and under general supervision of the Coordinators. New or unusual problems are referred to the Front of House Captain.

### Supervision Given

None.

### Consequence of Error/Judgement

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





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### Qualifications

Theatre Concert Hall experience. Experience in high-volume establishments. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to provide quality service to customers in a courteous, patient manner. Ability to exercise tact, diplomacy and discretion in dealing with patrons. Ability to cover flexible shift times. Must be able to work irregular hours and respond to on-call demands including evenings and weekends. Physical ability to perform the duties of the job (e.g. standing for long periods. 'Serving It Right' responsible beverage service certificate would be an asset. Level 1 First-Aid certification would be an asset.

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## Job Posting

**Job ID:** 16371  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** Chan Centre - CUPE 2950  
**Classification Title:** Front of House Captain 1 -Chan **Business Title:** Front of House Captain 1 - Float  
**Department:** Chan Centre for Performng Arts  
**Salary:** \$ 15.01 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-09-16 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-09-06 **Available Openings:** 3

### Job Summary

The Customer Services department of the Chan Centre for the Performing Arts is looking for motivated, well-presented, efficient, customer service-oriented Float Captains to work concerts, plays, receptions, galas, and conferences.

### Organizational Status

The Float Captain position assists the Front of House Coordinator in performing all cash handling duties as they pertain to events and performances at the Chan Centre.

### Work Performed

Duties include handling and distributing cash floats, ensuring cashiers are supplied with sufficient coinage and change, Completing financial summary reports for events and performances. In addition the Float Captain will, on rotation, also work a standard FOH position.

Time Commitment: Applicants must be available for a minimum of 2 shifts a week (approx. 8-10 hours). Shift start times can be in the morning, afternoon or evening. Must be available to work in May and June.

### Supervision Received

Works under general supervision of the Coordinators.

### Supervision Given

Supervises Front of House Attendants during performances and events. May have input into hiring, training, and performance evaluation of staff.

### Consequence of Error/Judgement

Errors could have serious impact on relations with users and patrons and negatively effect the reputation of the Chan Centre and the University resulting in lost revenue. Errors in judgement could result in low staff morale, dissatisfied patrons and or



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safety issues.

### **Qualifications**

Proven experience in cash handling, making bank deposits and completing financial summary reports for events. A thorough understanding of Chan Centre policies and procedures. Theatre Concert Hall experience. Experience in high-volume establishments. Ability to work quickly while maintaining accuracy and attention to detail. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to provide quality service to customers in a courteous, patient manner. Ability to exercise tact, discretion and patience in dealing with patrons. Must be able to work irregular hours and respond to on-call demands including evenings and weekends. Must be available to work in May and June. Physical ability to perform the duties of the job (e.g. standing for long periods of time). Ability to work effectively independently and in a team environment. Valid First Aid Certificate - Level 1 would be an asset. 'Serving It Right' responsible beverage service certificate.

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## Job Posting

**Job ID:** 16372  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** Chan Centre - CUPE 2950  
**Classification Title:** Front of House Captain 1 -Chan  
**Business Title:** Front of House Captain 1 - First Aid  
**Department:** Chan Centre for Performg Arts  
**Salary:** \$ 15.01 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-09-16  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-09-06  
**Available Openings:** 3

### Job Summary

The Customer Services department of the Chan Centre for the Performing Arts is looking for motivated, well-presented, efficient, customer service-oriented First-Aid Captains to work concerts, plays, receptions, galas, and conferences.

### Organizational Status

Assists the Front of House Coordinator.

### Work Performed

In addition to working a regular usher position the First-Aid Captain position assists the Front of House Coordinator in providing Chan Centre patrons with basic OFA Level 1 First-Aid services.

Time Commitment: Applicants must be available for a minimum of 2 shifts a week (approx. 8-10 hours). Shift start times can be in the morning, afternoon or evening.

### Supervision Received

Works under general supervision of the Coordinators.

### Supervision Given

Supervises Front of House Attendants during performances and events. May have input into hiring, training, and performance evaluation of staff.

### Consequence of Error/Judgement

Errors could have serious impact on relations with users and patrons and negatively effect the reputation of the Chan Centre and the University resulting in lost revenue. Errors in judgement could result in low staff morale, dissatisfied patrons and or safety issues.



# The University of British Columbia

## Staff Job Postings

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### Qualifications

A thorough understanding of Chan Centre policies and procedures. Theatre Concert Hall experience. Experience in high-volume establishments. Valid certification as an OFA (Occupational First-Aid) Level 1. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to provide quality service to customers in a courteous, patient manner. Ability to exercise tact, discretion and patience in dealing with patrons. Must be able to work irregular hours and respond to on-call demands including evenings and weekends. Physical ability to perform the duties of the job (e.g. standing for long periods of time). Ability to work effectively independently and in a team environment. 'Serving It Right' responsible beverage service certificate would be an asset.

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



## Job Posting

**Job ID:** 16369  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** Chan Centre - CUPE 2950  
**Classification Title:** Front of House Captain 2 -Chan  
**Business Title:** Front of House Captain 2 - Bartender  
**Department:** Chan Centre for Performng Arts  
**Salary:** \$ 16.45 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-09-16  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-09-06  
**Available Openings:** 2

### Job Summary

The Customer Services department of the Chan Centre for the Performing Arts is looking for motivated, well-presented, efficient, customer service-oriented Bar Captains to work concerts, plays, receptions, galas, and conferences.

### Organizational Status

The Bar Captain position assists the Front of House Coordinator and Concessions Coordinator in supervising Chan Centre concessions staff to ensure strong, efficient customer service.

### Work Performed

Duties include serving, writing accurate reports, assigning staff breaks, dealing with concessions related issues etc. In addition the Bar Captain will, on rotation, also work a standard FOH and bar positions.

Time Commitment: Applicants must be available for a minimum of 2 shifts a week (approx. 8-10 hours). Shift start times can be in the morning, afternoon or evening. Must be available to work in May and June.

### Supervision Received

Works under general supervision of the Coordinators.

### Supervision Given

Supervises Front of House Attendants during performances and events. May have input into hiring, training, and performance evaluation of staff.

### Consequence of Error/Judgement

Errors could have serious impact on relations with users and patrons and negatively effect the reputation of the Chan Centre and the University resulting in lost revenue. Errors in judgement could result in low staff morale, dissatisfied patrons and or safety issues.



# The University of British Columbia

## Staff Job Postings

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### Qualifications

A thorough understanding of Chan Centre concessions policies and procedures. Experience with high-volume beverage service. Theatre Concert Hall experience. Experience making espresso and specialty coffee. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to provide quality service to customers in a courteous, patient manner. Ability to exercise tact, discretion and patience in dealing with patrons. Must be able to work irregular hours and respond to on-call demands including evenings and weekends. Physical ability to perform the duties of the job (e.g. standing for long periods of time). Ability to work effectively independently and in a team environment. Valid First Aid Certificate - Level 1 would be an asset. 'Serving it Right' responsible beverage service certificate is required.

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## Job Posting

**Job ID:** 16368  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** Chan Centre - CUPE 2950  
**Classification Title:** Front of House Captain 2 -Chan  
**Business Title:** Front of House Captain 2 - Usher  
**Department:** Chan Centre for Performng Arts  
**Salary:** \$ 16.45 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-09-16  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-09-06  
**Available Openings:** 2

### Job Summary

The Customer Services department of the Chan Centre for the Performing Arts is looking for motivated, well-presented, efficient, customer service-oriented Usher Captains to work concerts, plays, receptions, galas, and conferences.

### Organizational Status

The Usher Captain position assists the Front of House Coordinator in supervising Chan Centre ushering staff to ensure strong, efficient customer service.

### Work Performed

Duties include writing accurate reports, assigning staff breaks, dealing with patron concerns etc. In addition the Usher Captain will, on rotation, also work a standard FOH position.

Time Commitment: Applicants must be available for a minimum of 2 shifts a week (approx. 8-10 hours). Shift start times can be in the morning, afternoon or evening. Must be available to work in May and June.

### Supervision Received

Works under general supervision of the Coordinators.

### Supervision Given

Supervises Front of House Attendants during performances and events. May have input into hiring, training, and performance evaluation of staff.

### Consequence of Error/Judgement

Errors could have serious impact on relations with users and patrons and negatively effect the reputation of the Chan Centre and the University resulting in lost revenue. Errors in judgement could result in low staff morale, dissatisfied patrons and or safety issues.





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## Staff Job Postings

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### Qualifications

A thorough understanding of Chan Centre policies and procedures. Theatre Concert Hall experience. Experience in high-volume establishments. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to provide quality service to customers in a courteous, patient manner. Ability to exercise tact, discretion and patience in dealing with patrons. Must be available to work in May and June. Ability to cover flexible shift times and respond to on-call demands including evenings and weekends an asset. Physical ability to perform the duties of the job (e.g. to work standing for long periods) Ability to work effectively independently and in a team environment. Valid First Aid Certificate - Level 1 would be an asset. 'Serving It Right' responsible beverage service certificate would be an asset.

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### Job Posting

**Job ID:** 16444  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Financial Proc. Spec 1 (Gr1) **Business Title:** Financial Proc. Spec 1 (Gr1)  
**Department:** Procure to Pay Client Services  
**Salary:** \$29,472.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-08-27  
**Job End Date:** 2014-03-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-28 **Available Openings:** 1

### Job Summary

This position is responsible for assisting with financial and administrative support within the Procure to Pay, Client Services function which is part of the Payment & Procurement Services portfolio. The incumbent is responsible for scanning large volumes of documents, filing, mail sorting, data entry and distributing cheques.

### Organizational Status

Reports to the Team Lead, Procure to Pay. The incumbent in this position has regular contact with staff in all units of Payment & Procurement Services (PPS). This position interacts with many units at UBC and also with external agencies such as, vendors.

### Work Performed

- Collects incoming mail, sorts and date stamps all incoming mail for Procure to Pay, Client Services.
- Accurately identify, sort and code documents by type and category.
- Collects, sorts and prepares outgoing mail from internal clients ready for pick up and delivery in-line with departmental collection schedule.
- Return invoices to originating departments and or vendors for documents containing incomplete incorrect information.
- Review Journal Vouchers and cash receipts to ensure they are properly completed and have the appropriate supporting documentation. Contact return documentation to originating department for correction if required.
- Data enters requisitions, journal vouchers and cash receipts. Ensure timely, accurate and auditable entry of data and conform to UBC policies and procedures as well as departmental guidelines.
- Sort and distribute cheques according to relevant handling instructions.
- Audits and or prepares financial documentation for scanning. Scans large volumes of documentation ensuring documentation is clear and legible.
- Provides coverage for Procure to Pay, Client Services as required such as Requisition Processing and Smart Form Processing.
- Performs other related tasks.

### Supervision Received

Reports to the Team Lead, Procure to Pay.



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## Staff Job Postings

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### **Supervision Given**

N A

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

Errors made at the scanning stage are difficult to resolve, will negatively impact all subsequent steps to process invoices. Thus, proper scanning is crucial to ensure the timeliness of the payment process. Data entry errors could result in incorrect charges to vendors and departments.

Incorrect sorting and or distribution of mail may delay the processing of Invoices, Requisitions, Journal Vouchers, and Cash Receipts. Mishandled invoices could result in delay of payments to vendors and result in late payment fees being charged.

### **Qualifications**

High School graduation and 1 year post-secondary education. Plus with training in office procedures, and practices. 1 year related experience or the equivalent combination of education and experience. Good problem solving skills. Must possess the ability to exercise tact and discretion. Must have excellent listening and solid comprehension skills. Effective written and oral communication skills are also required. Must be able to multi-task, set priorities, manage workflow effectively, and meet deadlines. Competency in the use of Microsoft Word and Excel software is required. Must have excellent organization skills. Must be able to work independently and in a team. Ability to data enter with a key stroke rate of 8,000 characters per hour and to operate normal range of office equipment. Ability to lift up to 25 kg. MUST have high accuracy and excellent attention to detail. FMS experience is preferred.

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## Job Posting

**Job ID:** 16349  
**Location:** Vancouver - Hospital Site  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Program Assistant 1 (Gr3) **Business Title:** Undergraduate Program Assistant  
**Department:** Obstetrics & Gynaecology  
**Salary:** \$38,148.00 (Annual)  
**Full/Part Time:** Part-Time (40%)  
**Desired Start Date:** 2013-09-16 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-01 **Available Openings:** 1

### Job Summary

The position provides routine administrative support to the Department of Obstetrics & Gynaecology Undergraduate (UG) Education Program, including the UG Program Director, Education Manager and Program Administrator. This position works on the UG Year 4 program and supports UG Program Administrator with the Yr 3 OSCE and NBME exams. This position also prepares and submits payment tracking sheets related to Clinical Faculty compensation for Yr 4 UG program teaching. As a member of the Department's Education Program team, this position also provides assistance and coverage as needed in the UG Yr 3 Education Program.

### Organizational Status

This position primarily provides administrative support to the UG Program in the Department of Obstetrics and Gynaecology. Reporting directly to the Education Manager, this incumbent works closely with and takes direction from the UG Program Director, Yr 4 Clerkship Director and the UG Program Administrator.

### Work Performed

#### Year 4 Program Duties

- Confirm electives and capacity
- Process student rotation requests
- Organize block schedules for students
- Send out reporting instructions to each student
- Evaluations
- Follow up with Preceptors
- Liaison with UG Dean's office
- Record teaching Payments
- Report grades to UG Dean's office
- Other requests as needed

#### Year 3 Program Duties

- Provide assistance to OSCE and NBME exams
- Provides other assistance to Year 3 program when needed



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## Staff Job Postings

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### **Supervision Received**

Work is done independently under general supervision. This incumbent will consult the UG Program Director, Education Manager and Program Administrator of the Obstetrics and Gynaecology UG Program with unusual problems.

### **Supervision Given**

None.

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

This incumbent will be expected to exercise considerable good judgment and initiative in prioritizing and scheduling work. The assignment of rotations is extremely detailed and errors in scheduling could have considerable impact on students, patients, physicians and services at various training hospital sites. The incumbent works within established guidelines and may in conjunction with the Program Director Program Administrator be establishing new policies and procedures. Ability to handle matters based on the knowledge of the University of British Columbia, Department of Obstetrics and Gynaecology, Faculty of Medicine, PAR-BC and Royal College policies and procedures. Failure to work appropriately and maintain a high level of accurateness could threaten accreditation. Errors could result in harm to patients, reduction in Ministry of Health funding, direct impact on residents' education and loss of valuable physician time and income.

### **Qualifications**

High School graduation and 1 year post-secondary education. Experience in undergrad education environment preferred with knowledge of FMIS and UBC undergraduate education systems and procedures. 2 years of related experience or the equivalent combination of education and experience. Ability to perform word processing at 60 words per minute  
Ability to operate job-related equipment (e.g., multi-line phone switchboard) (e.g., fax machine, photocopier)  
Ability to take and transcribe accurate meeting minutes  
Word processing computer experience required (intermediate to advanced MS Word and Excel)  
Knowledge of One45, Access and Web eVal preferred  
Ability to exercise tact and discretion  
Demonstrated ability to take initiative, prioritize and meet deadlines  
Effective interpersonal, oral and written communication skills  
Ability to maintain accuracy and attention to detail  
Ability to work independently and work effectively in a team environment under pressure to meet deadlines  
Effective interpersonal, organizational skills and problem solving skills

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### Job Posting

**Job ID:** 16432  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Program Assistant 2 (Gr6) **Business Title:** Registration and Prog Co-ordinator (Exec. Ed.)  
**Department:** Sauder - Executive Education  
**Salary:** \$40,752.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-03 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-08-28 **Available Openings:** 1

### Job Summary

The Registration and Program Co-ordinator assists clients in their purchase of Executive Education programming and is the primary contact for clients before and after course attendance. This key position is responsible to maximize revenue and enrollment and provides frontline customer service, program advising, and registration services for Open Enrollment and other programs at Executive Education. The person is responsible for delivering excellent customer experience as it applies to all aspects of the Executive Education registration management process.

The Registration and Program Co-ordinator provides frontline contact to individuals regarding Open Enrollment programs and actively sells programs and courses in order to maximize course enrollments. This process includes advising on course content, topics, and goals, probing clients to help them determine their educational and job performance needs, and recommending programs. In addition the Registration and Program Co-ordinator proactively promotes courses and events to maximize fill rates by tracking individual and collective client interests and proactively contacting clients in order to maximize enrollment. Provides the highest professional standards when dealing with clients, and works to develop long-term professional relationships with clientele.

As part of the registration management process, the Registration and Program Co-ordinator welcomes and signs-in participants, introduces courses instructors, presents certificates, creates, distributes and collates course participant evaluations, and follows-up with opportunities for administrative improvements. This position manages the Executive Education certificate function by tracking progress, following-up with clients to encourage completion, gathering and administering completion documents, and preparing documents for presentation.

Is responsible for timely collection of payment for registration prior to the start of each course, and applies appropriate volume and promotion discounts to individuals as well as exercise discretion in terms of applying ad-hoc discounts to encourage registrations. Administers refunds and administration fees as necessary. Administers and monitors Credit Notes and Gift Certificates and provides reconciliation reports. Resolves complex queries and problems that may occur in the registration process including Withdrawals, Transfers, and Substitutions. Compiles statistical reports on registration and inquiries. Updates administrative procedures and makes recommendations to streamline procedures and policies already in place. Responsible for a range of other administrative support duties. Works flexibly and collaboratively within a high profile, cross-functional team environment.

This position will be located at the university's downtown campus, UBC Robson Square where the hours of Operation are approximately 8:30 - 5:00pm. Earlier start and finish times are regularly required. Able to work flexible hours and come in on weekends or early mornings is essential.

### Organizational Status



# The University of British Columbia

## Staff Job Postings

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Reports to the Director, Open Enrollment. Works collaboratively within Executive Education team. Works closely with all stakeholders at UBC Robson Square and Sauder School of Business.

### Work Performed

#### 1. Advising:

Provides information to clients and potential clients via telephone, e-mail and in person regarding course offerings, certificates and general information concerning Executive Education events on-site, courses, seminars, instructors or other matters

- Educates participants as the value of completing a certificate through additional courses.
- Tracks seminar participation and identifies and advises those candidates eligible for the various certificates offered.

#### 2. Registration & Coordination

Responsible for co-ordinating the registration process for all Open Enrollment and Custom courses:

- Updates courses and offerings as well as client and company profiles on ERS system
- Processes telephone, e-mail, faxed, and walk-in registrations
- Issues receipts, invoices, credit notes and attendance confirmation letters
- Maintains Executive Education participant database system for all Open Enrollment programs consisting of over 20,000 clients and companies, ensuring it is kept up-to-date
- Conducts follow up with clients and provides information on course content, instructors and prerequisites to potential clients via initiating outbound telephone calls and e-mails in a professional manner.
- Responsible for greeting, checking attendance, and collecting outstanding payments from participants on first day of seminars
- Delivers welcome message at start of class, and introduces instructor faculty if Director of Open Enrollment is unavailable
- Responsible for thanking participants for attending seminar and presenting certificates to eligible participants at the end of seminar
- Coordinates wait lists, tracks enrollments and recommends creation of overflow classes to maximize revenue.
- Resolves complex issues and deals with special situations or unsatisfied customers, ensuring the client experience is positive and efficient
- Creates operations reports for discussion in weekly coordination team meetings
- Coordinates weekly Open Enrollment course luncheons for seminar participants, including arranging rooms and meal selection while ensuring dietary requirements are strictly followed
- Creates online course evaluations and issues to participants immediately after completion
- Compiles and analyzes evaluation reports from feedback received on course evaluations
- Maintains certificate tracking record and creates certificates, congratulation letters and seminar history letters for applicable candidates after program completion
- Approves and processes clients' transfers, withdrawals and refunds in accordance with division policies
- Occasionally handles queries within broader UBC context; redirecting and servicing all UBC clients professionally

#### 3. Marketing

- Promotes courses to current and potential clients; monitors clients special interest areas
- Monitors the registration system data to identify new participants and send program materials to maximize course participation rates
- Assists the Executive Education Business Development team in executing e-mail and telemarketing activities to meet program sales targets
- Informs past clients of upcoming course offerings
- Ensures Executive Education web site is up-to-date with current course offerings and information
- Creates comparative fill rate reports for weekly marketing meetings to identify problem areas and develop strategies to address them

#### 4. Finance:

- Processes and tracks all refund requests and provide supporting documentation to the Accounts Office
- Process journal vouchers and payments and ensures timely payments from clients
- Creates speedcharts and program codes in ERS and assigns programs codes to courses



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## Staff Job Postings

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- Handles speedcharts lists, program code lists and proper allocation of money for the Executive Education team
- Accurately assigns catering costs to appropriate speedcharts when reviewing catering invoices
- Organizes and maintains tracking of gift certificates awarded to clients, journal voucher payments, pin pad transaction receipts, and daily transaction reports
- As per guidelines determines bonuses for instructors based on revenue generated in courses assigned

### 6. Other

- Provides input for changes to programs and administrative procedures
- Performs administrative duties such as drafting correspondence and updating manuals
- Resolves complex problems in specialized areas, including for other staff
- Provides back-up and lunch coverage for Front Desk Reception duties and other EE staff as needed
- Performs other duties as required

### Supervision Received

Works independently under broad direction from the Client Services Manager. Exercises independent judgment in completing job duties in a fast-paced, deadline-driven environment.

### Supervision Given

Trains and supervises temporary staff and student positions.

### Consequence of Error/Judgement

All information must be accurate and provided in a respectful, timely and supportive way. Client service decisions have a direct impact on revenues and registrations. For example, inaccurate fee payment and inappropriate refunds can result directly in revenue losses or a decision to attend another institution. Incomplete information or mishandling of client inquiries, concerns or problems can cause a negative impact on UBC's reputation for excellent service. Providing accurate and timely feedback from clients to program coordination staff is critical to the ongoing improvement of our programs and promotional plans.

### Qualifications

High School graduation and 1 year post-secondary education. Training in office procedures and bookkeeping practices preferred. 3 years of related experience or the equivalent combination of education and experience. Customer service experience a definite asset. Experience working in a Call Centre or client services environment preferred. Experience working in a fast paced environment. Understanding of general accounting principles preferred. Computer experience required intermediate (Word, Excel, Access and Outlook preferred). Experience using Foxpro and Amacus preferred. Thorough knowledge of business procedures and practices. Good knowledge of word processing, database, and spreadsheet software (e.g. MS Word, Excel). Good knowledge of Internet and Intranet access and usage. Advanced interpersonal skills required Excellent organizational skills. Excellent oral and written communication skills. Solid presentation skills. Some knowledge of Freedom of Information and Protection of Privacy Act (FOIPOP). Some knowledge of services available to prospective and current students. Some knowledge of UBC paper and on-line Publications (e.g., Continuing Studies Publications and Sauder School of Business Publications). Ability to operate standard equipment (e.g., photocopiers, calculators, cash registers, switchboard headsets, etc.). Ability to maintain accuracy and attention to detail. Ability to work independently and in a team environment. Ability to prioritize work in a fast-paced environment with multiple demands and deadlines. Ability to exercise tact and discretion. Ability to type 60 w.p.m. Ability to work flexible hours including evenings and weekends.

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## Staff Job Postings

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qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.



### Job Posting

**Job ID:** 16345 (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 Operations  
**Salary:** \$50,484.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-03 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-27 **Available Openings:** 1

### Job Summary

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

### Organizational Status

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

### Work Performed

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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## Staff Job Postings

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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 judgement concerning steam system equipment maintenance could lead to serious personal injury or loss of life, shutdown to university heating and hot water system, expensive repairs, poor operation of the steam system, and decreased life of the steam piping system.

### **Qualifications**

BC Fourth Class Power Engineer. .

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## Job Posting

**Job ID:** 16470  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level D **Business Title:** Budget Analyst/Reporting Specialist  
**Department:** Fac Med Finance Office  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-03 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-28 **Available Openings:** 1

### Job Summary

The role of the Budget Analyst Reporting specialist is to provide high level financial and budgetary analysis, data management and reporting to the Faculty of Medicine, in support of strong budget management. The Budget Analyst reports to the Senior Director, Finance, and works closely, as part of a team, with each Associate Director or Cluster Portfolio Lead in their respective portfolio to provide strategic financial information and support.

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

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

### Organizational Status

The Budget Analyst reports to the Senior Director, Finance in the Faculty of Medicine and is part of the team of cluster portfolio leads (Associate Directors and Director, Compliance) providing financial leadership to the faculty. The Senior Director of Finance reports to the Comptroller of UBC and to the Chief Operating Officer of the Faculty of Medicine.

### Work Performed



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### Management Reporting, Financial and Budget Analysis

Working collaboratively with Portfolio cluster leads and the Senior Director, Finance:

-Develops and implements consistent financial and budgetary reports systems and structures for departments and senior management that enable senior leaders to monitor the financial health of the areas in their responsibility, including quarterly financial reports, financial models, estimates, summaries of results, and variance analysis built from information from the university-wide systems

- Develops key performance indicators and other dashboard indicators and metrics of risk and performance, based on available data; recommends coding and data structures to enable new measures to be developed

- Develops coding and financial reporting systems that can be readily maintained and used by others

- Performs granular analysis of actual costs against budget, including analysis of budget drivers such as benefit costs, faculty costs, travel costs, etc. and sets up systems to monitor these

-Acts as point of contact with department school centre personnel to assist in their accessing or understanding financial reports

-Develops and implements processes to create, gather and compile financial data and estimates into meaningful financial formats to support the development of budgets and financial projections for the Faculty

-Under the guidance of the Senior Finance Director, guides the process and technical preparation of the annual budget in the Faculty by providing departments and cluster budget officers with strategic, technical and practical guidance and support to enable them to prepare accurate projections and costings for the coming years in a common Faculty format.

-Supports the preparation of 5 year plans by departments, developing assumptions and guidelines for forecasting and for multiple scenarios, and useful common formats. Supports costings for new projects, programmes and initiatives.

-In collaboration with program managers, supports the development of financial reports for external agencies such as Canadian Association of Medical Colleges, various funders, government, and donors

-Reviews financial reports to identify potential issues and resolving issues with Administrators and Department Heads

-Develops financial forecasts and financial planning systems, ensuring consistent practices between departments and within the Faculty as a whole

-Guides and co-ordinates the implementation of UBC initiated financial reporting systems in the Faculty of Medicine including implementing new processes and systems, providing communication, training and assistance

-Builds financial models as required to assess the financial viability and impact of new and existing strategic initiative projects

-Analyzes and prepares complex and detailed analytical financial reports or ad hoc analysis on cash flow projects, debentures, financial and other related areas, including capital budgets, schedule of capital maintenance, and project costing

-Analyzes, prepares and assists with preparing forecast results for current and future years by building assumptions, coordinating input from various sources and compiling results

### Business Process Improvement



# The University of British Columbia

## Staff Job Postings

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-Engages with Portfolio Leaders, key finance, administrative and IT staff and other stakeholders to determine business needs, cost reductions, reforms and improvement opportunities particularly in the areas of data management, budget preparation and reporting

-Participates in business process analysis, documenting process flows and facilitating workshops to elicit improvement, and in training in new systems and structures

### **Supervision Received**

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

### **Supervision Given**

While no direct reports are supervised, the Budget Analyst will lead working groups and virtual teams, and should have collaborative skills.

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

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

The position must make decisions regarding non-standard or new accounting data and analytical questions.

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

### **Qualifications**

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). University degree in Commerce or business Administration preferred. A minimum of 7 years of experience or the equivalent combination of education and experience. Experience in post-secondary education or health care sectors preferred.

Experience in financial and budgetary analysis and development of financial tracking and reporting systems required.

Experience in fund accounting, budgeting, management of accounting systems and teams is preferred.

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

Experience with and ability to consolidate and interpret financial data, present findings and assist non-financial managers in understanding financial reports.

Extensive experience with data analysis in large ERP systems and or large data sets is required, including demonstrated ability to build reporting tools, performance indicators and other analytical tools. Ability to consolidate data from various sources to develop budgets and financial reports to support Senior Management decision making. Demonstrated ability to develop appropriate and effective financial reports. Proven oral and written communication, interpersonal and organizational skills. Must be able to deal with sensitive issues with tact and diplomacy. Advanced computer skills required. Initiative, creativity and flexibility to develop options for the resolution of complex financial issues. Ability to work independently and within a team environment.

Ability to work under pressure and meet deadlines. Ability to maintain accuracy and attention to detail while maintaining an



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overall big picture perspective.

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



## Job Posting

**Job ID:** 16403  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level A **Business Title:** Specified Projects Manager  
**Department:** Family Practice  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-08-26  
**Job End Date:** 2014-03-31 **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-26 **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 manage the overall operational, administrative, marketing, and budget of Specified Projects for the Rural Coordination Centre of BC (RCCbc); this includes strategic planning, implementation, financial management funding of Specified Projects as determined by the Executive Director in collaboration with the Executive Manager. Travel as required.

Reports to Executive Director and works closely with the Executive Manager and Management Team. Acts as a liaison with the consultant team for Specified Projects. Meets weekly with the Executive Manager and attends all Management and Core Meetings. Is flexible for meetings outside of working hours from time to time by agreement (including evenings and weekends).

### Organizational Status

The Rural Coordination Centre of BC (RCCbc) mission is to promote improvement in the health status of people living in the rural communities of British Columbia by developing partnerships to coordinate rural interprofessional health education and by providing a forum for the discussion and coordination of rural healthcare services. RCCbc facilitates and assists in the placement of health science students for their rural and interprofessional training and ensures an adequate supply of appropriately education health professionals for rural BC by bringing together those involved in attraction, training, recruitment and retention. RCCbc serves as a strategic forum that facilitates discussion between Universities, rural teachers, health authorities, rural communities and system providers to improve effective collaboration, partnership and leadership and to promote understanding of rural health challenges and opportunities.

Sites include 6 Provincial Health Authorities, 4 Universities (UBC, UNBC, UBCO, UVIC) and other sites, as they develop, 200 rural teaching sites, other health non-medical institutions and teaching sites (eg. Nursing institutions throughout BC)

### Work Performed

Administrative Operation:

Develops, implements and maintains operational strategies to enable overall process and success of projects and daily functions

Develops and implements strategic plans, goals and objectives

Communicates with Management team and staff to identify problems, develop solutions and improvements and create maintain quality standards.





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Provides guidance and counsel to Executive Director to ensure compliance with University policies and practices, as well, with external agencies.

Participates, facilitates, attends committees and working groups;

Oversees dissemination of information in coordinated and timely fashion, including acting as a liaison with various sites across the province.

Manages the office staff, including communicating job expectations, planning, monitoring, appraising task results, coaching, counselling and initiating, coordinating and enforcing systems, policies and procedures.

### Human Resources

Conducts annual performance reviews, hires staff, supervises, trains and terminates professional staff members.

Working with units, analyzes workloads and work flow and initiates changes to organizational structure, ensuring that people and systems are in place to support operational effectiveness of projects.

Researches, authors and advises on the development of job descriptions, position classification, performance evaluation, professional development, attendance management and retention of staff, liaising with HR where appropriate.

Develops and implements administrative policies and oversees the scheduling of staff vacations, medical leaves and appointments and leaves of absence.

Develops and maintain online vacation scheduler

### Financial Resources

Manages the organization's budget. Prepares various operational and project related budgetary forecasts.

Authorizes and monitors expenditures.

Participates in financial planning process.

### Special Projects :

Manages and works with internal and external agencies on web site design and content, including online provincial calendar and collaboration website portal.

Manages and updates relevant CPD events on provincial calendar.

Manages and oversees a number of networking education opportunities including an annual rural provincial conference drawing 250 attendees with 6 educational streams and several sponsors.

Oversees the organization, budget, coordinating information and requirements, planning, arranging and travel for The CARE Course (8-10 courses per year)

Travel, as required

Other duties as assigned

### Supervision Received

Broad supervision by Executive Director.

### Supervision Given

Manages, disciplines and evaluates performance of 6 staff members, in conjunction with Executive Manager.

### Consequence of Error/Judgement

The RCCbc is committed to the highest standard of health care. It believes that the highest standards of health care are achieved through interprofessional training and practice. All practitioners' and public opinion, and patients' values, must be equally respected to achieve that high standard. The Project Manager deals with sensitive and complex issues. Poor decision or lack of judgement could jeopardize the relationships within the rural communities and rural teachers.

### Qualifications

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



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experience. Experience in a health care setting clinical environment preferred. Computer experience required. Ability to relate to physicians and other health professionals equally, respectfully and as a colleague. Ability to easily adapt to changing priorities. Ability to analyze and tie together disparate issues and identify commonalities. Ability to effectively use of financial, word processing and software tools at an advanced level. Demonstrated understanding of effective operational procedures and work processes in an administrative environment for a large complex organization. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work effectively independently and in a team environment. Effective organizational, planning and leadership skills. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to compose complex written documentation using concise business English. Ability to exercise tact and discretion. Ability to effectively manage multiple tasks and priorities.

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



## Job Posting

**Job ID:** 16431  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level B      **Business Title:** Administrator  
**Department:** Asian Studies  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-09  
**Job End Date:** 2014-09-05  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2013-08-27      **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

Key responsibilities for the Administrator include planning, implementing and coordinating the non-academic activities of the Department with prime involvement in administrative and financial affairs. These include: administering, managing and controlling the department's budget; responsibility for all staff-related matter; co-coordinating curriculum changes and course schedules; assisting in departmental searches and reviews; representing the department at non-academic university meetings; administering space; developing and formulating department operating procedures; overseeing the website; coordinating department social functions and acting as a resource person to all staff and faculty.

### Organizational Status

The incumbent reports to the Department Head. All support staff report (6.0 FTE) to the Administrator. The incumbent interacts with faculty members, students, staff and general public, the President's Office, Dean's and departmental offices of the Faculty of Arts, and other academic and administrative units on campus as well as external agencies as required.

### Work Performed

- Oversees the administration of the Department of Asian Studies including personnel, financial, operational, and spatial aspects, and contributes to the development of the organizational structure of the Department
- Administers, manages and controls the Department's budget, including maintaining control of departmental expenditures and budget forecasting (prepares departmental budgets and statistics for the Head and Dean's Office)
- Responsible for administrative functions including administering faculty, staff and student salaries, approving purchases of supplies and equipment and managing special projects and assignments as required
- Develops, formulates and administers department operating procedures; participates in formulating of operating policies
- Authorizes expenditures, transfers funds as necessary, creates and analyzes associated budget reports on operating expenses and recommends reallocations, prepares financial forecasts analyzing resource requirements, evaluates financial priorities, prepares final financial submissions, supervises the maintenance of internal records, the reconciliation of Financial Services' ledger sheets, resolves discrepancies, acts as Purchase Card Co-ordinator
- Assists faculty members with related budget and administration of research grants
- Hires staff, evaluates ongoing performance, handles disciplinary matters and grievances, appraises and improves work flow and staff utilization, establishes work schedules; supervises, trains, develops and terminates subordinate personnel and professional



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## Staff Job Postings

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staff; ensures specialized training as necessary

- Maintains vacation sick leave records for all departmental staff
- Assists with faculty hires: Identifies courses or areas that are in need of a Sessional Instructor (due to faculty leave replacement, additions to the curriculum, previous instructors not returning etc), suggests suitable candidates or courses of action, consults with faculty members and or other departments, co-ordinates hiring process. Assists with tenure track faculty searches
- Appoints Teaching Assistants in coordination with the Graduate Advisor
- Acts as Work Study Supervisor: Secures budget, designs and places ad, interviews and hires student worker on a yearly basis, provides supervision
- Responsible for curriculum changes: Identifies the need for changes to the Departments curriculum (including new courses, changes to majors and minors, new programs etc), initiates the change, takes responsibility for the change process from start to finish (consults with department members, seeks advise from other departments, interprets change policies, submits paperwork, fields all queries), oversees the implementation of the approved changes into the Department's existing curriculum and advises faculty, staff and students accordingly
- Responsible for all administrative arrangements for all departmental and research grant funded appointments. Oversees tenure and promotion processes. Coordinates immigration requirements for visiting researchers, students and faculty. Advises faculty and staff on Departmental, UBC, Immigration and Employment policies and procedures and ensures adherence to these policies
- Assists with the scheduling, organizing, publicizing and implementation of all Department workshops and talks
- Handles student complaints, comments and queries and co-ordinates with other Department member to ensure they get dealt with in a timely and appropriate manner
- Responsible for the organization of the Departments administrative records (paper and electronic) and maintains records so that they are accessible and held or culled according to the University's record retention schedules
- Administers departmental space including coordinating office moves, renovations, alterations and maintenance, assigns office space, holds key signing authority and administers security controls
- Administers fire and safety regulations, disaster plans and health and safety regulations
- Authorizes the acquisition of all necessary supplies, equipment and services for the administrative functions of the Department. Ensures the latest technology is available for use in the Department. Input regarding major equipment purposes is obtained from users as appropriate
- Acts as a resource person to both faculty and staff, in particular in the interpretation of university and departmental policies and in particular in the application to situations not covered by existing policies
- Represents the department at non-academic University meetings (e.g. Arts Administrators meeting). Prepares forecasts and submits reports to the Head on policy recommendations, administration of research grants and contracts
- Oversees Departmental website presence
- Co-ordinates Department social functions, including orientations, receptions, departmental outings, seasonal gatherings and staff events
- Acts as the Departmental Sustainability Coordinator and Ergonomics Rep
- Sets course schedules; prepares exam requests
- Administers various student programs
- Performs other related duties as required

### **Supervision Received**

The incumbent works independently under the general supervision of the Department Head. The area of responsibility is defined only in terms of overall objectives and goals. Works with Department Head to formulate policy on complex or controversial administrative issues.

### **Supervision Given**

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

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



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Poor decisions about policy, budgeting, resource allocations or staffing or failure to get work done in a timely and effective manner could lead to damage to the credibility of the Department or its members. The incumbent is held responsible and accountable for actions and errors made by union and non-union (non-academic) staff. Incorrect budget planning could cause over expenditures and lack of funds available for necessary operations of the Department. Incorrect interpretation of policies, procedures, union agreements and manuals could cause personnel, financial and operational difficulties. Incorrect advice to faculty and students applying for grants and scholarships could impact funding.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Supervisory experience an asset. Accounting experience. Computer experience. Thorough knowledge of University policies and procedures an asset. Ability to work effectively independently and in a team environment. Ability to communicate effectively verbally and in writing. Leadership skills and ability to effectively recruit, train, supervise, and motivate employees. Ability to exercise tact and discretion. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to make thoughtful, informed, and thorough decisions. Collegial. Ability to organize work effectively under pressure to meet deadlines. Ability to approach interactions with an awareness of sensitive issues (e.g., issues concerning specific cultures). Ability to exercise initiative and sound judgement.

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



## Job Posting

**Job ID:** 16458  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level F **Business Title:** Assistant Dean  
**Department:** Arts, Dean's Office  
**Salary:** \$83,293.00 - \$104,115.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-01 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-02 **Available Openings:** 1

### Job Summary

The Assistant Dean works in close partnership with the Dean, Associate and Assistant Deans, to facilitate the academic and administrative leadership of the Faculty of Arts. The Assistant Dean has direct responsibility for strategic planning and management of staff and space in the Dean's Office and the Faculty of Arts. The position plays a key role as Faculty of Arts representative on university wide committees that develop policy and strategies for the campus and leadership to representatives in Faculty of Arts and University units on matters concerning human resources, employment strategies that promote equity and diversity, major and minor capital projects, building renewal, resource utilization, policy and planning development, health, safety and personal, physical and data security.

The Faculty occupies over 50,000 square meters in 52 buildings spread across campus. The Faculty of Arts is the largest in the University in terms of enrolments (more than 14,000 undergraduate and graduate students). There are more about 1000 tenured tenure-track faculty, sessional lecturers, 12 month lecturers and other academic appointees, and over 400 regular and temporary staff in 40 departments schools programs that include the Museum of Anthropology, the Belkin Art Gallery, the Chan Centre for the Performing Arts, performance and visual arts programs, interdisciplinary programs, institutes and journals.

### Organizational Status

The Assistant Dean reports to the Dean. The position works closely with Associate and Assistant Deans, the Dean's Executive Coordinator and staff in the Dean's Office, directors of Faculty Service Units (Arts Academic Advising, Arts ISIT, Co-op) and with Heads, Directors, and Program Chairs and Senior Administrators in the Faculty and across the university.

### Work Performed

- Is a member of the senior executive team in the office of the Dean of Arts and participates in policy, planning and resource decision making undertaken by the executive team.
- Provides leadership to the Faculty's management and professional and unionized staff and faculty in human resource strategies, best practices in the performance review process, coaching and mentoring, hiring, disciplining, terminating staff, etc.
- Facilitates communication within the Faculty amongst administrators and support staff; Chairs monthly meetings of Administrators in the Faculty.
- Provides advice and guidance to individual Heads, Directors, and Program Chairs about the administration and effectiveness of their units.
- Works with faculty and M&P administrators to ensure that collective agreements are implemented and followed; interprets



collective agreements (e.g., primarily AAPS, CUPE 2250, CUPE 116, CUPE 2278) for same.

-Works with staff and faculty on employment systems equity reviews, development of policy and procedure that supports equity and diversity in the workplace, and communication of these.

- Manages the Faculty's database inventory of building, office, research and teaching space (52 buildings, 50000 sq m of office, research and computer labs, lounges, seminar rooms and restricted classroom spaces); works toward an inventory that includes quality of the various spaces and maintenance and upgrade needs.

-Plays leadership role and represents the Faculty in management of major and minor capital renewal projects and classroom upgrades.

-Oversees departmental space allocations, reallocations, room assignments and moves; develops, updates and implements the Faculty of Arts Space Policy (the policy for the Equitable Allocation of Office Space) in order to maximize utilization.

-Works toward a Faculty of Arts Master Space Plan; works with Campus Planning and Development, Facilities Planning, external professional planning and architectural consultants and with the Development Office on plans for current and projected major and minor capital plans (new buildings and renovations).

Identifies, determines needs, problems, concerns in the Faculty of Arts regarding space issues; identifies and recommends priorities for Minor Capital projects; liaises and problem solves resolves issues regarding restricted and unrestricted classroom and teaching lab issues with Enrollment Services, Campus Planning and Development, Facilities Planning, Building Operations.

- Works with Campus Security, Secure Access, the RCMP, and other units as necessary to ensure security of physical property.

-Works closely with Risk Management, Arts ISIT, UBC IT, Treasury, Legal Counsel and departments to develop protocols for the Faculty of Arts for data and privacy security; authorizes access signing authority (for keys, fobs, iClass Cards) for Heads and Directors, faculty and staff.

-Works with Risk Management and departments in the Faculty to ensure compliance (monthly meetings, reporting, inspecting) with UBC's Health and Safety standards.

-Engages and works with internal and external professional consultants specialists regarding organizational effectiveness, human resource issues, mediation, planning, architectural treatments, security (data privacy, physical, personal).

- Oversees and administers various funds for the Faculty from the Dean's Office including the Capital and Infrastructure Fund, Academic Equipment Fund, the Professional Development Travel Fund for Management and Professional staff in Arts.

- Represents the Faculty on University committees (e.g., Property and Planning Advisory Committee, UBC Commons Steering Committee, UBC Health and Safety Committee, Council of Faculty Business Administrators).

- Takes on other responsibilities as requested needed (e.g. employment equity, data security, privacy protocols, etc.).

### **Supervision Received**

Works independently, reporting to the Dean.

### **Supervision Given**

Reporting to this position are the Dean's Office Manager, the Associate Deans Students' Coordinator and Manager Finance (shared reporting with Assistant Dean Finance); Administers all M&P positions in the Dean's Office; Supports directors managers in Arts Academic Advising, Arts ISIT, Arts Co-op, Arts Communications and Arts Development & Alumni Engagement. The position works closely with heads, directors, program chairs, senior administrators in the faculty and the university.

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

Inadequate or inaccurate information or poor analysis of available information could result in poor decisions about policy and resource allocation in the Faculty; decisions based on poor, inaccurate information or analysis could damage the mission of the Faculty, the credibility of the Dean and the Faculty, and the Dean's ability to perform his her job well; poor hiring, poor supervision, or poor morale could result in ineffective performance of duties by staff in the Dean's units and throughout the Faculty; inadequate representation of the Faculty on university committees or misrepresentation of Faculty interests and or failure to deal with them or sidelining Faculty priorities and policies could damage the communication within the Faculty and the "image" of the Faculty in the university and in the wider-community; failure to get the work of the Faculty of Arts Office done in a timely and effective manner could result in the misuse of the Faculty's constrained resources and alienation of Heads and Directors and faculty members from the priorities of the Faculty.



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### Qualifications

Master's degree in a relevant discipline. Minimum of 9 years experience or the equivalent combination of education and experience. Extensive experience in universities preferably at UBC. Ability to present complex issues in writing and speech; Excellent communication skills;

Ability to work creatively, resourcefully and effectively with a strong leadership group;

Ability to identify as well as solve problems and to take initiative in improving the work of the faculty;

Ability to effectively lead other administrative staff;

Skill in conflict resolution;

Knowledge of labour contracts at UBC;

Strong organizational skills;

Ability to master detail;

Training in research, survey and analysis methods;

Ability to forge productive working relationships with a wide variety of academic and ancillary units on campus;

A commitment to hard work;

Understanding of and dedication to the teaching and research mission of the Faculty.

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





## Job Posting

**Job ID:** 16448  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Clerk To Bd. Or Senate  
**Classification Title:** Clerk to Board/Senate,Level A2                      **Business Title:** Academic Governance Officer  
**Department:** Senate & Curriculum Services  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-19    **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-28    **Available Openings:** 1

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

### Job Summary

The Academic Governance Officer provides advisory , policy development and administration, and other services to the University's academic governance bodies and their members in support of the governance of a multi-campus University system. Governance bodies include the Vancouver Senate, the Okanagan Senate, the Council of Senates, Faculties, and associated Committees (hereinafter "governance bodies"). Advises governance bodies on policies, precedents, and best practices in public and higher education administration. Develops policies, rules, and procedures for approval by governance bodies and advises on jurisdictional matters. Conducts research for governing bodies. Conducts University elections in accordance with the University Act and University regulations. Manages the operation of quasi-judicial appeals tribunals and prepares files for hearing. Advises on the design of approval frameworks. Manages the curriculum and policy approval processes and advises the University administration and members of the University community regarding approval processes.

### Organizational Status

Reports to the Associate Registrar, Senate & Curriculum Services. Interacts frequently with members of governance bodies (including the President, Chancellor, Vice-Presidents, and Deans) at both campuses, the AVP Enrolment Services & Registrar, Faculty and Senate Committee Chairs, government officials, counterparts at other universities, and the media.

### Work Performed

Governance Advisory Services:

- Advises governance bodies on the development of approval frameworks in light of applicable legislations and regulations and best practice in public administration.
- Consults with members of the campus community and drafts reports, regulations, resolutions, and policies for approval by governance bodies;
- Conducts research on policies and practices as directed by governing bodies;
- Interprets and advises on extant, historical, and planned legislation, policies, and procedures;
- Represents the Registrar at meetings of governance bodies, including serving as a committee chair when appropriate;
- Advises members of the University community, including the University administration, Faculty representatives, and committee chairs regarding academic approval requirements, sequencing, and timelines;
- Coordinates the activities of the Okanagan and Vancouver Senates and their respective committees,;



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- Provides support to governance bodies: prepares meeting agendas, drafts reports, makes presentations, conducts research, keeps formal records;
- Advises governance bodies on procedural and jurisdictional matters and serves as a parliamentarian at meetings;
- Identifies materials from academic governance bodies requiring approval by the Board of Governors and oversees their transmission to the Board for approval;

### University Elections:

- Conducts elections on behalf of the Registrar as required under the University Act.
- Interprets and applies electoral regulations, including campaigning and voting activities, to maintain elections security and overall integrity;
- Adjudicates requests for exceptions to electoral regulations and investigates allegations of irregularities;
- Conducts elections and referenda for faculties and other campus organizations;
- Drafts elections regulations for approval by governance bodies;
- Appears as respondent on behalf of the University at hearings of electoral appeals by governance bodies.

### Quasi-Judicial Tribunal Management

- Prepares student appeals files for hearing by Committees of governance bodies;
- Advises parties with respect to applicable regulations and legislation;
- Makes decisions on pre-hearing requests from parties for deadline extensions and other exceptions to rules;
- Advises committees and governing bodies on policy and process design for quasi-judicial tribunals;
- Appears before tribunals as respondent when required;
- Manages the scheduling of hearings;
- May be asked to appear as a witness in external judicial proceedings.

### Other Duties

- Drafts and edits Calendar content on behalf of governance bodies and ensures that content, once approved by governance bodies, is correctly reflected in the University Calendar;
- Oversees Student Information System data and records for curriculum;
- Coordinates approval and consideration of matters between campuses;
- May act as Associate Registrar during the absence of that position's incumbent;
- Develops and maintains procedural and training documentation;
- Performs other related duties as required.

### Supervision Received

Reports to the Associate Registrar, Senate & Curriculum Services; works independently under general direction from governance bodies.

### Supervision Given

The Academic Governance Officer supervises Enrolment Services secretarial and clerical staff on project and term bases, and participates in the hiring of staff. Oversees projects undertaken by the Associate Academic Governance Officer and the work of calendar coordinators.

### Consequence of Error/Judgement

The Academic Governance Officer plays a key role in the academic governance of the University.

- The proper academic governance of the University requires appropriate policies and regulations and their consistent and fair interpretation and application; errors in judgment can easily compromise the integrity of the University
- Poor advice provided to governance bodies can cause serious errors in decision-making that affect the entire University system.
- The accurate and timely approval of curriculum and policy proposals ensures efficient implementation. Errors result in delays in



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approval and implementation of new programs, which have implications for recruitment and admissions.

- The position has access to highly sensitive information, the untimely release of which could cause acute embarrassment to the University, as well as costly litigation.
- Adherence to deadlines is critical for the smooth operation of the University's governance bodies; serious inconvenience may be caused to large numbers of people; financial or legal penalties may result.
- Elections must be conducted with the utmost integrity to comply with provincial legislation and University policy, to maintain voter confidentiality and to ensure fair elections. The requirement to re-run an election affects the credibility of the process itself, as well as that of Enrolment Services and the University. This could result in considerable expense and embarrassment for the University.
- Quasi-judicial tribunals must be managed with the utmost care to ensure the integrity of and confidence in student judicial affairs processes. Decisions made by the Academic Governance Officer are subject to review internally at the University and externally by the courts.

### Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience Minimum of six years experience and in academic governance, policy approval processes and the conduct of elections or the equivalent combination of education and experience. Experience in an educational or other public institution. Experience with elections preferred. Knowledge of parliamentary procedure, tribunal processes, general tenets of administrative law, and principles of natural justice preferred. Legal background an asset. Excellent command of the English language, and the ability to make oral and written presentations. Ability to communicate effectively with a wide variety of people, including faculty, senior administrators and students. Ability to hold a position and resolve conflict while working in a fast-paced environment. Excellent computer skills and PC Windows experience in a networked environment using a variety of software including databases, word processing, spreadsheet and web authoring tools.

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



## Job Posting

**Job ID:** 16486  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Museum  
**Classification Title:** Museum, Level B **Business Title:** Exhibit Manager  
**Department:** Beaty Biodiversity Museum  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2013-09-23  
**Job End Date:** 2014-09-23  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2013-09-01 **Available Openings:** 1

Note, this is a maternity leave replacement

### Job Summary

The Exhibits Manager is responsible for developing, curating and implementing Beaty Biodiversity Museum permanent and temporary public exhibits and displays ensuring the overall direction of the exhibits are in line with the Museum's stated mission.

### Organizational Status

The position reports to the Director of the UBC Biodiversity Collections, Beaty Biodiversity Museum. The Manager exercises a high degree of independence working in consultation with the Director in order to develop, curate and implement public exhibits and displays. The Manager supervises technical contractors, volunteers, students interns and one or more staff, and liaises with faculty, researchers and other staff to facilitate the development and implementation of Museum exhibits.

### Work Performed

- formulates the general themes of the Museum public exhibits and displays;
- interacts with permanent collections' curators, who are responsible for the curation of the collections and associated specimens, as needed to facilitate use of collections in some exhibits
- develops, manages and implements the strategies for implementing Museum exhibits; this includes managing the design process; develops, manages and implements changes and redesigns to Museum spaces; this includes managing the design process;
- creates or acquires media (writing, images videos) and arranges biological materials (specimens) to communicate scientific content about biodiversity, and arranges for the display of these materials in the Museum;
- curates, manages and implements a temporary exhibition schedule of rotating exhibitions (including 2D, 3D and audiovisual components) in the museum space; this includes managing the design process;
- manages the loan of temporary exhibitions and exhibits to other organizations;
- develops and maintains relationships with artists, various communities, researchers and other museums for the purposes of exhibit development, consultation and collaboration;
- writes and negotiates contracts for temporary exhibitions and loans of artwork;
- organizes, manages and facilitates exhibition openings;
- organizes, manages and facilitates talks and lectures associated with temporary exhibitions and exhibits;
- works with Marketing and Communications, on promotions, press releases, web content and advertising, including developing special temporary displays to support museum promotion projects;
- works with UBC Development to fulfill donor-funded projects and develop invitation lists to exhibition openings;



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- may be required to seek out and manage sponsorship opportunities for special events exhibitions;
- writes a monthly piece about the museum specimens entitled "A Window into the Collections" for the e-newsletter;
- writes occasional blog posts for the museum blog;
- responsible for the content development and writing of two major sections of the website: Explore and Collections & Research;
- liaises with the design and education teams to manage the development and implementation of educational programming materials (such as signs, mounts, labels etc.);
- works with the Administrative Manager to organize guest passes for potential exhibit contributors, insurance for temporary exhibitions, the sale of artwork and the sale of merchandise associated with temporary exhibitions in the gift shop;
- liaises with local communities and conducts research as it relates to the Museum's exhibits;
- writes grants to support the development and implementation of new exhibits and displays;
- prepares, manages and reports on budgets for area of responsibility;
- may represent the Museum at professional meetings and conferences;
- contributes as a team member to the overall development, vision and activities of the Museum;
- other duties as assigned from time to time by the Director of the UBC Biodiversity Collections, Beaty Biodiversity Museum.

### **Supervision Received**

The employee works independently, reporting to the Director of the Beaty Biodiversity Museum. The position demands a high level of initiative and responsibility.

### **Supervision Given**

The employee supervises a Mountmaker, technical contractors, volunteers, interns and Work Learn students.

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

Work is expected to be at a high level of scientific accuracy. The accuracy and accessibility of the exhibits in large part determines the success of the Museum and its ability to maintain public support and obtain financial support from donors, government agencies and others. Errors in judgment reflect negatively on the Museum and the public image of the Faculty and the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. Masters degree preferred. Minimum of four years experience or the equivalent combination of education and experience. Experience working in a Museum an asset. Must have excellent oral and written communication skills. Must have excellent interpersonal skills. Ability to interact and communicate with tact and discretion when dealing with internal and external contacts. Ability to work effectively independently and in a team environment. Must have excellent organizational skills. Ability to adapt writing styles for various purposes, media requirements, and audiences. Ability to plan, prioritize, and meet deadlines.

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



## Job Posting

**Job ID:** 16473  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level A                      **Business Title:** Technology Analyst  
**Department:** eHealth Strategy Office  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-04  
**Job End Date:** 2014-09-03                      **Possibility of Extension:** Yes  
**Funding Type:** Funded by Multiple Sources  
**Other:**  
**Date Closed:** 2013-08-28                      **Available Openings:** 1

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

### Job Summary

eHealth technologies may involve digital (information, communication and multimedia) systems and processes that can be with people directly and or integrated with non-digital mediums to connect people (health care professionals, caregivers, patients, educators, students and the general public) to better overall health.

As assigned to eHealth Strategy Office (eHSO) internal and external project teams and under the supervision and or guidance of more senior personnel and the project manager, the Incumbent assists in the determination of eHSO project client needs with respect to how eHealth technologies can address those needs, and helps to devise, implement and support technology solutions as appropriate for the project and in line with project goals and commitments. The position provides technical service support in the use of software, hardware, network systems and various related end-user devices.

### Organizational Status

The eHSO is organized as a project-oriented matrix structure, and the incumbent has dual responsibilities, one to the technology functional domain and the other to the project domain.

On a functional level and for functional matters, the Incumbent is part of small eHSO technology team and community of practice which conducts work in accordance with prescribed technology standards, policies and practices and in line with overall eHSO technology exploration and delivery mandates, and acts under the guidance of more senior personnel and management.

On a project level and for project specific matters, the Incumbent works with project team members to achieve project specific objectives and deliverables, and works under the supervision of the project manager and more senior personnel.

### Work Performed

Assists users to diagnose and resolve problems, escalates when necessary, and documents problem status and action taken.

Performs preventive maintenance tasks, troubleshoots and repairs systems and peripheral equipment.

May deploy new hardware, software and security updates.



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Maintains an inventory of equipment, warranty and maintenance agreements.

Assists with the design and development of incremental improvements to technologies, particularly in the presentation or user interface areas, to improve the usability of eHealth technology solutions.

Modifies and debugs existing software application modules using detailed specifications and disciplined software development processes, quality standards and procedures.

Provides planning and quality assurance for eHealth technology related activities under supervision and guidance.

Writes and maintains documentation for eHealth technology solutions in accordance with prescribed standards.

Develops training materials and provides training for users in use and configuration of software, hardware and peripheral equipment.

Designs basic record and report formats.

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

Performs other related duties as required.

### **Supervision Received**

The incumbent reports to the Assistant Director, Projects and Technologies at a functional level and for functional matters.

The incumbent may be assigned to projects and tasks by the Assistant Director, Projects and Technologies, other senior management team members and or equivalent managers with resource allocation responsibilities.

The Incumbent reports to the Project Manager in the eHealth Strategy Office at a project level and for project specific matters.

### **Supervision Given**

The Incumbent may from time to time help to support and oversee the work of less technically experienced or qualified team members, including students with respect to the use of eHSO technologies and related solutions.

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

This position requires working effectively within a functional and project organizational structure.

The Incumbent is expected to maintain a close working relationship with the technology team as well as project team members as appropriate, in order to ensure the quality and timeliness of project and functional technology outcomes as well as adherence to time, budget and related resource considerations.

The Incumbent will be required to show good judgement and decision making which have the potential to impact the eHealth Strategy Office's reputation, viability and marketability, and future development and partnerships.

### **Qualifications**

Undergraduate degree in a relevant discipline. University degree in Computer Science or Computer Engineering preferred. Minimum of one year experience or the equivalent combination of education and experience. Basic skills with and understanding of business



analysis, structured requirements gathering, needs definition and solutions analysis an asset. Understanding of concepts behind writing technology design, development and procurement specifications and related documents. Experience with digital solution design, development and implementation in the health sciences or education field preferred. Understanding of technology project management concepts and methodologies, including technology life cycle management and agile software development an asset. Technical proficiency in HTML, XML, CSS and JavaScript. Experience and knowledge in user experience (UX), user interface and visual design skills including CSS, graphic design, infographics and informatics presentation desirable. Knowledge of content management systems (CMS), in particular DNN including module development, configuration and "look and feel" design and customization desirable. Knowledge of Microsoft .NET technologies (ASP.NET, Web Services, C#) preferred. Knowledge of relational databases (MySQL, MS SQL Server) an asset. Knowledge of principles involved in, and aptitude for providing technical support. Understanding of and or experience in web, information security and privacy an asset. Knowledge and application of web analytics and SEO (Search Engine Optimization) an asset. Knowledge of mobile technology solution design, development and implementation an asset. Effective oral and written communication, interpersonal, analytical and organizational skills. Ability to communicate technical information effectively with non-technical stakeholders. -Ability to prioritize to meet deadlines and budget requirements as instructed. Ability to work effectively independently and in a team environment. Ability and interest to learn, and to help oversee students or volunteers. Ability to analyze problems, identify key information and issues, and effectively resolve.

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## Job Posting

**Job ID:** 16025 (Repost)  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level A      **Business Title:** Application Developer  
**Department:** Obstetrics & Gynaecology  
**Salary:** \$45,579.00 - \$54,717.00 (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:** 2013-08-29      **Available Openings:** 1

### Job Summary

The University of British Columbia is one of Canada's leading biomedical research institutes offering a stimulating research environment. The Maternal Fetal Medicine (MFM) Research Program within the Department of Obstetrics and Gynaecology leads and supports many research projects related to high-risk pregnancy. The Application Developer will work in the data management team on a variety of database web mobile healthcare research projects within the division of Maternal Fetal Medicine within the Department of Obstetrics and Gynaecology. He she will work with the Project Manager, Research Coordinators, Research Program Manager, and Data Analyst, under the supervision of the Database Manager, and Principal Investigators.

The position will be full time, providing programming and systems support to users by modifying existing programming logic, coding necessary instructions, testing and debugging programs, implementing and maintaining web enabled systems and services, documenting coding solutions and findings.

### Organizational Status

The Application Developer reports to the Database Manager and Principal Investigator., He she will work closely with the Project Manager, Coordinators, Research Program Manager, and Data Analyst.

### Work Performed

The position will be involved in multiple ongoing research projects described above. Duties will include:

- Write, modify, integrate, debug and test Microsoft .NET Windows and database applications and or Office applications.
- Implement, debug and test web applications for clinical trial projects and create reporting tools for clinical research projects.
- Understand and handle security issues related to web applications, databases and software development.
- Develop test plans and test cases for quality assurance.
- Maintain Windows and web application programs for existing projects and make modifications when required.
- Liaise with Project Coordinators and other users to identify and communicate technical issues, and resolve problems.
- Prepare release notes and technical documents as necessary.

### Supervision Received



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He/she will be under the supervision of the Database Manager, and Principal Investigators. He/she will be expected to have the ability to work independently or in conjunction with the Project Manager, Research Coordinators, Research Program Manager, and Data Analyst.

### **Supervision Given**

None.

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

The Application Developer is required to conduct all research activities in an ethical manner, suited to proper activities of the University of BC and to the professional organizations governing him or herself and those governing the activities of the Directors and all other investigators. Any procedures or data recorded as part of a trial must be accurate and must accurately reflect the work performed. Strict confidentiality of all study participants must be adhered to. All activities involving participants are accountable to the Principal Investigator(s), the Department Head, and the Research Coordinator's governing professional organization. Release of data and results will be governed by Data Access Agreements and contracts between the Steering Committee and Investigator(s).

### **Qualifications**

Undergraduate degree in a relevant discipline. Degree in a computer software field is preferred. Minimum of one year experience or the equivalent combination of education and experience. Experience in the area of healthcare database driven web systems will be an asset. High degree of computer literacy.

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

Ability to communicate effectively verbally and in writing.

Ability to work effectively independently and in a team environment.

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

Ability to maintain accuracy and attention to detail.

Ability to work under pressure and meet timelines.

Familiarity in working with confidential information; maintaining professionalism, diplomacy, and tact under high pressure situations.

Strong database and web application skills, reporting tools, website development.

Good understanding of data flow and forms design.

Working knowledge of various operating systems including Microsoft Windows Server, Workstation, and Linux; Office Visual Basic for Applications (VBA), Relational databases (Microsoft SQL Server, Access, MySQL or Oracle).

Strong knowledge of database and web applications, including SQL, ASP.NET, C#, VB.NET, AJAX, Javascript, jQuery, etc.

Demonstrated technical experience and capabilities related to computers, hardware and software, and local and wide area networking.

Experience in mobile application development is an asset.

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### Job Posting

**Job ID:** 16400  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Systems&Technlgy, Level B      **Business Title:** Programmer Analyst I - Web Design, Developer TERM  
**Department:** UBCO - IT Services  
**Salary:** \$ 29.15 - \$ 34.99 (Hourly)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-01  
**Job End Date:** 2013-11-30  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-28      **Available Openings:** 1

This is a 3 month TERM position requiring some flexibility in working outside regular business hours.

#### Job Summary

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

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

#### Organizational Status

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

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

#### Work Performed

1) Manages software application modules by:

- Programs small discrete software application modules.
- Conducts testing and debugging of small modules to ensure application meets specifications.
- Provides technical advice to all levels of users on the Okanagan campus regarding software application modules
- Develops programming documentation for assigned programs.
- Supports software development lifecycle, and applies and follows appropriate programming development methodologies and best practices.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Participates in project planning and implementation.
- Builds and maintains good working relationships and collaborates with others to achieve client objectives.



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

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

Performs other related duties as required.

### **Supervision Received**

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

### **Supervision Given**

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

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

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

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



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### Qualifications

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

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

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

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

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

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

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

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

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

#### Collaboration:

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

#### Proficiency Level: Being Developed (BD):

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

#### Communicating for Results:

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

#### Proficiency Level: Being Developed (BD):

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

#### Problem Solving:

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

#### Proficiency Level: Being Developed (BD):

Asks questions and looks for data that helps to identify and differentiate the symptoms and root causes of every day, defined



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problems. Suggests remedies that meet the needs of the situation and those directly affected. Resolves problems and escalates issues appropriately.

### Role Based Competencies:

#### Accountability:

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

#### Proficiency Level: Being Developed (BD):

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

#### Business Process Knowledge:

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

#### Proficiency Level: Being Developed (BD):

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

#### Information Systems Knowledge:

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

#### Proficiency Level: Being Developed: (BD)

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

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



**Job Posting**

**Job ID:** 16235 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level B                      **Business Title:** Programmer Analyst I  
**Department:** Center for Teachng,Learnng&Tech  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-03  
**Job End Date:** 2014-05-02                      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-02                      **Available Openings:** 1

**Job Summary**

The Programmer Analyst I programs software application modules and codes, tests, debugs, documents, and maintains those modules.

**Organizational Status**

The Centre for Teaching, Learning & Technology is a centrally positioned unit, providing support to the UBC teaching and learning community. Technical staff in this unit provide pilot to enterprise level applications, are expected to be innovative and agile, and deploy self-developed, community developed or vendor supplied software.  
 Reports to Manager, Application Development & Web Strategy  
 Works with other Web team members and with Senior Programmer Analysts

**Work Performed**

Specific Duties:

Programs discrete but complex modules for use in enterprise production systems such as WordPress and MediaWiki.

Uses HTML, JS , PHP and other programming scripting and db-query languages within WordPress, MediaWiki and other Web-based software to enhance and support UBC Wiki, Blogs, CMS and other web applications used for teaching and learning at UBC.

Documents code for internal and Open Source distribution and creates user manuals and documentation for end users.

Provides technical advice on system applications; advices programmers developing faculty and or department specific modules; ensures any unit specific modules are repurposed for use in the UBC community. Advises through face-to-face interaction, phone and email ticketing system

Core Duties:

Programs small discrete software application modules.

Conducts testing and debugging of small modules to ensure application meets specifications.



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Prepares programming documentation for assigned programs.

Supports software development lifecycle, and applies and follows appropriate programming development methodologies and best practices as instructed.

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

Participates in project planning and implementation.

Builds and maintains good working relationships and collaborates with others to achieve client objectives.

Performs other related duties as required.

### **Supervision Received**

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

### **Supervision Given**

May manage co-op students and or student employees engaged in software development activities.

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

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

### **Qualifications**

Undergraduate degree in a relevant discipline. - Education - Bachelor's degree or technical diploma in computer science, or other relevant discipline, or combination of education and relevant work experience.

- Experience:

o 1-2 years experience working in application and software development related to learning technologies.

o Experience with writing software documentation, training manuals and online knowledge bases. Minimum of two years experience or the equivalent combination of education and experience. o Software:

- Ability to deliver conceptual design

- Professional HTML development, including XHTML, CSS, JavaScript, Ajax, etc.

- Web specific graphic design experience

- Understanding of back-end and database technologies (PHP and MySQL)

- Knowledge of Photoshop, Illustrator and Dreamweaver

- Understanding of XML, RSS, feeds mash-up and Web 2.0 in general

- Expertise in plugin and themes development for WordPress and MediaWiki

¿ Good troubleshooting skills related to Internet browser issues essential.

¿ Strong word processing skills.

¿ Adept with E-mail and online discussion software.

- Soft Skills:

¿ Strong written and oral communication, problem-solving and interpersonal skills.

¿ High degree of accuracy and attention to detail.

¿ Good organizational and time management skills.

¿ Ability to work both independently and in a team environment.

¿ Ability to work under pressure and handle multiple projects at a time while meeting deadlines.





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¿ Understands and relates to the academic University environment.

¿ Demonstrated service orientation.

### Required skills:

- Ability to deliver conceptual design
- Professional HTML development, including XHTML, CSS, JavaScript, Ajax, etc.
- Web specific graphic design experience
- Understanding of back-end and database technologies (PHP and MySQL)
- Knowledge of Photoshop, Illustrator and Dreamweaver
- Understanding of XML, RSS, feeds mash-up and Web 2.0 in general
- Expertise in plugin and themes development for WordPress and MediaWiki
- Must have reasonably good spoken and written English language skills.
- Proactive and team worker.

An ideal candidate has a great designer eye, knowledge of Photoshop and CSS XHTML, JavaScript and Ajax and is able to design and develop a bug free front-end application with little outside help. WordPress and MediaWiki are our preferred environments so expertise in these application as well as strong LAMP skills and working knowledge of API concepts are required.

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

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

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

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

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

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

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## Job Posting

**Job ID:** 16449  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level B      **Business Title:** Support Analyst I  
**Department:** MedIT  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-27      **Available Openings:** 1

### Job Summary

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

As part of the Client Services team this position works at the MedIT Service Desk providing support remotely to client groups to ensure needs are met in a timely manner.

This role interacts with various departments within the Faculty of Medicine and Vancouver Coastal Health Research Institute supporting, troubleshooting, reviewing, researching, recommending and implementing all aspects of the client systems infrastructure, and appropriate software installation.

### Organizational Status

Client Services is the Single Point of Contact for MedIT's customers, supporting videoconference and IT infrastructure. The team is comprised of three areas of focus: Desktop Support, Videoconference Support, and the Service Desk. Technicians work directly with faculty, researchers, physicians and staff to address incidents, problems, and requests.

This role reports to the MedIT Service Desk Team Lead on daily operation and project tasks.

### Work Performed

#### Specific Duties

Provides remote technical support to end-users customers of MedIT by analyzing, troubleshooting, diagnosing and applying appropriate solutions to restore end-users and customer issues.

Offers assistance advice to customers end-users requesting MedIT products and services including network access, authentication systems, software and operating systems, desktop service, email service as defined by the MedIT Service Catalogue.

Consults with user groups to ensure a thorough understanding of software, hardware, information systems and procedural requirements in order to determine specific business needs and to identify the appropriate technology solution.



# The University of British Columbia

## Staff Job Postings

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Monitors networks and infrastructure systems and evaluate incidents, resolving or escalating where appropriate.

Coordinates communication between customers and internal business units on critical incidents service outages.

Ensures that MedIT Service Desk acceptance criteria are met for all services.

Contributes to appropriate technical procedures, methods and documentation to facilitate remote support.

### Core Duties

Assists users, both remotely and in-person, to diagnose and resolve problems, escalates when necessary, and documents problem status and action taken.

Provides advice on information technology improvements, services, policies and procedures.

Designs basic record and report formats.

Develops training materials and provides training for users in use and configuration of software, hardware, network systems and peripheral equipment.

Performs preventive maintenance tasks, troubleshoots and repairs on a variety of computer systems and peripheral equipment.

Deploys new hardware, software, networking and security updates.

Maintains an inventory of equipment, service contracts, warranty and maintenance agreements.

Modifies and debugs existing software application modules using disciplined software development processes, quality standards and procedures.

Prepares and maintains documentation in accordance with prescribed standards.

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

Performs other related duties as required.

### Supervision Received

Works under supervision and receives instructions from the Client Services Manager, and Service Desk Team Lead. Work is reviewed in terms of completeness, accuracy and timeliness.

### Supervision Given

None

### Consequence of Error/Judgement

Work requires judgment through the application of basic information processing principles, and concepts. Errors could have major impact on Faculty of Medicine teaching research and administrative network operations; impact on the continued functioning of the Faculty of Medicine, and Hospital computer operations for the supported clients and could have negative effects on the image of MedIT's service offerings.



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### Qualifications

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

Experience and technical knowledge of PCs, Macs, Blackberrys, printers, Local Area Networks (DHCC, DNS), Active Directory, Microsoft System Configuration Manager 2007 (SCCM), LogMeIn application, and SharePoint 2007, 2010, Exchange 2010.

ITIL certification (minimum basic level) would be an asset. Minimum of two years experience or the equivalent combination of education and experience. Minimum of two years experience or the equivalent combination of education and experience.

Experience working with enterprise level networks, desktop software operating systems, email and other end user technologies.

Strong customer-service orientation and communication skills.

Strong writing skills.

Effective interpersonal skills and relationship-building skills.

Understanding of the organization's goals and objectives.

Excellent verbal communication skills.

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

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

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

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

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

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



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### Job Posting

**Job ID:** 16497  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level B      **Business Title:** Programmer Analyst I  
**Department:** UBC IT - Web Services  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-08-23      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-30      **Available Openings:** 1

### Job Summary

The Programmer Analyst I programs software application modules and codes, tests, debugs, documents, and maintains those modules. The Programmer Analyst I will also program plugins for content management systems, websites, web-based applications, and mobile applications.

### Organizational Status

Interacts directly with other University technology professionals and with faculty, staff and students at multiple levels in UBC. Reports to the Senior Manager, Academic Systems and Web Development, UBC-IT. On a daily basis, the position may also work under the direction of a Project Program Manager while assigned to a development project. Work may also be directed and reviewed by a Senior Programmer Analyst or team lead.

### Work Performed

#### Specific Duties:

- May work with the Architects, Programmer Analysts, and Business Analysts to provide input into both the Application and Technical architecture as they relate to the development of websites, web-based applications and tools (including mobile applications and tools)
  - Participates in design and code reviews for other Programmer Analysts to ensure that they are efficient and meet our development standards.
  - Works with other developers, UX Architects Designers and DBAs on the various design elements associated with development.
- Ensures that designs that s he writes are incorporated into Technical Specifications as required.
- Participates in project planning and implementation as required

#### Core Duties:

- Programs small discrete software application modules.
- Conducts testing and debugging of small modules to ensure application meets specifications.
- Prepares programming documentation for assigned programs.
- Supports software development lifecycle, and applies and follows appropriate programming development methodologies and best practices as instructed.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and



# The University of British Columbia

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tools.

- Participates in project planning and implementation.
- Builds and maintains good working relationships and collaborates with others to achieve client objectives.
- Performs other related duties as required.

### **Supervision Received**

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

Works under the general direction of the Senior Manager, Academic Systems and Web Development, Academic Systems Management, UBC-IT. Results are reviewed for achievement of overall and long term objectives.

The Programmer Analyst I also may take direction from a Project Manager and or more senior Programmer Analysts for daily -project-based activities and tasks.

### **Supervision Given**

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

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

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

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

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

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in an IT-related discipline, such as Computer Science or Web and Design, preferred.

Demonstrated ongoing career development through active and self-motivated professional development. Minimum of two years experience or the equivalent combination of education and experience. Minimum of 2 years of experience with progressive responsibility for systems development work in designing, developing and implementing medium to large scale software applications.

IKnowledge and ability to effectively use PHP programming language; Apache, and the ability to work with virtual hosts, rewrite rules and .htaccess.; HTML, XHTML, XMS, CSS; Javascript and JQjuery; working knowledge of MySQL and Linux operating System are assets).

Working understanding of databases, database design (is an asset).

Working understanding of content management systems and content management system frameworks (Drupal and Wordpress is an asset).



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Understanding of the concept of separation of code from design.

Solid understanding of object-oriented design techniques; requirements analysis and scoping; project analysis.

Familiarity with designing and developing applications for mobile devices would be beneficial.

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

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

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

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

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

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

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### Job Posting

**Job ID:** 16453  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Systems&Technlgy, Level B      **Business Title:** Business Analyst I (term)  
**Department:** UBCO - IT Services  
**Salary:** \$ 29.15 - \$ 34.99 (Hourly)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-09  
**Job End Date:** 2014-03-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-03      **Available Openings:** 1

This is a Full Time Term Position.

### Job Summary

The Business Analyst I consults with users to carry out business process assessments in an effort to align business initiatives with information technology solutions. As a member of UBC Okanagan Campus, IT, Media and Classroom Services (UBCO IT), the Business Analyst I will work in the areas of requirements definition, business process analysis and design, functional design, configuration, implementation, testing, training and documentation to deliver solutions to the UBC community.

### Organizational Status

- The Business Analyst I reports to the Project Manager II within the UBCO IT Business Services team.
- Strategic direction is provided by the Project Manager II and the UBCO IT Senior Management Team.
- Day-to-day direction is given by the Project Manager II on assigned projects or tasks.
- Works daily with a team made up of a project manager and IT procurement staff members.
- Works closely with a broad range of stakeholders, including management and staff of UBCO IT.

### Work Performed

#### Specific Duties:

- Project assignment will range from smaller less complex projects to which the Business Analyst I is the only business analyst, and is expected to be the primary resource on the project, to larger, more complex projects to which the Business Analyst I typically works alongside more experienced team members. Specific project assignments include, but are not limited to, working on UBCO IT systems and process improvements including working the Project Manager II and other members of the Business Services team to:
  - o Understand and document the UBCO IT Service Catalogue, Role Definitions and Responsibilities, Service Level Commitments, Escalation Processes, Internal workflows and business processes, and help to communicate this to the campus.
  - o Undertake analysis and study of past and current print usage for the Okanagan campus.
  - o Create a Procurement Portal and online catalogue.
  - o Provide input and direction in the analysis, creation, documentation and communication of the research strategy and the communication strategy for the Okanagan campus.
  - o Gather requirements and document all significant projects within a Microsoft SharePoint environment.
- Acquire working knowledge of the university's technical and business environment. Have a high-level overview of the services delivered by UBCO IT.



- Build and maintain good working relationships with project teams, business analyst peers, UBCO IT colleagues, and client stakeholders.
- Guided by project managers, managers, more experienced business analysts, or architects, ensures solutions are consistent with the overall technical and business architecture of the university and complies with UBCO IT and university policies, as well as governmental legislation and other external entities compliance requirements on security, privacy, and accessibility.
- Analyses the impacts of proposed changes to technology services and or processes for UBCO IT and other UBC departments.
- May perform data analysis and data modeling as required.

### Core Duties:

- Consults with users to carry out business process assessments utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities.
- Documents business requirements and the definition of business rules.
- Prepares functional, system and program specifications.
- Develops test cases and validates test results during user acceptance testing and system acceptance testing stages. Typically performs functional testing.
- Investigates, resolves and or escalates problems.
- Will provide input to project status reports.
- Participates in the assessment of new technology to support business goals.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### Supervision Received

Works under the general direction of the Project Manager II, Business Services. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

### Supervision Given

In general, provides mentoring and coaching to new or less experienced team members under the direction of the Project Manager II or the Senior Management Team at UBCO, as well as provides leadership and education to other staff in the Project Management Office on demonstrated areas of expertise.

### Consequence of Error/Judgement

UBCO IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Business Analyst have a significant impact on the success of a project or initiative being led by the Business Services team within UBCO IT. The incumbent may supervise work of other UBCO IT staff on a project. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community, affecting up to tens of thousands of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of UBCO IT, UBCO and UBC.

### Qualifications

Undergraduate degree in a relevant discipline. Professional development in business analysis, project management and related disciplines is an asset. Minimum of two years experience or the equivalent combination of education and experience. Experience in at least one of the following is an asset: IT, service help desk, project management, higher education. Demonstrable knowledge of working in a structured ITIL environment would be preferred. ITIL and PMI designation would be an asset.

Ability to effectively facilitate groups to achieve appropriate outcome.

Knowledge of project management, quality assurance, change management disciplines and best practices; and development methodologies.



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Knowledge and continuous learning of business analysis discipline and best practices.

Knowledge of data analysis and data modeling (conceptual logical). Knowledge of business process re-engineering improvement.

Has understanding of key trends and players in the IT industry and higher-education sector.

Good organizational, planning, and prioritization skills. Able to multi-task and deliver multiple assignments in a fast-paced and changing environment.

Demonstrates the willingness, ability, and enthusiasm to learn new processes, methodologies or technologies.

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

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

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

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

Business Process Knowledge - Defines routine, integrated processes. Documents processes using basic formal process charting techniques. Applies process definitions and flows to work performed. Identifies process bottlenecks and contributes suggestions for process improvement.

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

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## Job Posting

**Job ID:** 16464  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level C      **Business Title:** Computer Systems Specialist  
**Department:** Medical Genetics  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-03  
**Job End Date:** 2015-03-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-08-28      **Available Openings:** 1

### Job Summary

The Computer Systems Specialist provides high-end technical support for the GSC information technology infrastructure. This infrastructure includes the application servers, storage servers, data network, and client workstations. Duties include establishing technical standards, designing infrastructure architecture, installing, configuring and upgrading infrastructure components, monitoring and troubleshooting infrastructure and performance, and proactively planning infrastructure enhancements.

### Organizational Status

This position works within the Systems team at the Genome Sciences Centre. This role supports the client support analysts and works with other system specialists to support employees within the GSC.

This position reports directly to the IT Manager, who reports directly to Head, Bioinformatics at the GSC.

### Work Performed

- Provide consulting to users on the networks, application and hardware issues.
- Coordinate and implement the setup, configuration and maintenance of UNIX workstations and servers
- Write scripts to automate procedures.
- Plan, setup, configuration and troubleshooting of backup and archive services for our systems as required.
- Setup, configuration and maintenance of HPC cluster environment.
- Setup configuration and deployment of storage systems and services.
- Maintain our network infrastructure including LAN MAN, firewall and security configuration
- Mentor other system administrators and staff with technical problems or escalations, as required.
- Installs, configures, and upgrades server software and applications.
- Develops and communicates policies and procedures related to IT systems.
- Ensures appropriate performance and uptime monitoring of services, servers and infrastructure components, and responds to and resolves outage or performance issues
- Prepares project plans for infrastructure upgrades, including ROI, risk assessment and tracking success of implementations
- Assists with strategic planning on GSC information technology infrastructure
- Consults with external contacts, including vendors and external partners, on issues regarding technical infrastructure.
- Performs related duties as required.



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### **Supervision Received**

This position is supervised by the IT Manager.

### **Supervision Given**

This position would mentor give guidance to the client support analyst and co-op students.

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

There is decision making with respect to strategic acquisitions of systems as well as decisions on upgrades and improvements. There would be some level of checking by the IT Manager.

Exercising Judgment - situation of planning and execution of a system wide upgrade of core infrastructure - consequences of inappropriate judgment would be bad planning and coordination of upgrade resulting in system not up and working and affecting productivity of all staff at the GSC.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Completion of a degree in computer science, recent related experience preferred, which includes experience in some of the following or an equivalent combination of education, training and experience:

a. UNIX Client server architecture: RHEL5 6, LDAP NFS, CIFS, HPC

b. Scripting: shell, perl

c. Storage Backup architectures: NAS, NetApp, GPFS, Tivoli, Lustre, SAN. Systems management skills to include the co-ordination of multiple projects and the ability to consistently meet deadlines, ability to lead colleagues and see problems to an end. Good time management skills with the ability to work with minimal supervision. Demonstrated ability to communicate effectively (both orally & in writing) technical information to technical & non-technical personnel. Ability to communicate and deal effectively with all levels of staff both verbally and in writing. Strong customer focus and attitude. Physical ability to carry out the duties of the position.

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### Job Posting

**Job ID:** 16475  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level C      **Business Title:** Web developer  
**Department:** Journalism, School of  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Part-Time (50%)  
**Desired Start Date:** 2013-10-01  
**Job End Date:** 2014-06-30  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-09-17      **Available Openings:** 1

### Job Summary

This position is for an individual who will plan, implement, design and lead the development of websites and databases within the School of Journalism. The position requires a mature self-starter with a high degree of initiative, the ability to work with minimal supervision, dependability, and strong communication and interpersonal skills, with knowledge of the principles, techniques and best practices in a web environment.

### Organizational Status

Receives primary work direction from the Director. Reports to the Director and School Administrator. Works with faculty, staff, graduate students and representatives from industry, other departments, and other organizations.

### Work Performed

The position is required to plan, implement, design and lead the development of website, database and system applications in order to support activities within the School of Journalism. Consults with clients, gathers business requirements and recommends solutions to clients.

- Support the execution of digital initiatives incorporating audio, video and other new media types, including coding, programming and designing websites
- Develop, update and improve existing site designs for layout, graphics, etc., and advise on future web directions
- Maintain and develop the functional features of our sites
- Plan, implement, design and lead the development of website, database and system applications
- Review, analyze and implement web and database requirements
- Design, develop, document, test, deploy, support and maintain websites
- Analyze needs of current and future web, database, video content management and archival systems
- Provide education and training sessions to a wide range of end users, including faculty and students
- Estimate the resources and participants needed to achieve project goals
- Develop project plans and documents.
- Act as liaison with project clients on an ongoing basis, including class projects, as well as individual student and faculty projects
- Assess needs and provide recommendation on purchase and installation of computer hardware, software and related equipment



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- Perform additional work as required

### **Supervision Received**

Receives general supervision from the Director.

### **Supervision Given**

May supervise graduate student employees or other staff.

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

Interaction with students, the broader university, the public and industry has a direct influence on the image of the UBC School of Journalism and the University as a whole. Errors made in improper handling responsibly (i.e. not following proper procedure, technical errors) may lead to serious implications for students, the Faculty and the University. Errors could result in serious financial consequences. Mistakes or inefficiencies will compromise the effectiveness of the Director and could seriously embarrass the School and the Faculty.

### **Qualifications**

Undergraduate degree in a relevant discipline. Advanced technical training in relevant software and hardware. Minimum of three years experience or the equivalent combination of education and experience. - Undergraduate degree in a relevant discipline

- Minimum of three year experience or the equivalent combination of education and experience
- Experience with web content management systems, preferably Wordpress
- A portfolio that demonstrates strong creative work in graphic design and web development
- Demonstrated mastery of web design foundations including HTML5, XHTML and CSS
- Substantial knowledge of scripting languages for the web; PHP and JavaScript preferred
- Knowledge and experience in established best practices for web authoring, standards compliance and accessibility; testing methodologies; browser compatibility
- Knowledge of emerging web trends, technologies and practices
- Demonstrated proficiency with web authoring and media authoring tools such as Photoshop and Flash
- Knowledge of concepts, issues and standards related to web-based security
- Excellent interpersonal skills and ability to communicate effectively both in writing and orally
- Ability to prioritize work and meet strict deadlines

Ability to maintain accuracy and attention to detail. Ability to exercise initiative, tact and diplomacy. Ability to prioritize workload and multi-task to achieve positive outcomes in line with the strategic objectives of the program. Works well under pressure and responds to changing priorities and deadlines, both independently and in a team environment. Ability to exercise integrity, good judgment, critical problem solving and resourcefulness. Ability to demonstrate innovative and independent thinking and to take a proactive approach especially when handling non-routine matters. - Ability to effectively use web design tools such as HTML5, XHTML and CSS;

- Substantial knowledge of scripting languages for the web: PHP and JavaScript preferred;
- Proficiency in using web authoring and media authoring and encoding tools such as Photoshop, Flash and Quicktime.
- Experience working in Unix Apache web hosting environments
- Experience creating and packaging audio, video, and other media for the web, for instance encoding video for Flash and Quicktime
- Demonstrated project management skills; ability to manage multiple short- and long-term projects
- Experience of working in educational environments and interacting with students and faculty

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome



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applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.





## Job Posting

**Job ID:** 16462  
**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 - InfoSystem&IntrtedRprt  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-08-20  
**Job End Date:** 2014-08-22                      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-28                      **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 (BI Reporting) will be focused on the development and sustainment of business intelligence reports as part of the Integrated Reporting program.

### Organizational Status

The Programmer Analyst II (BI Reporting) reports to the Project Manager II for project activities and the operational support Manager for Enterprise Data Warehouse sustainment activities. The role will involve substantial collaboration with other programmer analysts involved in the data model, Extract Transform Load, and report development as well as quality assurance and technical architects. There will also be frequent interaction with end-users to confirm that report design meet requirements and pass user acceptance testing.

### Work Performed

#### Specific Duties

- Detailed Design of BI layer data model, reports and dashboards
- Develop common test data and test conditions
- Develop and test OBIEE reports dashboards and RPD BI Layer
- Follow and contribute to the definition of Oracle BI development standards and best practices
- Provide OBIEE subject matter expertise to other report developers within the university community (e.g. review code, investigate defects, development standards best practices)
- Participate in testing and performance tuning of OBIEE reports and data model
- Participate in OBIEE application install and configuration
- Assist with OBIEE code migration and Multi-User Development (MUD) environment set-up and maintenance
- Develop reporting end-user security access model
- Develop and deliver end-user training.
- Assists users with building and tuning reports
- Perform operation activities such as report enhancements and data model extensions



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- Conduct training and knowledge transfer of technology and functionality
- Designs and develops the OBIEE Answers analyses and dashboards including, graphs and charts.
- Develops automated reporting using OBIEE BI publisher.
- Plans and conducts report testing and data validation.
- Troubleshoot problems and participate in quality assurance testing
- Thoroughly document designs, test , development standards and best practices, and end-user training material
- Develop reports in other BI tools (Crystal, Tableau) as required

### 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

The Programmer Analyst II (BI Reporting) works under the direction of the Project Manager II for project activities and the Operations Manager for sustainment activities as part of the Integrated Reporting program within UBC IT.

### Supervision Given

The Programmer Analyst II is expected to provide mentoring to junior programmer analysts and supervision for contractor and third-party resources.

### Consequence of Error/Judgement

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Programmer Analyst II (BI Reporting) will have a direct impact on how efficiently and effectively the systems and processes will perform and function. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community, affecting up to tens of thousands of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of UBC IT and UBC.

### Qualifications

Undergraduate degree in a relevant discipline. A minimum of 5 years of experience, in-depth knowledge of applications and the



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business requirements supporting them or the equivalent combination of education and experience. - Experience in large scale IT application development and operational support

- 3+ years of OBIEE 11g installation, administration, management and Business Intelligence Reporting experience
- Experience with Oracle Database tools such as TOAD
- Minimum 2 years OBIEE 11G RPD development
- Minimum 2 years in OBIEE 11G Answers report and dashboard development
- Minimum 2 years in OBIEE 11G BI Publisher experience
- Minimum 2 year experience with dimensional data modeling
- Familiarity with OBIEE 11G Foundation Suite Scorecard and Mobile solutions
- Familiarity with OBIEE Foundation Reporting suite of tools: Answers, BI Publisher, Scorecard, Mobile
- Familiarity with Hyperion Essbase cube development
- Familiarity with other Business Intelligence reporting tools (Business Objects Crystal, Tableau, Microstrategy)
- Familiarity with Peoplesoft HR and Finance ERP systems
- Familiarity with data warehousing and data management concepts (Data Quality, MDM, metadata management)
- Experience Oracle Business Intelligence Applications (Financial Human Resource Student Analytics) preferred
- Experience with Java and XML programming preferred
- Experience with Oracle 11G relational database and ETL tools preferred.

Understanding of Dimensional Modeling.

Ability to write and tune complex SQL and PL SQL programs.

Understanding of repository objects designed from ROLAP data models, hierarchies, levels.

Understanding of OBIEE ad-hoc reports development process.

Must have an understanding of creating maps interactive dashboard catalog objects.

Knowledge of how to develop the package reporting application.

Good understanding of Waterfall and Agile Scrum development methodologies.

Proficient in OBIEE BI Publisher development including creation of XML data templates.

Ability to work independently with minimal assistance.

Ability to work quickly and under tight delivery deadlines with focus on details.

Ability to work in collaboration with business and I.T. organization.

Interface with key customers from all functional areas.

Strong team player - collaborates well with others to solve problems and actively incorporates input from various sources.

Ability to drive work effort from a customer focus perspective - evaluates decisions through the eyes of the customer, builds strong customer relationships and creates processes with customer viewpoint

Ability to identify, clarify, and resolve testing issues and risks, escalating them as needed.

Ability to review ongoing and proposed projects to identify opportunities for reuse and process improvement

Able to articulate technical concepts in non-technical terms.

Resourceful and quick learner, able to efficiently seek out, learn, & apply new areas of expertise as needed.

Strong track record of understanding and interest in current and emerging technologies demonstrated through training, job experience and or industry activities.

Strong analytical skills - strong problem solving skills, communicates in a clear and succinct manner and effectively evaluates information data to make decisions, anticipates obstacles and develops plans to resolve

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.



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**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 strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.



## Job Posting

**Job ID:** 16461  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level E      **Business Title:** Project Manager II  
**Department:** UBC IT - InfoSystem&IntrtedRprt  
**Salary:** \$76,415.00 - \$95,518.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-02  
**Job End Date:** 2014-09-26      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-28      **Available Openings:** 1

### Job Summary

The Project Manager II is manages the entire project lifecycle of medium scale or complex projects including developing project plans, assembling project teams, assigning individual responsibilities, identifying appropriate resources needed, and developing schedules to ensure timely completion of projects.

The Project Manager II will focus on managing reporting and data warehouse projects as part of the Integrated Reporting program.

### Organizational Status

The Project Manager II reports to the Program Director of the Integrated Reporting program focused on project delivery. The Project Manager II will work closely with the sustainment Manager of the Enterprise Data Warehouse as well as Business Analysts, Quality Assurance, and Technical Architects. The Project Manager II will support, advise, assist, guide and resolve problems for client leaders and users.

### Work Performed

Specific Duties:

- Lead and execute projects supporting the defined reporting and data management strategies
- Lead the analysis, requirements gathering, design, documentation, implementation and maintenance of Integrated Reporting solutions
- Accountable for project delivery including project reviews, feasibility, cost benefit analysis, prioritization, initiation, execution and closure for all project work
- Coordinate support activities, including the development of internal and external communications, establishing roadmaps and benchmarks and developing training plans
- Ensures compliance with the project management methodologies and the Project Management Office processes and standards
- Ensure conformance to system architecture, standards and practices
- Lead one or more concurrent projects, delivering on time and within budget
- Develop detailed project plans, including work breakdown structures, schedule, effort and resource plan
- Track work, vacation, and personal absence time for project team
- Develop, implement, and maintain project issue and risk logs and identify mitigation strategies



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- Develop, implement, and maintain the project communication plan including regular project status reports
- Develop and or review estimates and estimating assumptions for the project's schedule, effort, and cost using established estimating models, best practices, and past experience.
- Define team member roles and expectations and document in a professional development plan.
- Manage vendors and sub-contractors including their progress and adherence to contract.
- Ensure that the project team follows all quality assurance processes, including periodic reviews and transitions.
- Manage Agile Scrum teams, backlog, release schedules

### Core Duties:

- Initiates projects following appropriate project management methodology including gathering and defining project requirements, developing project charters, project plans, budgets and schedules, identifying staffing requirements, and forming project teams.
- Selects and follows project management methods, procedures, and quality objectives, and tracks metrics for assessing progress.
- Balances workload, provides technical and analytical guidance and work direction to project team, including scheduling, assignment of work, review of project efforts and removal of roadblocks which may inhibit project success.
- Ensures that all team members have the tools and training required to perform effectively, and provides the team with constructive feedback as it pertains to project performance.
- Assesses variances from the project plans, budgets and schedules, develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, cost, and quality objectives, and keeps management aware of the situation.
- Conducts formal review with business sponsor at project completion to confirm acceptance and satisfaction.
- Identifies potential areas for improvement in current methodologies and provides guidance to other less experienced project managers.
- Develops and maintains a productive working relationship with project sponsors, vendors and key clients.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### Supervision Received

The Program Manager II works under the direction of the Program Director, Integrated Reporting program within UBC IT.

### Supervision Given

Provides mentoring, coaching, and leadership to a team of 4 to 6 reporting and data warehouse application developers.

### Consequence of Error/Judgement

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Project Manager will have a direct impact on how efficiently and effectively the systems and processes will perform and function. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community, affecting up to tens of thousands of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue. Unreliable systems or failure to meet contractual obligations for performance and



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availability will damage the reputation of UBC IT and UBC.

### Qualifications

Undergraduate degree in a relevant discipline. - PMI PMBOK Certification preferred A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. - Minimum 3 years of experience in IT project management on large, complex enterprise projects

- Minimum 3 years' experience with Microsoft Project or equivalent project management tool
- Minimum 1 year of experience in business intelligence, data warehousing or data management implementations
- Minimum 1 year of delivery experience with Agile Scrum methodology
- Familiarity with Oracle Business Intelligence and Informatica ETL applications preferred
- Familiarity with leading data warehousing and data management concepts (quality, MDM, metadata, integration, etc.) preferred
- Higher Education industry experience preferred.

Lead and execute projects supporting the defined reporting and data management strategies.

Accountable for project delivery including project reviews, feasibility, cost benefit analysis, prioritization, initiation, execution and closure for all project work.

Ensures compliance with the project management methodologies and the Project Management Office processes and standards.

Lead one or more concurrent projects, delivering on time and within budget.

Develop detailed project plans, including work breakdown structures, schedule, effort and resource plan.

Develop, implement, and maintain project issue and risk logs and identify mitigation strategies.

Develop and or review estimates and estimating assumptions for the project's schedule, effort, and cost using established estimating models, best practices, and past experience.

Manage vendors and sub-contractors including their progress and adherence to contract.

Lead the analysis, requirements gathering, design, documentation, implementation and maintenance of Integrated Reporting solutions

Coordinate support activities, including the development of internal and external communications, establishing roadmaps and benchmarks and developing training plan.

Develop, implement, and maintain the project communication plan including regular project status reports.

Ensure conformance to system architecture, standards and practices.

Track work, vacation, and personal absence time for project team.

Define team member roles and expectations and document in a professional development plan.

Ensure that the project team follows all quality assurance processes, including periodic reviews and transitions.

Manage Agile Scrum teams, backlog, release schedules.

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

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

Problem Solving - 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.



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Recommends resource requirements and collaborates with impacted stakeholders.

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

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

Business Enterprise Knowledge - Develops and implements technical solutions that meet operational improvement needs. Ensures that decisions are supported by relevant stakeholders, as well as sound performance data. Effectively communicates technology changes to clients and how the changes affect their business drivers.

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





### Job Posting

**Job ID:** 16456  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level E      **Business Title:** Project Manager II  
**Department:** UBC IT - IT Transformation&PMO  
**Salary:** \$76,415.00 - \$95,518.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-27      **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 Project Manager II manages the entire project lifecycle of medium scale or complex projects including developing project plans, assembling project teams, assigning individual responsibilities, identifying appropriate resources needed, and developing schedules to ensure timely completion of projects.

The Project Manager II directs and coordinates a cross-functional team and manages inter-project dependencies and communication. The incumbent ensures that the formal project management methodologies established by UBC IT's Project Management Office (PMO), are followed. The incumbent is required to provide regular status reports to the project Steering Committee or Program Manager and escalates issues as required.

#### Organizational Status

The Project Manager II reports to the Director, Application Development Services, while working closely with management and staff in UBC IT, and other administrative and academic units.

#### Work Performed

Specific Duties:

- The Project Manager II leads and manages complex projects related to information systems and business processes that involve UBC IT and the greater UBC community. Examples of such projects are: Implementation of Blackboard Learn or enhancements to the Student Information System.

Core Duties:

- Initiates projects following appropriate project management methodology including gathering and defining project requirements, developing project charters, project plans, budgets and schedules, identifying staffing requirements, and forming project teams.
- Selects and follows project management methods, procedures, and quality objectives, and tracks metrics for assessing progress.
- Balances workload, provides technical and analytical guidance and work direction to project team, including scheduling, assignment of work, review of project efforts and removal of roadblocks which may inhibit project success.
- Ensures that all team members have the tools and training required to perform effectively, and provides the team with



constructive feedback as it pertains to project performance.

- Assesses variances from the project plans, budgets and schedules, develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, cost, and quality objectives, and keeps management aware of the situation.
- Conducts formal review with business sponsor at project completion to confirm acceptance and satisfaction.
- Identifies potential areas for improvement in current methodologies and provides guidance to other less experienced project managers.
- Develops and maintains a productive working relationship with project sponsors, vendors and key clients.
- 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 overall and long-term project objectives.

### **Supervision Given**

Manages staff directly and indirectly through subordinates. Project direction responsibilities may include technical and user staff from UBC IT, academic departments, customers, and other administrative units around campus.

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

Information Technology plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The Project Manager II holds significant responsibility for implementation of systems and processes. Not meeting project targets and objectives may compromise the University's ability to achieve its strategic goals and vision. Inability of systems and processes to support the University's objectives could compromise daily business and activities. This position is accountable for the financial impact of project decisions. This position must be able to foresee potential problems before they occur and take corrective action.

### **Qualifications**

Undergraduate degree in a relevant discipline. Equivalent combination of education and experience. Undergraduate degree in an IT or Business Administration preferred.

Project Management Professional designation is an asset. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Demonstrated ongoing career development through active and self-motivated professional development in the field of project management. Project and or technology management experience demonstrating progressive responsibility preferably in a University or other public sector environment or the equivalent combination of education and experience. Minimum two years in the role of project manager managing, designing, developing and implementing IT systems or processes. Experience in change management, budget development, financial management, and risk management.

Good knowledge of applications development methodologies. Knowledge of IT application development and implementation best practices, "rules of thumb", and benchmarks.

An understanding of key trends and players in the IT industry, particularly on mobile applications and digital media.

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

Ability to mentor and coach staff, and act as a resource. Ability to effectively facilitate groups to achieve appropriate outcome.



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Ability to develop and deliver effective presentations and workshops.

Ability to develop and maintain cooperative and productive working relationships with customers and potential customers.

Ability to effectively manage multiple tasks and priorities and work in a fast-paced environment.

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

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

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

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

Business Enterprise Knowledge - Develops and implements technical solutions that meet operational improvement needs. Ensures that decisions are supported by relevant stakeholders, as well as sound performance data. Effectively communicates technology changes to clients and how the changes affect their business drivers.

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



### Job Posting

**Job ID:** 16421  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level H **Business Title:** Director, Application Development Services  
**Department:** UBC Information Technology  
**Salary:** \$107,869.00 - \$134,833.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-10-01 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-14 **Available Openings:** 1

### Job Summary

The Director provides strategic executive leadership and technical expertise to senior technology staff and managers engaged in the planning, implementation and management of multiple large and complex information systems to support long term strategic goals.

### Organizational Status

Reporting to the CIO, the Director, Application Development Services, leads the implementation, management, and ongoing evolution of application solution implementation processes. Through consultation and collaboration, he or she evolves applications for the entire university, ensuring the efficient and effective investment in information, data and applications.

The Director will use UBC's IT strategic plan as a framework for the development of IT strategies and initiatives that are aligned with the University's strategic goals. The Director must maintain both a macro and micro view of the University's business goals, functions and processes.

Working with an integrated IT service function that is balanced between central and distributed service groups, the Director will implement best practices for the implementation of applications, the maintenance of standards of project planning, and all application and systems documentation.

### Work Performed

#### Specific Duties:

Providing strategic leadership and direction to their area of responsibility as a group within UBC IT, and ensuring that it is in alignment with UBC IT's long term strategic goals supporting the overall commitments of the university, for the following main areas of focus:

- Strategic Planning: Develops a planning framework to ensure UBC remains ahead of its time in application solution implementation and formulates and applies a successful roadmap for implementation and ongoing management.
- Application Development: Provides oversight of the evaluation, installation, configuration and deployment of new applications, systems software, and or enhancements to existing applications throughout the enterprise. Researches and makes recommendations on software enhancements, new products and services. Ensures that any new software integration meets functional requirements, systems compliance, and interface specifications. Develops business case justifications and cost benefit analysis for IT spending and initiatives.
- Departmental Leadership: Directs the activities of the application development services function. Working closely with the



CIO, develops an operating plan for application development services that prioritizes projects and establishes annual objectives. Ensures that the University develops and maintains applications that anticipate and enable business changes and maximize the opportunities provided by the technology innovations.

- Management: Provides strong, effective and highly visible leadership to the organization. Leads, coaches and mentors the team and ensures that they have key competencies and the awareness of sound principles and practices required to deliver on objectives.
- Financial Oversight: Develops and reviews budgets for application development projects and ensures they are understood and well-managed. Seeks opportunities to increase value and reduce costs on a continuous basis. Instils fiscal awareness and responsibility in all management and staff.
- IT Leadership: Actively participates as member of the IT Senior Management Team. Participates on UBC committees as directed by the CIO. Builds and maintains excellent working relationships with senior stakeholders on campus.
- External Relations: Maintains a network of contacts with higher-education institutions as well as with organizations with large information technology operations with respect to application development activities.
- Industry Trends: Stays current with trends and new developments related to application development and information technology, with emphasis on application development in large research-intensive institutions.

### Core Duties:

- Contributes to and translates the information technology vision and strategic direction and oversees the development of function specific strategies, tactical plans and initiatives.
- Provides the necessary leadership to ensure information sharing and integration of university computing systems and services.
- Approves and monitors plans, targets and measures for reporting areas.
- Negotiates sources and obtains financial, physical, or human resources to support long-term projects and programs.
- Leads and or oversees development of innovative business solutions, programs and services that integrate reporting areas to build lateral capabilities within the organization.
- Ensures for the development of policies, standards and controls related to operational efficiency, compliance, risk mitigation, and achievement of functional results.
- Addresses challenges and decisions having a functional impact, including those issues that may affect profile within the university community.
- Develops working relationships and partnerships with key stakeholders across the organization, providing expert advice on committees and initiatives and ensuring the solutions, programs and services are addressing business requirements.
- Acts as the university's representative to regional, national and international agencies and organizations.
- Oversees all human resource practices and develops leadership strength in functional areas by coaching reporting leaders and staff in the development of critical competencies and by modeling valued leadership behaviours.
- Provides career planning advice to Managers and creates development plans to help Managers achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.
- Directs the preparation, control and administration of budgets for reporting areas and approves major expenditures.
- Negotiates and manages service-level agreements within the university and with external agencies and organizations.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### Supervision Received

Works under corporate direction from the Chief Information Officer. Work is reviewed in terms of long-term multi-year objectives and resulting benefits realization.

### Supervision Given

Manages staff and consultants directly and indirectly through multiple levels of sub managers.

### Consequence of Error/Judgement



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Information Technology plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The Director plays an important part in the formulation, alignment and implementation of the IT strategic plans for the University at large.

If UBC's IT strategies do not align with or enable the academic goals of the University, or if the IT-related services and support that Units receive is not fully aligned with their needs and goals, the University's IT resources will inhibit the University from achieving its strategic targets. Failure to ensure alignment and direction for the University in this role will negatively impact on the reputation of the University, leading to loss of prestige that could impact enrollment, donations, and public relations. Failure to effectively direct major projects that transform university business operations through technology change will lead to the loss of millions of dollars in investment and unrealised efficiency benefits.

### Qualifications

Post-graduate degree. Post graduate degree in Computer Science or relevant discipline preferred. Minimum of 13 years of experience and 6 years managerial experience and 5 years, specialized experience in administration & operation of centrally managed information technology or the equivalent combination of education and experience. Five years of experience in IT Application Development management, development, and operations, or the equivalent combination of education and experience.

Demonstrated experience in performance management, career development, succession planning, problem-solving, change management, budget development and financial management.

- Demonstrated business, leadership, management, project management and organizational skills.
- Demonstrated and sustained track record and commitment to delivering results and proactively supporting the Application technology needs of faculty, students and staff.
- Knowledge of Application Development design, development, and delivery.
- Knowledge of project management disciplines and best practices, best practices, and benchmarks.
- Thorough understanding of key trends and players in the information and Communications Technology (ICT) industry; higher-education sector.
- Strong skills in areas of strategic planning, tactical planning, project management, risk management, business process improvement, continuous improvement, quality assurance, research, development and maintenance, operations management and customer service.
- Effective leadership, consulting, marketing, facilitation, conflict resolution and negotiation and team-building skills.

Collaboration - Identifies and improves communication to bring conflict within the team into the open and facilitate resolution. Openly shares credit for team accomplishment. Monitors individual and team effectiveness and recommends improvement to facilitate collaboration. Considered a role model as a team player. Demonstrates high level of enthusiasm and commitment to team goals under difficult or adverse situations; encourages others to respond similarly. Strongly influences team strategy and processes.

Communication for Results - Converses with, writes strategic documents for, and creates delivers presentations to internal business leaders as well as external groups. Leads discussions with senior leaders and external partners in ways that support strategic planning and decision-making. Seeks a consensus with business leaders. Debates opinions, tests understanding, and clarifies judgments. Identifies underlying differences and resolves conflict openly and empathetically. Explains the context of multiple, complex interrelated situations. Asks searching, probing questions, plays devil's advocate, and solicits authoritative perspectives and advice prior to approving plans and recommendations.

Problem Solving - Anticipates problem areas and associated risk levels with objective rationale. Uses formal methodologies to forecast trends and define innovative strategic choices in response to the potential implications of multiple integrated options. Generates and solicits the approval of senior leadership prior to defining critical issues and solutions to unclear, multi-faceted problems of high risk which span across and beyond the enterprise.

Accountability - Defines strategic areas of responsibility. Plans and decides upon the reassigning and restructuring of



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## Staff Job Postings

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significant organizational resources. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance.

Developing Others - Sponsors and reviews long-term learning needs, career paths, and succession plans for organizational leaders. Assesses skills portfolio and organizational training plans to meet future business needs. Mentors and develops critical talent for the future including top team successors. Sets objectives and accountabilities for developing individuals across the organization. Reviews and reinforces the execution of training and development plans. Provides counsel and guidance to senior business leaders.

Strategic Technology Planning - Recommends long-term best-in-class policies and plans that will provide enhanced support across the enterprise. Sponsors, coordinates, and approves the enterprise strategic technology plan. Steers enterprise initiatives that support the technology strategy. Allocates and aligns resources to meet the objectives of the plan. Partners with senior enterprise leaders to integrate the strategic technology plan with the enterprise long-term plans.

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



## Job Posting

**Job ID:** 16422  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B      **Business Title:** Program Manager  
**Department:** Comm & Reg'l Plan, School of  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-04  
**Job End Date:** 2014-09-03  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-26      **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 primary role of this position is program development for SCARP's proposed professional Master's of Planning (M.Plan.) degree program. This includes working with SCARP faculty to write the M.Plan. proposal and obtain UBC Senate approval; strengthening the existing internship program for master's students; conducting outreach and communication with alumni, the Planning profession, and external partners; and providing support for other SCARP activities as needed. This position is for a one-year term, with possibility of extension contingent upon performance and funding.

### Organizational Status

Reports directly to the Director of SCARP. Liaises regularly with the School's faculty, staff and students and with other UBC units as required. Develops relationships and directly liaises with external Planning and other related communities. Works with Faculty of Applied Science Development Office staff as required.

### Work Performed

The primary responsibility of the position is to support the SCARP faculty in developing the proposed new M.Plan. program. This includes working with the faculty to write the program proposal and facilitating the process of obtaining Senate approval.

A second core responsibility is to lead and manage the effort to strengthen SCARP's existing internship program for master's students, which may be expanded to include co-ops. This includes identifying and facilitating internship opportunities, organizing internship information sessions, and improving the system for monitoring internships.

A third core responsibility is to coordinate and conduct SCARP outreach and communication activities. This involves working with the faculty and the Applied Science development staff to engage with alumni, the Planning profession, and external organizations.

This position could also involve conducting outreach and writing grant proposals for the Centre for Human Settlements, a research centre within SCARP. The position may also involve providing support for organizing special events and maintaining the SCARP website, particularly in relation to the core responsibilities outlined above.

### Supervision Received





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This position reports directly to the SCARP Director. Some aspects of the position will involve independent work with little supervision. This requires a high degree of independent, executive decision-making, ability to assess and implement work required, strong organizational skills and the ability to provide leadership and support.

### **Supervision Given**

None.

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

Judgment and tact is required when communicating with others outside of SCARP, as well as when coordinating projects within the department. All communication outside of SCARP is representative of the School, and should be conducted in a professional and formal manner. Inappropriate judgment could potentially damage the reputation of SCARP, and could possibly have a negative impact on future partnerships.

### **Qualifications**

Undergraduate degree in a relevant discipline. Master's degree in Community and Regional Planning or related discipline preferred. A clear understanding of the Planning discipline's culture is important. Familiarity with the current SCARP master's program would be a strong asset. Minimum of four years experience or the equivalent combination of education and experience. Ability to effectively facilitate groups to achieve appropriate outcome. Familiarity with writing proposals and strong writing skills are important. Ability to develop and deliver effective presentations and workshops. Ability to effectively lead committees and plan meetings. Ability to effectively liaise with community members. Ability to prepare effective grant applications. Ability to communicate effectively with the media and public relations agencies. Ability to gather, record, and organize information. Ability to effectively use Outlook, MS Word, MS Excel, Powerpoint at an intermediate level. Ability to prioritize and work effectively under pressure to meet deadlines.

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## Job Posting

**Job ID:** 16438  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B      **Business Title:** Year 4 Assessment Manager  
**Department:** Medicine,Udgrd Ed.(Dean'sOff)  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-27      **Available Openings:** 1

### Job Summary

Responsible for the improvement and development of the assessment system of the Distributed Undergraduate Medical Program, with a focus on existing 4th year. The incumbent will liaise with course faculty and program staff at all sites to support the implementation and functioning of the summative, formative and teacher assessments, consult on the improvement of the existing, and the development and implementation of new methods of assessment and assessment tools. The incumbent will participate in assessment-related projects and in the maintenance of the data-bases, work-flow process and capacity-development of the assessment system. The incumbent will develop sufficient expertise in the unit to permit cross-coverage of tasks during high peak demand cycles or in the event of absence. The MD Program is moving to a progress testing model and developing student e-portfolios, which is new to the faculty. This will require extensive collaboration with other assessment colleagues across the distributed sites. The incumbent will participate in development teams for the new assessment model, which will include the key pillars of work-based assessments, OSCEs, progress testing and e-portfolios.

### Organizational Status

This position is based within the Educational Assessment Unit of the Undergraduate Dean's Office. Reports to the Director of Administration, but is directly supervised by the VFMP Assessment Operations Manager and works directly with the Director of Assessment, Head of Assessment Research and Development, Assessment Managers and the Examinations Coordinators.

### Work Performed

Assessment Development and Delivery:

- Provide pedagogical support to the faculty on the selection and development of high quality assessment materials and in the planning and management of student summative assessment and teacher assessment;
- Support in blueprinting and matching the different assessment tools to milestones and competencies;
- Prepare, produce and ensure complete accuracy of summative examination materials, with a focus on 4th year;
- Conduct scoring and analysis of examination results, ensuring precision and compliance with timelines;
- Guide assessment leadership in their scoring decisions through standard setting meetings;
- Collaborate with other instructional support units to facilitate the delivery of Year 4 assessments, in particular the PMP online exam. As the renewed MD Program is planned and implemented, assessment for Year 4 will change. The incumbent will be a key member in implementing these changes across all sites.
- Participates and provides support to all areas of assessment, especially during high workload periods;



- Collaborate with Unit members on developing tutorials and administering faculty development workshops;
- Co-manage the examination item bank and documentation supporting examinations development, including item tagging with the agreed upon descriptors, identifying items for the annual contribution to the bank, communicate new items to the item-bank administrator in a timely manner, acknowledge the contributions of individual faculty members to the item bank, and mine the overall bank for items that can be used in relevant assessment per request by the faculty.

#### Teacher Assessment:

- Identify the instructors and sessions for teaching assessment, with a focus on fourth-year;
- Consult on and facilitate the development and implementation of appropriate assessment tools, protocols for data-collection, secure processing, report generation, and confidentiality in distributing the teacher assessment reports;
- Create the schedule for administering the assessment measures, timelines for data-acquisition, processing, report generation and provision of feedback;
- Provide guidance and collaborate with other units involved in ensuring strategic clustering, timely posting and precise flow of information to various recipients.

#### Planning for Curriculum Renewal:

- Participates and supports assessment development teams, including researching and advising on appropriate assessment tools;
- Participates in curriculum development teams as an assessment expert;
- Works and advises Assessment Development Leads on new assessment methods, specifically progress testing and e-portfolios;
- Collaborate with members of the Curriculum Management Support Unit in the use and updating of the curriculum databases.

#### Other:

- May serve on appropriate program committees;
- Serve as an examination invigilator.

### **Supervision Received**

Works independently with minimal direction from the Assessment Operations Manager, Director of Assessment and the Director of Administration, MD Undergraduate Program.

### **Supervision Given**

None.

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

The Assessment Manager is directly responsible for the quality of work related to student and teacher assessment in their portfolio. Errors in student assessment will lead to incorrect grading of students and will require formal correction and steps to disclose the error and take responsibility. Errors that lead to the breach of confidentiality of either examinations or assessment data (student or teacher) will have major consequences and will require time to repair the damage as well as restore credibility in the eyes of the students and or faculty leadership.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to make thoughtful, informed, and thorough decisions. Ability to work effectively with minimal supervision. Ability to communicate effectively verbally and in writing. Ability to read and comprehend technical material. Knowledge of survey design, analysis and delivery of results. Ability to recognize sensitive and confidential matters and respond appropriately. Ability to work effectively independently and in a team environment. Ability to effectively manage multiple tasks and priorities.

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orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.



## Job Posting

**Job ID:** 16489  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level C      **Business Title:** Coordinator, Centre for Scholarly Communication  
**Department:** UBCO - Library  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-10-01  
**Job End Date:** 2014-06-30  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-05      **Available Openings:** 1

This is a Full Time Term position.

### Job Summary

The Coordinator is responsible for planning and managing the development and implementation of a broad range of programs being developed by the Centre for Scholarly Communication.

The Coordinator provides one-on-one student consultations, group facilitation and workshops regarding scholarly communication and also provides the Centre direction for information technology, marketing and communication initiatives. The position will provide ongoing resources and development support to the campus community on scholarly communication issues and initiatives.

### Organizational Status

The Centre for Scholarly Communication offers one-on-one consultations on written and oral communication, workshops on a wide range of topics and scholarly genres and communities of practice. The Centre's goal is to support scholars as they communicate their research, in oral and written form, to their peers and community at large. The Coordinator reports to the Director, Centre for Scholarly Communication.

### Work Performed

#### 1. Program Development:

- Develop programs and initiatives that enhance the development of pedagogical tools and delivery of upper level graduate and faculty education programs.
- Developing policies to enrich the student experience and ensure student success.
- Contribute to long term planning for the development of and delivery of educational programming.
- Determine appropriate resources required to maintain and enhance programming.
- Research other institutions to identify best practices and identify areas for program improvements and enhanced pedagogical tools.

#### 2. Research

- Responsible for ongoing Centre research projects related to scholarly communication initiatives, as required.
- Develop programs and resources to support students' integration of the scholarship of information management, teaching and learning, and scholarly communication practices.

#### 3. Workshops and Group Facilitation



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- Develop and provide instructional workshops and training, including computer-based and seminar style workshops, where appropriate to undergraduate and graduate students on topics related to scholarly communications, including, but not limited to time management; project management (planning and organizing large documents); planning, drafting, writing, revising, and editing papers, proposals, or presentations.
- Facilitate writing groups for undergraduate and graduate students.

#### 4. Student Consultations

- Provide one-on-one writing consultations to upper level undergraduate and graduate students.
- Offer expertise through consultations and workshops in all aspects of undergraduate and graduate student writing and publishing.
- Advise students on development of scholarly communication practices.

#### 5. Marketing, Communications and Information Technology

- Developing marketing Centre programs and services to students and faculty.
- Collaborate with the Director and campus partners to develop innovative ways of promoting Centre programming.
- Collaborate with campus partners (Library, Centre for Teaching and Learning, Graduate Studies, Student Services) to facilitate service excellence and meet the needs of all faculties.
- Manage marketing initiatives including web and print based promotional materials.

Manage and maintain content for Centre website.

Participate in design and development of Centre data management systems.

6. Performs other related duties as required.

#### **Supervision Received**

Works under the general direction of the Director, Centre for Scholarly Communication. Must be able to work independently and carry out work to completion. Keeps Director informed of the status of work in progress. Works to deadlines and tasks on projects. Work is reviewed in terms of achievement of desired results.

#### **Supervision Given**

Expected to work independently under the direction and counsel of the Director. This position may supervise graduate academic advisors.

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

Errors in the judgment and advice could be detrimental to student's academic career. Errors in the disclosure of confidential information could have public consequences affecting the reputation of the Centre for Scholarly Communication, the Library and or resulting in embarrassment to The University of British Columbia and its senior administration.

Must exercise tact and diplomacy in interacting with students, staff, and faculty from UBC.

The Coordinator serves an important intermediary role in the teaching and learning community on campus, promoting a collaborative atmosphere among a wide range of students and personnel who may have differing goals approaches to learning and development. The Coordinator must be capable of achieving consensus and resolving conflicts in a collegial manner. If inappropriate judgment is used, it could damage the long-term relationship between students and professional staff in academic units and with the Centre for Scholarly Communication and the Library.

#### **Qualifications**

Master's degree in Education. Masters in Applied Linguistics is preferred. Minimum of six years experience or the equivalent combination of education and experience. Minimum of three years of related experience, or the equivalent combination of education



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and experience. - Excellent knowledge of current theories in instructional design, faculty development and instructional techniques in education particularly with respect to post-secondary teaching and learning and academic development.

- Excellent knowledge of workshop design and implementation.

- Ability to create, provide, and promote programming (informal and formal stand-alone or embedded activities) for writing development.

- Exceptional interpersonal skills.

- Ability to communicate effectively verbally and in writing.

- Excellent time management, organizational, analytical and problem solving skills.

- Demonstrated commitment to client service and professionalism in consulting with clients, identifying needs and facilitating solutions.

- Demonstrated ability to effectively lead and collaborate on cross-functional and multi-disciplinary teams, multitasking, and establishing priorities and meeting deadlines with minimal direction.

- Demonstrated ability to understand and apply policies and procedures.

- Superior written and oral communication skills, including, reporting and analysis skills to present research findings, reports and proposals.

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### Job Posting

**Job ID:** 16493  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level A      **Business Title:** Web Developer  
**Department:** Prof Dvlpmnt & Cmty Engagement  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-16  
**Job End Date:** 2014-09-15  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-02      **Available Openings:** 1

### Job Summary

This position will be responsible for redesigning and improving Faculty, PDCE and other websites in a time-bound and effective manner to enhance each unit's online presence. The incumbent will develop web-based solutions to communicate effectively and address the needs of prospective as well as current students, faculty, staff, alumni and external stakeholders (donors, media, community and others).

### Organizational Status

Reports to the Marketing Manager, PDCE, and Project Director, Faculty of Education. The selected candidate will work closely with project teams in two units. The position will also liaise with faculty and staff members, sessional instructors, external clients, development teams and other Faculty departments and units and agencies on and off the UBC campus.

### Work Performed

- Website management: Redesign and subsequent redevelopment of PDCE, and Faculty of Education websites in WordPress.
- Works creatively with staff of Faculty departments and units to create unique opportunities for enhanced functionalities of websites.
- Provides input, advice and reorganizes content to increase visual appeal, streamline content, and significantly improve website navigation.
- Incorporates UBC's and the Faculty of Education's Common Look and Feel (CLF) and branding guidelines into the re-development.
- Summarizes and incorporates input from multiple stakeholders into the site architecture, effectively balancing ease of navigation and content clarity.
- Collaborates with Faculty and University communication and technology professionals to address issues.
- Incorporates networking and community-building tools into websites; highlights particular achievements, events and profiles, etc.
- Integrates needed web tools (shopping cart, registration portal, open conference software) with Faculty of Education websites as required.
- Examines best practices at comparable institutions and presents ideas to groups for discussion.
- Develops web and project documents related to future maintenance and training.

### Supervision Received





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Works under the general direction of the Marketing Manager, PDCE and Project Director, Faculty of Education. Receives instructions during orientation to initiation of new projects and or changes in procedures. Some decision-making capacity for content, as required. Work is performed both independently and in collaboration with project teams. The general product will be subject to a review and approval process prior to going live.

### **Supervision Given**

There are no direct reports to this position. May manage and coordinate the work of staff if required.

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

Errors in judgment may result in the inefficient use of resources, and may damage the image and reputation of the University, the Faculty of Education, Dean's Office and Professional Development and Community Engagement. The consequence of staff error could negatively impact the reputation of the Faculty for quality and reliability and affect the enrollment of students. Difficulties in exercise of judgment, due-diligence and communication will be detrimental to the Dean's Office, PDCE and Faculty departments units.

### **Qualifications**

Undergraduate degree in a relevant discipline. A degree in Computer Sciences, Educational Technology or related field is preferred. Minimum of four years experience or the equivalent combination of education and experience. Extensive web-design experience and experience working with graphics, images, and video highly desirable. Professional experience with current social networking and community trends required. Knowledge of the university working environment and experience in the marketing and development of educational programs will be considered assets. Excellent detail skills are required, including the ability to edit complex text material accurately. Strong academic and writing skills are required. Editorial experience or skills will be an asset. Excellent interpersonal and communication skills in dealing tactfully with public and staff are essential. Capacity for innovation and idea generation. An understanding of academic culture and the nature of adult learning. A balance of creative, technical, analytical and social interpersonal skills will be an asset. Ability to work well with others, demonstrated effective intercultural communication skills, and the ability to deal professionally and diplomatically with faculty, staff, students and the general public. Ability to adjust to change and work well under pressure in team environments.

#### Required skills:

- Proficiency with WordPress
- Exposure to Drupal
- Some familiarity with UBC Blogs environment
- Knowledge of UBC Wiki is an asset
- Ability to present ideas to groups for discussion and advising prior to implementation
- Creative
- Ability to work independantly, foster a team environment and meet deadlines
- Comfortable communicating via online video chat

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## Job Posting

**Job ID:** 16359  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level A      **Business Title:** Communic'ns Coordinator: Public Inform'n & Liaison  
**Department:** Inst.Gndr,Race,Sex,SoclJustice  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Part-Time (50%)  
**Desired Start Date:** 2013-09-24  
**Job End Date:** 2015-08-31      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-01      **Available Openings:** 1

### Job Summary

The Communications Coordinator: Public Information, Outreach Services and Community Liaison is in the most general terms, responsible for assisting with the development, implementation and evaluation of an Institute for Gender, Race, Sexuality and Social Justice (GRSJ [http: www.grsj.arts.ubc.ca](http://www.grsj.arts.ubc.ca)) communications strategy and plan that promotes the Institute for Gender, Race, Sexuality and Social Justice, its research, teaching and service accomplishments, its programs and individuals to audiences within and outside of the university. The Communications Coordinator: Public Information and Outreach Services and Community Liaison is also responsible for assisting with the development of a communications strategy and plan for the academic and community-based functions related to and funded by GRSJ affiliates, including: the Jane Rule Endowment for the Study of Human Relationships and the Critical Studies in Sexuality (CSIS [http: csis.arts.ubc.ca](http://csis.arts.ubc.ca)) program and the Social Justice UBC Thematic Research Networks ([http: www.grsj.arts.ubc.ca social-justice-ubc-networks](http://www.grsj.arts.ubc.ca/social-justice-ubc-networks)). Liaison work includes but is not limited to prospective students, alumni, donors funders, the media, and general and specific communities in the Lower Mainland, B.C., Canadian and International contexts. The position creates content for, maintains and updates the GRSJ and CSIS and Social Justice UBC Thematic Network websites, and conducts research and gathers and compiles information about the Institute for Gender, Race, Sexuality and Social Justice, CSIS and the Thematic Research Networks from a variety of sources for dissemination in a variety of media (e.g., digital, audio-visual, print, etc.). Duties and responsibilities include planning, publicizing and organizing GRSJ, CSIS and Network events; the production of written news stories for publication; editing written materials from the GRSJ, CSIS, Networks and other sources; the design or planning of digital, print, or presentation materials; preparation and or presentation of communications material that promotes the GRSJ, CSIS, Networks, its faculty members and students; the development of strong working relations with UBC Public Affairs Office to further promote the GRSJ, Network and CSIS and activities funded by the Jane Rule Endowment; keeping abreast of research, awards, or other significant events occurring throughout the Faculty and the University; maintenance of an information database to track government, media, university, and other related activities and thereby provide opportunities for the GRSJ or CSIS; acts as a media spokesperson to deliver key messaging of the GRSJ or CSIS; communicates and promotes the accomplishments of the GRSJ, CSIS and Jane Rule Endowment within the University, locally, provincially and nationally when appropriate.

### Organizational Status

The position reports to the Chair of Critical Studies in Sexuality program and the GRSJ unit administrator and the Director of the Institute for Gender, Race, Sexuality and Social Justice, as well as the Social Justice UBC Network leaders, and is a key professional team member in the GRSJ Institute, working under the general direction of the Chair, Critical Studies in Sexuality (and CSIS Advisory Committee) and with the GRSJ Director, Chairs, Graduate and Undergraduate Programs, faculty and staff of the



GRSJ Institute where appropriate. The position is a key communicator and liaison between the GRSJ Institute CSIS and external organizations, such as government, media, industry and the wider community communities in general.

### Work Performed

- Assists in the development, implementation and evaluation of an Institute for Gender, Race, Sexuality and Social Justice (GRSJ <http://www.grsj.arts.ubc.ca>) communications strategy and plan that promotes the Institute for Gender, Race, Sexuality and Social Justice, its research, teaching and service accomplishments, its programs and individuals to audiences within and outside of the university.
- Assists in the development of a communications strategy and plan for the academic and community-based functions related to and funded by GRSJ affiliates.
- Develops and maintains web pages and related social media for the GRSJ Institute (<http://www.grsj.arts.ubc.ca>) and CSIS (<http://csis.arts.ubc.ca>) and Social Justice UBC Network web sites (<http://www.grsj.arts.ubc.ca/social-justice-ubc-networks>). This includes coordinating and generating content for the site in conjunction with the central UBC Public Affairs office, providing electronic design and graphic services, facilitating intelligent navigation for the sites, and assisting with the development of e-marketing processes.
- Plans, publicizes and organizes GRSJ, CSIS and Network events, including event location identification and booking, organization of catering, production and distribution of publicity and assistance with the collation of invoices and the preparation of financial paperwork pertinent to GRSJ and CSIS and Network events and initiatives and provision of this financial paperwork to the Unit administrator for processing and payment.
- Develops communications materials that fully represent the intersectional diversity of the GRSJ, CSIS and Network student and faculty populations.
- Supports event and initiative information distribution functions by the production of posters, advertisements and other graphical and informational and social media means of publicizing GRSJ, CSIS and Network events and initiatives (working with a graphics designer as the task complexity requires), and implements a plan for the distribution of event or initiative information to University- and Community-based outlets.
- Communicates and promotes the research, teaching and service work of the various GRSJ Units to a wide audience, including donors and local, Canadian and international organizations. Oversees the writing, editing, design and technical production of various publications and social media; solicits content from Arts Units, generates stories, coordinates and plans graphic design and layout, and liaises with suppliers throughout production and printing process.
- Publicizes seminars, research events, courses, conferences, programs, summer institutes within and outside of the Faculty.
- Supports media related functions by planning, promotion and organizing news conferences and other media events, including preparation of media packages. Works closely with Public Affairs to promote and monitor communications opportunities for the GRSJ and assess resulting media coverage.
- Assists with student recruitment and the production and distribution of recruitment materials.
- Represents and promotes the GRSJ, CSIS and Network activities and the GRSJ and CSIS programs and course by the production and distribution of materials and participation in events, like career fairs, in consultation with GRSJ and CSIS administrative personnel.
- Produces, regularly updates and implements a strategic plan on communications and outreach for the GRSJ, CSIS and Social Justice UBC Networks.
- Produces written news stories and social media content in collaboration with GRSJ CSIS Network faculty and student researchers for publication and gets news out to the media.
- Designs and oversees the distribution of all general publications and communications materials generated by the GRSJ CSIS Networks.
- Compiles information and stories as well as images for the annual report for the Jane Rule Endowment for the Study of Human Relationships.
- Increases the visibility of the GRSJ CSIS Networks by preparing story ideas for Public Affairs for UBC Reports and for the media.
- Implements communications strategies, and identifies potential UBC stories, which showcase the GRSJ CSIS Networks, research projects, teaching, program areas, students and their impact on the community. Involves on-going relationships with key contacts in these areas.
- Keeps tabs on research and other award recipients in the GRSJ and ensures that they are acknowledged.
- Works with the Public Affairs office to maintain a Faculty "Guide to the Experts" and the handling of public inquiries.



# The University of British Columbia

## Staff Job Postings

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Responds to inquiries from the public, directing them to faculty members, administrators or program offices as appropriate.

- Coordinates briefings and media training for GRSJ faculty members.
- Works with the Chair, CSIS, Director, GRSJ and the GRSJ Unit Administrator to develop a communications and outreach budget.
- Is flexible to research and develop new initiatives related to the communications portfolio
- Performs other duties as related to the skills and qualifications of the position.

### **Supervision Received**

The position reports to and works under the broad direction of the Chair of Critical Studies in Sexuality program and the GRSJ unit administrator and the Director, Chair, Undergraduate and Chair, Graduate of the Institute for Gender, Race, Sexuality and Social Justice, as well as the Social Justice UBC Network leaders.

### **Supervision Given**

The position may supervise GRSJ or CSIS GAA or GRA graduate students, Social Justice UBC Network GRA graduate students and may provide direction to staff.

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

The quality, ethics, integrity, and accuracy of communications materials and outreach events and functions produced by this position are critical to the GRSJ, CSIS, Jane Rule Endowment, Social Justice UBC Networks and the Faculty of Arts. Given the wide distribution of these materials throughout the University and across the country, inappropriate or inaccurate statements may seriously affect the image and reputation of individuals or the GRSJ and its affiliates and the University as a whole.

Inappropriate, ineffectual or poor messaging in communications content could result in loss of students, low recruitment, poor fundraising or negative perception of the University's academic record.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree (masters preferred), preferably in Gender, Sexuality or Race Ethnicity Studies, communications, journalism, English, or a related area, and experience in a community-based organization with a social justice focus in public relations, publicity, media relations, journalism or marketing. Minimum of four years experience or the equivalent combination of education and experience. Experience with a diverse student population and work environment where there is a clearly articulated commitment to equity and intercultural capacity and competency and a social justice focus concerning diversity and institutional trajectory and mandate.

Knowledge of online University information systems an asset. Ability to communicate effectively verbally and in writing.-Superior writing, editing, and design skills. Ability to adapt writing styles for various purposes, media requirements, and audiences. Demonstrated working knowledge of publishing, social media, website development, and communications product development. Demonstrated experience coordinating communications by means of print, social media and web. Ability to develop and implement strategic communications plans. Must show capacity for innovation, idea generation, research, analysis, strategic thinking, and project management. Must be highly organized with ability to prioritize assignments and work independently or in a team environment. Proven multi-tasking skills, including ability to work effectively under pressure, handle heavy volumes, and meet demanding deadlines. Strong attention to detail necessary. Ability to work well and in a collegial manner with others, demonstrate effective intercultural communication skills and sensitivities, and deal professionally and diplomatically with media, faculty, staff, students and the general public. Ability to deal effectively with a diversity of people. Demonstrated experience working in a community- or University-based environment that prioritizes social justice, equity, and the unique vulnerabilities, resiliences, and human rights needs pertinent to working with marginalized groups, including people marginalized as a function of gender, disability, race, sexuality, indigenous status, economic or linguistic or other intersectional factors. Ability to gain cooperation in the absence of formal authority. Ability to effectively use social media to create networks and communicate across diverse groups. Working knowledge of word processing, spreadsheet, presentation software, HTML, e-mail, programs, and various design and layout programs. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. A high degree of initiative in a newly created position and integrity is required on the job in dealing with confidential material and enquiries from faculty, students, staff and the general public. Ability to work effectively



# The University of British Columbia

## Staff Job Postings

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independently and in a team environment. Must be very flexible and willing to change course as the GRSJ Institute learns what works and what does not.

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



### Job Posting

**Job ID:** 16388  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level B      **Business Title:** Senior Writer, Faculty of Medicine  
**Department:** Development Office  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-08-29  
**Job End Date:** 2014-08-31  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2013-08-27      **Available Openings:** 1

### Job Summary

Is responsible for developing and delivering a full range of communications programs in support of the Faculty of Medicine's fundraising objectives, including writing correspondence and fundraising proposals for individuals, foundations and corporations, as well as producing content for the Faculty's website giving page and Medicine Magazine. Provides strategic input on communications projects undertaken by Development units, directs internal and external individuals to ensure the completeness, accuracy and consistency of messaging and content, and oversees the successful creation of the Faculty's development communications.

### Organizational Status

Reports to: Manager, Research and Development Proposals  
Works with: UBC faculty and staff involved in fundraising  
Contacts: Donors, alumni, outside community groups and organizations

### Work Performed

Work Performed:

- Develop and deliver a full range of communications programs in support of the Faculty's fundraising objectives.
- Provide strategic input on communications projects undertaken by the Development unit.
- Oversee the successful content and design of the Faculty's giving page using the Faculty's content management system and writing donor and alumni profiles for Medicine Magazine articles related to philanthropy.
- Write donor prospect solicitation materials and correspondence.
- Draft fundraising proposals for senior management.
- Research, write and edit a variety of communications materials, including letters, case statements, reports, and other fundraising materials.
- Prepare and manage timelines and work plans on communications projects.
- Ensure multiple overlapping deadlines are met.
- May interact with key faculty and university donors to ensure accuracy of content and messaging in relevant communications programs.
- Problem-solve on communications projects.



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## Staff Job Postings

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Perform other related duties.

### **Supervision Received**

Works within a team-focused environment under the direction of a manager to achieve objectives. Work is reviewed for achievement of objectives, soundness of judgement and quality of work.

### **Supervision Given**

No supervisory responsibilities

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

Expected to function within a team environment, working under broad guidelines. Makes decisions requiring judgement in analyzing, organizing and presenting complex information. Makes recommendations on appropriate communications vehicles to achieve stated goals.

### **Qualifications**

Undergraduate degree in a relevant discipline. The ideal candidate will have a University degree or an equivalent combination of experience or education in a related discipline. Minimum of five years experience or the equivalent combination of education and experience. Minimum of five years related experience including experience writing marketing copy or fundraising copy or the equivalent combination of education and experience.

Experience in developing and writing proposals and case statements.

Ability to write for various audiences, settings, and tones.

Experience with Adobe InDesign for design layout of materials.

Experience in creative direction and experience with html and content management systems for websites.

Background in fundraising communications preferred.

Knowledge of fundraising in a university environment preferred. Excellent verbal and written communication skills. Highly effective written communications skills. Strong writing, editing and proofreading skills with an exceptional ability to generate enthusiasm and interest in readers. Strong organizational, analytical and interpersonal skills. Proven ability to interact effectively and positively with staff and managers. High level of attention to detail and accuracy of work. Effective computer skills including html proficiency and experience with content management systems. Knowledge of Science Medicine an asset.

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



### Job Posting

**Job ID:** 16463  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level B      **Business Title:** Research & Communications Officer  
**Department:** First Nations House Learning  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-10-07      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-04      **Available Openings:** 1

### Job Summary

The Research and Communications Officer works with the First Nations House of Learning (FNHL), and Student Communications Services (SCS) to develop and implement strategies for communications with current students and other key audiences. Working with Student Communications Services, the Research and Communications Officer leads the development of annual and long-term communications plans that align with the FNHL unit goals, the UBC Aboriginal Strategic Plan and which support key areas identified in Place and Promise: the UBC Plan. The Research and Communications Officer is also responsible for managing implementation of the communications plan.

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

As a member of the FNHL team, the Research and Communications Officer, manages, develops, coordinates, and archives research related to and in support of UBC Aboriginal initiatives. In conjunction with the FNHL Director and other groups, develops policy and other documents. Collects and manages institutional data generated by other units and designs systems for ready access and supply of information in support of initiatives. Works in collaboration with others to effectively communicate accurate information about UBC Aboriginal Programs and initiatives on campus and to the public.

This position requires a thorough knowledge of university procedures and policies, computer technology, organizational skills, office routines, and the ability to work independently and with good judgment. Most critically, this position requires a thorough knowledge and the ability to work effectively with Aboriginal faculty, staff, students, communities, and organizations as most of the major responsibilities will involve working closely with Aboriginal peoples in a dynamic work environment.

### Organizational Status

The Research and Communications Officer reports to the Director of the First Nations House of Learning (or delegate) and as a member of the Student Communications Services reports to the Director, Student Communications Services. This position works closely and collegially with the FNHL and Xwi7xwa Library staff. This position may also work closely with service providers on and off campus.





### Work Performed

#### Communications Plan Development and Measurement

- Working with FNHL staff and stake holders, leads the development of student-focused strategic communications plans that reflect and support achievement of unit goals.
- Participates in the integration of unit plans across Enrolment Services and the Vice President, Students portfolio.
- Designs, develops, and coordinates communication strategies, plan and protocols
- Develops and implements Aboriginal-related communications, social marketing and social media initiatives for UBC Vancouver.
- Provides recommendations on development of key messages, audience identification, strategic approaches, and evaluation measures.
- Provides strategic advice on Aboriginal-related communications.
- Works with senior UBC administrative personnel on UBC's strategic reporting of Aboriginal goals.
- Coordinates implementation of communications plans; executes strategies and tactics.
- Provides communications expertise with an emphasis on the development of a successful strategy designed to raise the stature and profile of the organization.
- Assesses the effectiveness of established communications plans and makes recommendations for future improvements.

#### Project Coordination and Management

- Manages student facing communications projects, determines project timelines and budgets, and develops contingency plans to keep projects on track.
- Coordinates workflow between members of project teams, including content contributors, user experience specialists, and external consultants.
- Communicates with business owners with respect to project status and negotiates any necessary changes to timelines or deliverables.
- Actively seeks out partnerships and develops relationships with other campus units and student groups in order to identify and leverage opportunities for collaboration.
- Ensures that messages are delivered in a coordinated fashion across appropriate communications channels.
- Communicates with various levels of university, locally, provincially and nationally.
- Selects and hires internal and external service providers such as photographers, designers, writers, and printers. Manages relationships with these service providers, including supervision, as required.

#### Communications Channel Selection

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

#### Digital Communications Projects

- Works with UX/UI coordinators to define project objectives, articulate user needs and identify deliverables.
- Writes and manages web content.
- Works with web designer on selection of and coordinates production for website elements including graphics, photos, and video.
- Develops and maintains web content style guides, standards and templates.



# The University of British Columbia

## Staff Job Postings

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- Plans messaging and coordinates social media postings including recruiting and training contributors to facilitate interaction.
- Schedules and prepares content for UBC digital communication.
- Solicits, compiles and edits content for blogs and e-newsletters.
- Coordinates and prepares content for targeted e-mail communication campaigns.

### Non-digital Communications Projects

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

### Publications Management

- Reviews, consolidates, writes, and edits communications materials, including but not limited to, newsletters, reports, promotions and information brochures and websites, as well as oversee their design and production.
- Coordinates and generates content for various UBC and external publications.
- Responsible for strategic planning, maintenance and preparing content for the UBC Aboriginal Portal and Indian Residential Schools Initiatives site.
- Responsible for the preparation and distribution of the weekly Talking Stick e-newsletter.

### Media Relations

- Works in collaboration with UBC Public Affairs to identify promotion and marketing opportunities with media.
- Responds to media inquiries and coordinates the response for the FNHL, in conjunction with UBC Public Affairs.
- Prepares press releases and publicity materials and presents stories to media in coordination with Public Affairs.
- Promotes special events
- Acts as a liaison with media as appropriate.

### Research

- Gathering, maintaining, archiving, analyzing, and sharing information on: current and historical Aboriginal initiatives at UBC; UBC statistics on Aboriginal participation and programs; best practices in areas of concern; other relevant statistics; and faculty expertise in Aboriginal areas.
- Identifying, gathering and analyzing information in support of UBC Aboriginal initiatives and priorities; assist in establishing work plans and timelines; writing and editing reports, research proposal, policy papers and briefs and other communications in support of initiatives generated by the FNHL Director or Associate Director.
- Drafting of policy statements, reports, and others documents in support of the Director and other groups.
- Preparation of relevant materials in support of FNHL and UBC communications strategies.
- Planning and coordinating meetings, workshops, conferences and other special events.
- Identifying and coordinating funding and partnership opportunities.
- Developing expertise and understanding of research and policy trends and processes relevant to Aboriginal peoples and Aboriginal Education.
- Providing communication liaison between individuals, units, campuses, and with institutional and community partners for research and policy development and dissemination; and resource and referral services for UBC units and others seeking advice on Aboriginal issues. Designing communication strategies for the dissemination of collected and developed materials.

### General

- Maintains familiarity with major communications trends, issues, and technologies.
- Functions as a communications resource for FNHL, sharing expertise and developing intuitive and easy to use materials that allow



### **Supervision Received**

The incumbent works independently under the supervision of the Associate Director of First Nations House of Learning . Receives guidance from the Director and other staff in Student Communications Services on communications related initiatives and projects.

### **Supervision Given**

Provides training and supervision for temporary work students or support staff. Supervises staff involved in specific communication projects as needed.

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

Misrepresentation of University and Faculty policies could cause students serious difficulty in attaining their educational objectives. Errors in providing information and guidance can directly affect the quality of a student undergraduate experience. Culturally inept interactions with Aboriginal students and community members damage the credibility of the programs and university in Aboriginal communities and the ability of the programs, faculty, and university to effectively recruit in those communities.

### **Qualifications**

- Undergraduate degree in a relevant discipline. (English, communications, journalism, marketing, or publishing) Minimum of five years experience or the equivalent combination of education and experience. Experience
- Proven experience in strategic communications planning and project communication.
  - Proven experience in research gathering, maintaining, archiving, analyzing and circulation.
  - Proven experience with presentations, proposal and grant preparation.
  - Demonstrated experience in coordination and creation of publications and reports.
  - Demonstrated experience in web content development including writing for the web, search engine optimization and digital asset integration.
  - Experience using established and emerging social media channels for communication and audience engagement.
  - Background in English, technical writing, or other editing experience with English usage, spelling, grammar, and punctuation.
  - Computer experience and training required include Adobe Acrobat and the Microsoft Office suite. Experience with content management systems an asset.
  - Experience working with First Nations, Metis and Inuit students, institutions or communities.

### **Knowledge, Skills & Abilities**

- Ability to plan and implement a broad range of digital and non-digital communications projects.
- Adept in researching, selecting, testing and measuring traditional and innovative communications channels.
- Demonstrated understanding of web design and usability best practices.
- Strong analytical skills and ability to use analytical tools, e.g. Google Analytic, to measure success and deliver actionable recommendations.
- Effective oral and written communication and interpersonal, presentation, and public relations skills. Demonstrated leadership and motivational skills.
- Demonstrated ability to function as a member of a team. Ability to exercise diplomacy, tact and discretion when working with confidential and or sensitive information and in dealing with various levels of administration and external agencies.
- Demonstrated ability to work in a project based environment and handle multiple and concurrent priorities.
- Capacity for creativity and innovation; ability to exercise initiative, resourcefulness and judgment.
- Ability to work proactively and effectively under pressure to meet deadlines.
- Accuracy and attention to detail.
- Ability to work independently. Ability to assess own performance and regularly report on project status.
- Familiarity with current research and policy issues relevant to Aboriginal people.



# The University of British Columbia

## Staff Job Postings

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- Knowledge of Aboriginal cultures and issues preferably within British Columbia or Canada.
- Ability to exercise tact and discretion when handling culturally sensitive issues.
- Preference will be given to Aboriginal candidates.

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



### Job Posting

**Job ID:** 16483  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level C      **Business Title:** User Experience / Usability Specialist  
**Department:** Communication Services  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-10-08      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-07      **Available Openings:** 1

### Job Summary

The User Experience Usability Specialist applies a user-centred design process to deliver digital communications projects that support student success, enhance the current student experience and adhere to the UBC brand identity. This position contributes requirements gathering, user research and analysis, information architecture, prototyping, and usability testing to projects. The Specialist is a digital interaction design professional with specialized skills in user research, testing, and analytics.

### Organizational Status

The User Experience Usability Specialist reports to the Director, Student Communications Services. This position also works closely with Enrolment Services (ES) and Student Development & Services (SD&S) Communications Specialists on project definition and planning, and will interface with UBC IT Services web developers on project deliverables.

As one of two user experience professionals within the Student Communications Services unit, the User Experience Usability Research Specialist will bring research, testing, and web analytics expertise to the user experience design services provided by the unit.

### Work Performed

Information architecture, design, and usability:

- Develops and maintains information architecture and usability standards for ES and SD&S units.
- Analyzes business and functional requirements for student focused websites and web applications; works with other units to guide overall strategic direction and vision for websites and other digital communications (such as RSS news feeds and email newsletters).
- Creates user personas, task and user flows, storyboards, site maps, schematics, wireframes, feature lists, mockups, and working prototypes and other artifacts to describe the intended user experience.
- Defines site architecture and navigation to serve as blueprints.
- Applies user experience design, information architecture, and problem-solving skills to create compelling, highly usable web interfaces.
- Works with web developers to define and implement technical requirements.
- Researches and makes recommendations on software to support and enhance the UX design process.



# The University of British Columbia

## Staff Job Postings

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### Research and testing:

- Designs research protocols, prepares research plans, and develops usability templates.
- Conducts rapid iterative usability testing of wireframes, mockups, and prototypes to validate whether features and products have met business and usability objectives.
- Conducts competitive site research; reviews and analyzes industry trends; and makes recommendations to enhance the user experience.
- Coordinates focus groups, card sorts, surveys, and other methods of user testing; analyzes test results; makes recommendations.
- Reviews and analyzes web analytics, creates regular reports, and makes recommendations regarding site optimization.
- Researches, makes recommendations, and manages social media monitoring tools.
- Contributes to implementation of an online community research panel.

### Design and production:

- Develops conceptual diagrams, UX flows, site maps, wireframes, and prototypes for ES and SD&S digital communications projects, including blogs, email newsletters, social media platforms, and websites.
- Implements functional designs by providing standards-based CSS and HTML documents to web developers.
- Designs and tests layouts for cross-browser functionality and accessibility.
- Ensures concepts adhere to UBC brand identity guidelines.

### Project management and quality assurance

- Works collaboratively with ES and SD&S unit Communications Specialists on delivery of student facing digital communications projects.
- Leads project definition and development of project plans; manages technical implementation of projects.
- Responsible for project timelines and coordinating workflow of content providers, designers, and other contributors.
- Liaises with UBC IT Services web developers, providing documentation and negotiating timelines for completion of projects.
- Facilitates project planning meetings with ES and SD&S staff when required.
- Works with vendors of UX, research, and analytics software systems to ensure service level agreements are being met.

### General:

- Stays abreast of developments in UX and interface design practices, and emerging research and testing methods.
- Researches and advises on reporting and analytics tools; assists with implementation and provides training on selected systems; educates and advises departments on best practices in UX.
- Represents Student Communications Services at University meetings as required.
- Performs other duties as required.

### **Supervision Received**

The User Experience Usability Specialist reports to the Director, Communications Services. This position works autonomously within Provost & VP Academic and ES policies. Work is reviewed in terms of achievement of high professional standards in the delivery of student communications services.

### **Supervision Given**

This position acts as a key contact person and Specialist for the University's student facing digital communications projects. User Experience Usability Specialist hires external support as needed. This position is expected to make complex decisions, with guidance provided in exceptional circumstances. She works as a member of Student Communications Services, and works collaboratively on projects with other staff in Enrolment Services Student Development & Services.

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

This position must exercise tact and diplomacy when dealing with staff and faculty. Given a rapidly changing digital landscape, she must make decisions on how best to manage projects given short timeframes, relative strategic importance of projects, and the impact of failing to meet deadlines.



Our web pages, like our print publications, must present complex information in an understandable way, and online versions of publications, including the Calendar, now function as official versions. People who rely on our web pages to present this information accurately include faculty, staff, and students at UBC; faculty, staff, and students at other universities and colleges; and high-school students and counsellors both within Canada and in other countries. The impact of errors in our online publications would be considerable. Students make academic and personal decisions based on material published online. Errors would cause serious inconvenience to large numbers of people and could have legal and financial consequences for UBC.

Applying expertise and attention to user interface design and information architecture provides clarity, reduces redundancies, and delivers a better experience for users. Providing online material for faculty, staff, and students offers significant cost savings and improvements in efficiency when done well. People using the web expect fast response, simple and intuitive design, and readable material. Up-to-the-minute knowledge and expertise in this area and meticulous attention to detail are crucial to the delivery of the University's Place and Promise student learning commitments for providing information and services on the web.

### Qualifications

Undergraduate degree in a relevant discipline. Minimum of six years experience or communications services or the equivalent combination of education and experience. Six years of experience that demonstrates proficiency in communications, human-computer interaction, information architecture, as well as user-centred interface design for a variety of outputs, including different browsers, operating systems, and email clients. Candidates must also have strong research, usability, and analytics skills plus solid project management experience. Demonstrated ability to apply user experience design methods and information architecture best practices.

Demonstrated experience in producing user interfaces, optimizing application flow, and designing for a variety of outputs, including different browsers and email clients, operating systems, and hardware platforms (including mobile devices).

Demonstrated ability to create user personas, task and user flows, storyboards, site maps, schematics, wireframes, feature lists, mockups, and working prototypes for testing.

Knowledge of UX related software tools such as Axure, Morae, Dreamweaver, Omnigraffle, Visio, etc.

Knowledge of WCAG and Section 508 Accessibility compliance standards.

Demonstrated experience performing various forms of user research (contextual inquiry, focus groups, usability testing, etc.), conducting analysis and providing recommendations.

Experience with current web analytics and social media monitoring tools including configuring and running reports, compiling and analyzing results, and preparing summary reports with recommendations.

Demonstrated success in staying current with user-centred design processes and methodologies.

Ability to create user-centred web interfaces using HTML, CSS, JavaScript libraries, and other current web technologies.

Familiarity with Adobe Creative Suite software, including Fireworks, Photoshop, and Illustrator.

Knowledge of browser standards, common plug-ins helper applications, and related design issues, especially developing accessible pages.

Knowledge of branding and working within a graphic identity system.

Solid understanding of social media and web content best practices and usability conventions. Organizational and project management skills; ability to prioritize tasks and manage timelines. Effective oral and written communication, interpersonal, and presentation skills. Demonstrated ability to function well as a member of a team. Ability to exercise diplomacy, tact, and discretion when working with confidential and or sensitive information and in dealing with various levels of administration and external agencies. Accuracy and attention to detail. Capacity for creativity and research; ability to exercise initiative, resourcefulness, and judgment. Professional experience in a post-secondary institution or similar environment an asset.

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



## Job Posting

**Job ID:** 16303 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Marketing & Sales  
**Classification Title:** Marketing & Sales, Level A      **Business Title:** Marketing and Communications Coordinator, UCS  
**Department:** Bookstore  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-08-19      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-30      **Available Openings:** 1

### Job Summary

The Marketing & Communications Coordinator works under the guidance of the Marketing and Communications Manager, University Community Services, to create and execute unit specific and co-operative marketing and communications initiatives for University Community Services. This includes the UBC Bookstore, Campus Security, Parking, the UBCcard and Campus Mail, each of which has unique qualities, cultures and markets that must be presented effectively to their target audiences to raise awareness and increase usage.

### Organizational Status

Reports to the Marketing and Communications Manager, University Community Services. Works closely with management from all departmental units within University Community Services.

### Work Performed

- Identifies and generates initiatives in support of the marketing and communication strategy of each unit as well as the overarching UCS marketing and communications strategy; creates a project schedule for each initiative and monitors progress.
- Writes and distributes individual and joint marketing and communication materials for promotion of the University Community Services units
- Develop, revise, and facilitate the approval process for the production of a wide variety of publications and promotional materials, and contributes to high-profile publications and other communications channels for university and faculty communications partners
- Generates, schedules and manages the implementation of content on UCS websites and other technology platforms, in support of the overall marketing and communications strategies for each departmental unit
- Directs the visual design of UCS websites to ensure ease of navigation for visitors, organizational and consistency standards are met and the UCS marketing and communications strategies are supported.
- Analyse data relating to the websites and making suggestions for improvements. Attends and inputs into eRatex enhancement





# The University of British Columbia

## Staff Job Postings

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meetings for the Bookstore, raising issues as necessary

- Promotes the websites for all units and for the Bookstore, specifically, new ecommerce products to target audiences through various communications channels including social media, emails and digital screens.
- Creates and schedules content for units' social media feeds where they exist. Keeps current on social media evolution and best practices and suggests which new channels are appropriate for each unit, focusing on the Bookstore. Trials, implements and coordinates units' presence on emerging channels.
- Develops and implements the calendar of events to make sure content is included and rotated on the UCS websites.
- Manages and attends certain events within units, across and beyond campus; including the advertising of related messages and products before and after each event. Reviews metrics from each event and incorporates learning into future plans
- Works closely with UBC Marketing and Communications, as well as other UBC departments and industry wide partners such as the North American College Stores Association (NACS) and the CRA (Collegiate Retail Alliance) on a variety of joint marketing and communications initiatives
- Ensures UBC brand standards are upheld and presented across a wide platform of marketing materials for each unit
- Partners with vendors to maximize marketing and promotions opportunities
- Coordinates and implements loyalty programs targeting different key audiences including students and staff for the UBC Bookstore; evaluating and making adjustments as necessary
- Attends functions, events and committee meetings outside of regular working hours as needed.

### **Supervision Received**

Works with minimal supervision under the general direction and guidance of the Marketing and Communications Manager, University Community Services

### **Supervision Given**

This position oversees the projects completed by the Bookstore Sr. Marketing Assistant and any additional marketing and communications support; including training on procedures, allocating, checking and monitoring work.

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

The incumbent will make decisions about presentation and promotional materials and is responsible for maintaining the integrity of the public perception and visual identity of University Community Services. The incumbent's decisions impact the external perception of the office. Errors in judgment will reflect negatively on the office and on the public image of UBC.

### **Qualifications**

- Diploma in Marketing. Minimum of one year experience or the equivalent combination of education and experience. - University degree in marketing, communications, public relations or related discipline an asset
- Experience in a wide range of media including print and multi-media production, web technologies, video and social media
  - Knowledge of relevant computer applications such as MS Office Suite and current internet technologies including CSS, HTML, Flash and other web-related software.
  - Familiarity with, and the ability to operate, Adobe Creative Suite graphic design programs on both Mac and PC platforms.
  - A solid understanding of the principles of communications and marketing, including web, mobile and social media in marketing and



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communications.

- Ability to work effectively independently and in a team environment.
- Ability to communicate effectively verbally and in writing with proven proofreading and grammatical abilities.
- Proven project management abilities and organizational skills.
- Demonstrated ability to prioritize and multi-task to meet deadlines without compromising the quality of outcomes.
- Ability to show initiative and exercise sound judgment.
- Demonstrated analytical, written and presentation skills applicable to preparing communications plans
- Demonstrated ability to generate creative and innovative ideas.

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## Job Posting

**Job ID:** 16418  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Nursing  
**Classification Title:** Nursing, Level B **Business Title:** Clinical Associate  
**Department:** Nursing, School of  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2013-09-03  
**Job End Date:** 2013-12-01  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-30 **Available Openings:** 1

### Job Summary

To assist with the planning, implementation and evaluation of the clinical component of undergraduate nursing courses; to educate students in a participatory, interactive and inclusive environment to develop competency and capacity for critical judgment, decision-making and mastery of entry level competencies within the broader context of comprehensive patient client care.

### Organizational Status

Collaborates with, works closely with and reports to the course leader and the Associate Director, Undergraduate Programs as required.

### Work Performed

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

### Supervision Received

Works independently and interdependently in clinical settings.

### Supervision Given



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

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

Error in judgment would impact on the clinical performance of nursing students and safe care for patients; potentially severe critical opportunities for faculty and clinical placement in various hospital and community agencies and or compromise the School's reputation.

### **Qualifications**

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nurse Practitioner Clinical Associates require post-graduate degree in Nursing and Nursing Licensure in British Columbia. 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. Exceptional interpersonal skills Strong clinical background in Adult Acute Critical Care, Maternal Child, Pediatrics, Mental Health, Gerontology, or Community Population Health Teaching experience and or a keen interest in teaching

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## Job Posting

**Job ID:** 16416  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Nursing  
**Classification Title:** Nursing, Level B **Business Title:** Research Nurse/Coordinator  
**Department:** Vaccine Evaluation Centre  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2013-09-16  
**Job End Date:** 2014-09-30 **Possibility of Extension:** Yes  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-08-26 **Available Openings:** 1

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

### Job Summary

This position is a research coordinator level 2 position at the Vaccine Evaluation Center. Individuals at this level have proven their abilities at field level 1 and 2 and coordination level 1 as described in the Work Performed section below. This position is for individuals who are interested in learning to coordinate a research project as a whole. Must show a demonstrated ability to do the typical duties that follow.

### Organizational Status

Reports to the Clinical Trial Unit Manager.

### Work Performed

Proficiency in the following field level 1 tasks:

Blood collection

-Collects blood samples from study participants following the VEC Standard of Practices. This work is done in home visits, off site clinics and at the VEC. Blood sample collection includes both venipuncture and finger poking techniques.

Recruitment

-Critically reviews background documents such as protocols, consents etc.

-Reviews patient charts, determines eligibility for participation based on set guidelines in the study protocol.

-Obtains detailed medical histories.

-Understands vaccines and their functions and is able to perform recruitment for studies, providing potential study participants with all the necessary background information.



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-Performs recruitment for both basic simple studies and complex detailed studies.

### Randomization

-Adheres to the principles of randomization for study participants as directed by the protocol and or VEC guidelines

### Enrolment

-Conducts informed consent with potential study participants (as per the VEC SOP for Informed Consent), in onsite, offsite clinics or home visit settings.

### Data Collection

-Obtains history driven health assessments  
-Collects follow-up data by telephone or at visits

### Documentation

-Completion of detailed source documentation case report forms as per the VEC charting Guidelines.

### Anaphylaxis management.

-Monitors participants post immunization as per VEC SOP for anaphylaxis management

### Protocol adherence

-Able to read protocol, understand and to comply with protocol requirements.

### Basic Nursing skills

-Utilizes skills such as IM and SC immunizations, blood pressure monitoring, oximetry, respiration, joint assessments, nasopharyngeal washing, saliva collection, breast milk collection etc.

### Scheduling

-Schedules appointments for self and others.

### Proficiency in the following field level 2 tasks:

Able to do basic planning for studies.

Coordinates small study where own work is organized and possibly that of a research assistant. In these cases be able to provide monthly progress reports on study and conduct quality assurance measures of the study.

Do liaison work with other groups such as laboratory, hospital groups etc. Be able to ensure good communication flow.

Set up clinics within and outside of the VEC.

### Proficiency in the following coordinator level 1 tasks:

Coordinate successfully basic activities of study including study maintenance and wrap up. Be able to use computerized tracking program for study participants. Backup assistance is given from a experienced team member.



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Generation of monthly statistical reports of the study's progress and recognizes deviation from original projected time line.

Be able to chair project team meetings.

Be able to train field staff in necessary techniques.

Assess staffing needs for study including R.A. and R.N. Also be able to schedule staff during study.

Liaise with different groups to establish a recruitment strategy.

Identification of problems in the field and work with the project team to solve these problems. Be able to implement new policies and procedures that are developed by the project team.

Perform established quality assurance monitoring. This would involve observing staff in the field for deviations from protocol and VEC policy.

Review protocols and identify potential problems.

Monitor and control hours budgets.

Provide monthly requests of staffing needs to perform necessary tasks of study.

Coordinator level 2 tasks:

Coordinate from study implementation to wrap up (including report writing summarizing field activities for the study). This includes assessing what is needed to comply with the protocol and implementing the necessary measures. Development of tracking systems, flow sheets etc. Assist with development of case report forms. Does not require backup assistance from an experienced team member.

### **Supervision Received**

Study related activities are coordinated by the study investigator(s). No longer requires backup assistance from a experienced coordinator to implement a study. General supervision comes from the VEC manager.

### **Supervision Given**

Coordinates the work activities of the field staff working on the project (nursing and research assistants). Reviews case report forms for compliance with study protocol. Is able to train Coordinator Level 1 and 2.

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

Duties are performed according to study protocol and VEC policies. Discusses eligibility criteria with field staff, makes routine decisions relating to protocol or VEC policies, non-routine issues are discussed with co-coordinator and or investigator.

### **Qualifications**

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



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Practitioner experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing.

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### Job Posting

**Job ID:** 16398  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Human Resources  
**Classification Title:** Human Resources, Level B      **Business Title:** HR Manager  
**Department:** Family Practice  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2013-08-26      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-28      **Available Openings:** 1

### Job Summary

The Human Resources (HR) Manager is responsible for planning, leading, and managing the day-to-day operations of all human resource activities across the UBC Department of Family Practice. The HR Manager provides advice, recommendations, and procedures to faculty and staff in human resources policies processes and practices that will advance family medicine education, research, scholarship and clinical services. Considerable judgment and initiative is exercised in developing systems and procedures that will ensure optimal usage of department and external resources. The Manager is responsible for the management of the recruitment, appointment, re-appointment, immigration, termination, leaves and promotion and tenure process for full-time faculty and clinical faculty and the recruitment, appointment, re-appointment, terminations, leave management of all staff and student appointments. Directly supervises the Human Resources Team in the Department Administration office. Responsible for the operational management of human resources functions for all Departmental employees. This role builds productive relationships with faculty and staff in the Department, the Faculty of Medicine and the University, and with the Department's external research and clinical collaborators, for effective and timely delivery of administrative support for academic family medicine services.

### Organizational Status

The Department of Family Practice is a dispersed department with 12 Divisions, Undergraduate and Postgraduate Programs, and an increasingly active and distributed research program. In the Lower Mainland, the Postgraduate Program has teaching sites in St Paul's and in Children's and Women's Hospital. Additional residency sites exist in Prince George, Victoria Chilliwack, Nanaimo and Kelowna as well as a more dispersed rural program throughout the Province and Yukon. The Undergraduate program has teaching sites spread throughout the Province. Currently, over 1200 clinical faculty members teach students and the number of clinical faculty members is expanding as the medical school expands. The Department has approx. 75 staff members, and 19 faculty members. Recruitment of new staff and faculty will continue over the next 3 - 5 years as the medical school expansion continues.

This position works with the Department Head and Director of Administration to realize the vision, mission and goals of the Department.

### Work Performed

Works collaboratively with the Director of Administration and Department Head by participating in setting and implementing departmental Human Resource strategic plans, goals and objectives. Responsible for ensuring that the Department's personnel activities are consistent with UBC policies and procedures.



Responsible for the operational management of all human resource activities and processes for the Department of Family Practice 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.

Maintains, interprets, and implements up-to-date knowledge of human resources legislation, jurisprudence and management practices, and of UBC policies, procedures, collective agreements and other HR-related commitments by the University.

Manages the recruitment processes for all staff and student hires in the Department.

Manages the recruitment, advertising, immigration, and appointment of all faculty members in the Department to ensure that required procedures have been followed and that applicants invited for interviews are provided with information for them to make an informed decision if offered a position.

Works directly with the Director of Administration on all financial recruitment requirements, including salaries, benefit costs, start-up funds, housing costs, etc.

Manages faculty appointment, re-appointment, promotion and tenure cases

Responsible for finalizing job descriptions including classifying Management and Professional, Non Union Technician and CUPE 2950 positions; advises and or assists supervisors with preparing job descriptions or generates job description in compliance with UBC benchmarks; determines or obtains classification per UBC procedures; posts and or advertises positions.

Advises faculty, work area managers and or employees regarding their appointments, classifications, re-classifications, salary scales, salary increases, job evaluations, terms of employment employment agreements, leave entitlements, and reviews reporting structures within work areas.

Participates in University and Faculty of Medicine working groups and committees concerning HR policies and procedures.

Responds to, and provides advice and consultation to, faculty members, work area managers, etc. with human resource issues such as employee job performance, leave management, collective agreements, disciplinary actions and grievances.

Advises faculty and others in supervisory roles on employee interview processes for research and management staff, including participating in these interviews when additional assistance is needed; advises faculty and other supervisors of probationary review and performance review expectations for staff they supervise; develops and provides appropriate tools for supervisors to use for performance evaluations.

Acts as communications coordinator for the Department in disseminating human resources information.

Protects the integrity and confidentiality of Department's personnel records and systems.

Responsible for developing a performance review system for the administrative office staff, including identifying opportunities for employee growth and career development; disseminates related information to managers.

Responsible for recruitment of positions directly supervised; advises and facilitates search teams in employee recruitment and hiring processes, participating directly where appropriate.

Ensures job descriptions are updated and oversees maintenance of Departmental organization charts.

Manages orientations for new faculty and staff members.

Oversees the coordination of leave management records for all staff, including accurate accounting of absences and identifying patterns of sick leave usage. Advises supervisors on issues regarding absences and provides them with tools to manage records of vacation, leaves, and medical absence for their staff.

Maintains current knowledge of human resources policies and procedures and applicable faculty and staff collective agreements, and responds and communicates as warranted

Acts as a resource person on HR policies and procedures, including performance management and vacation and sick leave benefits; prepares various materials regarding HR policies and processes to supervisors and staff; ensures information is posted on the Department website as appropriate

Advises all faculty, staff, students, and visiting professors on immigration matters

Coordinates faculty and staff working notice letters

Serves as Acting Director of Administration, as delegated in absences

Performing other responsibilities as required.

### **Supervision Received**

Works independently with guidance and consultation from the Department's Director of Administration. Expected to work under limited supervision and exercise considerable judgment and initiative in duties and responsibilities and in identifying matters that require consultation before taking action.



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### **Supervision Given**

The HR Manager supervises the Department of Family Practice's Human Resource team. In the absence of the Department's Director of Administration, the Human Resources Manager supervises support staff, contractors, and supplies or to student assistants on project-specific tasks.

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

Exercises considerable judgment initiating and carrying through activities important to the functioning of the Department in the absence of established policies, procedures and guidelines. Inappropriate, untimely, or inadequate actions concerning formal reviews along career paths of faculty and staff members, and regarding labour relations, may significantly compromise the Department's and University's ability to recruit and retain individuals and could result in grievances or other formal proceedings against the Department and the University. The role has access to a very significant number of highly confidential, personal and sensitive records concerning faculty and staff and HR and financial strategies and plans. Erroneous, inappropriate or unethical disclosure or use of this information may significantly compromise the Department's strategic objectives, critical funding opportunities, relationships and reputation, and can cause embarrassment to the Head, the Dean and the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Knowledge and experience in a unionized environment also is required. Knowledge of University policies, procedures, governance and administrative systems is an asset. Ability to effectively source and recruit candidates. Ability to exercise tact and discretion. Ability to establish effective relationships with a variety of stakeholders, including unions and associations. Ability to interpret and apply collective agreements in a complex, unionized environment. Ability to analyze problems, identify key information and issues, and effectively resolve. Demonstrated ability to supervise, train and motivate staff. Ability to develop and implement strategic business plans. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Competency in word processing, spreadsheet and database applications, and ability to learn new software. Ability to work a flexible schedule and occasionally, additional hours during evenings and early mornings, as required.

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### Job Posting

**Job ID:** 16321  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Human Resources  
**Classification Title:** Human Resources, Level C      **Business Title:** Compensation Consultant  
**Department:** Human Resources  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-09  
**Job End Date:** 2014-09-08  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2013-09-06      **Available Openings:** 1

### Job Summary

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

Identifies client department needs and advises them on all matters relating to compensation, including job evaluation and salary administration. Works in partnership with stakeholders and employee groups to design, implement and administer effective compensation systems. Interprets and administers job evaluation and salary administration matters from collective agreements and employee handbooks. Interprets University policies, procedures, and practices. Develops and implements University guidelines for salary administration.

### Organizational Status

Reports to the Manager, Compensation. Collaborates with Human Resources Advisors Associates, Organizational Development & Learning Practitioners, and other members of the Total Compensation section on matters that may impact labour relations, organizational restructuring, and total compensation. Works with and advises various joint employee University committees on compensation matters.

### Work Performed

Works in partnership with stakeholders and employee groups to facilitate discussions on developing, delivering, and implementing equitable and consistent compensation systems.

Provides consultative and technical advice to departments and joint committees in relation to compensation, job evaluation, and salary administration.

Conducts position evaluation of new and vacant positions.

Conducts classification reviews for positions that have changed as a result of organizational change and or technological change.



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Conducts research and analyzes compensation data and trends for application to maintain competitive advantage (includes market pricing, job evaluation, and salary plan administration). Gathers and prepares data for reports and analysis of varying complexity. The reports are used by the Vice President, Human Resources, the University Executive, Board of Governors, and the provincial government

Responsible for providing a full range of compensation costing services for collective bargaining support, including providing consulting advice, measuring labour cost baseline and the cost of prospective negotiated wage increases, and calculating the cost of a wide range of novel and complex non-salary proposals.

Prepares data analysis and costing for Public Sector Employer Council (PSEC). This involves retrieval, compilation and summarization of data in accordance with government regulations, communicating the employer's methodology on bargaining proposals, and representing the University in a respectful manner during rigorous internal and external discussions regarding costing methodology.

Oversees the implementation of communication strategies for compensation.

In collaboration with joint committees and consultants, develops and conducts training sessions for employees and managers on compensation and salary management matters; develops and conducts training sessions on topics such as job description writing..

Makes recommendations related to developing and implementing University guidelines for salary administration.

Initiates improvements to existing procedures and monitors processes to ensure that they are delivered efficiently and with regard to the needs of the client departments and various joint committees.

Conducts compensation surveys and participates in surveys conducted by other organizations.

Conducts research for classifications not covered by a collective agreement and facilitates salary changes by reviewing rates annually, conducting necessary research, preparing recommendations on findings and maintaining rates for all groups.

Liaises with Employee Relations Managers regarding issues having an impact either on the University's practices or the administration of collective agreements and employee handbooks.

Works with various joint committees to develop and implement University guidelines for salary administration.

Is the resource person regarding specific classification position matches for University departments and external organizations requiring thorough knowledge and interpretation of University Job Standards.

Provides advice to departments on job design including providing consulting support for reorganizations of client work units.

Conducts a variety of special compensation projects to enhance and improve salary administration for employee groups.

Participates on University and Departmental committees. Represents the University and or Human Resources Department in contacts with external organizations.

Performs other duties as related to the job.

### **Supervision Received**

Works under the general direction of the Manager, Compensation. Work is reviewed for quality of analytical methods, professional judgement and for comprehensiveness.

### **Supervision Given**



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Does not manage staff. Provides training to colleagues in areas of expertise. Acts as subject matter expert and quality control oversight on a range of sensitive reports. Provides functional leadership to clients in areas of approvals, consistent application of rules, and exceptions.

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

Exercises considerable judgement in advising management on compensation and salary administration trends and practices. Information gathered and analyzed, and reports produced by this position are used by senior management in making decisions relating to request for funding, equity, and compensation matters that may impact the University

### **Qualifications**

Undergraduate degree in a relevant discipline. Or equivalent combination of education and experience. Certified Compensation Professional (CCP) designation an asset. Minimum of five to seven years of related experience or the equivalent combination of education and experience. Five to seven years of experience in compensation and salary administration. The position requires strong interpersonal, negotiating, facilitating, analytical, problem solving, and written and oral communication skills. This is a high volume area, and excellent organizational skills are required. Experience in costing and data analysis and point factor job evaluation systems an asset. Knowledge in job market matching, salary surveys, and salary plan administration. Experience working in a university or public sector environment with labour relations knowledge desirable. Ability to work in a team and to collaborate with others. High level of integrity, respect for confidentiality and balanced judgement.

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## Job Posting

**Job ID:** 16457  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level B      **Business Title:** CHIPS Research Project Manager  
**Department:** Obstetrics & Gynaecology  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Part-Time (50%)  
**Desired Start Date:** 2013-09-07  
**Job End Date:** 2014-01-17      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:** Leave Replacement  
**Date Closed:** 2013-08-29      **Available Openings:** 1

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

### Job Summary

The primary focus of the CHIPS-Child Research Coordinator is to carry out the central-site planning, co-ordination, communication, and management of research activities for the Control of Hypertension in Pregnancy Study -infant development follow-up study (CHIPS-Child). Exceptional organizational skills, as well as a high degree of motivation, enthusiasm, and initiative are required to provide support to the more than 90 national and international sites participating in the CHIPS Trial and planning to participate in the CHIPS-Child research project.

Responsibilities will include central study management and coordination for multiple local and national study sites. The CHIPS-Child Research Coordinator will build and foster effective working relationships with research partners at existing collaborating sites, and will liaise with these sites to submit ethics applications, apply study logistic plans, develop and maintain study documentation, and assist with subject recruitment and data collection at sites.

### Organizational Status

Reports to the Principal Investigator. Works with the Principal Investigator, the Department of Obstetrics and Gynaecology Research Program Manager, and research database management and statistical staff involved with the conduct of the project at C&W research. Also works with co-investigators and research staff involved with the conduct of the project at local and national collaborating research centres. External contacts are also required with the University Industry Liaison Office (UILO).

### Work Performed

- Develop project plans and set priorities and goals
- Design and implement recruitment strategies
- Reviews protocols and consults with investigators.
- Develops working protocols pertaining to requirements of specific studies.
- Ensures site maintains study patient logs, case report forms and other important project related files.
- Ensures that clinical trials are performed according to ethical guidelines and Good Clinical Practice Guidelines (GCP)
- Maintains and organizes of Case Report Forms (CRFs) and source documents
- Maintains appropriate regulatory documentation
- Plan and coordinate sample and data collection



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- Screen, recruit and consent study participants
- Conduct study visits (administering interviews, taking blood samples, taking blood pressure, conducting chart reviews)
- Prepare and submit ethics applications
- Correspond with site coordinating centres
- Maintain study equipment and supplies
- Train and supervise research assistants, student and junior research staff
- Interact with study subjects
- Administer questionnaires;
- Facilitate with data monitoring, including meeting with study monitors as required .
- Maintains study material organization
- Organize laboratory and pharmacy support services
- Participate in study logistics
- Reports of Adverse Events and Serious Adverse Events using the appropriate modes of communication and documentation
- Provides data to sponsoring and or government agencies
- Participates in writing, editing, preparation and submission of abstracts and manuscripts
- Participates in the development of study budgets, research protocols and grant applications.
- Reviews data results and provides recommendations to principle investigators
- Other related duties as required

### **Supervision Received**

The CHIPS-Child Research Coordinator will work with considerable latitude, with most of the work being done independently; however, the Principal Investigator, CHIPS Project Manager and the departmental Research Program Manager supervises all projects and will review work regularly.

### **Supervision Given**

The CHIPS-Child Research Coordinator will be responsible for the supervision of junior research staff, residents, and students participating in the student work program

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

The CHIPS-Child Research Coordinator will exercise professional judgment and initiative in the overall coordination and management of the research project, and will be accountable for the effective execution of all research related activities. He she is required to conduct all research activities in an ethical manner, suited to proper activities of the University of BC, the granting agencies, and to the professional organizations governing him herself and those governing the activities of all other investigators. Any procedures or data recorded as part of a study or trial must follow Good Clinical Practice guidelines, be reliable and accurate, reflecting the work performed. Strict confidentiality of all study participants must be adhered to. Failure to do so can lead to delays in scientific results of projects and questionable integrity for the project. All activities involving participants are accountable to the Principal Investigator, the Department Head and the Project Manager's governing professional organization.

### **Qualifications**

Undergraduate degree in a relevant discipline. Masters degree in Health Sciences would be an asset. Experience in clinical research and project management (or the equivalent combination of education and experience). Minimum of three years experience or the equivalent combination of education and experience. Demonstrated ability to work independently with minimal supervision, and in a cooperative manner with a wide range of internal and external contacts. Strong problem-solving abilities. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to effectively manage multiple tasks and priorities. Ability to exercise sound judgment. Ability to train and supervise other research assistants, staff and students. Sound understanding of clinical issues in Paediatrics and also ideally in Obstetrics. Sound knowledge of scientific terminology in the health sector. Team collaborative skills, especially within a research





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infrastructure. Ability to coordinate, motivate, manage and guide a multi-centre team. Dedication to accuracy and attention to detail. Previous experience with large data sets an asset. A sound knowledge and proficiency in computer applications (MS Word, Excel, Access and SPSS). Enthusiasm for international travel as some national and international travel will be required. Exceptional interpersonal, communication, management and organizational skills.

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## Job Posting

**Job ID:** 16491  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Statistical Analysis  
**Classification Title:** Statistical Analysis, Level B      **Business Title:** Statistician  
**Department:** Cardiology Division  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2013-09-03  
**Job End Date:** 2014-09-02      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-09      **Available Openings:** 1

### Job Summary

The Statistician is responsible for performing statistical analyses to support clinical and outcomes research. This position will provide independent and collaborative analyses, interpretation and reporting of data to evaluate health outcomes of patients with cardiovascular disease and the effectiveness and quality of cardiovascular treatments and interventions. This is a highly skilled technical position that is also responsible for providing expert advice on statistical analysis to researchers and clinicians.

### Organizational Status

Position is located at Providence Health Care Research Institute (PHCRI). Works within a team of biostatisticians, epidemiologists, graduate students and clinical researchers engaged in research focused on cardiovascular disease, its determinants, treatment, and outcomes. Reports directly to the Scientific Director.

### Work Performed

- Performs independent and collaborative statistical analysis and modeling of health data from administrative and clinical data sources.
- Provides technical expertise on study design, data standards, statistical analyses, and appropriate presentation for reports and other publications.
- Performs data linkage between clinical and administrative health databases.
- Develops complex and customized queries for relational databases.
- Performs other related duties, as required.

### Supervision Received

Works independently under general direction from the Director of Biostatistics and Epidemiology and the Scientific Director.

### Supervision Given

No supervision responsibilities will be given.

### Consequence of Error/Judgement



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Exercises professional judgment and initiative in assessing design and testing approaches. Accountable for the delivery and reliability of the work.

### **Qualifications**

Post-graduate degree in Statistics. Level of education, training, and experience equivalent to a Masters degree in Statistics or Biostatistics. Minimum of three years experience in research analysis or the equivalent combination of education and experience. Minimum of three (3) years recent related experience in biostatistics. Advanced knowledge of descriptive statistics, statistical inference and modeling; proven, advanced expertise with SAS® statistical software; familiarity with R software would be an asset. Strong analytical and problem-solving skills including the ability to comprehend complex issues and related data information. Ability to function in a self-directed manner, and handle multiple concurrent tasks. Strong communication skills, both written and oral; demonstrated interpersonal skills to support working with a variety of people. Strong preference will be given to applicants familiar with cardiovascular research clinical terminology.

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



## Job Posting

**Job ID:** 16083 (Repost)  
**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:** 2013-09-02      **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.

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:** 16451  
**Location:** Robson Square  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level D2      **Business Title:** Associate Director, Alumni Relations  
**Department:** The Sauder School of Business  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-18  
**Job End Date:** 2014-11-14  
**Funding Type:** Self Funded  
**Other:** Leave Replacement  
**Date Closed:** 2013-08-27      **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

Ensure the Sauder School of Business Alumni team meets its short and long term engagement goals.  
Cultivate a culture of teamwork and collaboration among direct reports and colleagues within the Sauder School of Business and Central DAE.  
Ensure valuable alumni services and benefits are available to and known by Sauder alumni, utilizing a variety of communication channels.  
Steward and support the Sauder Business Club of Vancouver.  
Responsible for alumni volunteers and engaging them as ambassadors and supporters.

### Organizational Status

Reports to: Assistant Dean, External Relations and collaborates with Manager, External Relations  
Senior Associate Director, Development  
Director, Regional  
Director, Faculty of Management  
Centre directors  
Faculty members  
Sauder staff  
DAE staff

### Work Performed

Sauder Business Club of Vancouver  
Manage and support a highly effective Alumni volunteer committee (VAR) to undertake "alumni for alumni" programs in the GVRD.  
Provide stewardship to the SBCV volunteers and liaise between the Club, VAR, the School, other volunteers and UBC.  
Responsible for overseeing the recruitment of volunteers to the Club Board and Executive.  
Liaise with Club volunteers to ensure events are successful and achieve objectives.  
Alumni Benefits and Services  
Continual and ongoing review of best practices used by other universities to strategically add value to alumni.  
Complete annual review, alumni satisfaction surveys, and liaise with Sauder units to ensure benefits and services remain valuable



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and relevant to alumni.

Ensure alumni are aware of benefits and services utilizing a variety of communication channels.

Liaise with UBC DAE to leverage UBC alumni services and benefits.

Volunteer Management Program

Manage and support a highly effective volunteer committee to undertake "alumni for alumni" programs in the GVRD, the VAR and the FAB Alumni Committees as needed.

Design, implement and maintain volunteer recognition programs.

Liaise with Sauder staff and faculty members to identify volunteer opportunities for alumni.

Manage alumni volunteer programs, connect volunteers with opportunities and ensure volunteers have a positive experience.

Develop and oversee "alumni preparation" programs that connect alumni to students and students to students to promote continuous engagement with the Sauder School.

Supervision

Hire, supervise, and evaluate Alumni staff.

Work with Coordinators to identify individual goals and targets annually.

Conduct annual performance reviews for Alumni Coordinators.

Liaise with staff, students and volunteers to ensure events are successful and objectives are achieved.

Planning and Leadership

Set annual alumni plan to achieve goals that will lead to a minimum of doubling alumni engagement with Sauder School by the completion of the campaign.

Recommend annual Alumni budget based on goals and objectives.

Participate in the creation and renewal of a compelling case for support.

Participate in overall strategic planning for the Sauder School of Business External Relations.

Collaborate with colleagues to ensure the intended results of the Sauder School of Business External Relations Department are achieved.

Other Responsibilities

Participate in overall Development and Alumni Engagement activities as required to support the mission of the Sauder School of Business.

Represent the Sauder School alumni staff on Central DAE and Sauder School initiatives as required.

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

### **Supervision Received**

Works under general guidance of the Assistant Dean and Director, External Relations. Work primarily guided by the strategic plan for the Alumni area.

### **Supervision Given**

Supervises Manager, Business Clubs & Regional Reps, Alumni Manager, Volunteer Programs, Alumni Coordinators, Communications staff.

Supervises the work of external contractors, junior development co-ordinators and clerical support staff by planning, organizing and reviewing work.

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

Accountable to the Assistant Dean, Development & Alumni for the operation of all aspects of the Alumni Relations unit accurate knowledge of a wide range of faculty and university policies and procedures is required. Accurate and timely work by Alumni Relations staff is critical. Works under general direction according to broad objectives .

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of four years experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. Strong comprehension of a variety of commerce related disciplines. Experience leading successful alumni relations or a similar external relationship function in a major





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university. Alternatively, a leadership role in a not-for-profit, membership-based, or other comparable organization. A strategic thinker who can articulate a vision, develop a plan and build a new organization. Able to develop and implement policies, programs, and strategies to support the achievement of a vision. Can build relationships with and inspire diverse stakeholders including alumni, volunteers, students and university leadership, and those involved with provincial & national organizations. Excellent instincts for identifying creative, synergistic opportunities to maximize relationships. Sees the "art" of what's possible; is flexible, has an open approach, a positive solution-oriented attitude and is creative in formulating alternatives and new approaches if roadblocks are encountered. Capable of communicating with diverse populations in a collaborative, engaging and inspirational manner. Strong oral and written communications skills. An effective presenter who enjoys making presentations. A positive and effective team leader who enjoys leading a small team. Capable of working successfully with volunteers and liaising with a wide range of stakeholder groups in the university and external community. Strong administrative and financial management skills; able to identify and prioritize competing needs and handle multiple projects concurrently. Creative, mature, versatile. Brings a strong presence and an enthusiastic approach.

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



### Job Posting

**Job ID:** 16439  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level D3      **Business Title:** Associate Director, Development  
**Department:** UBCO - Development  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-10-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-11      **Available Openings:** 1

### Job Summary

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

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

### Organizational Status

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

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

Contacts: Donors and outside community groups and organizations.

### Work Performed

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



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soliciting, and stewarding major gift prospects and donors. Responsible for management of a portfolio of relationships;

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

### **Supervision Received**

This position works under general direction according to broad objectives.

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

### **Supervision Given**

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

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

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

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

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

### **Qualifications**

Undergraduate degree in a relevant discipline. A graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred. A minimum of 5 years of experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. Thorough knowledge of the University environment and academic structure is preferred.

- Experience working with a centralized fundraising system an asset.
- Ability to work independently while exercising good judgement at all times.
- Well-developed analytical and problem-solving skills are required, along with strategic thinking and skills in conflict resolution.
- Strong conceptual abilities combined with high attention to detail.
- Ability to work simultaneously on a variety of complex projects with imposed deadlines.
- Ability to formulate strategic plans; effective communication skills, verbal and written; strong



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interpersonal and negotiation skills required in liaising with major donors, corporate executives and senior university administration.

- Proven ability to work with the University's senior-most donors to advance the University's mission; tact, diplomacy, discretion and sound judgment required.

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

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



## Job Posting

**Job ID:** 16488  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Business Operations Mgmt  
**Classification Title:** Business Operations, Level C      **Business Title:** Course Materials Manager  
**Department:** Bookstore  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-10-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-09-21      **Available Openings:** 1

### Job Summary

The Course Materials Manager is responsible for managing the Course Material's department within the UBC Bookstores to ensure that it meets the evolving needs of students and faculty in a financially viable manner. This includes developing and implementing strategic business plans, especially around technological advancements and digital learning strategies; managing inventory and procurement; managing staff; and managing budgets. The Course Materials Manager is also responsible for Faculty outreach; to gain insight into new learning methods and tools and develop strategies to keep the course materials department relevant. The course materials business is in a state of transition and the manager of this department is required to keep current with new and emerging products and trends so that the department's operation can continue to meet the needs of UBC students and faculty on the Vancouver and Okanagan campuses.

### Organizational Status

The UBC Bookstore is the 2nd largest University Bookstore in Canada with annual sales of \$30 million. Course Materials is the largest department within the store with annual sales in excess of \$16 million. The Course Materials department plays a vital role in the operation of the University and the success of students by ensuring that all of the required course materials are available for sale at the start of every term. Course materials currently include new and used books, custom course packages, ebooks and rental books.

As a member of the Bookstore's management team, the Course Materials Manager will have daily contact with the warehouse and retail floor to ensure the smooth operation of the department. The Course Material's Manager will also work closely with the Bookstore's Human Resources Manager, Finance Manager, Systems Manager and Marketing Manager to meet the objectives within their departments. The Course Materials Manager works with publishers and other vendors to ensure that orders arrive on time and in the correct quantity.

The campus store industry has a number of associations and professional networks that the Course Materials Manager will participate in and be exposed to over the course of each year.

### Work Performed

Development and Implementation of Strategic Business Plans:



The Course Materials Manager is responsible for strategically managing campus relationships by maintaining and developing strong connections with faculty and departmental administrators, and as a result preparing appropriate business plans:

- . - Responsible for preparing and executing strategic business plans in consultation with faculty members, discussing their course material needs, exploring new technologies and identifying new operational processes to make the department more effective.
- . - Works with administrative staff in various faculties to coordinate the provision of book requests each term and assess customer satisfaction.
- . - Works with the Centre for Teaching and Learning Technology to identify opportunities to support the University's learning management system.
- . - Identifies the needs of departments and works as a credible advocate of course materials options for platforms, devices, formats and content
- . - Actively participates on the Bookstore Advisory committee to address any issues related to the provision and sale of course materials
- . - Accountable for meeting department goals and objectives as well as maintaining appropriate metrics to gauge success
- . - Provides metrics and reports that support the implemented initiatives and impact future decision making
- .

Procurement and inventory control of all course materials for the UBC Bookstore:

- . - The incumbent is responsible for establishing the correct order quantities for all course materials ordered for the UBC Vancouver and UBC Okanagan campuses and managing to budgeted inventory levels limiting any financial losses:
- . - Establishes the pricing policy, including dynamic pricing adjusted to market conditions, for course materials based on a thorough knowledge of the Bookstore's budget to ensure that financial objectives are achieved.
- . - Establishes ordering criteria for the course materials buyers based on an analysis of past sales history, current campus enrollments, competition and inventory budgets
- . - Implements new ordering methodology as available including electronic data interchange (EDI) and online purchasing from website companies.
- . - Actively promotes the acquisition and sale of used books and other cost effective course material options
- . - Develops and manages the processes to follow-up on orders to ensure student and faculty needs are met
- . - Establishes the policy and schedule to return excess inventory to the publishers and other vendors to meet inventory budgets
- . - Negotiates with vendors to address pricing and service issues as required
- . - Manages agreements with printers for custom course materials
- . - Is familiar with Blackboard and the University Library and the roles they play in course content development and related copyright issues.
- . - Researches and analyzes new and emerging course material formats ( eBooks, online materials, rental, etc.) and trends, recommends changes and drives delivery of new services and products through all store transactional channels.



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- Searches out new opportunities to provide course materials for other institutions or businesses and to grow sales in the course materials department (eg private colleges, training companies, etc.)
- Utilizes existing software applications (Visual Ratex) to attain efficient, profitable and successful department operations; and works with the systems group to implement new processes and procedures
- Identifies marketing projects to support the course materials department and works with the Marketing department to create the events and promotions
- Prepares and delivers presentations and reports for internal and external audiences
- Reviews all processes annually to ensure the operation is using best practices

### Management of Course Materials staff:

- The Course Materials Manager is responsible for directly managing a group of buyers and support staff using a coaching approach to achieve results:
- Responsible for hiring staff to work in the course materials department and may participate in hiring staff for other positions within the store
- Schedules staff based on operational requirements and approves vacation requests
- Works with the staff to set annual performance goals in line with the Bookstore's budget and operational expectations and meets with the staff on a regular basis to ensure that goals are being met
- Identifies training requirements and works with the Human Resources Manager to address any training needs
- Addresses any performance issues within the department and follows up with performance management action discipline as needed

### Financial Planning:

The Course Materials Manager is responsible for developing short and long term financial goals for the department:

- Prepares financial projections, identifies new departmental initiatives and forecasts cost benefits for new projects or services as they relate to Course Materials
- Drafts an annual budget and targets for sales, margins, inventory levels, staffing and marketing for presentation and approval by the Merchandise Manager
- Monitors all aspects of the budget throughout the year and takes corrective action as necessary

### Access and Copyright Guidelines

The Course Materials Manager works closely with the University Counsel, Vice-President Academic's office and the Library to

### Supervision Received

This position reports to the Merchandise Manager and is responsible for the overall management of the course materials department. Work is reviewed by the Merchandise Manager to determine if goals are achieved. Receives instructions on special projects, with end results reviewed by the Merchandise Manager.



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The Course Materials Manager works with the Managing Director, University Community Services on strategic issues that impact the Bookstore's overall direction to identify appropriate approaches and direction.

In the absence of the Merchandise Manager, the Course Materials Manager will be responsible for all of the Merchandise Division.

### **Supervision Given**

The Course Materials Manager supervises a group of buyers and clerical staff by:

·  
Assigning goals and responsibilities

Reviews work performed to ensure that it meets established goals; uses a coaching style to address performance issues

·  
Resolves personnel issues within the department

Has the authority to hire, train, evaluate, discipline and terminate staff as required

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

Decisions made regarding merchandise selection, inventory, and margins significantly affect the financial viability of the Bookstore, the store's reputation as a credible source for course materials and, potentially, the University's reputation. The Course Materials Manager must set appropriate purchasing guidelines for the department to ensure that the store has enough inventory for students and that the store has the correct mix of new, used, custom, eBooks and rental books. Failure to set appropriate purchasing guidelines could cause significant loss of sales and public relations issues for the store. Decisions made regarding staffing and the monitoring of work performance can affect the morale and productivity of the department.

Decisions are reviewed by the Merchandise Manager to determine if they meet the Bookstore's budget, business plan and long term strategic goals for growing the business.

### **Qualifications**

Undergraduate degree in a relevant discipline. A minimum of 5 years of experience or the equivalent combination of education and experience. At least five years' experience in retailing and retail management preferably in a campus bookstore, experience buying course materials for a University is strongly preferred, or any equivalent combination of education and experience

Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

Experience researching and advising on new learning technologies for instructional purposes an asset

Mathematical skill required to calculate figures; prepare and analyze spreadsheets; apply mathematical concepts to practical solutions; read and interpret financial data.

Ability to interpret an extensive variety of information; defining problems, collecting data, establishing facts, drawing conclusions, developing solutions and preparing reports.

Ability to supervise and train employees, using a coaching style to foster a cooperative work environment.

Ability to organize, prioritize and schedule work assignments.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse





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community.

Ability to foster a cooperative work environment.

Skill in the use of personal computers, and software including MS Office. Experience with the Ratex operating system, ideal.

Ability to communicate effectively, both orally and in writing.

Knowledge of retail floor merchandising and stock control procedures.

Skill in budget preparation and fiscal management.

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



## Job Posting

**Job ID:** 16472  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level A      **Business Title:** SJC-SHHS Programming Liaison  
**Department:** St. John's College  
**Salary:** \$42,204.00 - \$50,664.00 (Annual)  
**Full/Part Time:** Part-Time (39%)  
**Desired Start Date:** 2013-09-01  
**Job End Date:** 2014-08-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-28      **Available Openings:** 1

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

### Job Summary

Fosters closer relationship between St. John's College (SJC) and Student Housing and Hospitality Services (SHHS) in relation to graduate student focused programs and graduate student support in residence settings in order to create a graduate residential experience which is conducive to academic pursuits as well as further personal growth and learning.

The incumbent will:

1. Learn about Marine Drive (MD) and other SHHS grad level housing
2. Work on joint programming
3. Be the conduit for information exchange between St. John's College and SHHS
4. Future: coordinate SJC applicants for SHHS Residence Advisor (RA) positions

### Organizational Status

Reports jointly to the Principal and Assistant Principal, Administration and Development, of St. John's College. Works with faculty, staff and students associated with St. John's College UBC, as well as with other UBC departments. Works collaboratively with and represents the College to various community stakeholder groups and committees. Interacts extensively with faculty, staff, students from across the UBC campus.

### Work Performed

Coordinates, plans and delivers services and programs of relevance to graduate students in residence settings in support of the College's overall strategic goals

Develops a comprehensive body of knowledge regarding all graduate student housing options on the UBC campus

Becomes educated on what programming and support services are available to graduate students on campus, both in residence as well as to the non-resident population

Forms and cultivates relationships with SHHS staff who are working in areas with a significant graduate student population in



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order to ensure the effective exchange of information and resources

Assesses the needs for programming related to the support of graduate students in residence and develops course and workshop offerings designed to fill those needs.

Consults with graduate student stakeholder groups in order to identify needs related to programming and support

Initiates, develops and conducts workshops and programs designed to support graduate students. Areas of training provided to may include: Student-supervisor issues, campus support resources, graduate student funding options, thesis completion support, networking, peer-counseling, policy implementation, effective leadership, effective programming, student success, mentoring skills, interview skills, conflict resolution, mediation, and suicide intervention.

Develops related learning materials

Develops and implements mechanisms for assessing the effectiveness of programs; assesses the effectiveness of the programs offered and compiles related reports with specific recommendations and objectives for improving programming offerings

Represents St. John's College in interactions with other stakeholder groups including International House, the Faculty of Graduate Studies, The Graduate Student Society and The Wellness Centre with a view to bringing graduate-student focused programming to graduate students living in both St. John's College as well as other SHHS residences

Investigates and identifies opportunities to make particular connections with graduate students living in the Ponderosa Commons complex, including involvement in SJC academic and social programming, as well as dining and makes recommendations on implementation

Liaises with other units on campus such as International House, the Faculty of Graduate Studies, The Graduate Student Society and The Wellness Centre with a view to bringing graduate-student focused programming to graduate students living in both St. John's College as well as other SHHS residences

Coordinates applicants for SHHS RA positions: disseminates information on opportunities, encourages prospective applicants to apply.

### **Supervision Received**

Reports jointly to the Principal and Assistant Principal, Administration and Development, of St. John's College. Works under general direction; work is reviewed for overall effectiveness and achievement of program objectives.

### **Supervision Given**

Selects and supervises volunteer or paid student staff project team leads and participants.

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

Failure to plan or follow up on initiatives and poor judgment or errors matters would have an adverse effect on the St. John's College and the University of British Columbia. Inability to work in a collaborative and facilitative way will impact adversely on setting and completion of strategic goals. Failure to act in a professional, tactful manner would have an adverse effect on campus and community relations. The incumbent is expected to display personal initiative and must exercise sound judgment. The incumbent must be able to act independently in performing defined duties. The potential for negative impact on St. John's College is significant.

### **Qualifications**



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Undergraduate degree in a relevant discipline. Masters degree in Education is preferred. Minimum of one year experience or the equivalent combination of education and experience. Minimum of one year experience or the equivalent combination of education and experience. Previous living and recent work experience in a university or college residence setting is essential. Experience with public speaking and proven ability to develop and teach training sessions workshops. Demonstrated professional creativity and excellent critical thinking ability. Effective oral and written communication skills and outstanding interpersonal skills including the ability to interact well with all levels of the university community. Consistent history of demonstrated initiative and follow-through. Understanding of academic culture and the nature of adult learning.

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



## Job Posting

**Job ID:** 16436  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level B      **Business Title:** Undergraduate Preceptorship Placement Coordinator  
**Department:** Nursing, School of  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Part-Time (50%)  
**Desired Start Date:** 2013-09-11  
**Job End Date:** 2014-02-28  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-27      **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 Undergraduate Preceptorship Placement Coordinator coordinates undergraduate, in particular N427, clinical practice placements for the School.

### Organizational Status

The School of Nursing operates as an independent unit within the Faculty of Applied Science and prepares graduates for direct entry to nursing practice. As a degree-granting program for a distinct health profession, the undergraduate program is responsible for its own admissions and selections process, and must be consistent with preparatory, regulatory and certification guidelines specified by the College of Registered Nurses of BC.

This position reports to the Clinical Practice Faculty Lead and receives general direction from the N427 Course Leaders and Clinical Practice Placement Coordinator. The undergraduate Preceptorship Placement Coordinator also liaises and troubleshoots with hospital, community health agencies, and health authorities to ensure excellent and appropriate clinical practice experiences for students in the School.

### Work Performed

The Undergraduate Preceptorship Placement Coordinator coordinates practice placements for the undergraduate program, primarily N427:

- Communicates with various clinical agencies and academic institutions and organizations (hospitals community agencies) to identify and coordinate placement opportunities.
- Organizes student placements by preferences and carefully reviews agency institution sites as to clinical setting variety, appropriateness, e.g., fit to student level and competency, and safety in collaboration with the Clinical Practice Placement Coordinator in consultation with the N427 Course Leaders when needed.
- Utilizes and maintains a database to ensure regular and timely practice placement information is communicated to the N427 Course Leaders and Clinical Practice Placement Coordinator.
- Implements and maintains systems that support the maintenance of effective tracking systems (e.g., SISC, HsPnet, access data base) with technical support for clinical learning



- Assists in actively managing the fluctuating nature of the placement requests and provide reports and regular updates on the inventory of placements and the pairing of student requests.
- Working with the Clinical Practice Faculty Lead, the Undergraduate Administrative Assistant and Clinical Practice Placement Coordinator to implement and maintain systems (e.g., HSPnet) that support the administration of clinical placements for students, including the supervision of placement activities of the undergraduate administrative assistant;
- Coordinating HsPnet entries, PeP and ongoing placements sites for acknowledgement and future placements for the undergraduate program (UBC).
- Maintains affiliation agreements, populating info for out of town sites or sites not on HSPnet within a Health Authority.
- Provides advising on Term 5 Placements, in consultation with of N 427 Course Leaders and Clinical Practice Placement Coordinator.
- Coordinates communication with students on behalf of N427 Course Leaders and Clinical Practice Placement Coordinator and works closely with the Administrative Assistant, Undergraduate Programs.

### **Supervision Received**

This position reports to the Clinical Practice Faculty Lead and receives general direction from the N427 Course Leaders and Clinical Practice Placement Coordinator.

### **Supervision Given**

None

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

Ineffective relations and negotiations with hospital, community health agencies, Health Authorities, community-based clinicians and clinical preceptors would result in inadequate or insufficient clinical learning opportunities for the baccalaureate program students, which in turn would impact the effectiveness of the School's programs, impair critical opportunities for learning and or compromise the School's reputation for elite standing among nursing schools in Canada.

Judgment, reliability, accuracy, and skilled communications are required for the timely arrangement of clinical groups, particularly when there are challenges in the practice setting. Judgment, accuracy, and skilled communications are required in responding to the multiple student requests for particular placements or when students are requesting alternative placements. . Judgment is necessary in prioritizing the multiple and varied placements required.

Errors in judgment would have an impact on securing and sustaining placements for the immediate and future needs of the School. There is also the potential for the clinical performance of nursing students and safe care for patients.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline. Baccalaureate degree in nursing or health care or other relevant field preferred. Minimum of two years experience or the equivalent combination of education and experience. Minimum of two years' experience or the equivalent combination of education and experience. Two years of experience in educational placement resourcing or cooperative education preferred; Knowledge of current practices in primary health care delivery preferred; Experience with database maintenance; experience with database driven websites an asset; Ability to develop and maintain cooperative and productive working relationships with faculty and community based practitioners; Proficiency with MS Office Suite (Excel, Word, Outlook, and preferably Access & PowerPoint); Excellent oral and written communication skills; Excellent ability to build rapport and relationships; 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 in a collaborative team approach as well as independently.

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome



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applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.



### Job Posting

**Job ID:** 16437  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level D      **Business Title:** Enrolment Service Professional  
**Department:** Service Layer-Enrolment Serv  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-26      **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,





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

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

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

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

Coaches students toward independence and self-direction.

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

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

Planning, Evaluation, and Training



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

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

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

### Partnerships

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

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

### Other Duties

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

Other duties as required.

### Supervision Received

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

### Supervision Given

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

### Consequence of Error/Judgement

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

### Qualifications



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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. Multilingual ability and or experience working with different cultures an asset. Must hold a valid BC driver's license and have access to a vehicle.

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



### Job Posting

**Job ID:** 16384  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Unassigned  
**Classification Title:** Veterinarian **Business Title:** Clinical Veterinarian  
**Department:** Animal Care Services  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-08-19 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-08-29 **Available Openings:** 1

### Job Summary

Animal Care Services (ACS), the largest animal care program in Western Canada and the second largest in Canada, is a centralized unit that oversees and is accountable for the University of British Columbia's animal research facilities for both the Vancouver Campus and the Okanagan Campus including the Centre for Disease Modeling, Modified Barrier Facility, Centre for Comparative Medicine, Rederivation Transgenics, and Facility for Infectious Disease & Epidemic Research.

ACS employs over 100 technical, administrative support, and management and professional staff, and has an annual operating budget of over 10 million dollars that provides comprehensive research support to all UBC researchers in multi-million dollar facilities.

In addition to the housing facilities and services for animals, it also provides veterinary and diagnostic services, as well as training and expertise in laboratory animal medicine, plus veterinary oversight of 23 animal facilities that must meet Canadian Council on Animal Care (CCAC) guidelines regulating governance, facilities and operations, including facilities owned by VCHRI, PHSA, PCHRI and the Open Water Facility (Port Moody), and the Cultus Lake Aquatic Research Facility. ACS is committed to providing excellence in research support to all UBC researchers.

Provide veterinary care to a varied research animal population; research oversight, and training and expertise in a variety of facilities and laboratories; provide veterinary support to the UBC Animal Care Committee in the form of protocol review, laboratory oversight, policy development, etc . The Clinical Veterinarian is instrumental in ensuring good animal welfare through the duties listed above.

### Organizational Status

Reports to the University Veterinarian, Animal Care Services. Works with a team of veterinarians.

### Work Performed

Provide clinical support to a varied research animal population, including domestic and wild animals at the University of British Columbia and associated teaching hospitals.

Participate in the UBC Committee on Animal Care, attending meetings, reviewing protocols, supporting the Continuing Review process undertaking facility assessments.

Confer with principal investigators and their staff regarding protocol design, including the type and number of research animals needed. Provide instruction and assistance in the special care and treatment of animals related to these protocols.

Advise faculty and research staff regarding Canadian Council on Animal Care and legal guidelines on the care of research animals and facilities. Ensure program and studies comply with provincial and federal humane legal standards.



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Prepare and maintain a variety of records and operational reports concerning consultations and diagnostic decisions ensuring compliance with applicable CALAM and CCAC guidelines and unit institutional policies.

Practice health management of animal colonies to best practices standards, develop and analyze sentinel programs for laboratory animals, advise on colony management and husbandry practices.

Assist with training programs for laboratory animal technicians, animal health technicians, research staff and investigators. Keep abreast of new advances in the care and treatment of laboratory animals, animal models, surgical and research techniques utilizing animal models and welfare of laboratory animals.

Participate and assist in an ongoing effective quality control system for animal research; revise techniques and procedures as required to obtain desired results and meet current standards.

Be available for evening and weekend rotation of on-call duties.

Perform other related duties incidental to the work described herein.

### **Supervision Received**

Works independently under the direction of the University Veterinarian, Animal Care Services and within a team of veterinarians.

### **Supervision Given**

Functional supervision of animal health technicians, research technicians and investigators involved in the care and treatment of animals.

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

Works under professional standards and general guidelines. Errors could affect animal welfare, animal health and jeopardize research outcomes.

### **Qualifications**

Degree in Veterinary Medicine. Licensed to practice veterinary medicine in the Province of British Columbia. . Experience in laboratory animal medicine and research methodologies preferred.

Effective oral and written communication, interpersonal and organizational skills.

Ability to exercise initiative, judgment, tact and discretion. Ability to work both independently and within a team environment.

Sound analytical and problem solving skills.

Ability to work evenings and weekends.

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### Job Posting

**Job ID:** 16441  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Unassigned  
**Classification Title:** University Veterinarian **Business Title:** University Veterinarian  
**Department:** Animal Care Services  
**Salary:** \$98,962.00 - \$123,702.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-01 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-09-09 **Available Openings:** 1

### Job Summary

The University Veterinarian (UV) plays a significant role in providing strategic and technical leadership in all matters related to animal care and welfare at the University of British Columbia (UBC). The UV is part of the leadership team within Animal Care Services (ACS), working closely with the Director of Business Development and Operations and the Director of Finance. Together, these three positions are responsible for providing excellence in preclinical research support to all UBC researchers. In addition, the UV will assist in attracting new business to ACS to increase the unit's financial viability. The UV is responsible for leading a team of clinical veterinarians, who act as expert advisors in all aspects of animal care as well as providing professional veterinary services across all UBC facilities.

ACS, the largest animal care program in Western Canada and the second largest in Canada, is a centralized unit that oversees and is accountable for the University's animal research facilities for both the Vancouver Campus and the Okanagan Campus including the Centre for Disease Modeling, Modified Barrier Facility, Centre for Comparative Medicine, Rederivation Transgenics, and Facility for Infectious Disease & Epidemic Research.

ACS employs over 100 technical, administrative support, and management and professional staff, and has an annual operating budget of over 10 million dollars that provides comprehensive research support to all UBC researchers in multi-million dollar facilities.

In addition to the housing facilities and services for animals, it also provides veterinary and diagnostic services, as well as training and expertise in laboratory animal medicine, plus veterinary oversight of 23 animal facilities that must meet Canadian Council on Animal Care (CCAC) guidelines regulating governance, facilities and operations, including facilities owned by VCHRI, PHSA, PCHRI and the Open Water Facility (Port Moody), and the Cultus Lake Aquatic Research Facility.

### Organizational Status

The University Veterinarian reports to the Associate Vice President Research. The UV works as part of a large and critical leadership team, including the ACS Director, Business Development & Operations (DBDO), the ACS Director of Finance, Academic Directors, Facility Managers and Chair of the Animal Care Committee.

### Work Performed

#### 1. Strategic Leadership

-In collaboration with key stakeholders, establish strategic goals and develop a vision and strategic plan for ACS



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- Working closely and collaboratively with senior leadership to operationalize strategic goals
- Working with the DBDO, establish and maintain partnerships and collaborations to support the vision, mandate and goals of ACS
- Representing UBC in veterinarian matters, acts as the liaison between UBC, CVMA and BC veterinary community
- Build and maintain strong relationships with animal research programs in Canada and internationally
- Liaison with animal related humane law enforcement community in BC (i.e. BCSPCA enforcement branch)
- Support DBDO in exploring business development opportunities including the work of the BC PRC
- Advocate for UBC's continued access to a state of the art program in support of animal based research, protecting UBC's continued ability to use animals in research
- Provide advice and guidance to senior UBC personnel with respect to the public, legal and media aspects of the use of research animals at UBC, in a national and international context

### 2. Technical Leadership

- Provide leadership to the clinical veterinarians, researchers and animal care personnel in matters related to provision of animal care services, animal health and welfare, compliance, education and training, direct hands-on involvement with researchers, technical staff and students in promoting the sound conduct and practice of animal research
- Serve on the UBC Animal Care Committee as an ex-officio member and support the Continuing Review process, including protocol reviews and facility inspections. Ensure that the standards of the CCAC are upheld in all aspects of animal care.
- Ensure the well-being and welfare of the animals used in research and teaching at UBC, by promoting and monitoring animal welfare before, during and after their use. The UV is responsible for making determinations concerning animal welfare, in collaboration with the Animal Care Committee, the animal care staff and animal users. Authority for this is provided through the Vice President Research & International and the UBC Animal Care Committee.
- Align UBC policies, programs and processes to support UBC's animal research, providing oversight of animal research at an institutional programmatic level
- Maintain communication with security agencies, national government agencies (CFIA, PHAC, ITC) and Canadian Council on Animal Care (CCAC) regarding UBC animal care program and related issues
- In conjunction with Campus Planning and Facilities Planning, participate in the pro forma, programming, planning, architectural development, construction oversight, commissioning, operational oversight and trouble-shooting animal care and research facilities issues
- Working with the ACS Directors, develop operational tracking performance metrics for ACS
- Promote, ensure and advocate best practices in the welfare, care and use of research animals at UBC and affiliated teaching hospitals and institutes, which meet the standards of the CCAC, and legal standards enforced at the provincial and federal level
- In collaboration with the ACS Directors, the other veterinarians, and UBC Risk Management, develop and implement policies and procedures to appropriately manage risks
- Support and contribute to a respectful and collegial working environment for researchers and animal care staff

### 3. Management of Clinical Veterinarians and Other Staff

- Oversight of all veterinary services within the 23 facilities in the UBC system
- Manage, train and mentor clinical veterinary staff
- Ensure professional practices comply with CALAM standards of veterinary care; clinical veterinary responsibilities of all DVM personnel including this role follow the guidelines as defined by the national standards established in the Canadian Association of Laboratory Animal Medicine Standard of Care documents
- Recruit, orient and train DVM locum tenens and specialist assistance when appropriate from western Canadian veterinary community
- Working with the DBDO, provide advice and assistance in the selection and recruitment of key ACS personnel, coaches and advises key ACS personnel, continue to provide an environment and culture conducive to recruitment and retention of veterinarian staff

### 4. Teaching & Training

- Provide consultation, advice and training to staff and research personnel in matters pertaining to animal research and animal care

### 5. Professional Veterinarian Services

Working with a team of veterinarians to:

- Provide clinical oversight support to a varied research animal population, including domestic and wild animals at UBC and



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associated teaching hospitals

- Confer with principal investigators and their staff regarding protocol design, including the type and number of research animals needed. Provide instruction and assistance in the special care and treatment of animals related to these protocols
- Prepare and maintain a variety of records and operational reports concerning consultations and diagnostic decisions ensuring compliance with applicable CCAC guidelines and unit policies
- Keep abreast of new advances in the care and treatment of laboratory animals
- Participate and assist in an ongoing effective quality control system for laboratory work; revise techniques and procedures as required to obtain desired standards
- Be available for evening and weekend rotation of on-call duties
- Visit UBC Animal Care Committee regulated facilities regularly

### **Supervision Received**

The UV works independently and with delegated authority under broad directives from the Associate Vice President Research.

### **Supervision Given**

Direct supervision of staff veterinarians. Through the DBDO, co-supervises the facility managers.

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

As a key player in the ACS's strategic and leadership team and operating with a high degree of independence and responsibility, the UV must exercise superior judgment in all areas and at all times. Errors could result in significant concerns regarding the liability, credibility and integrity of Animal Care Services and the University and may result in an additional financial burden on the Unit and or University. Errors could result in UBC being held in non-compliance with The Canadian Council on Animal Care which could result in research grant funds being withheld (more than 80 million dollars annually tied to animal-based research) thus damaging the University's reputation and stature. Errors in judgment could affect animal health and jeopardize research outcomes.

### **Qualifications**

Doctor of Veterinary Medicine degree, eligible for licensure in B.C. An MSc or PhD in a relevant field preferred. Diplomate of the American College of Laboratory Animal Medicine preferred or eligible. . A minimum of ten years' experience with the management of laboratory animals and or provision of veterinary services within an academic or industrial research environment. Highly refined analytical, strategic and visionary skills. Thorough knowledge of regulatory and compliance requirements related to animals care use in research Ability to motivate and inspire measurable results in others. Experience with Containment Level II and III facilities. Sound analytical and problem solving skills. Prior experience in service provision and relationship management with contract research organizations, private industry and biotech an asset. Background in contract and legal aspects of dealing with biotech and pharma. Experience in post graduate training of research professional in laboratory animal sciences and laboratory animal medicine.

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## Job Posting

**Job ID:** 16346  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 2                      **Business Title:** Syngnathid Research Assistant  
**Department:** Fisheries Centre  
**Salary:** \$39,656.00 - \$43,456.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-10-01  
**Job End Date:** 2014-09-30                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-09-07                      **Available Openings:** 1

Project Seahorse is hiring a Syngnathid Research Assistant to support the Director's teaching and research activities, to collaborate with Project Seahorse Director and other team members to produce scientific papers and reports, and to communicate with external collaborators.

### Job Summary

To support the Director's teaching and research activities, to collaborate with Project Seahorse Director and other team members to produce scientific papers and reports, and to communicate with external collaborators.

### Organizational Status

The Research Assistant will report directly to the Project Seahorse Director or her designate. S he will work closely with other research team members based in Canada and internationally, and provide biological input for team members who are preparing manuscripts. S he will also establish long-distance links to collegiate and volunteer groups around the world, to support their engagement with syngnathid biology. Required to attend weekly group meetings.

### Work Performed

- Collaborates with other team members in projects related to data and information management requiring biological knowledge.
- Supports development of manuscripts, reports and presentations, including graphics preparation.
- Surveys literature to support research and teaching.
- Provides technical support for teaching and grant writing.
- Maintain collections of specimens, reprints, images, artifacts and media coverage --- and responds to external requests for these items.
- Develops outreach materials, such as powerpoint presentations, to advance PS collective initiatives.
- Responds to general research and conservation queries from colleagues, the media, and the public.
- Identifies and co-ordinates PS volunteers.
- Assists with organisation of special events hosted by PS or involving PS.
- Supports travel by PS Director, and other team members as designated.
- Performs other duties as requested.

### Supervision Received

The Research Assistant will report to Project Seahorse Director or her designate. S he will be required to work independently as



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well as within a team environment.

### **Supervision Given**

None.

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

As appropriate, in order to achieve agreed objectives (personal and organizational) and within established parameters.

### **Qualifications**

High School graduation. University Degree in a relevant biological science (e.g: ecology, conservation biology, fisheries) preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Must have excellent research and organizational skills. 2 years of related experience with experience in conservation-related research and management is a highly desirable. Experience in developing countries and language skills would be a significant asset. Ability to multi-task.

Familiarity with issues in aquatic conservation.

Familiarity with all elements involved in producing scientific research.

Strong communication skills (written, oral and listening).

Excellent computer management and graphic skills.

Robust database skills.

Must be able to work independently under minimal direction.

Must be highly organized with great attention to detail.

Must have a positive attitude and be a team player.

Must be flexible and perform well under pressure.

Must know how to complete work to deadlines, applying strategic thinking where necessary.

Must be willing and prepared to render assistance after hours when required.

Note: All applicants must apply through the University of British Columbia Staff Careers webpage. Visit <http://www.hr.ubc.ca/careers-postings-staff.php>. Deadline: September 6, 2013.

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## Job Posting

**Job ID:** 16455  
**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:** Paediatrics  
**Salary:** \$39,656.00 - \$43,456.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-03  
**Job End Date:** 2014-08-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-08-28                      **Available Openings:** 1

### Job Summary

To participate in an exciting research program to investigate pathological mechanisms in inflammatory bowel diseases including testing hypotheses to reduce disease. The lab will provide a collegial environment dedicated to improving patient care for people living with inflammatory bowel diseases.

Immunology, biochemistry and methods in cell biology will be used including: tissue culture, flow cytometry, techniques to manipulate and examine DNA, RNA and protein, as well as bacterial culture and mouse work.

The individual should be able to perform tasks with supervision. It is expected that data of high quality will be produced for publication. The individual should be able to work in a collaborative team environment to achieve experimental goals, and must be willing to learn new techniques.

The position involves working with and analyzing cells and cellular responses working with mice. Successful completion of UBC's Chemical, Biohazard and Animal Care courses is required.

### Organizational Status

The individual will report directly to the Principal Investigator (PI). The individual must also work in association with research staff and trainees to coordinate experiments and studies.

### Work Performed

#### 1. Administrative Managerial

- Manage the budget for the laboratory and obtaining quotes, evaluating equipment for purchase and reconciling accounts.
- Monitoring spending
- Reconciling financial statements from both UBC and PHSA

#### 2. Animal Care

- Maintaining mouse colonies

#### 3. Tissue Culture Techniques



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- Preparing and aseptically handling sterile media and other reagents
- Deriving, stimulating and analyzing cells from murine bone marrow and blood samples

#### 4. Protein analysis

- Analyzing cell preparations by Western blotting
- Quantifying cytokine production by ELISA

#### 5. Flow Cytometry

- Analyzing cell type and phenotype by flow cytometry
- Quantifying cytokine production by flow cytometry

#### 6. Immunohistochemistry

- Analyzing cell type and phenotype by immunohistochemistry

#### 7. Molecular Biology

- Genotyping

#### 8. Bacteriology

- Culturing bacteria

#### 9. Recording experimental data according to good laboratory practice

- Assist with experiments
- Maintaining experimental data in a database
- Analyzing data

#### 10. General laboratory duties as required

### **Supervision Received**

PI (and collaborators) will provide close supervision and training during the period of employment while techniques are being learned and whenever new techniques are being developed.

### **Supervision Given**

N A

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

PI will meet regularly with the individual to discuss methodology, results and problems. In addition, PI will always be available to discuss issues as they arise. Errors will result in work being repeated and increase cost of the project(s).

### **Qualifications**

High School graduation. Bachelor of Science degree preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Lab experience preferred. Ability to effectively use Outlook, MS Word, MS Excel at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in 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:** 16484  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** ASPIRE Clinic Manager  
**Department:** Medical Genetics  
**Salary:** \$41,814.00 - \$45,600.00 (Annual)  
**Full/Part Time:** Part-Time (30%)  
**Desired Start Date:** 2013-09-01  
**Job End Date:** 2013-12-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-08-29                      **Available Openings:** 1

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

### Job Summary

The ASPIRE Clinic Manager works as part of a research team investigating autism. This position will coordinate booking of research participants, assist in the development of a clinical data system for the Autism Spectrum Disorders Interdisciplinary Research database (ASPIREdb), perform data review, somatic and behavioural phenotype analysis, and develop implement clinical surveys.

### Organizational Status

The ASPIRE Clinic Manager will report directly to the Project Leader. The ASPIRE Clinic Manager will work closely with the Research Coordinator. The ASPIRE Clinic Manager will assist in coordinating students working with Dr. Lewis in the clinical research endeavors of the project, on data entry, ensuring data integrity and completeness

### Work Performed

- coordinates the regional research participant enrollment in contributing to ASPIRE initiatives
- contacts study participants by telephone and by mail
- conducts surveys
- codes survey results,
- reviews surveys for completeness of data
- prepares clinical summary reports
- coordinates student trainees joining in clinic-based ASPIRE initiatives
- performs other related duties

### Supervision Received

The ASPIRE Clinic Manager reports directly to the Project Leader. The ASPIRE Clinic Manager works independently to meet the goals as set by the Project Leader. New or unusual problems are referred to the Project Leader.

### Supervision Given



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The ASPIRE Clinic Manager provides training to clinic-based students who assist in data acquisition and entry.

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

This position is key to the collection of quality data and the subsequent data analysis. If poor decisions are made in the coding of the survey results, the reports generated will be tainted and the collection of the data and coding of all the data would need to be reviewed, resulting in wasted time and significant cost to the project. The ASPIRE Clinic Manager provides project status reports to the Project Leader on a weekly basis. The ASPIRE Clinic Manager works closely with other members of the team on an on-going basis.

### **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. Experience with clinic management an asset. Computer experience required (Microsoft Office preferred). Effective oral and written communication, interpersonal, analytical, troubleshooting and organizational skills. Ability to exercise tact and diplomacy. Ability to work effectively both independently and within a team environment. Accuracy and attention to detail required.

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## Job Posting

**Job ID:** 16468  
**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:** 2013-09-16  
**Job End Date:** 2014-09-15                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-09-05                      **Available Openings:** 1

### Job Summary

To carry out experiments as a member of a team. Emphasis for this position will be to conduct cell transplants to treat diabetes in mice and to provide follow-up care to help maintain the health of research animals in the Centre for Disease Modeling.

### Organizational Status

Interact with all common laboratory personnel, other faculty, staff and students on a daily basis as well as other Departments within and outside the University.

### Work Performed

Participating in design of experiments; conducting experiments independently; caring for animals; performing data analysis; maintaining records; maintaining equipment; teaching techniques to students; presenting results formally at lab meetings; to collect blood samples, isolate tissues and cells from rodents, to perform survival surgeries and transplants in rodents, and to perform various assessments of glucose homeostasis in rodents, including glucose and insulin tolerance testing. The candidate will also be responsible for conducting various assays, such as ELISAs, on collected samples and performing other related tasks.

### Supervision Received

Reports directly to the Principal Investigator.

### Supervision Given

None

### Consequence of Error/Judgement

Work checked by lab supervisors. Directly responsible for errors in work; reports and corrects errors.

### Qualifications





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Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. M.Sc. degree in a biological sciences or minimum of three years of related experience in a biomedical laboratory. Completion of UBC training courses in Biohazard safety and CCAC Certification. Minimum of 3 years related experience or the equivalent combination of education and experience. Must have significant relevant direct experience working with rodents. Computer experience required. Effective oral and written communication, analytical, interpersonal, record keeping and organizational skills required. Must have the ability to work both independently and within a team environment. Accuracy and attention to detail required.

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## Job Posting

**Job ID:** 16443  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 4                      **Business Title:** Research Asst/Tech 4  
**Department:** Family Practice  
**Salary:** \$47,861.00 - \$52,040.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2013-09-23  
**Job End Date:** 2014-04-14  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-08-27                      **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 provide project coordination support for a project team headed by Drs. Ruth Elwood Martin and Patricia Janssen for the project, "Health and Social Peer Mentorship for Individuals with Incarceration Experience"

### Organizational Status

The incumbent will report to Drs. Ruth Elwood Martin and Patricia Janssen and will work closely with members of the Collaborating Centre for Prison Health and Education academic team, other project coordinators, students and project assistants.

### Work Performed

Coordinates and oversees the progress of all project activities  
Coordinates, collects and analyzes the storage, input and transfer of data.  
Drafts project reports and writes funding applications.  
Coordinates activities for project assistants) and project mentors throughout the province of British Columbia  
Collaborates with representatives of community and health organizations to develop networking and strategic linkages.  
Works with MEDIT and the database developer to create a health and social resource database that is consumer friendly for incarcerated individuals who are transitioning from prison to the outside community.  
Oversees the progress of projects and participates with project collaborators and stakeholders for continuing, sustainable and integrated peer mentorship that is conclusive of accessible health and social resources for incarcerated individuals who are transitioning from prison to the outside communities.  
Liaises with men and women with previous incarceration experience and develop a network of (volunteer) project mentors  
Coordinates employment of prospective project assistants, which includes providing information about the project, providing support to applicants prior to the interview and conducting pre-employment interviews.  
Conducts orientations for new project assistants, assess with learning needs and provide training in basic computer skills and the requirements of this project.  
Manages information generated by project assistants, to develop and create an inventory (database) of community resources for women prison leavers.  
Provides support to program assistants by answering questions and providing feedback.  
Drafts initial writing for research ethics review applications, PowerPoint presentations, reports and other written materials.



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Assists and coordinates with the project academic team in the analysis of evaluation data, writing up findings, literature searches and reviews, and coordinating the writing and submission of funding applications.

Assists the project academic team in developing the project work plans and timelines.

Prepares weekly agendas and supporting materials for the project academic team and project advisory community meetings.

Prepares and circulates meeting minutes.

Coordinates teleconferences and travel arrangements.

Participates in budget forecast and prepares necessary financial reports.

Project financial administration duties in accordance with the department financial office.

Other relevant duties as required.

### **Supervision Received**

The position will be supervised by Drs. Martin and Janssen. The position will meet with supervisors weekly.

### **Supervision Given**

This position will support and coordinate the work of field-based project assistants who are engaged in this project.

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

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

Inability to support the development and implementation of strategic initiatives could diminish the Department's ability to attract the support of the scientific community; poor public private sector relationships could result in a negative image of the Department and may impact on research funding made available through partnerships.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Completed a Bachelor degree is a minimum requirement. Minimum of 4 years of related experience or the equivalent combination of education and experience. Previous work experience with the public. Prior experience with prison populations is required. Prior experience as part of a research team an asset. Prior experience with community-based participatory research projects is an asset. Ability to communicate effectively verbally and in writing. Ability to communicate in a clear, attentive, and polite manner with diverse audiences. 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. Highly organized with effective time management skills. Ability to effectively use Microsoft Word, Excel, and PowerPoint at an advanced level.

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