



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:23-SEP-2013

PLEASE POST ON A BULLETIN BOARD IN A CONSPICUOUS PLACE

THE UNIVERSITY OF BRITISH COLUMBIA

APPLICATION INSTRUCTIONS

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

INTERNAL APPLICANTS

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

EXTERNAL APPLICANTS

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

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

THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

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

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

VIEW OUR CAREER OPPORTUNITIES WEEKLY

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

VIEW YOUR APPLICATION STATUS

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

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

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

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



Job Posting

Job ID: 16688
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Secretarial - BCGEU
Classification Title: Secretary I **Business Title:** Secretary I
Department: UBCO - College of Grad Studies
Salary: \$36,216.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-28 **Available Openings:** 1

Job Summary

This position provides a wide range of confidential administrative and secretarial support to the College of Graduate Studies.

Organizational Status

This position reports to the Manager of Graduate Studies and will join a team of 4 other staff in the College. This position will liaise with other departments within UBC, faculty, staff, current students and the general public.

Work Performed

To provide secretarial and clerical support in the office of the College of Graduate Studies.

- To assist with processing domestic and internal graduate applications for admission.
- Processing emails, applications, transcripts, references and supplemental documentation.
- Entering applications in the admissions system and providing confirmation
- Calculating GPAs
- Processing letters of offer
- Responding to prospective student enquiries
- Provide reception for the College of Graduate Studies
- Screen, direct and respond to telephone, written or in-person inquiries
- Entering data into the SISC, maintaining statistical data.
- Maintain the filing system.
- Entering data in the student tracking system.
- Providing information to applicants based on Graduate Studies policies and procedures.
- Acting as a liaison to students and other UBC departments and faculties regarding rules and regulations as they pertain to admissions and regulations.
- Providing secretarial and administrative support to the staff within the College of Graduate Studies and the various committees and councils.



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- Record and transcribe meeting minutes.
- Book meetings rooms or other space on campus for events or staff.
- Contact students through the SISC when needed.
- Compose correspondence and compile reports.
- Make travel arrangements, schedule meetings, process smart forms and
- Provide and update email contact lists for the College.
- Perform related duties as required.

Supervision Received

This position reports to the Manager of the College of Graduate Studies.

Supervision Given

This position does not supervise staff.

Consequence of Error/Judgement

Inaccurate or untimely information could result in embarrassment for the College of Graduate Studies and inconvenience to students and faculty.

Qualifications

A minimum of High School graduation plus one year post-secondary training in Office Administration or the equivalent of education and experience. Over one year related experience, preferably in a post-secondary setting. Knowledge of University policies and procedures and the College of Graduate Studies would be an asset.

- Effective oral and written communication as well as good interpersonal skills.
- Effective problem-solving, multi-tasking and organizational skills.
- Demonstrated ability to multi-task, prioritize, meet deadlines and work under pressure while maintaining a courteous and helpful manner.
- Ability to maintain confidentiality.
- Ability to type 50 WPM and to operate a normal range of office equipment is required along with strong attention to detail, accuracy and presentation of information.
- Ability to work both independently and in a team environment.
- Ability to take minutes at meetings.
- Ability to exercise tact and discretion while handling sensitive or confidential issues.
- Excellent customer service skills are essential.
- Proficiency in the use of Microsoft Word, Excel, PowerPoint, and Outlook.
- Experience with SISC, FMS, and Adobe Acrobat 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: 16675
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Secretarial - BCGEU
Classification Title: Secretary I **Business Title:** Secretary I
Department: UBCO-Fac.ofHealth-Dean'sOffice
Salary: \$36,216.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-28 **Available Openings:** 1

Job Summary

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

Organizational Status

Reports to the Faculty Administrator, Dean's Office

Work Performed

STUDENT PRACTICE PLACEMENT:

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

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

GRADUATE PROGRAMS:

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

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



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COMMITTEES:

Provide administrative support to the Associate Deans of FHSD committees.

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

WEBSITE:

Have primary responsibility for updating the FHSD website in areas related to the primary responsibilities.

- i.e. announcements, calendar events etc., which might be related to Student Placements, Graduate Programs.
- Backup to admin secretaries with regards to staff information changes on the website.
- Update Social Work Facebook page with upcoming events and announcements
- Weekly collection of FHSD website updates, news and events for Research Specialist Projects Coordinator to post.

BACKUP:

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

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

Provide backup to admin secretaries during periods of vacation and illness

Other duties as required.

Supervision Received

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

Supervision Given

Individual does not supervise staff.

Consequence of Error/Judgement



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

Qualifications

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

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

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Job Posting

Job ID: 16708
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: Chemistry
Salary: \$40,500.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-31
Job End Date: 2014-10-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-29 **Available Openings:** 1

Job Summary

While working in the lab of Prof. Raymond J. Andersen, the applicant will work mainly on a prostate cancer drug synthesis project. They will be synthesizing and testing analogs of a lead compound EPI-001. This job includes organic synthesis and compound characterization by NMR and MS. They are also responsible for writing experimental details describing the procedures used to prepare synthetic organic compounds made as part of this project.

Organizational Status

The incumbent will report to the PI, Prof. Raymond J. Andersen. They will work together with other post-doctoral students and research assistants in the lab.

Work Performed

- Synthesizing small molecules analogs of EPI-001
- Characterizing the compounds by NMR and MS analysis
- Writing reports detailing the experimental procedures used in preparing the analogs of EPI-001
- Other related tasks in support of the research project

Supervision Received

The incumbent receives instructions during orientation, thereafter daily on new assignments or changes in procedures. Work is subject to check by the PI, Prof. Raymond J. Andersen. Errors and incorrect decisions would be followed up by further training.

Supervision Given

None.

Consequence of Error/Judgement

Errors will result in a repeat in the procedure leading to lost time and missed deadlines. Potentially, procedures will be changed if errors continue to occur.



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Qualifications

High School graduation. BSc in Chemistry. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience in research laboratory setting. Should be familiar with concepts in organic synthesis, chromatography, and spectroscopic characterization of organic molecules.

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Job Posting

Job ID: 16719
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: Zoology
Salary: \$40,500.00 (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: 2013-09-29 **Available Openings:** 1

Job Summary

The technician will assist with a project related to the ecology and evolution of freshwater fishes in British Columbia. The work will take place in laboratories on the main campus of UBC, at the Experimental Ponds Facility on the South Campus of UBC, and periodically on Texada Island and other locations in the Strait of Georgia region, B.C.

Indoor work will be in an office environment and in wet labs (rooms containing up to 200 aquaria, temperature controlled at 17 degrees, concrete floor, well lit). Work on Texada Island and in the Strait of Georgia is outdoor (accommodations and rain gear provided). Work at the Experimental Ponds Facility on UBC Campus is also outdoors. Will be working next to graduate students and supervisors. Atmosphere is lively and research-oriented. Employees are encouraged to learn about all projects under way in the lab, and to attend regular lab discussions.

Organizational Status

Incumbent reports directly to the PI and to the Administrator, Zoology Dept for administrative purposes.

Work Performed

General Duties:

- Monitor water quality and health of all laboratory fish populations
- Maintain records of fish numbers and health
- Organize and participate in field trips for fish collecting and water sampling
- Identify gravid females and perform artificial crosses of fish
- Raise larval fish from crosses to maturity, determine when to divide populations and redistribute fish within the lab
- Feed all laboratory fish, ordering basic supplies and food as needed
- Identify and resolve minor technical problems in the lab
- Assist Graduate students and Post-Docs with projects and collections
- Summarize and report laboratory work and problems to Supervisor
- Organize and deliver shipments of fish to airport
- Measure fish size, shape and meristic traits
- Sample and mark fish (spine clipping) for population size estimation
- Fish euthanasia when experiments terminate



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Extract DNA from fish tissue using phenol-chloroform method
Monitor consumption of reagents and other supplies and order supplies when restocking is necessary.
Maintain records of all work performed and procedures used.
Liaise with technical services or suppliers of apparatus as, and when, necessary.
Lifting and transporting aquaria and other equipment
Identify and resolve minor technical problems at the UBC pond facilities
And other related duties

Supervisory Duties:

Assist in with the training of undergraduate students (summer and volunteer) in laboratory and field procedures.
Prioritize and delegate tasks to students (summer and volunteer), monitoring progress and coordinating with supervisor, graduate students and post-docs

Supervision Received

Receives instructions during orientation, thereafter on new assignments or changes in procedures. Work is subject to check by the supervisor. Errors and incorrect decisions would be followed up by further training.

Supervision Given

Provide training of undergraduate students (summer and volunteer) working in the lab, on laboratory and field procedures.
Prioritize and delegate tasks to students (summer and volunteer), monitoring progress, and coordinating student efforts with PI, graduate students and post-docs. Refers to PI in the case of major problems.

Consequence of Error/Judgement

Is expected to exercise initiative and judgement in problem solving, establishing priorities, and scheduling own work. Major problems are referred to PI, whereas minor problems are solved by the technician, keeping supervisor informed. Guidelines will be established by supervisor.

Qualifications

High School graduation. Bachelor of Science in biological sciences. Minimum of 2 years related experience or the equivalent combination of education and experience. Previous experience in a biology laboratory, preferably involving experiments on animals. Experience in field collection methods for aquatic organisms. Experience in DNA extraction procedures. Previous experience organizing and delegating tasks. Knowledge of laboratory safety procedures and techniques is required. Effective oral and written communication, interpersonal and organizational skills. Ability to complete the National Institutional Animal User Training (NIAUT) Program course within six months of hiring. Needs accuracy, attention to detail, and the ability to multitask. Demonstrated ability to reliably carry out instructions without ongoing directions, ability to work independently, and within a team environment. Previous experience using basic computer programs for data entry (e.g. Word, Excel), downloading and installing software, and data file organization. Ability to lift and transport aquaria and other equipment. Has a current drivers license.

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Job Posting

Job ID:	16718		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 116(Service/Techs/Trades)		
Job Category:	Research/Technical - CUPE 116		
Classification Title:	Research Asst/Tech 3	Business Title:	Research Asst/Tech 3
Department:	Fac.of Pharmaceutical Sciences		
Salary:	\$42,696.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2013-09-30	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2013-09-29	Available Openings:	1

Job Summary

Responsible for the coordination of ordering purchasing processes, shipping receiving, and distribution of supplies equipment for the Faculty's complex educational research programs and general operational activities. Responsible for maintaining extensive data bases associated with these functions. Responsible for assisting Finance Manager in providing back-up documentation for all purchases made on behalf of the faculty, staff, and graduate student personnel.

Organizational Status

Reports to the Director, Operations and Facility Management, and the Manager, Finance
 Responds to faculty, staff, and graduate student personnel in matters pertaining to the purchase of equipment and supplies.
 Liaises with UBC Procurement Services, external vendors and various University stores units in matters relating to the purchase, shipping and receiving of goods.

Work Performed

Reviews requirements with and provides advice guidance to faculty staff student personnel on preferred vendors to achieve the best and most competitive on and off campus vendor pricing possible for equipment, consumable products, supplies and services; researches and contacts potential vendors suppliers to discuss prices, obtain quotes and check availability and delivery schedules; and provides guidance to research, teaching faculty graduate student, and administrative personnel on the purchase, estimate, and processing of requests for equipment and supplies following evaluation of quotes received on equipment purchases and orders accordingly.

Researches and obtains quotes from potential vendors and suppliers for large stock items; liaises with Procurement Services on equipment supplies valued at or more than \$10,000.

Prepares purchase requisitions and or places orders as appropriate for areas pertaining to research, teaching, administrative and computer information technology. Prepares blanket journal voucher orders under the guidance of the Faculty's Finance Manager.

Liaises with customs officers regarding national and international customs procedures and regulations associated with every level of sending and receiving goods.



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Checks all supplies received in accordance with the purchase requisitions submitted. Troubleshoots shipment errors, contacts vendors for adjustments, arranges for return of shipments, substitutions, and deadlines for shipping of materials.

Tracks orders placed with on and off campus suppliers vendors and follows up on back orders.

Ships equipment for repair and goods to be returned to suppliers.

Evaluates and estimates the quantities and types of general supplies, materials and equipment required by faculty, staff and students for research and teaching laboratories and manages and maintains central stock. Liaises with UBC Plant Operations Stores to order receive all necessary supplies for the Faculty

Liaises closely with faculty staff students to ensure all essential supplies for research and teaching laboratories are maintained; coordinates the distribution of these supplies from the central receiving office area; and monitors usage rates of general supplies to ensure that they are being properly utilized in quantities appropriate to various work areas, reporting any discrepancies to the Operations Director.

Under the supervision of the Faculty's Finance Manager, ensures that all appropriate back-up documentation is provided to support all purchases made and received on behalf of the Faculty.

Creates and maintains computer data bases for ordering and receiving of equipment and supplies.

Prepares data base reports as required.

Handles telephone, email and in-person purchase inquiries.

Assists with trouble calls to UBC Plant Operations as required.

Assists with the daily closure and security of the Faculty's student computer lab.

Maintains records of the usage of controlled substances.

Maintains complex filing system for all goods purchased and received.

Maintains log of audio-visual equipment for the Faculty and coordinates pick-up return of the equipment; maintains details records of all lab supplies received on a daily basis.

Maintains information stations within the Faculty for MSDA WHMIS Lab Safety procedures and policies. Brings safety or lab policy issues or problems to the Operations Director for resolution.

Maintains first aid boxes and eye wash stations for all floors in the Cunningham building and for the one floor occupied by the Faculty in Med Block C.

Coordinates inventory management of equipment, supplies and materials and generates reports on inventories held and used by the Faculty.

Coordinates pick-up of Faculty's recycled paper bins.

Serves as floor warden for the ground level of Faculty building in the event of any emergencies that may arise.

Maintains current supplier catalogues for the Faculty.



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Assumes all functions associated with the maintenance of the Faculty's solvent room (e.g.: ensuring all supplies are clearly marked, daily measurements are taken of the liquid nitrogen, dry ice supplies and other chemicals available, with a view to maintaining an adequate supply of all items necessary to the daily functions associated with the Faculty's research and teaching laboratories, etc.). This individual will also assume responsibility for overseeing various storage areas.

Participates in the safety orientation program for faculty staff personnel using the solvent room, waste disposal cage, gas cylinder, autoclave and ice machine areas.

Participates in ongoing training and educational programs to ensure continuing competence in the management of hazardous materials and substances.

Performs other related duties as required.

Supervision Received

Reports to the Director, Operations and Facility Management and Manager, Finance; works independently and receives specific instructions only on unusual problems or on matters which depart significantly from established work procedures and methods.

Supervision Given

May supervise work study student personnel assigned to special projects attached to the functions of the Faculty's purchasing, technical services and operations office.

Consequence of Error/Judgement

Working with hazardous materials and goods requires sound judgment as inappropriate or erroneous judgments could cause severe injury. Purchasing incorrect products can result in wasted time and money, causing insufficient progress toward research goals. Improperly handling communications can create embarrassment for the department and faculty. Failure to correctly install electronic hardware and software creates wasted time of faculty, students, and staff.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Minimum of 3 years related experience or the equivalent combination of education and experience. Ability and willingness to successfully complete REQUIRED radioisotope handling, biohazard, chemicals, WHMIS and transportation of dangerous goods certification courses. Computer skills required (Excel, WORD, Access). Demonstrated proficiency in the use of word processing, data base, internet and electronic mail applications. Ability to learn new programs. Knowledge of University financial systems would be an asset. Effective oral and written communication, interpersonal and organizational skills. Ability to effectively communicate with customs officers and to interpret follow national and international customs procedures and regulations associated with every level of sending and receiving goods. Ability to work as a contributing member of the Faculty's administrative and technical services team, exercise tact and discretion, prioritize work, calmly handle stressful situations, and effectively meet deadlines. Ability to maintain accuracy and attention to detail. Ability to lift and carry materials of up to 25 kg.

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Job Posting

Job ID: 16709
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:** Night Service Worker
Department: Building Ops - Custodial
Salary: \$35,196.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-29 **Available Openings:** 1

Sunday to Thursday; 11:30 PM to 7:30 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.



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Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 16679
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: 2013-10-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-29
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.



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Staff Job Postings

Supervision Received

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

Supervision Given

None

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 16710
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 - Evening Service Worker
Department: Building Ops - Custodial
Salary: \$ 18.05 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-29 **Available Openings:** 1

Saturday and Sunday; 4:00 PM to midnight

Job Summary

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

Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

Work Performed

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



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Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID:	16668		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Administrative Suppt		
Classification Title:	Administrative Support 2 (Gr4)	Business Title:	Administrative Support 2 (Gr4)
Department:	Asian Research, Institute of		
Salary:	\$38,808.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2013-09-23		
Job End Date:	2015-09-22	Possibility of Extension:	Yes
Funding Type:	Grant Funded		
Other:			
Date Closed:	2013-09-23	Available Openings:	1

Job Summary

This position will assist the Associate Director of the Institute of Asian Research (IAR) and lend support to the Institute's administrative office, its current graduate program and the development of a new MA Program. The combined position has the following variable job components: support for IAR's existing and forthcoming graduate program (30%); support for Associate Director (20%); supporting communications initiatives (including Chinese language translation and interpretation), website and e-mail database (20%); coordination of and support for IAR Centres' and Programs' regular events (including support for China-related events, Chinese delegations and visitors) (20%); and front reception support (including Chinese language translation and interpretation for short-term and walk-in visitors (10%).

Organizational Status

The incumbent reports to the Programs Development Manager for all work related to the current graduate program (Master of Arts, Asia Pacific Policy Studies - MAAPPS) and the new MA program being developed. Reports directly to the IAR Associate Director for the support work provided. Incumbent also reports to the Administrative Manager for all other administrative responsibilities. This position will liaise and work closely with two other staff members (Finance Assistant and Administrative Assistant) on tasks related to all other administrative support responsibilities (i.e. communications, regular events and front desk support). Incumbent will train and supervise temporary staff, student assistants and volunteers. Will also interact with staff in the Arts Faculty, UBC Central departments, prospective students and applicants, visitors, students and faculty.

Work Performed

Graduate program support (30%)

- Provides routine verbal and written advice on the application process, the Institute's program offerings, and faculty research interests to prospective students; refers complex issues and questions to the Programs Development Manager and or MAAPPS Graduate Advisor
- Coordinates graduate student admission review processes
- Assists MAAPPS Graduate Committee in the interpretation and application of standard admissions policies established by UBC's Graduate and Postdoctoral Studies (G+PS)
- Processes admissions letters and correspondence
- Processes recommendations for University awards as well as annual awards granted by MAAPPS
- Advises international students on procedures to obtain student visa and work permit, referring complex issues to UBC



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International Student Advisors when appropriate

- Prepares reports on admissions statistics
- Liaises with G+PS personnel on matters pertaining to awards, admissions, program completion, graduation and other issues
- Acts as a pro-active resource person for faculty and students, regularly informing them of upcoming deadlines and developments on policies relevant to the graduate program
- Assists the MAAPPS Graduate Advisor and members of the MAAPPS Graduate Committee as required
- Prepares and maintains files for students in the MAAPPS program
- Coordinates course offerings with IAR faculty
- Uses the Student Information System Centre (SISC) and Faculty Service Centre (FSC) to access and update information on students and the program (e.g. course scheduling, student registration, posting of grades)
- Assists in monitoring students' progress in their search for internship placement or thesis choice
- Reviews twice-yearly and processes MAAPPS students' eligibility for graduation and ensuring graduation list is accurate
- Maintains MAAPPS students and alumni database
- Regularly updates and maintains information on the MAAPPS site, such as course offerings, student and faculty profiles, calendars and other information
- Provides clerical and secretarial support to the IAR team developing the new MA program
- Attends monthly graduate secretary meetings organized by G+PS
- Attends relevant training workshops

Support for IAR Associate Director (20%)

- Provides clerical and secretarial support for the Associate Director
- Makes travel arrangements
- Schedules and coordinates meetings and other appointments
- Composes routine to moderately complex correspondence including documents requiring significant tact and diplomacy or containing sensitive information
- Prepares information packages by organizing documents, making copies and collating
- Customizes form letters and completes forms for signature

Communications support (20%)

- Regularly reviews IAR website and updates webpages
- Tracks IAR in the news
- Gathers Asia-related events both on-campus and off-campus
- Conducts research on content and gathers related materials from a variety of sources
- Prepares a weekly list of events and announcements and distributes this to IAR's e-mail list
- Liaises with Constant Contacts on formatting and listserve problems
- Maintains IAR's contacts lists
- Translates and or interprets Chinese language documents and materials for the Institute
- Provides Chinese language support for walk-in visitors and visiting faculty

Events support (20%)

- Assists the Administrative Assistant in the organization of workshops, conferences, public lectures, presentations and other meetings hosted by IAR's Centres and Programs
- Provides logistical support to regular events hosted by IAR, Centres and Programs (meetings, lectures, workshops, conferences)
- Designs and develops promotional, communication and presentation materials for regular events
- Disseminates events publicity materials to media, community links and the public
- Performs room-booking tasks (before and after the function event i.e. unlocking and locking doors, setting up room, tables and chairs; inspection and reporting of room condition)
- Preparing monthly calendar of room bookings and liaising with building custodian on upcoming room use and functions
- Assists in greeting and welcoming Chinese delegations and visitors hosted by the Institute
- Provides language support for China-related events hosted by IAR
- Assists the Program Development Manager with logistical support on special events when required.



Front desk support (10%)

- Responds to telephone, e-mail and in-person inquiries and provides routine and moderately complex information
- Prepares and maintains electronic and manual records and files
- Receives, processes and distributes mail, fax messages, e-mails and courier packages
- Assists in ordering, organizing, storing and maintaining office and printer supplies
- Greets and welcomes foreign visitors using corresponding Asian language
- Refers complex inquiries or issues to the Administrative Assistant, Administrative Manager or the Programs Development Manager.
- Performs other related tasks as may be required.

Supervision Received

Works independently under general supervision. Job tasks are generally standardized with ability to choose action within limits defined by standard accepted data, information and procedures. Organization of work to accomplish goals is expected. Workspace interruptions are expected and the variety of job tasks require ongoing prioritization.

Supervision Given

Trains and explains work procedures and guidelines to new or temp staff, student assistants and volunteers. Will supervise the work of shared student assistants (2-3). Assesses performance of temp staff and student assistants and reports these to the Administrative Manager.

Consequence of Error/Judgement

Must exercise judgment based on confidential and time-sensitive information; error or failure with information gathering and research could result in improper dissemination. Errors made in this position can impede graduate student academic progress and scholarship (i.e. incorrectly posting grades or missing deadline resulting in student's inability to graduate); cause adverse relations with students and faculty. Incorrect procedural recommendations can cause embarrassment and delays for the students and can hinder IAR's ability to recruit new students. Must exercise courtesy, tact and diplomacy when dealing with telephone, e-mail and in-person inquiries in a multi-cultural work environment. Unprofessional behavior towards guests and visitors can cause embarrassment for the Institute and bring about adverse relations.

Qualifications

High School graduation and one year of related training. 2 years of related experience or the equivalent combination of education and experience. familiarity with UBC systems such as FSC, SISC, working knowledge or experience with a website content management tool or html coding or WordPress; familiarity with events coordination. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Must demonstrate excellent organizational skills. Ability to effectively manage multiple tasks and priorities. Ability to maintain a high degree of accuracy and attention to detail in all aspects of the work Ability to understand and apply policies, procedures, and instructions. Ability to communicate in a clear, attentive, and polite manner. Ability to communicate effectively verbally and in writing. Proficient in English grammar, spelling, sentence construction and punctuation. Ability to exercise good judgment, tact and discretion when dealing with sensitive and confidential matters. Ability to effectively use computer software applications at an intermediate level (e.g., Outlook, MS Word, MS Excel, MS Access, Adobe Photoshop). Ability to learn new software programs or adapt to emerging software and internet technology. Ability to deal effectively with a diverse public in a professional, efficient and courteous manner. Ability to approach interactions with awareness of sensitive issues (e.g. issues concerning specific cultures) Ability to effectively liaise and work within a multi-cultural setting. Oral and written fluency in Chinese language (Mandarin). Additional fluency in Japanese or other Asian language is a preferred asset. Familiarity with Chinese, Japanese or other Asian culture. Able to type minimum 50 wpm.



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Job Posting

Job ID: 16635
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Administrative Support 3 (Gr6)
Department: Surgery
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-07 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-26 **Available Openings:** 1

Job Summary

The Senior Administrative Assistant provides administrative support to the UBC Department of Surgery, for the activities of its Division of General Surgery and the Head of the Division.

The UBC Division of General Surgery provides advanced expertise in all aspects of general surgery, including oncology, trauma, transplantation, critical care, and diseases related to the gastrointestinal tract. Its activities include a Royal College-approved, Residency training program, the training of MD Undergraduates (medical students), training for core Residents in other surgical subspecialties, and continuing medical education programs. The Division also conducts research in transplant immunology, oncology, critical care, minimal invasive surgery, inflammatory bowel disease, and surgical education.

Organizational Status

The Senior Administrative Assistant reports directly to the General Surgery Postgraduate Program Manager receiving day-to-day supervision and direction regarding the Division's operations and to the Head of the Division of General Surgery for some assignments and tasks. The Department's Director of Administration provides overall management of, and direction to, this position regarding work performance.

This role collaborates and interacts extensively with other University staff and faculty members and with other health professionals outside UBC to support the clinical academic activities of the Division.

Work Performed

- Coordinates conferences, meetings, symposia, presentations, committee sessions, academic and business visits, visiting professors rounds and other regularly scheduled and special events pertaining to Division of General Surgery activities. Duties include: scheduling of activities; booking venues; issuing notices and invitations; preparing and distributing agendas; confirming speakers and visiting professors; creating posters for rounds; making travel and catering arrangements; processing, tracking and confirming registrations; receiving, copying and distributing reports and other written materials; coordinating videoconferencing and other A V functions; and attending and taking minutes of proceedings.
- Prepares and distributes on-call, OR, ambulatory clinic, endoscopy clinic schedules for General Surgery faculty, residents and medical students, and requests hospital privileges for visitors to the OR.
- Supports the MD Undergraduate Program by coordinating and scheduling clinical training sessions, providing additional



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information as required for payment of Clinical Faculty and providing information on UBC's policies and procedures to MD Undergraduates.

- Prepares accurate and grammatically correct written communications via transcription, dictation and notes.
- Processes UBC cheque requisitions, journal vouchers and purchase orders; monitors and reconciles P-card use and reimbursements and bank deposits; and creates various UBC standing orders as required. Reconciles monthly financial statements.
- Assists in preparation of research grant applications and scientific manuscripts by conducting literature searches and typing and editing applications and manuscripts.
- Tracks attendance for Division for City Wide Round and M&M Rounds, distributing information regularly.
- Prepares Fellowship and Postgraduate applications as well as following up on Fellowship enquires.
- Assists in the design and presentation of teaching tools required by the teaching faculty such as A V presentation and printed materials.
- Assists new faculty appointees in converting curriculum vitae to UBC's requirements.
- Screens, prioritizes, and redirects oral and written enquiries and materials in accordance with deadlines and other priorities, responding as directed.
- Performs general office duties such as filing, photocopying, ordering office supplies, completing courier waybills, dropping off or picking up documents from offices.
- Supports the General Surgery postgraduate residency program as required.
- Performs other related duties as required.

WORKING CONDITIONS

Work is performed at one of several workstations in an open area of the main administrative office of the UBC Department of Surgery inside Vancouver General Hospital, on a floor where there is no direct patient care. Work is required occasionally in evenings and early mornings, and infrequently on weekends (if at all).

Supervision Received

The position reports directly to the Head of the Division of General Surgery for assignments and to the General Surgery Postgraduate Program Manager to receive day-to-day supervision and direction regarding the Division's operations. The Department's Director of Administration provides broad oversight and functional management of this position.

Supervision Given

None.

Consequence of Error/Judgement

Errors in judgment and performance may result in lost OR and other valuable time in delivery of clinical care, unnecessary schedule changes, inaccurately prepared grant applications, unnecessary expenditures, and delays to participants, other faculty and students. Inappropriate interactions and communications can adversely affect the reputation of the Division, Department, and the University. Breaches of confidentiality and security may result in serious clinical and academic consequences.

Qualifications

High School graduation and 1 year post-secondary education. Training in office and procedures and practices. Training in bookkeeping procedures and practices an asset. 4 years related experience or the equivalent combination of education and experience. - Solid judgment and a proven ability to maintain confidentiality, tact and discretion in interactions and in handling information. - Computer (PC) software (Word, Excel, PowerPoint, Outlook, and Internet), applications experience at an intermediate level. Ability to type 60 w.p.m. and to operate normal range of office equipment. - Effective organizational skills, including ability to prioritize work, multi-task, and to meet deadlines and schedules. Demonstrated ability to maintain a high degree of accuracy and attention to detail. - Ability to conduct on-line searches using medical and scientific applications. - Effective oral and written communications, with ability to compose clear and grammatically correct routine correspondence and other business documents. - Consistent track record of contributing positively to a productive, supportive workplace. - Ability to



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take and transcribe minutes.

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Job Posting

Job ID: 16672
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Editorial & Marketg
Classification Title: Marketing & Comm Asst (Gr5) **Business Title:** Marketing & Comm Asst (Gr5)
Department: Asian Studies
Salary: \$39,492.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-28
Job End Date: 2014-10-24
Funding Type: Funded by Multiple Sources
Other: Leave Replacement
Date Closed: 2013-09-24 **Available Openings:** 1

Job Summary

Some evening and weekend work is required. Ability to lift and move furniture required for auditorium set up and clean up. Oversees the organization of all departmental and community outreach events, manages the booking and upkeep of the Asian Centre Auditorium and meeting rooms and maintains and updates the department web site. Major responsibilities include designing, developing and distributing promotional, communication and presentation material (e.g., mailouts, email, newsletters, powerpoint); booking Auditorium and meeting rooms, overseeing facility upkeep and managing client billings; maintaining and updating web site information; overseeing work of students hired to assist at events; handling inquiries; collection and analysis of data; and liaising with university stakeholders, external agencies and external partners.

Organizational Status

Reports directly to the Department Administrator and indirectly to the Department Head. Works in conjunction with the other Asian Studies office staff (6 FTE: Finance Clerk, Administrative Assistant, Undergraduate Advisor and Graduate Secretary). Contacts individuals within and outside the Department and the University.

Work Performed

- Schedules, plans, arranges, co-ordinates all associated activities, vendors, rentals, students and volunteers for events within the department (e.g. speaker series, public talks, undergraduate and alumni receptions).
- Sets and cleans up all equipment for events: This involves heavy lifting and moving of chairs, tables, podiums, speakers and other equipment as required.
- Books rooms
- Reserves on and off campus accommodations for guests
- Liaises and confirms orders and deliveries with caterers and other vendors supplying various events.
- Designs publicity and promotional materials.
- Oversees the printing, dissemination and distribution of publicity materials
- Handles all inquiries and communications related to the events.
- Coordinates the booking and maintenance of the Asian Centre Auditorium and Asian Centre Lobby and other meeting rooms by answering in person, e-mail and phone enquiries, scheduling bookings, billing clients, collecting payments & damage deposits, organizing set up and clean up of equipment as required, ensuring necessary equipment is available and in good repair, maintaining the Auditorium web page.



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- Oversees the work of students assisting at events.
- Maintains and develops information on the department website, Facebook and other Social Media tools, ensuring listed events are up to date and accurate.
- Coordinates the department newsletter.
- Provides back up support for the Graduate Secretary, Administrative Assistant, Finance Clerk and Undergraduate Advisor when any of them is away.
- Maintains develops Alumni webpage, Facebook page, database and mail list.
- Organizes and oversees Alumni outreach events
- Performs other duties as required.

Supervision Received

Works independently. Receives limited supervision from the Department Administrator. May receive direction from the Department Administrator and the Department Head.

Supervision Given

Coordinates and oversees work of students hired to assist at events.

Consequence of Error/Judgement

Accurate and efficient management of Auditorium bookings affects the maintenance of the facility. Poor performance in this position would contribute to inefficient operation and low quality of service being provided to students, members of the university and the general public. This in turn affects the reputation and credibility of the Department and the University thereby affecting the recruitment and retention of students and the retention of the Auditorium space.

Qualifications

High School graduation and two years post-secondary education. a minimum of two years of related experience in a post-secondary setting. 3 years of related experience or the equivalent combination of education and experience. Proficiency with office software applications (MS Office) required. Proficiency with design layout and co-ordination of printing of brochures, booklets, programs required, specifically with Industry Mailout . Proficiency with Wordpress required. Photo manipulation and video editing software (Photoshop, Dreamweaver, InDesign) skills required. Experience with audiovisual equipment including wireless microphones and digital displays is required. Excellent interpersonal and organizational skills are required. Ability to work independently and as a member of a team is required. Ability to exercise tact, discretion, judgment and diplomacy required. Ability to exercise cultural sensitivity when working within an intercultural setting required. Proficiency with effective oral and written communication is required. Must be available to work evenings and weekends as dictated by scheduled events. Ability to communicate effectively in writing.

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Job Posting

Job ID: 16665
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Grad Student Support
Classification Title: Grad Student Support 3 (Gr8) **Business Title:** Grad Student Support 3 (Gr8)
Department: Dentistry, Dean's Office
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-30
Job End Date: 2014-06-06
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-09-23 **Available Openings:** 1

Job Summary

Coordinating Graduate Programs by compiling information necessary for the development of timetables, schedules and accreditation in consultation with the Managers of Curriculum and Academic Progress and Student Services staff. Ensures student registration, grades compilation, updates students records, advises faculty and staff of changes to student registration. The incumbent performs a wide variety of secretarial activities in support of the Faculty including course coordinators and Associate Dean, Graduate Studies.

Organizational Status

Reports to Executive Director, Administration, Faculty of Dentistry, under the general supervision of the Managers of Curriculum and Academic Progress. The UBC Faculty of Dentistry is comprised of two academic departments, separated into 14 divisions.

Work Performed

- Oversees the tracking of graduate student progress, processing dissertations, comprehensive exams, student presentations and seminar series.
 - Reporting grades to the Manager, Academic Progress in preparation of Academic Progress meetings.
 - Ensuring that graduate students have completed all requirements for their graduate program and prepares student progress materials for Academic Progress meetings.
 - Informing students regarding academic progress as required
 - Oversees the graduate studies student progress records.
 - Maintaining evaluations where grades are recorded and processed for all graduate students.
 - Recording and processing grades for graduate students.
 - Preparing spreadsheets and other materials required for Academic Progress meetings.
 - Entering grades on the Faculty Service Centre and SISC.
- Prepares timetable memos detailing course registration for returning and new students. Follows up with students to ensure they have registered in the correct coursework.
- Schedules end-of-term and year-end examinations.
 - Coordinates Grad Program curriculum records for all course offerings in all programs of the graduate curriculum.
 - Oversees the update of information for graduate course syllabi. Assists course coordinators as required.
 - Compiles and inputs course and scheduling data in the curriculum database including instructor assignments. Produces custom



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reports as required.

- Organizes timetables for the curriculum database.
- Posting online course materials as directed by course coordinators and instructs course coordinators on how to post online course materials.
- Photocopying and distributing graduate program course materials.
- Consults with faculty to determine handouts, manuals, and associated course support and teaching materials are required, and ensures updates are incorporated and materials are available as needed.
- Entering and manipulating room booking data on the university room-booking system (currently Ad Astra), in Exchange and on the Faculty's curriculum database as per the requirements of the seminar meeting (e.g. size, AV requirements, location).
- Creating and maintaining online course teaching evaluation using UBC online evaluation software (currently CoursEval) related to Graduate programs curriculum, produces reports as required.
- Scheduling sessions, reserves class and seminar rooms in liaison with other program assistants.
- Entering and manipulating data related to students on the SISC, Faculty Service Centre, Ad Astra, and Faculty of Dentistry databases.
- Advises students in resolving course access and schedule difficulties.
- Maintains graduate student records on the Dentistry intranet.
- Prepares suggested revisions to graduate program web pages.
- Organizing data for the completion of graduate program accreditation documentation and site visits
- Acts as recording secretary for Graduate Studies Committee meetings as required. Takes, transcribes, edits and distributes minutes. Arrange room bookings and catering as required. Distributes agendas and assembles materials for meetings.
- Prioritizing and processing a variety of requests including work processing, photocopying, faxing and couriers and drafts and routine correspondence.
- Developing and maintaining a collection of online resources for students. Composes template letters and or emails to respond to common questions. Regularly revises and makes additions to this information.
- Interpreting guidelines, policies and procedures in determining how the matter should be handled, what type of action should be taken or refers the matter to the appropriate person.
- Responding to in-person, telephone, electronic and written enquiries from faculty and current students.
- Posts notices on the Dentistry intranet as directed.
- Assists with budget monitoring as required.
- Organizing graduate student seminar series, makes room bookings, sets up room, ensures AV requirements met and orders catering as necessary.
- Providing support to the Managers of Curriculum and Academic Progress.
- Ordering office supplies and send couriers for Grad programs requirements.
- Compiling and updating Graduate Programs Guide on intranet in consultation with the Managers of Curriculum and Academic Progress
- Performing other related duties as required.

Supervision Received

Duties are performed independently under supervision from the Managers of Curriculum and Academic Progress.

Supervision Given

May delegate work to temporary staff or work study students.

Consequence of Error/Judgement

Resolution of errors is the responsibility of the incumbent in co-ordination with the supervisor. Makes decisions based on guidelines or precedents. Confidential material regarding graduate student academic and financial files, budgets and human resources must be treated with great tact and discretion. Poor judgment, errors in preparing documents, or inappropriate management of confidential information could have an adverse effect on the Faculty.



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Qualifications

High School graduation and two year post-secondary diploma. University degree is preferred. 4 years related experience or the equivalent combination of education and experience. A thorough knowledge of University and Faculty policies and procedures. Experience working with graduate programs is required. Ability to maintain accuracy and attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to take and transcribe accurate meeting minutes. Ability to effectively use Outlook, MS Word, MS Excel, Powerpoint) at an intermediate level. Adobe Contributor, Windows Explorer, Meeting Maker and optical character recognition and graphics scanning. Database experience required. Ability to type at 60 words per minute, and operate standard office equipment. Ability to analyze problems, identify key information, and effectively resolve issues. Ability to analyze work flow processes to make them more efficient and effective. Ability to approach interactions with an awareness of sensitive issues. Ability to exercise tact and discretion. Ability to effectively manage multiple tasks and priorities and work effectively under pressure. Ability to deal effectively with individuals from all levels of the University community and the external community in obtaining and providing information.

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Job Posting

Job ID: 16707
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 2 (Gr5) **Business Title:** Program Assistant 2 (Gr5)
Department: Medical Postgraduate Education
Salary: \$39,492.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-27 **Available Openings:** 1

Job Summary

This .6 FTE (60%) position provides support to the Education Director and the Senior PGY-1 Program Assistant on a part-time basis. Liaises and works co-operatively daily with physicians, Hospital Authority personnel, Fraser Health Authority staff & UBC Programs. Assists with many aspects of resident training, information and education. All duties and responsibilities are carried out at the Royal Columbian Hospital in New Westminster, BC in liaison with local and out - of-region contacts.

Residents in the 64 Royal College Specialty Training programs send many of their residents through the Royal Columbian Hospital (RCH) as it is one of the major training sites. This position is responsible for administration of these rotations. The incumbent is in constant liaison with the Program Directors, Program Managers, Program Coordinators, Program Assistants, Discipline Specific Site Leaders as well as preceptors to ensure that schedules and educational materials are prepared and distributed and that residents and teachers are supported. The incumbent is also in regular contact with Program Coordinators and Program Assistants at UBC Vancouver to the same end.

The Program Assistant performs duties to support of the Royal College Postgraduate Programs at the Royal Columbian site, by compiling information necessary for the development and implementation of the programs in collaboration with the UBC Postgraduate Dean's Office, the UBC Department of Family Medicine and PGY-1 Residency Training Program. Assists the Regional Education Director, Senior PGY-1 Program Assistant with the planning, scheduling and resource management for the Royal College Regional Specialty Residents. This includes preparing documentation and corresponding with lecturers and Preceptors in the program. Prepares materials for seminars and lectures and deals with problems associated with rooms and equipment.

The position handles Royal College Specialty, Family Practice and visiting resident inquiries of a non-routine and routine nature. With respect to non-routine matters, interprets guidelines, policies and procedures in determining how the matter should be handled, and what type of action should be taken or refers the matter to the appropriate person. This position works collaboratively with on-site undergraduate program assistants.

Organizational Status

This position reports directly to the Education Director, the Senior Program Assistant, and the UBC Postgrad Director of Administration (located in Vancouver).

Work Performed



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Provides administrative Support by :

- Collaborating with and coordinating Royal College Residents and visiting resident electives at the Royal Columbian Site.
- Collaborating with the Education Director to create new policies and procedures
- Performing duties related to supporting the Royal College Postgraduate Education in the UBC Postgraduate Programs by collaborating with the UBC Postgraduate Dean's Office, the Royal College programs and the Royal Columbian training site.
- Coordinating and monitoring Resident web based evaluation system by helping Residents and Preceptors troubleshoot evaluation forms, entering resident information, vacation, conference information and sick time; follow up with setting low performance flags to ensure Director is aware of residents who may be struggling in their rotations
- Determining low performance resident evaluations and alerting Education Director
- Implementing the evaluation process by assembling evaluations for review by Education Director
- Coordinating required meetings, videoconferences etc
- Assisting Education Director in preparations for Accreditation review
- Liaising between Medical Administration and Royal College Residents regarding pager and proxy card handover
- Performing secretarial duties for the Education Office
- Performing other related duties as required.
- Providing training and or instruction of a complex nature in areas of expertise
- Available for vacation coverage when the Senior Program Assistant is away
- Tracks and orders Office supplies

Scheduling Duties:

- Assisting the Education Director and collaborating with the PGY-1 Senior Program Assistant with the planning, scheduling and resource management for the Royal College Specialty Program. This includes preparing documentation and corresponding with lecturers and Preceptors in the program.
- Creating Monthly Resident Visitor list, liaising with Fraser Health for facility access
- Interpreting guidelines, policies and procedures pertaining to Royal College, Family Practice and visiting Residents inquiries of a non-routine and routine nature.
- Liaising with medical office assistants to schedule Surgery Sub-Specialty blocks.
- Assisting with assigning, coordinating and tracking all aspects of the Royal College Specialty Residents' clinical rotations
- Coordinating Resident schedules, files and database
- Coordinating and planning Resident interviews with Education Director
- Creating weekly schedule of Rounds Events that relate to various clinical services at RCH
- Posting and distributing schedules to Physicians, Senior Residents, Residents, Unit Clerks and Site Leaders, Family Medicine Program and RCH counterparts.
- Preparing materials for seminars and lectures and solving problems associated with rooms and equipment

FINANCIAL DUTIES

Provides financial support to the training program by

- Verifying and tracking units of teaching from hard -copy schedules and One45 to Excel.
- Determining and preparing requisition payments to Preceptors using tallied units for distribution to preceptors
- Assists PGY-1 Senior Assistant in doing monthly reconciliation of funds and preparing reports for submission to the postgraduate deans office in preparation of yearly audit by the Ministry of Health
- Requisitioning payments and stipends for faculty.
- Preparing travel requisitions, journal vouchers, subscription forms, conference payments and any other payments as required.

Supervision Received



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This position works independently under broad direction and reports directly to the PGY1 Senior Program Assistant, the Education Director and the Postgrad Director of Administration.

Supervision Given

None

Consequence of Error/Judgement

This position deals with information of a confidential and sensitive nature. The consequence of breaking confidentiality could have serious impact on the Postgraduate Deans' Office, the Faculty of Medicine and the University. The Program Assistant, in coordination with the Education Director, is responsible for the day-to-day administration of the Royal College program as well as some rotation scheduling of the Family Practice Residents. The schedules are extremely detailed and errors in scheduling could have considerable impact on Resident's learning, faculty and Resident satisfaction and will have a large impact on the preceptors in the community teaching our Residents. The incumbent must work with tact and discretion and with confidentiality concerning resident records and personal information. Medical Residency expansion and the distributed programs is a high profile project that is completely innovative and requires the coordination of many activities and people. Impact of error is considerable as material is widely distributed. This position is key to making recommendations to the Royal College and Family Practice offices in New Westminster. It is important that residents are given accurate information regarding their program, since mistakes can have a long-term impact on their training and certification. Duties must be carried out in an efficient and professional manner as the impact of any decisions can have repercussions for faculty, residents, general public, staff and the image of the Residency Program as a whole.

Qualifications

High School graduation and 1 year post-secondary education. 3 years of related experience or the equivalent combination of education and experience. Ability to effectively use Word (word processing), Excel, Access (spreadsheet, database and Internet applications) at an intermediate level. Effective oral and written communication. Ability to perform word processing at 55 words per minute. Ability to exercise independent judgment and interpretation of information. Prior experience with WebEval an asset. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to analyze data and data quality and make reliable decisions. Experience with STAR web database an asset. Ability to evaluate problems, identify key information and issues, and effectively resolve them. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion a must. Ability to work effectively independently and in a team environment. Proven strong interpersonal and organizational skills. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to prepare and adjust schedules to accommodate all requirements. Ability to be thorough, accurate, and have a high level of attention to detail.

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Job Posting

Job ID: 16288 (Repost)
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Gen (Gr8) **Business Title:** Facilities Coordinator
Department: Medicine,Udgrd Ed.(Dean'sOff)
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-29 **Available Openings:** 1

Job Summary

The incumbent provides a very complex videoconference and non-videoconference facilities booking and event coordination service and advice to UBC and Health Authority departments, and other organizations interested in using the Faculty of Medicine (FoM) videoconference and non-videoconference facilities for their event.

Works closely and collaboratively with facilities, program, logistics and technology staff at all regions across the province (Vancouver Fraser Medical Program, Island Medical Program, Northern Medical Program, Southern Medical Program), to ensure smooth and continued operation of the FoM distributed MD program.

Maintains a complex centralized room booking system, which is used for the booking of the FoM distributed MD program curriculum sessions, academic rounds and activities in support of curriculum. Provides standardized training to new and existing users on the room booking system.

Provides input and advice towards the development and implementation of complex policies, procedures, guidelines and standards at the interface between facilities coordinators, event coordinators, logistics and technology staff.

Through collaboration and education, promotes the use of FoM videoconference and non-videoconference facilities and services to UBC and Health Authorities departments and other organizations.

UBC Faculty of Medicine (FoM) currently has over 70 videoconference and 150 non-videoconference facilities located in University Campuses, Clinical Academic Campuses and Affiliated Regional Centres throughout the province of BC. These facilities enable attendees across the province to participate in lectures, academic rounds, administrative meetings, and other events. The FoM develops and implements policies, procedures, guidelines and standards for the booking, utilization and support of these facilities.

UBC FoM uses the centralized room booking system 'Resource Scheduler' as the operational platform, to efficiently manage these facilities and the services offered. The FoM distributed MD Program relies on Resource Scheduler for accurate and time-sensitive



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information for the delivery of curriculum sessions. Over 400 users across the province use Resource Scheduler on a regular basis to enter and extract information, to schedule and dispatch resources, and to generate a variety of reports.

Organizational Status

The incumbent reports to the Manager Academic Shared Resources, and to the Director of Administration.

The incumbent works closely and collaboratively with senior program staff, event coordinators, logistics and technology staff (including MedIT and Videoconference Service Desk), and facilities coordinators throughout the province, to ensure smooth and continued operation of the distributed MD program.

This position is located in the Children and Women's Hospital site.

Work Performed

- Provides videoconference and non-videoconference room booking and event coordination services, primarily for Undergraduate, Postgraduate curriculum, Academic rounds, student initiated events and all events at the Children's and Women's Hospital site.
- Books videoconference facilities and services across the province and non-videoconference facilities at Children's and Women's Hospital site.
- Assesses all facilities and services requests, ensures all relevant information is provided, establishes priorities and determines the most efficient use of the facilities and services.
- Approves or declines or redirects requests based on the compliance with established policies, procedures, guidelines and standards. Suggests alternatives where possible.
- Enters complex and time-sensitive curricular and non-curricular information in the room booking system, and ensures information is complete, accurate and reliable.
- Ensures facilities and services information is relayed effectively and accurately, verbally and in writing, to event coordinators, service providers, logistics and technology staff. This includes information on mobile videoconferencing, audio-insertion, connection to external networks, tech support level, facilities access, and other details.
- Acts as an interface between the event coordinators and the logistics and technology staff, and provides time-sensitive facilities and services information to the logistics and technology staff for the support of videoconference and non-videoconference sessions.
- Provides regular back-fill for other members of the facilities coordinator team at the Vancouver Fraser Medical Program.

- As the first point of contact, responds to all enquiries related to the use of videoconference and non-videoconference facilities and the services offered.
- Works as a member of a team responsible for the day-to-day supervision and operational readiness of the instructional facilities and services.
- Liaises with housekeeping and building maintenance and initiates service work orders as needed, to ensure videoconference and non-videoconference facilities are in good operational condition at all times.
- Liaises with access control to provide users access to videoconference and non-videoconference facilities in Children and Women's Hospital site and maintains an active list of users who have access to the facilities.

- Performs quality control of sessions scheduled to ensure accuracy and reliability of data entered in the room booking system.
- Provides standardized training on the room booking system and the room booking process, to new and existing users, to ensure compliance with current policies, procedures, guidelines and standards.

- Liaises with facilities coordinators and provides mentorship and guidance at distributed sites on a regular basis to ensure bookings are made in a coordinated and consistent manner as per policies, procedures, guidelines and standards.
- Provides guidance and advice to faculty, staff, students and various users (internal departments and external organizations), on the policies, procedures, guidelines and standards.
- Identifies and documents patterns in reoccurring issues related to facilities, services and event coordination. Assesses and develops approaches for standardized processes, work flow and issues resolution. Resolves complex and sensitive issues on a



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regular basis.

- Provides input and advice in the development and implementation of new and existing policies, procedures and guidelines related to videoconference facilities, services and event coordination.

- Provides valuable input and advice towards the management of facilities and services by participating in the monthly inter-site facilities coordinators meetings and facilities-technology meetings.

- Has a thorough knowledge of the complex policies, procedures, guidelines, standards, protocols, work flows and systems used for booking of videoconference and non-videoconference facilities and services.

- Initiates, builds and maintains good relationships with program leadership, logistics and technology staff, UBC departments, Health Authority departments including Telehealth, and external organizations.

- Schedules videoconference training sessions, educates event coordinators on the benefits of videoconference training program, registers them for training, and maintains an active list of trained users.

- Provides administrative support to the Manager. This includes compiling and sorting data and reports in spreadsheets and databases, maintaining documents on the SharePoint site, preparing minutes, etc.

- Provides emergency reception back-fill, and end of term exam invigilation as required.

- Performs other duties related to the requirements of the job.

Supervision Received

Works independently under the general direction and supervision of the Manager, Academic Shared Resources.

Tasks are governed generally by broad instructions, objectives and policies, usually involving frequently changing conditions and priorities. Exercises independent judgment in selecting and interpreting information, and reconciling deviations from standard methods.

Supervision Given

Explains work procedures and provides direction to new and temporary staff members.

Consequence of Error/Judgement

The Faculty of Medicine's distributed MD program relies on the accuracy of information provided in room booking system for the delivery of curricular and non-curricular sessions.

Work pressures, peak periods, multiple demands, deadlines and interruption impact tasks completion ability which could negatively impact delivery of curriculum sessions and other events.

Errors in booking facilities and services can have significant impact on the delivery of curricular lectures, and non-curricular sessions such as academic rounds and administrative meetings. Errors can reduce or impair the dispatch of videoconference technical support and service. Errors can also have an adverse reaction from faculty, staff, students, event coordinators, external organizations, and in some cases the media.

Incorrect decisions made on the priority and use of facilities and services can cause sensitive situations and result in senior management staff becoming involved to diffuse the situation. Incorrect information and training provided can compromise the reliability of the room booking system and the room booking process.

Qualifications

High School graduation and two years post-secondary education. Training in office procedures and practices. 4 years related experience or the equivalent combination of education and experience. 3 years relevant UBC experience.

Computer experience required (intermediate to advanced level in Word, Excel, Access and Outlook). Effective oral and written



communication, interpersonal and organizational skills. Ability to use tact, courtesy and diplomacy when handling sensitive issues. Ability to negotiate and problem solve. Ability to prioritize work, multi-task and meet constant deadlines. Ability to maintain accuracy and attention to detail. Ability to work both independently and within a complex team environment. Ability to work in a fast paced environment that is constantly changing and in a state of ambiguity. Ability to be patient, flexible, adaptable, creative and innovative.

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: 16662
Location: Robson Square
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Gen (Gr8) **Business Title:** Program Coordinator
Department: Sauder - Executive Education
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-24 **Available Openings:** 1

Job Summary

This position is responsible for all aspects of planning, arranging and administering residential and non-residential executive programs for both domestic and international business clients, in-house seminars and special events. Co-ordinates arrangements for physical facilities, accommodation, meals and services. Responds to client inquiries and requests in the planning stage and throughout the seminars. Oversees the venue during the seminar and monitors expenses throughout seminar providing a final reckoning. Monitors the day-to-day operations of Executive Education seminars at Robson Square providing input for changes to administrative processes and facilities procedures. Liaises with Robson Square concierge regarding the designated Sauder space. Works collaboratively within a cross-functional team environment. Work functions are based upon a thorough knowledge of Departmental and University guidelines, procedures, policies, and Department mandate

This position will be located primarily at the university's new downtown campus, UBC at Robson Square, with the workday normally being scheduled within the hours of 7:00 am to 6:00 pm (8 hours in total - 7 hours + 1 hour for lunch); however, this position will require working flexible hours, such as evenings and occasional weekends.

Organizational Status

Reports to the Operations Manager.

Work Performed

Coordination

1. Coordinates arrangements for public and other seminar offerings at UBC and other locations, including physical facilities, travel arrangements, accommodation, materials, meals and services. This includes liaison with instructors (faculty and consultants) and participants throughout the seminars programs. In addition makes suggestions regarding staffing needs for upcoming events to the Operations Manager. Monitors expenses to ensure event does not exceed financial commitment.
2. Plans and coordinates seminar materials such as; binders, handouts, and a v equipment and ensures readiness for upcoming seminars including the physical set up of the room. During the seminars, will be available to ensure that the needs of the instructors are met, e.g., a v requirements, overheads, extra supplies, photocopying, etc. Updates the appropriate electronic and paper files related to seminars i.e. changes to handouts, instructor biography etc.



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3. Prepares and ensures consistency in the overall quality and design of all seminar related materials including word processing, formatting, etc as required. Coordinates and supervises materials production including assembly of original package, reproduction, binder assembly and pre-reading (as required). Updates seminar materials ensuring accurate changes or amendments, documenting resource information for copyright.
4. Acts as primary contact for instructors and participants during seminars or events and is available prior to class and during breaks. Ensures that needs of the instructors and participants are met through timely and tactful intervention when problems of a programmatic and or personal nature arise. Responds to or re-directs when appropriate client inquiries or requests of and actively seeks; course content, instructor or other matters before, during or after seminar.
5. Reconciles expenses to budget after programs have ended and invoices have been received. Updates spreadsheet to reflect projected expenses versus actual expenses.
6. Track event attendance and reviews results from seminar evaluation forms from seminar participants and takes immediate action on negative comments relating to program logistics and communicates action taken to the coordinator team for direct client follow-up when appropriate.
7. Monitors and processes routine expenses related to seminar budgets up to \$50,000.
8. Monitors catering contractors ensuring that the agreed services are provided for the programs and events. This entails updating and reviewing of all menus, awareness of participant dietary requirements and advising appropriate caterers, ordering, confirming numbers of attendees, verifying charges related to catering functions. Facilitates regular negotiations on price point, as well as continually seeking to enhance the catering services used by Executive Education.
9. Selects hotels ensuring special pricing for Executive Education while maintaining or enhancing customer satisfaction. Handles travel arrangements for leaders either coming or going out-of-town.
10. Liases with campus suppliers (e.g., Food Services, Financial Services, etc.) and non-campus suppliers (BCBC, Robson Square, Catering companies, Impark, etc) with respect to work required for seminars, programs or facilities.
11. Purchases gifts for speakers or volunteers

Other

1. Coordinates and attends opening and closing function and special events. This many involve arranging venues, charters, special mailing, caterers, transportation, etc.
2. Monitors printing contractor ensuring that the product adheres to prepared specifications, quality control, quantity, timely pick-up and delivery, checking the invoices, requesting credits where necessary and continually trying find ways to cut costs. Follows up any financial discrepancies and requests credits when needed.
3. Ensures that UBC policies such as those concerning alcohol are adhered to.
4. Provides backup coverage for other Program Co-ordinators and Operations Manager when needed.

Supervision Received

Receives general day-to-day supervision from the Operations Manager. Work is of an autonomous nature.

Supervision Given



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May coordinate, train and supervise work assignments of student assistants and or temporary staff.

Consequence of Error/Judgement

In line with University and Departmental guidelines, policies and procedures, makes decisions and recommendations regarding planning logistics and exercises judgement when trouble shoots events. For example, low ratings relating to logistics on the evaluation form may result 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.

Qualifications

High School graduation and two years post-secondary education. 4 years related experience or the equivalent combination of education and experience. Familiarity with other cultures (particularly Chinese culture) required. Fluency in Mandarin a definite asset. Computer experience required intermediate (Word, Excel, Outlook and Powerpoint). Effective oral and written communication, interpersonal, customer service and organizational skills. Ability to type 60 w.p.m. and to operate a normal range of office equipment. Ability to use word processing, spreadsheet and electronic mail applications at an intermediate level. Ability to prioritize work, multi-task and meet deadlines. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to work flexible hours. Ability to work both independently and within a team environment.

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Job Posting

Job ID: 16686
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 1 (Gr1) **Business Title:** Front Counter 1 (Gr1)
Department: Beaty Biodiversity Museum
Salary: \$ 16.16 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-10-04
Job End Date: 2014-01-04 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other: CUPE 116 Seasonal
Date Closed: 2013-09-26 **Available Openings:** 1

Please note that this is a part-time, on-call, temporary position.

Job Summary

This position is the first contact for visitors to the Beaty Biodiversity Museum. The incumbent processes admission fees, passes and or membership cards for entry to the Museum; performs cash procedures; provides information to Museum visitors; staffs the Museum retail store; assists with membership program; receives and coordinates school and other group bookings; maintains events schedule; responds to general inquiries; maintains awareness of Museum security; assists with event bookings and rentals; takes on assigned duties as required.

This is a temporary part-time position. The incumbent must be able to commit to a work schedule that includes weekends and holidays regularly, and must be flexible to work occasional evenings and on an on-call basis.

Organizational Status

Reports to the Museum Administrator; deals with all Museum staff and visitors which include students, staff, faculty, volunteers, invited guests and the general public.

Work Performed

- Greets visitors to the Museum and processes admission fees, passes and memberships in accordance with an established rate schedule.
- Performs retail functions and assists with related duties in the Museum retail store.
- Performs opening and closing cash-out procedures accurately.
- Generates cash reports as requested.
- Responds to general inquiries in person, via email, by phone or letter.
- Receives, coordinates and responds to requests for group and tour bookings.
- Collects and maintains data on admissions, memberships, bookings, sales and general visitorship.
- Assists with events, including setup and takedown.
- Maintains registration lists for lectures, seminars and other Museum events as requested.
- Maintains awareness of Museum security and reports breaches of security or unusual incidences to appropriate authorities.
- Performs other related duties as necessary.
- May be required to act as First Aid attendant when needed.



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Supervision Received

Works under the supervision of the Museum Administrator. Receives detailed instructions on the assignment of new duties, thereafter only on new or unusual problems. All financial transactions are monitored on a continuing basis.

Supervision Given

None. Works collaboratively with other admission staff to ensure the efficient operation of the admissions desk and retail store.

Consequence of Error/Judgement

Inability to handle cash accurately would result in inaccurate financial assessments and potential revenue loss. Inability to schedule bookings could result in operational conflicts and lost visitorship. Lack of customer service skills would impact the overall experience of the Museum visitor.

Qualifications

High School graduation. 1 years relevant experience or the equivalent combination of education and experience. Retail and customer service experience required. Working experience in a large public venue dealing with the general public preferred. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to effectively use office and email applications at a basic level. (e.g., MS Word, MS Excel, Outlook, etc.). Ability to communicate effectively verbally and in writing. Ability to accurately balance cash and resolve discrepancies. Ability to accurately process cash credit card transactions. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment. 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. Familiarity with UBC (general awareness of facilities services available on campus). Knowledge of the Beaty Biodiversity Museum preferred. Must be able to commit to a work schedule that includes weekends regularly. Must be available to work holidays, occasional evenings and on and on-call basis. Occupational First Aid training preferred. Must be willing to obtain and keep current on First Aid training.

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Job Posting

Job ID: 16681
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Student Info Support
Classification Title: Student Info Support 4 (Gr7) **Business Title:** Student Financial Processing Specialist
Department: Student Financial Services
Salary: \$42,072.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-07
Job End Date: 2014-03-13
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-24 **Available Openings:** 1

Job Summary

The Student Financial Processing Specialist independently provides complex information and direction to various clients including students, faculties, departments, and other staff members throughout the Enrolment Services organization regarding awards and financial assistance for post-secondary studies, tuition and UBC loans payments and collections. Main duties include the support and administration of merit-based and need-based programs, such as, but are not limited to: Recommended Awards, Affiliation and Entrance Scholarships and Bursaries, Winter and Summer Bursaries, UBC Loans, and External Awards; accurately applying payments to student tuition and loan accounts, approving tuition refund requests, initiates collection of outstanding tuition and student loan accounts to a collection agency, works with students who are in arrears on payment plans, communicates with students, parents, the UBC community, and external community regarding student tuition and fees, UBC loans, and awards.

Organizational Status

This position reports to the Coordinator, Student Financial Services, and may also report to a Manager in the unit. The individual interacts with all other functional areas in the unit and within Enrolment Services as well as with faculty members, department heads, Faculty Scholarship Chairs, administrative personnel, collection agencies, donors, external agencies, Development Office, University Counsel, and other UBC departments as required.

Work Performed

Awards Administration:

- Evaluates award recommendations submitted by Faculty Scholarship Chairs, only bringing forward complex exceptions to senior staff for decisions.
- Accesses student data, such as course load, program of study and fee payments, in order to determine eligibility for various award programs and for specific awards.
- Acts as a primary resource for new and continuing Scholarship Chairs and assists them in understanding the University's policies and procedures for identifying candidates, awarding and disbursing funds to students.
- Liaises with Faculty regarding award recommendations and student eligibility, requesting alternate recommendations in some cases or rationales, where appropriate.
- Researches donor agreements and other legal documents and assists Scholarship Chairs in interpreting Senate regulations, award criteria and other specifics related to award adjudication and disbursement.
- Synthesizes and disseminates award information to accurately inform Scholarship Chairs of the awards, their status and funds



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available in their programs to ensure that the University is making every effort to give out all awards to students on an annual basis.

- Processes external awards, including assignment, amendments, cancellations and refunds.
- Synthesizes information provided in essays, reference letters and on applications into student biographies for receptions, phone offers and publications.
- Fields complex queries regarding external awards.
- Evaluates applications for completeness and determines whether students meet preliminary eligibility criteria for programs.
- Routinely modifies and creates award records and payments on the Student Information System (SIS).
- Verifies and monitors student enrolment to ensure students are eligible for merit funding offered by governments and other external agencies.
- Produces student notices of awards and donor letters.
- Answers inquiries by faculty and donors regarding award recommendations, calendar descriptions, and cheque production procedures.
- Processes bulk assignments for some merit-based and need-based programs, such as, but not limited to Trek Scholarships, Go Global, Affiliation and Entrance Scholarships and Bursaries.
- Reviews various award error reports, such as, but not limited to those in PEND state, WTRA state, failing restrictions after being offered, and disbursement errors.

Tuition Administration:

- Provides information about fee assessments; exercises judgment and makes decisions to defer fees and or remove late charges assessed to a student's account.
- Investigates, analyzes and resolves complex problems related to fee appeals, fee assessment errors, payment errors, rejected student payments, and student instalment and tuition plans.
- Provides expertise and assistance in troubleshooting difficult fee related questions and student account irregularities via phone and email.
- Communicates with all students who are in arrears and about to be sent to collection.
- Reviews and verifies outstanding accounts to be sent to collection, communicates to students, and arranges repayment plans with students within guidelines and works with the collection agency to collect the outstanding balance, and updates student accounts accordingly.
- Communicates with faculties and departments regarding students' who have been forwarded to a Collection Agency.
- Accurately applies tuition and fee payments into SIS (some of the payments include, but are not limited to: debit and credit card, EFT, cheque, Passport to Education, Teacher Certificates, wires, faculty and staff waivers, upload and download bank tapes).
- Prepares cheques for daily courier to HSBC; including reconciling cheques and payment slips and contacting any students with payment errors and organizing shipment.
- Reviews, confirms eligibility or payment, and reconciles Passport to Education scholarships, and invoices the Ministry of Education for payment, and organizes shipment to the Ministry in a timely fashion. Monitors, tracks, and follows up as required on the collection of payment from the Ministry.
- Verifies Teacher Certificate tuition amount prior to applying it to the student's account. Informs the Education department of any changes in registration or discrepancies that may affect the removal of the certificate. Adjusts student accounts and T4As accordingly.
- Monitors Staff and Faculty Tuition Fee waiver reports. Ensures that the number of credits requested on the staff faculty waiver report is correct based on the information on Student Information System (SIS). Notifies Finance of adjustments to be made due to any changes in registration.
- Process USD cheques for deposit, and when needed, makes the required entry on the Financial Management System (FMS).
- Processes and adjusts student accounts regarding all tuition NSF cheques and assesses NSF charge for each student.
- Verifies and ensures JVs from Departments are accurately processed. Liaises with Departments notifying them of the appropriate payment amounts.
- Responsible for approving and processing all refunds on SIS and Consolidated Billing Module (CBM).

UBC Loans Administration:

- Accepts cash and cheques for UBC loan payments, and issues receipts.



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- Communicates with students and their respective guarantors who are in arrears and about to be sent to collection.
- Reviews and verifies outstanding accounts to be sent to collection, works with the collection agency to collect the outstanding balance, and updates student loan accounts accordingly.
- Accurately applies UBC loan and advance payments into SIS (some of the payments include, but are not limited to: Interac, EFT, cheque, bank draft, cash).
- Prepares cheques for daily courier to HSBC; including reconciling cheques and payment slips and contacting any students with payment errors and organizing shipment.
- Processes and adjusts student loan accounts regarding all loan NSF cheques and assesses NSF charges.

Other Related Duties:

- Performs T4A reconciliation between FMS and SIS for awards and tuition waivers. Prepares amended T4A slips to reflect award and tuition waiver adjustments where required. Answers inquiries and provides information and assistance to students and parents regarding issues about T4As.
- Reviews, understands and communicates accurately complex regulations in the UBC calendar and other Enrolment Services publications.
- Audits and or prepares financial documentation for data entry into FMS PeopleSoft including verification of account coding, signing authorities, appropriateness of expenditures, and adherence to University policies.
- Performs efficient and accurate FMS data entry of financial documents including cash receipts, journal vouchers, domestic and international travel claims, purchase requisitions and requisitions for payment. Ensures timely processing of these payments and transfers.
- Coordinates event and workshop organization including booking rooms, maintaining registrant lists and fielding questions, contacting speakers, calling for synopses, scheduling, creating handout packages and nametags, working out logistics, etc.
- Identifies and makes recommendations for improving processes.
- Provides training and assessment of new staff, student assistants, and temporary staff.
- Assists with special and ongoing projects.
- Supervises temporary staff and Work Study staff as required.
- Answers routine correspondence received by mail, fax and e-mail.
- Receives, opens, and distributes incoming mail to appropriate staff.
- Performs other duties in keeping with the qualifications and requirements of the job.

Supervision Received

Reports to the Coordinator, Student Financial Services. Works independently within established policies, procedures and accepted practices.

Supervision Given

May oversee and direct the work of student staff or temporary staff and be responsible for the accuracy, production and control of their work. May have input into staff selection and performance evaluation of employees. May participate in the training of new employees at this and lower classifications.

Consequence of Error/Judgement

Judgment is exercised based on thorough knowledge and interpretation of established University policies and procedures for the administration of merit and need-based programs. Failure to follow award criteria may result in donor dissatisfaction, loss of donations, and cancellations of donor agreements with the University and may also lead to legal proceedings against the University. A combination of experience and good judgment is required to be intuitive as to whether things are correct or not (e.g. working on core duties or on projects). Judgment is essential to determine whether they have all the facts required before making a decision or a recommendation (e.g. deciding on eligibility for awards).

Attention to detail and thorough knowledge of UBC policies and procedures is critical. This position is responsible for ensuring that tuition fee assessments and payments and award assignments are entered correctly on SIS. Errors could result in incorrect processing of student assessments and payments resulting in significant financial implications for the University as well as late



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charges interest charges being assessed incorrectly to student tuition accounts.

This position interacts with various departments, faculties, and other Enrolment Services units and is responsible for responding to diverse questions concerning University and office policy and procedures on fee payments, assessments and awards processing. All information must be accurate and provided in a respectful, timely and supportive manner. Failure to provide service that meets these standards affects public perception of Enrolment Services and the University.

Qualifications

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Strong analytical and problem solving skills. Ability to interpret, apply, and make decisions within complex guidelines and regulations. Ability to work independently and strong organizational skills. Ability to multi-task, work under pressure and prioritize work to meet deadlines. Ability to adapt to changing priorities. Knowledge of university financial and student systems, policies and procedures. Detailed-oriented and ability to maintain high degree of accuracy. Extensive knowledge of spreadsheet (Excel) applications and a thorough knowledge of other personal computer software and the Web. Working knowledge of integrated financial and human resource application software packages (PeopleSoft preferred), and Student Information Systems (SIS). Excellent communication (written, oral and presentation) and interpersonal skills required. Strong teamwork and collaboration skills required. Ability to exercise tact and discretion. Ability to maintain confidentiality. Ability to type 60 w.p.m. and to operate normal range of operating equipment. Demonstrated experience in performing detailed reconciliations. Basic understanding of accounting principles.

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Job Posting

Job ID: 16677
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Student Info Support
Classification Title: Student Info Support 4 (Gr8) **Business Title:** Enrolment Services Coordinator
Department: Service Layer-Enrolment Serv
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-24 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Work Performed

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



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- Performs various transactions and updates in student information systems, ensuring accuracy of data and correcting errors.

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Research, Knowledge Management and Business Improvement

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

Prospective student and applicant support

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

Organizational Development Training

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

Student Financial Support, Registration & Academic Record Support and Scheduling & Exam Support

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

Provides support during peak periods for exam and course scheduling including liaising with students, responding to student enquiries, arranging invigilators, preparing and distributing materials, facilitating exam and course schedule times. General Administrative Support

- Develops, implements and maintains administrative procedures and systems, including filing and scanning various student record



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documents.

- Organizes events, including booking travel, rooms, meeting spaces, venues and catering, processing special occasion license applications, managing participant registration and arranging invoice payments.
- Performs cash handling for various fees and daily transaction reconciliation.
- Ordering and maintaining office and cash coin supplies.
- Provides reception support.

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

Supervision Received

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

Supervision Given

May be required to orient, train, provide direction and or supervises student employees and or volunteers. May participate in the hiring of staff and or student employees.

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 16712
Location: Other
Employment Group: Exec.Admin(non-union clerical)
Job Category: Secretarial - Non Union
Classification Title: Admin Assistant 3 **Business Title:** Research Centre Co-ordinator (ISIS)
Department: ISIS
Salary: \$41,065.00 - \$45,628.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-14 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-10-09 **Available Openings:** 1

Job Summary

This position handles the overseeing and support of the ISIS Research Centre for Sustainability and Social Innovation at the Sauder School of Business in terms of administration, facilities, marketing and promotional material, project co-ordination and book-keeping. As well performs executive assistant duties for the Executive Director of ISIS.

Organizational Status

Reports to the Managing Director. Works with the Executive Director, project management team, Student Interns, and Graduate Fellows, faculty, internal and external suppliers and government agencies.

Work Performed

Oversees the administration of the ISIS.
 Co-ordinates ISIS programs including internships, graduate fellowships and postdoctoral fellowships.
 Co-ordinates projects and oversees the organization of the workshops, conferences and meetings. Handles negotiations with vendors and suppliers in terms of catering, venue, supplies. Organizes speakers, agenda, evaluation and feedback.
 Responsible for ensuring that finances and expenses are reconciled for projects, events, student appointments, credit cards.
 Monitors budget and tracks expenses. Makes monthly reports on budget and expenses for Managing Director.
 Creates handbook to orient new staff. Ensures new staff are familiar with internal policies and procedures.
 Designs and develops promotional, communication and presentation material for distribution by direct mail, e-mail or newsletters.
 Ensures materials have been proofread and are accurate with appropriate design and format. Makes arrangements for printing and distribution of material.
 Responsible for updates to the CSSI we pages. Co-ordinates the web pages ensuring that all conference information and material is updated in a timely manner.
 Implements and evaluates a social media plan.
 Provides support for grant writing and funding proposals for ISIS programs and projects. Assists by conducting research from a variety of sources related to specific projects. Ensures that final proposal is formatted in line with guidelines by the granting agency.
 Assists with the planning and delivery of the framework for internal project development, career development and project evaluations.
 Handles all inquiries and activities related to office facilities including co-ordinating office moves, arranging connections with



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telephone and cable organizations and recommending preferred contractor or vendor.
Provides input into department policies and procedures
Maintains database of contacts and stakeholders
Prepares correspondence, templates and generic reports
Assists with administration of finances, including tracking and maintaining financial records, travel claims and requisition payment
Assists with planning and coordinating events and functions both at UBC, downtown and other venues
Schedules appointments, meetings and conferences
Prepares agendas, arranges and coordinates meetings including taking, transcribing and editing minutes of meetings
Screens incoming mail and materials
Maintains and modifies website
Conducts web searches and retrieves information on a need be basis

Supervision Received

Reports to the Managing Director and works autonomously under broad direction.

Supervision Given

Supervises temporary staff and or students.

Consequence of Error/Judgement

Works autonomously under broad direction. Work is performed within prescribed limits of which the individual does have some recommendations and input. Resolves fairly complex problems dealing with suppliers and contractors. Being a small Centre located off campus the individual needs to have good judgement and handle situations in the absence of the Managing Director. Poor decisions could lead to more costly venues than is necessary. Poor handling of a situation could lead to loss of productivity in terms of facilities not being serviced or repaired in a timely manner. Inaccurate work could lead to course materials being reissued

Qualifications

High School graduation and two years post-secondary education. 4 years related experience or the equivalent combination of education and experience. UBC experienced preferred. Computer experience required (WordPerfect, Word, Excel, PowerPoint and electronic mail applications preferred). Effective oral and written communication, interpersonal and organizational skills. Ability to type 60 wpm and operate normal range of office equipment. Ability to use word processing, spreadsheet, database, presentation and electronic mail applications at an intermediate level. Ability to prioritize work and meet deadlines. Ability to maintain accuracy and attention to detail. Ability to interpret policies and procedures. Ability to exercise tact and discretion. Ability to work independently and as a member of a team. Web editing skills. Intermediate level of usage of the following software: Microsoft (word, excel, powerpoint, Outlook, entourage), MAC and PC platforms, Adobe Professional, Wordpress and Web editing software, Will also use: Campus Wide Login (CWL), iMIS Website (Website content management system), CV Online, David Lam Library Search, Engines, Request Schedule Events Online Systems (RSEOS).

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Job Posting

Job ID: 16637 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Relief Shift Engineer (BRDP) **Business Title:** Relief Shift Engineer (BRDP)
Department: UBC Utilities - Nexterra
Salary: \$60,559.20 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-26 **Available Openings:** 1

Job Summary

Under the direction of Power House Chief Engineer and the supervision of the BRDP Assistant Chief Engineer, is directly responsible for the safe and efficient operation, maintenance, service and repair of all equipment and process systems in BRDP plant. In this which include fuel material handling systems, syngas gasification and conditioning systems, combustions and process controls, boiler generation cycle, power generation through internal combustion engine and power synchronization, ash handling and disposal, compresses gas systems, hydraulic systems, water treatment systems, flue gas conditioning and emission control. Is directly responsible for the supervision of UBC and contractor personnel, working in the plant building. In the absence of the BRDP Shift Engineer or the BRDP Assistant Chief Engineer is required to exercise responsibility and duties as BRDP Shift Engineer or acting BRDP Assistant Chief Engineer. May be required to acknowledge site wide campus building alarms using the Building Management System.

Organizational Status

Under the direction of Power House Chief Engineer and the supervision of the BRDP Assistant Chief Engineer.

Work Performed

1. Under the supervision of the BRDP Shift Engineer.
2. Performs scheduled preventive maintenance of the BRDP plant and maintains all records as required.
3. Perform shutdown maintenance of all aspects of BRDP plant as required.
4. Assists in the daily routine operation as required.
5. Performs housekeeping of BRDP plant as required.
6. Assists in the preparation for the preparation and safe start-up and shutdown, lockout of all BRDP equipment related for maintenance or repair related to the operation.
7. Keeps inventory of plant maintenance supplies.
8. Reporting operating and maintenance conditions outside regular parameters in the plant to their BRDP Shift Engineer and relieving Shift Engineer.
9. Communicates and responds to emails sent by BRDP Assistant Chief Engineer and Chief Engineer.
10. May be required to trouble shoot all process and instrumentation control pertaining to the operation of the BRDP plant.
11. Confined space entry as required.
12. Attend all training sessions as required.



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13. Completes and maintains all safety and maintenance related logs.
14. Using a PC, prepares, updates and comments on Standard Operating Procedures as requested by the Chief Engineer and Assistant Chief Engineer.
15. May be required to perform additional duties related to the qualifications and requirements of the classification.
16. Ability to work independently. Requires good communication skills.

Supervision Received

Under the direction of Power House Chief Engineer and the supervision of the BRDP Assistant Chief Engineer.

Supervision Given

In the absence of the BRDP Shift Engineer or the BRDP Assistant Chief Engineer is required to exercise responsibility and duties as BRDP Shift Engineer or acting BRDP Assistant Chief Engineer.

Consequence of Error/Judgement

Relative to duties described above.

Qualifications

BC Third Class Power Engineer. BC Third Class Power Engineer. . Minimum 1 year experience in operating in a high pressure power generating steam plant with an industrial process. Experience desired in solid fuel handling systems, electrical power generation and distributed control systems (DCS). Ability in mechanical and instrumentation skills related to plant maintenance is preferred. Ability in the use of Windows based and Microsoft Office software.

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Job Posting

Job ID: 16669
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level C **Business Title:** Revenue Monitoring Manager
Department: Mining Engineering
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-15
Job End Date: 2017-10-14 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-08 **Available Openings:** 1

Job Summary

The Revenue Monitoring Manager is responsible for the financial management of a newly established interdisciplinary, coalition-based, international Institute focused on improving the capacity of developing country governments to optimize the contribution of mining, oil and gas production to sustainable economic growth and poverty reduction. "The Institute" is funded through a five-year start-up contribution from Foreign Affairs, Trade and Development Canada (DFATD, formerly CIDA) and operates across three coalition member academic sites: University of British Columbia (UBC), Simon Fraser University (SFU), and Ecole Polytechnique de Montreal (EPM).

The Manager is a key member of the management team, and provides financial leadership, expertise and direction to senior leadership on a variety of financial and business operation matters, and on the interpretation of the financial implications of activities. This position will work with the leadership team to develop and manage various revenue generation activities.

The Manager is responsible for ensuring full accountability and transparency on all Institute financial activities. S he manages all aspects of the financial operation of the Institute, including organization, budgeting, accounting, payroll, planning, forecasting, reporting, costs analysis, compliance monitoring, development and implementation of financial guidelines and internal control systems. The Manager will be responsible for tracking all contributions (cash and in-kind) from over 60 strategic partners from academia, government, non-governmental organizations and the private sector.

Organizational Status

Reports to the Director, Institute Development and Management, and the Executive Director. The Manager participates as a senior member of the Institute management team. Has supervisory responsibility for the finance assistant(s) at UBC.

Acts as the main point of contact on all financial matters for 28 core personnel including 10 faculty and 18 staff as well as numerous faculty, research associates and graduate students. Personnel are located across three academic coalition member sites in Canada with contract personnel working in Canada and internationally.

Liaises with the Administrator of the Norman B. Keevil Institute of Mining Engineering at UBC, various university units (Central Finance, Internal Audit, Treasury), and a large strategic partner network.

Work Performed

Works in the Institute office on the UBC Point Grey campus. Position may require a limited amount of local, national, and



international travel.

Planning, Budget and Control

- Responsible for directing and advising on all finance and accounting functions across the Institute and its coalition member sites. Supervises the quality of accounting and financial reporting for the Institute to ensure finances are managed according to legislation, policies and procedures and generally accepted accounting principles.
- Leads the Institute in strategic budget preparation, including advising on allocations to programs, thematic areas and programmatic objectives. Responsible for developing detailed and complex budgets and financial plans for Institute across three coalition member sites. Operating budget: initially \$8M annum minimum with expected revenues increasing on an annual basis as the Institute grows.
- Contributes to the planning, development, training and implementation of integrated coalition systems, tools and procedures to achieve greater efficiency and handle the growing complexity of the Institute.
- Develops programmatic budgets on an ongoing basis for the Institute's varied international development activities to enable the Institute to be responsive to emerging needs of developing-country clients. Includes assessment of domestic and international human resource needs, cost-benefit analysis, risk management, and long-term planning and monitoring.
- Performs market research and makes recommendations to senior leadership on business development opportunities. Develops analytical models to evaluate opportunities and returns.
- Implements budget policy and procedure throughout the Institute.
- Manages the reporting of performance and makes financial projections for the Institute and Activity Centres.
- Makes decisions regarding unusual or new accounting transactions or processes.
- Analyzes and translates complex accounting transactions to senior leadership and individuals at all levels.
- Assesses the impact of surpluses deficits and monitors unique requirements by the federal government (e.g staffing consulting ratios), and reviews any large variances with the appropriate senior leadership.
- Develops systems and processes to identify and resolve problems and improve financial management of Institute resources.
- Ensures that the Institute, including coalition and strategic partners are expending in accordance with agency guidelines and are in financial order at all times.
- Provides support to Institute, coalition and strategic partners' management and staff on all aspects of the financial management of their accounts.
- Ensures that all internal cost recoveries and external billings have been made and that revenues are being collected on a timely basis.
- Ensures that all Activity Centres are operating at maximum efficiency, particularly in relation to cost effectiveness.
- Reviews new sub-agreements and contracts for compliance with Institute's policies and best practices, including environment and gender policies, assessing and managing risks.

Policy, Development and Establishment of Standards and Support to Faculty and Staff

- Develops effective fiscal policies and procedures that enhance coalition member policies, including designing and overseeing an RFP and procurement policy for the Institute that ensures best value.
- Implements new internal controls to improve workflow efficiency, accuracy of financial data and avoidance of errors, duplication and omissions.
- Ensures that all UBC and relevant federal government policies and procedures are adhered to.
- Maintains a current knowledge of all relevant federal and provincial legislation and regulations relating to financial issues.
- Provides financial advice, training, support and ongoing assistance to Institute and coalition and strategic partners' staff.
- Ensures appropriate reconciliation is performed for all balance sheet and master sub accounts on a timely basis.
- Ensures that all areas in the Institute are in compliance with internal and external audit requirements. Implements spot audits of transactions to ensure compliance with federal government guidelines.

Financial Reporting

- Responsible for the financial integrity of the Institute's financial operations; advises senior leadership on the internal control environment; manages financial risk, business risk and control risk.
- Advises senior leadership on causes of large variance between budget and actual amounts and variances in comparative years' results, as revealed by analytical review.



- Directs the preparation of reports to comply with federal government requirements including financial statements, forecast, and request for cash advances. Works collaboratively with the coalition partners for the required reports for consolidation in a timely manner.
- Oversees all on-line processing of financial transactions including the development and implementation of an ongoing financial monitoring to ensure spending within approved budget.
- Oversees funds received from all sources and ensures reporting is completed on all financial activities as identified in memorandums and contracts.
- Tracks all cash and in-kind contributions from over 60 strategic partners from academia, government, NGOs, and the private sector.

Accounting

- Serves as signing authority for project grant accounts and authorizes transfer of funds, year-end accruals and prepayments.
- Performs other responsibilities related to this position.

Administration

- Administers and reviews credit card activity on a monthly basis; works to ensure proper documentation and filing of records for auditing.
- Manages and oversees facilities-related services.
- Develops, implements and maintains policies and procedures for acquisition, utilization, maintenance and replacement of furniture and equipment.
- Responsible for security, authorization of keys and controlled access. Assumes responsibility for emergency call-out for building and other emergencies.

Supervision Received

Works under the direction of the Director, Institute Development and Management. Manager is required to exercise considerable judgment and initiative in duties and responsibilities.

Supervision Given

Directly manages finance assistant(s) (CUPE 2950) and indirectly manages program staff on finance related activities across the coalition member sites.

Consequence of Error/Judgement

This position must have a thorough understanding of the principles of accounting and strategic financial management skills to create processes to establish the direction of the Institute's accounting functions, and to enable financial results and risks to be readily determined. Effective management of resources is critical for the success of the Institute. The position is a critical point of contact for leadership and programmatic staff, and is expected to make decisions and recommendations impacting the Institute's international development programming. The position will require strong facilitation skills to ensure strategic stakeholder contributions in budget development, and budgetary processes across the coalition members.

Errors and or errors in judgment could undermine the Institute's funding base and the ability to set and implement priorities for allocation of resources, resulting in an inability to achieve the mandate of the Institute and in a loss of stature and credibility to the University and the public. Errors in designing and implementing new processes, procedures and systems could result in serious impact to the operational activities of the Institute. Work requires diplomacy, confidentiality, and an understanding of interdisciplinary education and research projects and university governance.

The Institute will have significant reputational benefits to UBC and its coalition members.

Mismanagement of this portfolio would have significant reputational consequences for faculty and schools associated with the Institute, for the Presidents of the coalition Universities, and for CIDA and the federal government more broadly.

Qualifications



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Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). Undergraduate degree in a relevant discipline and completion of an accredited Accounting program (CA, CGA, CMA). Experience in a senior accounting position managing fund accounting, budgeting, financial analysis, financial tracking and reporting systems preferred.

Experience with the UBC financial and supply management procedures, or working with government funding agencies is desirable.

- Ability to consolidate data from various sources to develop budgets and financial reports that support senior leadership decision-making.
- Initiative, creativity and flexibility to develop options for the resolution of complex financial issues.
- Track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants.
- Demonstrated supervisory skills with the ability to effectively manage staff and workflow to meet changing priorities and deadlines.
- Advanced skills with computerized accounting systems, spreadsheets and database software. Demonstrated leadership within a team environment.
- Ability to multi-task and meet tight deadlines. Methodical and systematic in work approach.
- Capable of working well with diverse groups and individuals.
- Fluent in English; fluency in French an asset. Minimum of five years experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 16166 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B **Business Title:** Business Analyst
Department: Financial Systems
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-24 **Available Openings:** 1

Job Summary

The Business Analyst performs a variety of analyses (business process, needs assessments, cost benefit etc) to support the alignment of procure-to-pay business initiatives, the ongoing enhancements to the Finance Management Systems (FMS) and a variety of complementary technology solutions. This position works closely with the function owners, Information Technology department, internal departments and vendors to guide the department and make recommendations on how capabilities of automated systems can be used and optimized to improve business processes and solve business problems to support the short-and-long-term direction of procure-to-pay operations. The Analyst participates in project planning, may lead procure-to-pay initiatives, conducts ongoing business process review, mapping and implementation as well as providing training on Financial Systems to internal and external users. This role acts as primary liaison between the Financial Systems unit within Payment and Procurement Services and technical teams within the University including application support, system administration and data management as well as external technical consultant to sustain and enhance procure-to-pay functions in FMS and other custom applications. The Business Analyst plays a major role in managing the integration of the workflow within the major applications of UBC's online payment tool (OPT), future instance of E procurement (E pro) and document imaging system (ImageNow)

Organizational Status

The Business Analyst reports to the Financial Systems Manager.

Work Performed

- Conducts on-going business and systems analysis and studies of emerging trends for systems software enhancements, integrations and new development which aligns to the University's goal to be operational efficient. Makes recommendations on usage of new functionality, takes an active role in project design and acts as functional project lead during implementation stage.
- Participates in FMS upgrade projects by mapping the existing business processes to the vanilla release, evaluates release capabilities to determine if they meet current and or future business needs, investigates custom solutions if release does not meet business requirements and acts as the primary tester during user acceptance testing phase.
- Collects requirements for custom workflows, troubleshoot workflow issues and provide functional and technical guidance to the OPT users in supporting workflow processes.
- Monitors workflow logs, performs pro-active checking of the key workflow routing data, analyzes each failed workflow, and escalates technical issues that are causing workflow processes to fail.
- Works closely with users on a day-to-day basis regarding systems management issues specific to the functional modules, as well as



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participating in major process, module or version changes.

- Takes ownership of production issues fixes, from initial investigation to complete production release. Responsible for assessing and prioritizing FMS updates and fixes and recommending implementation of required updates and or fixes to systems support group. Responsible for ensuring each update or fix is thoroughly tested in UBC's test and production environments prior to implementation.
- Work with technical support and functional owners to fix data issues or to re-assign responsibilities for approval
- Gathers and defines user requirements, develops functional specifications, conducts feasibility and cost benefit studies, documenting the development work from start to finish.
- Plans and identifies systems issues which require analysis; determines and recommends priority.
- Perform extensive functional and quality testing and provides final user acceptance sign-off.
- Compiles, analyzes and interprets data. Designs reports and analysis of varying complexity. Extracts data using SQL from FMS and produces cyclical and ad hoc reports for both internal and external clients.
- Acts as the interdepartmental interface between the user, systems support staff, and HRMS counterparts to ensure seamless integration.
- Develops and provides systems group with detailed system specifications of varying complexity for all user requests, mandated or cyclical system updates. Liaises with production systems support staff to determine effort and priority.
- Designs prototype FMS screens for custom system enhancements using PeopleTools. Works with systems group on implementation of prototype.
- Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems and improve data integrity.
- Ensures current and emerging trends of PeopleSoft and other systems (ImageNow and Gideon Taylor) features, enhancements align with financial management systems.
- Responsible for all FMS AP and purchasing table maintenance.
- Conducts in-house FMS training sessions for new users within PPS and distributed users.
- Produces technical documentation, including operations and support procedures relating to FMS and custom applications for internal and external consumption, including central IT support.
- Monitors and improves security of accounts.
- Performs other duties as required.

Supervision Received

The Business Analyst works independently under broad directives from the Financial Systems Manager. Work is reviewed in terms of service provided to the PPS team and other UBC units, soundness of judgment, adherence to deadlines, achievement of objectives, and overall effectiveness of analytical and problem-solving skills demonstrated.

Supervision Given

Provides functional advice and technical direction to PPS and distributed users regarding procure-to-pay applications and workflow. Serves as a point of contact for project and team members.

Consequence of Error/Judgement

This is a technical and administrative position responsible for overall functionality and availability of systems within PPS. This position collects requirements of users, ensures data integrity and accuracy, tests that functionality meets requirements as developed with stakeholders and ensures the enforcement of financial policies. Errors in design, systems recommendations, interpretation or analysis of information could result in financial loss to the University, inefficient resource allocation, and may affect the accountability of the Payment and Procurement Services Department.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Familiarity with university systems (Crystal reports, SQL Oracle, PeopleSoft FMS, PeopleTools, etc.) an asset.



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Ability to communicate effectively both verbally and in writing. Able to liaise between technical staff and end users effectively. Knowledge of data mining. Ability to write reports and extract data using SQL, Crystal Reports and other end-user reporting tools. Advanced level computer experience required including Excel, Access, PowerPoint, and Word. Demonstrated ability to evaluate project proposals to determine technical feasibility and schedule, prioritizes and manages multiple projects simultaneously. Basic project management skills desirable. Demonstrated interpersonal, organization and problem-solving skills. Proven ability to adapt and to work effectively in a dynamic and rapidly evolving environment under pressure with high volume and critical deadlines. Ability to take initiative, to work both independently and within a team environment.

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: 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: 2013-09-27 **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.

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: 16560 (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:** Bioinformatics Database and Application Developer
Department: Pathology
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-01
Job End Date: 2014-08-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-23 **Available Openings:** 1

Job Summary

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

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

Organizational Status

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

Work Performed

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

Supervision Received



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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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

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Job Posting

Job ID: 16600
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Conf, Accom, Cerem & Events
Classification Title: Conf,Accom,Ceremonies, Level A **Business Title:** MDRU Event Planner
Department: Earth and Ocean Sciences
Salary: \$42,204.00 - \$50,664.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-10-21
Job End Date: 2014-10-20 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-29 **Available Openings:** 1

Job Summary

This position will take the lead to design, organize and present a wide range of events, workshops, lectures, short courses, conferences and exhibits to achieve MDRU's on and off-campus objectives. This position will be responsible for promoting MDRU events to the global mining and exploration industry, and to ensure the financial success, including revenue generation, of its events and activities. This position will also contribute to implementation of events related to MDRU's Training Initiative to significantly increase the educational and professional development opportunities that MDRU provides to the industry and graduate students. The candidate will be responsible for organizing and running numerous events, short courses, workshops, training programs and promotional activities at UBC and at domestic and international conferences. Expertise in marketing and communications will ensure a high profile of MDRU's activities to its client group.

This position will initially be hired at 60% time. The episodic nature of events encourages flexibility in schedules to accommodate the increased demands leading up to and time spent at events. The position may increase to 100% depend upon the financial success of events.

Organizational Status

Reports to the MDRU Business Manager and collaborates with a wide range of stakeholders.

Work Performed

- Participates in strategic planning of event schedules
- Organizes MDRU participation at conferences and trade shows
- Develops marketing and financial plans for events
- Conceives and controls marketing and event budgets
- Manages event logistics from inception to post-event follow up.
- Negotiating and establishing agreements with providers and suppliers
- Construction of event budgets during planning, and financial statements after event completion
- Contributes to the operations for training and educational programs
- Manages financial transactions and credit card transactions related to events
- Manages the on-line registration process for courses



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- Contributes to MDRU project logistics, where appropriate
- Supervise part time staff
- Manages travel schedules for event speakers and negotiates accommodation packages with the vendors
- Marketing and promotion of events
- Contributes to development and distribution of Press Releases, promotional materials and related communications

Supervision Received

Works under direction within established guidelines but is expected to resolve problems using initiative and judgement.

Supervision Given

Will supervise event staff as required.

Consequence of Error/Judgement

Embarrassment to MDRU and the risk of losing revenue.

Qualifications

Two year diploma in Hotel Management, Hospitality, Tourism, or Event Management. Minimum of two years experience or the equivalent combination of education and experience. Proven experience in organising successful events, and knowledge experience in how to use them to create a revenue stream. Excellent verbal and written communication skills. Ability to listen actively and attentively, and obtain clarification as required. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to effectively market and promote products and services. Ability to anticipate problems and issues and plan ahead. Excellent organisational skills. Ability accurately estimate costs, and to bring a event in on budget.

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Job Posting

Job ID: 16691
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Conf, Accom, Cerem & Events
Classification Title: Conf,Accom,Ceremonies,Level E2 **Business Title:** Director, Conferences
Department: Conferences & Accommodation
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-25 **Available Openings:** 1

Job Summary

The incumbent is responsible for leading business development and overseeing provision of client services in the conference market segment as well as overseeing delivery of conference management and registration services. Directs and is accountable for the entire conference booking and service cycle; from initial contact through to final billing. Leads a sales & service team, which annually books 20+ conferences into UBC facilities and generates in excess of \$1.5 million in revenue.

Acts as a member of the senior management team to communicate information, resolve challenges and establish leadership direction.

Organizational Status

Reports to the Director, Conferences and Accommodation, works closely with other C&A managers in a team environment and works collegially with the other SHHS managers. Also develops and maintains essential relationships with clients, other UBC department, off-campus equipment suppliers, and relevant associations.

Work Performed

Oversees and is accountable for all conference business development activities.

- Directs staff responsible for sales activities, including generating new contacts, prepares bid proposals, creating and delivering sales presentations, lead generation and follow up, and other sales activities.

- Manages, coaches, trains and develops employees to ensure sales skills are current and effective. Sets individual and team sales goals.

- Determines new and innovative avenues for business development, including but not limited to advertisements, listings, and online promotions; ensures possible opportunities are thoroughly investigated and capitalized upon.

- Reviews sales agreements for major sales. Addresses client concerns, involving troubleshooting, resolving conflict and developing solutions to problems.

- Builds strong rapport with clients and partners. Provides information and advice to clients concerning event & accommodation



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services, addresses client concerns, troubleshoots, and collects feedback.

- Supports the development of advertisements and promotional collateral; oversees photography shoots, ad placements, listings, brochure racking, and other promotional activities.

Oversees and is accountable for all event services provided to clients.

- Directs staff responsible for service delivery, including the development and delivery of event management and registration services.

- Liaises with campus and external partners as required to ensure conference sales commitments are met. Addresses deficiencies as required.

- Oversees the on-site logistical requirements of groups. Ensures that the quality and level of services meet the needs of clients and are in accordance with the sales agreement. Addresses deficiencies as required.

Acts as a member of the Conferences and Accommodation senior management team.

- Recommends and implements annual sales and promotional plan. Monitors related expenditures and takes corrective actions when necessary.

- Keeps abreast of current trends in the industry. Recommends enhancements to services, facilities, rates, policies and procedures.

- Configures and administers key management information systems and related account management activities.

- Manages performance of staff, including coaching, motivating, recruiting, training, disciplining (up to and including termination of employment), in collaboration with SHHS Human Resources personnel and in accordance with collective agreement and administrative requirements.

- Ensures employees work in a safe manner, in compliance with WCB and University safety requirements.

- Performs Sales Manager and Conference Services Manager duties as required.

- Performs other related responsibilities and tasks.

Supervision Received

Works autonomously within the scope of approved plans, budgets and Department policies. Independently selects methods and techniques to be followed in achieving objectives. Consults the Director for advice on major complex problems.

Supervision Given

Manages a team comprising two M&P staff, a CUPE 2950 Sales Coordinator and provides indirect supervision to sessional CUPE clerks.

Consequence of Error/Judgement

Inability to generate sales, poorly planned or implemented sales programs, missed sales opportunities, and untimely follow-up of leads can result in unachieved sales goals, lost business; ineffective relationships and communication with clients or campus partners; ineffective procedures and systems; poor staff performance; or an inability to resolve conflict and develop solutions to problems would all result in poor service, reputational damage, and financial loss to the SHHS and the University.



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Inappropriate behavior, poor communication, absence of customer service etiquette or lack of interpersonal acumen may hurt relationships with staff, clients, suppliers or industry partners.

Qualifications

University degree in appropriate discipline, or a combination of relevant education and experience to the degree equivalency. .
At least six years of relevant sales and services experience.

Work experience in conference centres and or hotels is essential.

Working Conditions:

Often meets with individuals and groups, answers phone calls and works at a computer. Occasionally makes presentations to groups of varying size. Sometimes meets with dissatisfied clients and negotiates with other departments or suppliers regarding purchases, services or problems

Must be flexible to work weekends and evenings due to client schedules. Travels frequently within the campus; occasional long-distance overnight trips required. Limited vacation time during the summer months.

Working environment can be stressful due to the necessity to achieve scheduled sales initiatives and manage the day-to-day operations.

Effective planning, leadership, motivational, interpersonal, communication, problem-solving and financial control skills are essential.

Working knowledge of personal computers and ability to learn and administer software programs and databases.

Ability to travel and flexibility to work weekends and evenings.

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Job Posting

Job ID: 16546
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level A **Business Title:** Course Specialist (Junior)
Department: The Sauder School of Business
Salary: \$42,204.00 - \$50,664.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-07 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-30 **Available Openings:** 1

Job Summary

The position is an entry-level position, with typical responsibilities including writing assignment and examination materials and assisting in course materials development; participating in curriculum reviews; redesigning existing materials to meet client needs; marking of examinations and assignments; and acting as a content and academic advisor to a wide range of students. The position contributes to the creation of curricular content within a specific academic discipline. The position may manage graduate student staff and support service staff directly and indirectly and responds to the educational needs of a nationally distributed student audience.

Organizational Status

Reports to the Senior Course Specialist and works with student tutors and graders, as well as various full- and part-time staff involved in course and examination production and delivery.

Work Performed

Academic Operations - the position requires judgment in maintaining the academic integrity of the Division's courses and examinations. Responsibilities include assisting in the development of course, assignment and examination materials and providing academic support in the development and production of program offerings where expertise is appropriate. This position assists the Course Specialists or Senior Course Specialists in the management of the workflow of the Division's internal textbook production and delivery teams. The position assists in the hiring and supervising of summer and part-time tutors on academic issues, provides tutorial instruction and responds to student enquiries that go beyond part-time tutor capabilities.

Program Development - the position contributes to the planning and development of the Division's numerous programs and their related examinations. The position participates in the assessment of program offerings and assists in developing and redesigning procedural guidelines and policies to meet educational and organizational goals.

Student Relations - the position contributes to the Division's complex public relations activities and acts as a content and academic advisor to a wide range of students, and includes addressing academic policy issues with students. The position requires conflict resolution skills and an in-depth knowledge of program content and education technology. It also requires a specific knowledge of the policies applicable to the Division's various programs and general knowledge of the issues related to the educational programs of regulatory organizations and professional associations.



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Supervision Received

May be responsible for managing the workflow of student tutors and graders, as well as various full- and part-time staff involved in course and examination production and delivery.

Supervision Given

The position works under the direction of the Senior Course Specialist(s), within defined policies and procedures. Work is reviewed with respect to effectiveness, accuracy and progress towards established objectives. The position consults with the Senior Course Specialists, who provide direction on course development and program planning.

Consequence of Error/Judgement

This position is expected to exercise judgment in establishing priorities, carrying tasks through to completion, and in referring issues to more senior staff. Decisions made will have a direct impact on program offerings and of students' experiences with those programs. Poor decisions could negatively impact the organization's reputation with students and with industry stakeholders, and ultimately, effect profitability.

Qualifications

Undergraduate degree in a relevant discipline. Requires post-secondary degree in real estate or urban land economics or finance. Minimum of two years experience or the equivalent combination of education and experience. This position requires knowledge of the real estate industry in Canada, and preferable also internationally. Candidates must possess exceptionally strong written and oral communication and interpersonal skills. The position requires a creative individual who is skilled in working in team-based projects. The position also requires some knowledge of the regulatory framework of numerous sectors of the real estate industry in Canada and abroad, and a well-developed understanding of the competitive nature of professional real estate education.

May require some travel within and outside Canada.

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Job Posting

Job ID: 16547
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Course Specialist Senior
Department: Sauder - Real Estate Division
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-07 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-30 **Available Openings:** 1

Job Summary

The position is responsible for the planning, development, assessment and delivery of the Division's education programs. The position is integral to the Division's overall strategic vision, and typical responsibilities include conducting curriculum reviews and needs assessments; consulting with clients to determine their educational needs, and developing new or redesigning existing programs to meet those needs; collaborating with instructional support units and curriculum developers to facilitate the delivery of the Division's educational programs; participating in market research to identify potential educational programming opportunities; recruiting instructors; conducting instructional design research and analyses; and, assisting in developing marketing plans for the Division's educational programs. The position is responsible for developing policies, systems and organizational practices related to the Division's licensing education and examination operations, and contributes directly in the creation of curricular content within a specific academic discipline. The position manages staff and instructors directly and indirectly and responds to the educational needs of a nationally distributed student audience.

Organizational Status

Reports to the Director and works with editors, tutors and graders, as well as various full- and part-time staff involved in academic operations, course and examination production and delivery.

Work Performed

Academic Operations - the position is responsible for maintaining the academic integrity of the Division's courses and examinations. Responsibilities include conducting needs assessments and consulting with external stakeholders to identify new and existing curricular requirements and providing academic support in the development and production of program offerings. This position is responsible for hiring and managing consultant contributors and manages related functions of the Division's internal textbook production and delivery teams. The position advises summer and part-time tutors on academic issues, provides tutorial instruction and responds to student enquiries that go beyond part-time tutor capabilities, and edits and writes new course and examination materials where expertise is appropriate.

Program Development - the position plans, develops and implements educational policies for the successful operation of the Division's numerous programs and their related examinations, balancing the need for customer-focused student services with maintaining the academic and regulatory integrity and security of the programs. The position conducts instructional design research and analyses, and develops and redesigns programs and policies, systems and organizational practices to meet educational



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and organizational goals.

Student Relations - the position is a key part of the Division's complex public relations activities and acts as a content expert and academic advisor to a wide range of students, and includes addressing academic, regulatory and equity policy issues with students and stakeholders. The position carries a critical conflict resolution mandate, and requires in-depth knowledge of program content, education technology, and an understanding of the competitive, political and regulatory environment within the real estate industry in Canada and abroad. It also requires a specific knowledge of the licensure, enforcement and regulatory issues related to the educational programs of regulatory organizations and of the specific policies applicable to the Division's various programs.

May require some travel within and outside Canada.

Supervision Received

Responsible for overseeing the workflow of both internal and external authors, editors, tutors and graders, as well as various full- and part-time staff involved in academic operations, course and examination production and delivery.

Supervision Given

The position works under broad directives set by the Director and Associate Director, and is expected to exhibit considerable autonomy in pursuing the strategic vision of the Division. Work is reviewed with respect to adherence to broad policies and progress towards goals. The position consults with the Director and Associate Director, who provide direction, input and advice on course development, strategy, financial matters, and policy issues.

Consequence of Error/Judgement

This position makes decisions regarding the Real Estate Division's program administration and curriculum design. As such, decisions in this area have both immediate and long-term impacts on the operating results of the organization. In playing a key role respecting the development of programs for important clients such as the Real Estate Council of BC and the Financial Institutions Commission, poor decisions by this person would have significant and permanently negative effects on profitability. Decisions made regarding curriculum, program structure, and delivery have a direct impact on students' ability to learn, on their ability to meet academic and professional licensing requirements, and ultimately on their ability to become active members of the real estate industry and supporters of the Sauder School of Business.

Qualifications

Master's degree in Education. Requires post-secondary degree in real estate or urban land economics, finance or law. Education experience or related educational discipline preferred. Minimum of six years experience or the equivalent combination of education and experience. Demonstrated ability to operate strategically in a complex competitive environment.

This position requires an in-depth knowledge of the real estate industry both in Canada and internationally. Candidates must possess exceptionally strong written and oral communication and interpersonal skills. The position requires a creative individual who is skilled in working in team-based projects. The position also requires an extensive knowledge of the legal and regulatory framework of numerous sectors of the real estate industry in Canada and abroad, and a well-developed understanding of the competitive nature of professional real estate education.

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Job Posting

Job ID: 16671
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Scholarships and Fellows Lead/Program Coordinator
Department: Mining Engineering
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-15
Job End Date: 2016-10-14 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-24 **Available Openings:** 1

Job Summary

The Scholarships and Fellows Lead and Program Coordinator within the newly established Canadian International Institute for Extractive Industries and Development ("The Institute") is responsible for managing participation in a broad network of training and engagement programs for a newly established, interdisciplinary, coalition-based, international Institute focused on improving the capacity of developing country governments to optimize the contribution of mining, oil and gas production to sustainable economic growth and poverty reduction. "The Institute" is funded through a five-year start-up contribution from Foreign Affairs, Trade and Development Canada (DFATD, formerly CIDA) and operates across three coalition member sites: University of British Columbia (UBC), Simon Fraser University (SFU), and Ecole Polytechnique de Montreal (EPM).

The Scholarships & Fellows Lead is responsible for the management and delivery of the Institute's:
Graduate Scholarship Program to support students from developing countries to undertake graduate programs related to extractive industries governance at approved Canadian Universities. Students will play an important role in contributing to research, reports, presentations, and learning materials for use in 'client' countries.
Fellows Program to support short-term fellowships for government academic fellows to travel to Canada (or other developing countries) and participate in Institute-related learning activities. Fellows are high-level government officials or academic leaders who are in a strategic position and who have strong capacity to make a contribution to achieving lasting transformation in client countries. Fellowships may be held within academic institutions, government departments or NGOs.

As Program Coordinator, the position provides coordination support to the activities related to the Learning and Education Centre, and supports the continued engagement of all Institute participants. Programs will be designed in a way that ensures direct benefits to in-country, long-term capacity building.

Organizational Status

Reports to the Assistant Director, Learning and Education Centre based in the Keevil Institute for Mining Engineering at UBC, and works closely with the Director, Learning and Education Centre based at SFU. She will work collaboratively with all Institute faculty, program and administrative staff across all coalition member academic institutions. The Lead Coordinator will have regular, ongoing contact with a large international network of strategic partners from academia, government, NGOs, and the private sector.

Work Performed



Program Development

- Develops and maintains guidelines and processes for accepting and adjudicating applications including assessment of eligibility and terms of reference for adjudication committees.
- Prepares strategic plans and project management timelines in consultation with Centre Directors.
- Develops policies and procedures for student and fellow participation in Institute programs, including engagement, applied research, learning and education, and advisory services.
- Works closely with Communications Lead to develop communication and marketing materials, and to ensure the development of effective communication strategies. Actively markets and promotes opportunities for strategic partner participation. Leads outreach seminars and networks with relevant stakeholders to ensure broad program awareness.
- Solicits and develops processes to match prospective students fellows with Institute-related expertise and or with specific Institute projects or placements.
- Develops programs, resources and coaching mentoring approaches that are responsive to the needs of scholarship fellowship recipients to enhance their learning experience and ensure full engagement with Institute programming. Organizes and leads orientation and regular information and networking sessions (web-based and other) with cohorts of students and fellows.
- Liaises and networks with like-minded scholarship and fellowship funding organizations and university awards departments to ensure best practice in the design and delivery of the programs.
- Develops and promotes business models for cost recovery and sustainability where appropriate. Sources other financial support (e.g. awards, travel grants, etc.) available for Institute-funded students and fellows. Actively supports development opportunities related to securing ongoing funding and pursue new funding opportunities.
- Works with Centre Directors and faculty to monitor program quality and to develop a program evaluation strategy to ensure developing-country impact, Institute engagement, and organizational learning. Prepares various reports for review or approval; manages data collection regarding recruitment, retention and academic success etc.
- Develops and tracks budget and program expenditures.

Program Implementation

- Manages the adjudication and review processes and award distribution process. Prepares candidate summaries and recommendations for admission rejection and review by the admissions committee; overseeing the tracking and monitoring of award distribution.
- Facilitates links between incoming requests and student fellow opportunities within the Institute, and ensures communication between identified stakeholders.
- Works in partnership with relevant Institute faculty, senior staff and or strategic partners to ensure tailored individual learning and leadership programs are developed for each student fellow to maximize client-country linkages and benefits (e.g. course assignments, thesis topics, field work).
- Works with Learning Centre Directors to ensure regular assessment of individual student fellow progress against learning objectives and that all required documents are reviewed and complete.
- Liaises and provides leadership to coalition members and strategic partners to provide seamless and knowledgeable services for Institute students and fellows. Advances the ability of students and fellows to contribute to the Institute and to earn respect for their contributions.
- Assists with trouble-shooting and facilitates comprehensive support required to enable success. Provides respectful and responsive assistance and or referrals to appropriate linkages related to cultural adjustment, leadership and involvement, student life, wellness, career development, academic supports, etc. Guides students and fellows in determining a resolution or course of action and mediates on their behalf when necessary.
- Acts as a key contact and representative of the Institute's fellows program nationally and internationally to external stakeholders. Manages interactions with university departments, strategic partners, and developing country governments to advance the goals and objectives of the fellows program.
- Ensures that all awards are consistent with the Institute's gender and inclusion policies to achieve a broad representation in terms of gender, ethnicity, geographic and disciplinary backgrounds.
- Acts as a point of contact for other distinguished visiting scholars or post-doctoral fellows who are conducting Institute-related work, assisting with their agenda at the Institute.
- Performs duties consistent with the mandate of the Scholarships and Fellows Program as requested.



Alumni-Participant Network

- Develops and implements an overarching strategy to re-engage all "alumni" of Institute programmatic activities (across all Activity Centres) through strategic outreach to maintain a vibrant network of champions and experts based in developing countries.
- Ensures regular and effective communication with the participant network (e.g., distribution of policy briefs, relevant information for country field, best practices, invitations to regional and international events, external funding opportunities etc.). Collaborates with Centre Directors to identify and solicit communication and engagement opportunities.
- Develops and manages engagement activities across coalition member academic sites, nationally and internationally (e.g. events, webinars, etc.). Leverages the capacity of the network (or individual participants) to deliver locally-based engagement events that support the Institute's mandate.
- Supports and encourages connections across the participant network to create an environment of knowledge sharing and cooperation through networking, mentorship activities, participation in regional events, etc. Develops and implements targeted communication strategies to ensure the network is kept apprised of Institute activities and relevant opportunities.
- Develops meaningful recognition programs for graduates and "alumni".
- Promotes and manages travel bursaries and other awards available through the Institute to (re)engage "alumni" in Institute activities, such as participation in regional dialogues, conferences, or other Institute training activities.
- Manages a participant network database that facilitates communication and networking. Employs new media (e.g. Facebook, Linked-In, etc.) as relevant to support engagement.

Coordination within Learning & Education Centre

- Develops and coordinates the delivery of a range of learning and education programs, including the development of flexible learning initiatives, to program participants in developing countries.
- Assumes responsibility for special projects, institutes, workshops and initiatives related to the Fellows Program and alumni engagement.
- Coordinates the delivery, logistics and guidelines for programming. Provides advice, direction and project management regarding the development and implementation of international initiatives and program expansions.
- Coordinates the administrative functions of the role including budget and human resources. Oversees the management of consultants and external services.
- Undertakes projects and other duties as assigned by the Learning and Education Centre.

Supervision Received

Works independently with guidance and consultation from the Assistant Director of the Learning and Education Centre and the Director of the Learning and Education Centre. Works in close collaboration with Institute faculty, staff and students. Works with wide latitude and independence. S/he is required to exercise extensive judgment and initiative in duties and responsibilities. Work is reviewed in terms of the achievement of broad goals and the overall success of relevant initiatives.

Supervision Given

Will provide supervision to support staff (CUPE 2950) and may on occasion manage consultants, student assistants and external service providers on specific tasks.

Consequence of Error/Judgement

Fellows and scholarship recipients from developing countries will provide the Institute with a critical opportunity to nurture ambassadors who will contribute to the Institute's mandate and vision. As a future generation of leaders in developing countries, these individuals are vital as key connectors and change agents for effective extractive sector governance and management in their countries. Effective training programs are critical for the success of the Institute. Errors in judgment may have an impact on enrolment, funding, reputation and program quality. Must be able to work independently and exercise extensive judgment and decision making in managing proactive and reactive educational needs and issues. Actions and decisions could have significant



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impact on the public image and reputation of the Institute and coalition members. Work requires diplomacy, confidentiality, and an understanding of interdisciplinary education working in an international development setting.

The Institute will have significant reputational benefits to UBC and its coalition members. Mismanagement of this portfolio may have significant reputational consequences for faculty and schools associated with the Institute, for the coalition Universities, and for DFATD and the federal government more broadly.

Qualifications

Master's degree in Education. Experience in a student development environment, preferably with international programming experience. Experience working directly with international students, scholars or fellows at the post-secondary level. Experience in international development and or extractives industry resource management a strong asset.

Skills

- Excellent interpersonal skills and intercultural understanding.
- Demonstrated ability to work effectively with diverse communities of students and to promote inclusion.
- Ability to manage the complexity inherent within a multi-faceted work environment focused on broad outcomes for students and learners.
- Ability to work effectively in a team environment and to develop effective working relationships with students, faculty, staff, and international stakeholders.
- Knowledge of University systems, structures, processes, and decision-making structures.
- Knowledge of theories of intercultural communication and student engagement.
- Experience working with developing country governments or international funding agencies an asset.
- Excellent communication skills including fluency in English. Language proficiency in French or Spanish desirable. Minimum of six years experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 16694
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C2 **Business Title:** Manager, Graduate Student Programs
Department: Center for Teaching, Learning & Tech
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-03 **Available Openings:** 1

Job Summary

The Manager, Graduate Student Programs, provides leadership in program development and assessment of the Graduate Student Programs in the Centre for Teaching, Learning and Technology (CTLT). The portfolio encompasses all activities developed and pursued in direct response to stakeholder teaching and learning needs and in alignment with the pillars of Place and Promise.

Organizational Status

The Centre for Teaching, Learning and Technology (CTLT) works collaboratively with academic and administrative units throughout UBC to build innovative and effective strategies in support of learning and teaching. The CTLT develops programs, facilitates workshops, lectures, panel discussions, communities of practice and conferences aimed at professionals who are interested in further developing their teaching skills. The CTLT also partners with UBC Faculties to develop and deliver distance learning courses, in both print and online formats.

Work Performed

- Leads the development and delivery of innovative programs for UBC graduate students that support the advancement of learning-centered practice in socially and culturally diverse classrooms, and makes decisions regarding the strategic direction and priorities of Graduate Student Program areas within the CTLT.
- Liaises with Academic Director and other program leads in the CTLT to make certain the strategic drivers of the CTLT and the University are reflected in the program development model.
- Develops and implements an evaluation framework for the Graduate Student Programs that includes stakeholder needs assessments that inform program directions. Designs and develops new and innovative offerings to meet the educational needs identified by needs assessments.
- Develops programs and resources that support the graduate student's integration of the scholarship of teaching and learning and its application in the classroom.
- Selects, hires, supervises, and evaluates the work of Coordinators in the core program areas, ensuring that they have the resources and professional development opportunities they need to do their work.
- Collaborates and consults with appropriate stakeholders such as Academic Departments, Faculty of Graduate Studies, UBC Library and other Universities in the development of pedagogical tools for the delivery of Graduate Student Programs
- Provides direction to CTLT's Marketing & Communications team on the development of marketing plans to support the Graduate Student Programs.



- Provides direction to the Educational Resource Developer in the creation of support resources and documentation for the Graduate Student Programs.
- Models a community of practice approach to build interest and awareness in the Graduate Student Programs.
- Manages budgets, in consultation with Senior Manager, for the Graduate Programs portfolio, and makes financial decisions to keep each program on target.
- Makes decisions regarding specific course and program content and delivery methods with Coordinators.

Supervision Received

The Manager, Graduate Student Programs reports directly to the Senior Manager, Teaching and Learning Professional Development.

Supervision Given

This position directs the work and professional development of educational programmers (coordinators) responsible for the development of all activities designed in response to graduate student teaching and learning needs. Specifically, supervises the Graduate Student Program Coordinator, the Coordinator of the Graduate Student Certificate Program (GCP), and the Coordinator of UBC TA Training (SHINE Program). This position liaises with and draws upon the expertise of the other CTLT staff to develop programs that address the teaching and learning needs of the University Community.

Consequence of Error/Judgement

Errors in judgment may have negative consequences on the quality of teaching and learning at UBC. They may also result in the inefficient use of resources, poor relations among educational developers and or staff, and may damage the reputation of the University and the CTLT.

Must respond to faculty department requests in a timely and professional manner. Must exercise a high level of professionalism and judgment when dealing with various units and departments, as well as with non-UBC colleagues. Failure to follow best practices and exercise sound judgement could result in significant resource and reputation costs to the Centre, and could possibly have a negative impact on future internal and external partnerships.

Qualifications

Master's degree in Education. A minimum of 7 years of experience or the equivalent combination of education and experience. minimum seven years of related experience in educational development field. Demonstrated teaching and facilitation background, with grounding in the Instructional Skills Workshop (ISW) method, and with intercultural and diversity awareness integrated into practice. Proven project and team management skills with ability to prioritize and work effectively under pressure to meet multiple deadlines. Knowledge of University policies and procedures is considered an asset. Effective oral and written communication, interpersonal, planning, organizational, and problem solving skills. Ability to work both independently and within a team environment. Ability to exercise diplomacy, tact, and discretion.

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Job Posting

Job ID: 16673
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Communications and Community Relations Manager
Department: Centre for Hip Health
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-21
Job End Date: 2014-10-20 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2013-09-27 **Available Openings:** 1

Job Summary

This position provides communications expertise to the Centre for Hip Health and Mobility (CHHM), with an emphasis on the development and implementation of communications strategies, programs and projects designed to raise the stature and profile of the organization within the community. The Communications and Community Relations Manager (CCRM) will also be a key player in the development of material that supports a marketing strategy for the equipment and facilities at the Centre, as part of the long-term Sustainability Plan for the Centre. CHHM is a leader in knowledge translation; many of the projects undertaken at the Centre involve research participants who are recruited from a broad and diverse section of the population, ranging from youth (ages 8 - 18) to the frail elderly. Communicating with a broad range of CHHM internal and external stakeholders including to potential participants and groups who support them is critical for CHHM Community Outreach activities and the CCRM is responsible for development of new communication tools and collateral material to support this.

The Centre for Hip Health and Mobility (CHHM) is a multi-user, internationally recognized, bone and joint research centre represented by over 26 core faculty members from the province's two major universities; 23 core members from 3 faculties within the University of British Columbia (UBC) and 3 core members from Simon Fraser University (SFU). The Centre recently moved into the new Robert H.N. Ho Research Centre which was funded, in part, through \$23M funding from Canada Foundation for Innovation, private sector matches and monies from the Province of BC. The new 40,000 square foot facility includes laboratories for bioengineering, population health, safe movement, falls and bone health, exercise prescription, surgical solutions and medical imaging suites. The Centre also received an additional \$13M funding to equip the new facility and for an Open MRI (first in North America) which is housed within the Department of Radiology at Vancouver General Hospital (VGH), and a fully equipped Mobile Research Laboratory, which travels across the province. The Centre's budget includes funding from philanthropic, operating, research, special purpose and fee-for service sources. The Centre is one of the most complex at UBC, housing researchers from many different disciplines who are working on over 100 research projects in diverse areas such as, social science, biomedical engineering, histology, genetics, molecular biology, materials research, computer-assisted surgery, falls prevention, gait analysis, exercise as medicine, advanced CT and MR imaging, development of new protocols for ultrasound and novel surgical techniques, high speed X-ray analysis of bone fracture and rehabilitation medicine. The Centre houses over 75 graduate and post-graduate trainees and research staff from around the globe. Researchers within the Centre have collaborative projects with other research institutes, government agencies and universities throughout Canada and the world. The Centre manages research projects which range from basic, laboratory-based programs to research involving research participants (over 1000 annually) from across the lifespan - youth (ages 8 to 21) and seniors (including the frail elderly); the research is also carried out within multiple sites across the VGH campus(Robert H.N. Ho Research Centre, Vancouver Coastal Health Research Institute (VCHRI) Research Pavilion, the Mobile Lab "home base" and within the Department of Radiology Department (Open MRI) as well as at multiple,



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temporary sites established across the province (Mobile Lab).

Organizational Status

Reports to the Director. As part of the CHHM Management Team, works closely with the Centre Director and Managing Director as well as with external partners such as the VCHRI Director, Stakeholder Relations and Public Affairs. The CHHM Management Team is responsible for oversight of all aspects of CHHM operations and administration, including: development and implementation of a sustainability strategy for CHHM; budgets and financials; staff recruiting, retention and renewal initiatives; development of new trainee and faculty initiatives; and all external and internal communications relating to membership engagement, stakeholder and external partner liaison, donor relations and marketing strategies which will provide revenue generation to support CHHM sustainability and growth.

This position relies upon building relationships with faculty members, trainees and staff within CHHM and with key stakeholders throughout the University community and beyond on communications matters; works in co-operation with the Executive Coordinator and Senior Administrator where duties intersect; liaises extensively with communication teams from other organizations including, government, project managers, off-campus designers and other consultants, in matters related to CHHM communications.

Work Performed

The position takes primary responsibility for the communications portfolio of the Centre. The work requires a detailed understanding of the CHHM organization, its priorities and key activities, ongoing teaching training research, and the interests of external stakeholders. The CCRM has the ability to profile the organization and its activities in a clear, compelling and appropriate format to multiple audiences. As part of the Management Team, the CCRM will work to develop and implement a strategic plan for communications and community relations that supports the Centre's sustainability.

Major responsibilities include:

Identifying emerging opportunities and taking responsibility for promoting the Centre, its research and contributions to public health debates. Makes recommendations for and is responsible for carrying out new events that will raise the profile of the Centre.

Plays a key role in marketing the Centre, including the Centre's research services, infrastructure and expertise.

Responds to media enquiries in partnership with UBC and VCH communicators. In conjunction with faculty members, drafts and coordinates media releases in collaboration with UBC and VCHRI Public Affairs. Coordinates media requests for faculty expert interviews. Monitors and collects news coverage items about CHHM and its related concerns.

Participates in committees and working groups to provide strategic knowledge translation, community relations and communications input into key activities, such as research, event planning and policy development. Work with Research Advisory Committee, Executive Advisory Board, and External Advisory Board to coordinate events that further enhance CHHM identity, vision and values, such as CHHM's Annual Research and Action Planning Session. Works closely with the CHHM Trainee Committee to ensure consistent, timely communications between research staff, trainees, and researchers and to facilitate symposium and other trainees' activities.

In consultation with faculty and staff, identifies key opportunities to improve the organization's existing communications activities and implement new projects and provides ongoing knowledge translation, community relations and communications expertise to the organization.

Takes the lead on the development and implementation of all communications materials.

Researches, writes and prepares various documents including reports, briefing notes, fliers and other documentation.



Responsible for content development, data support, and maintenance for CHHM website in conjunction with website developers. Ensures rapid, accurate flow of information between the Centre and its major partners.

Develops print collateral for CHHM as needed, in collaboration with graphic design contractors. Creates promotional materials such as posters, flyers and newsletters to effectively communicate research activities. Monitors and implements Centre branding and develops collateral materials for member engagement.

Develops and provides communications tools to support the implementation of specialized communications, such as social media. Responsible for developing a social media strategy and policy for CHHM, setting up and maintaining social media channels, and monitoring social media for CHHM mentions and other population and public health issues trends.

Develops policies and procedures for researcher's to guide ongoing communications approaches to community partners and potential research participants.

Develops policies and procedures for internal use to guide ongoing communications approaches within the organization.

Responsible for CHHM communication-related expenditures. Prepares financial forecasts and develops budgets, financial reports, and budget summaries; reviews and authorizes expenditures and purchases.

Supervision Received

This position reports directly to the Director. Work is carried out with little supervision and is reviewed in terms of sound management practices and achievement of specific objectives identified during annual review and throughout the year at regularly scheduled meetings.

Supervision Given

Provides supervision to support staff, contractors, or to student assistants on communications project-specific tasks. Is responsible for managing a large number of external consultants; provides assistance with management of administrative and support staff within CHHM, including discipline and evaluation.

Consequence of Error/Judgement

Must be able to work independently and exercise extensive judgment and decision making. Errors in performance of the above-related duties could have a significant impact on the effectiveness, image, reputation and financial status of the Centre. Error in job function will reflect poorly on the Centre for Hip Health and Mobility and could have a negative impact on the Centre's strategic positioning. The consequences of error would damage public relations and diminish the efficiency and effectiveness of the Centre. High level of discretion and confidentiality is required. Errors in interpretation of policy and practices could have serious negative impact on relations within the university and with key stakeholders.

Qualifications

Undergraduate degree in a relevant discipline. University degree in a relevant discipline. Minimum of five years experience or the equivalent combination of education and experience. Minimum of five years' experience or the equivalent combination of education and experience. Innovative, creative thinker Proactive Experience with developing and implementing strategic business plans Experience using social media tools and developing social media strategies Computer experience and competency with Word, Excel, PowerPoint, and website content management systems. Graphic design skills are an asset. Ability to work effectively independently and in a team environment Ability to identify and respond to contentious or politically sensitive issues with discretion Experience developing materials for a variety of audiences. Ability to select the most effective communication media for a situation and to show ingenuity from the conception of ideas to completion of projects. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources Ability to interact with faculty, staff, students and personnel from public, private and international organizations Ability to liaise with diverse



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internal and external partners from faculties, institutions and organizations Demonstrated ability to exercise diplomacy, discretion and good judgment Ability to be thorough, accurate, and have a high level of attention to detail. Accuracy is essential as errors may have a major impact on the reputation of the Centre and the University. Ability to initiate projects Ability to effectively facilitate groups to achieve appropriate outcome. Project Management skills are an asset

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Job Posting

Job ID: 16680
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level D **Business Title:** Director, Communications and Engagement
Department: UBC Sustainability Initiative
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-21 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-01 **Available Openings:** 1

Job Summary

The Director, Communications and Engagement works closely with the USI team, including Teaching and Learning, Research & Partnerships, and the Operational Management Group that includes Building Operations, Infrastructure Development, Supply Management, Student Housing and Hospitality Services, and Campus and Community Planning and its Campus Sustainability Office. Works strategically and cooperatively with other communications and public relations offices, working groups, and departments across the University to provide strategic direction for sustainability communications across the University.

The UBC Sustainability Initiative builds on UBC's position as a leader in campus sustainability, and works to reinforce the University's goal of providing an exceptional learning and research-rich environment that advances global citizenship and a civil and sustainable society. With a focus on deeply integrating existing academic and operational efforts in sustainability and generating new opportunities, the USI fosters collaboration within and outside UBC, and across all disciplines, to fulfill its mission.

Organizational Status

Reports to the Associate Provost, Sustainability. Works closely with the USI team, including Teaching and Learning, Research & Partnerships, and the Operational Management Group that includes Building Operations, Infrastructure Development, Supply Management, Student Housing and Hospitality Services, and Campus and Community Planning and its Campus Sustainability Office. Supervises the Communications Specialist, Engagement Specialist and Projects Manager (shared supervision with Associate Director, USI and CIRS).

Work Performed

The work involves conceptualizing, recommending, implementing, managing and evaluating a full range of communications efforts focused on sustainability and designed to enhance the image and reputation of the University.

Strategy

- Advise senior executive on strategic direction for sustainability communication across the University, in particular the USI Steering Committee, Campus as a Living Lab working group, and the Bioenergy Research and Demonstration Facility working group.
- Conceptualize and lead communication and engagement efforts--including public relations, marketing, publications, online



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channels, and events--for sustainability on UBC's Vancouver campus. This work involves an overarching communication and engagement plan for UBC Sustainability as well as supporting and integrating communications plans for:

- USI Teaching and Learning;
- USI Research and Partnerships;
- The Campus as a Living Lab initiative; and
- The Bioenergy Research and Demonstration Facility.

Coordinate UBC Sustainability communication plans with the operational plans of:

- Campus Sustainability Office;
- Building Operations;
- Infrastructure Development;
- Student Housing and Hospitality Services; and
- Supply Management.

- Provide expert advice to the USI and other UBC officials and groups on visibility opportunities, strategic positioning, alignment of USI communication objectives and activities with UBC Communications and Marketing, and emerging trends and opportunities related to sustainability communication.

Implementation

- Responsible and accountable for the creation and implementation of communications efforts designed to establish and maintain the University's reputation as a local, national and international leader in sustainability.
- Manage strategy and implementation of the University's media relations regarding sustainability; including digital communications including websites and social media; sustainability visual identity; and engagement activities on and beyond campus.
- Collaborate with other UBC leaders and communicators--in units such as Campus & Community Planning and Continuing Studies, faculties such as Applied Science and Arts, and organizations such as CERC and AMS--to build alliances and ensure communication methods are complementary, consistent and provide maximum value to the University.
- Liaise with UBC Communications and Marketing, USI offices and external consultants, stakeholders and partners to promote and safeguard the University's visual identity.
- Provide advice to directors of University campaigns (such as Enrolment Services' annual recruitment campaigns and Development's "Start an Evolution" campaign) to incorporate sustainability.

Stakeholder and government relations

- Foster relationships with leadership and staff within the President's Office, Public Affairs, Development and Government Relations, stakeholders and strategic partners: monitoring industry, business, government and community issues associated with UBC sustainability goals.
- Lead outreach to members of the UBC sustainability research community to increase awareness and community engagement in UBC research.

Reporting

- Responsible for sustainability reporting for the University's Place and Promise Annual Report and Sustainability Tracking, Assessment & Rating System (STARS). Advise on reporting UBC's sustainability efforts and successes, including award applications on behalf of the University.

Administration

- Lead the USI communications and engagement team with three direct reports - Communications Specialist, Engagement Specialist, Projects Manager (supervision shared with Associate Director, USI and CIRS) and up consultants external service providers.
- Recruit, select, mentor, develop and discipline staff.
- Set priorities for team.



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- Develop and administer \$138,000 USI Communications budget.

Supervision Received

Reports to the Associate Provost, Sustainability. Works with wide latitude and independence.

Supervision Given

Directly manages the Communications Specialist, Engagement Specialist and Projects Manager, as well as consultants and external service providers.

Consequence of Error/Judgement

Error in this position could be very serious to the University since it concerns the public image and profile of the institution on the local, national and international level. Incorrect or insufficient information and advice could have grave consequences.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in communications or related field. A minimum of 8 years of experience or the equivalent combination of education and experience. Knowledge of sustainability and related fields. Superior interpersonal and leadership skills. Ability to communicate effectively verbally and in writing. Ability to mentor and coach staff, and act as a resource. Significant experience and demonstrated skill developing, implementing and evaluating strategic communication plans. Experience working with people at senior levels. Demonstrated experience managing complex projects with multiple stakeholders and interests and managing sensitive issues. Ability to exercise judgment, tact, discretion and creativity. Ability to work under pressure to meet deadlines and to juggle multiple priorities and varying assignments.

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Job Posting

Job ID: 16698
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Institutional Analysis
Classification Title: Instit. Analysis, Level B
Business Title: Research and Evaluation Analyst
Department: VP Students Office
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-26
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 plan, implement, analyze and report on research projects, student surveys and evaluations of key initiatives across the University. Position will provide support across UBC regarding student survey research and evaluation, and the VPS portfolio with all forms of research and evaluation.

Organizational Status

Vice President Students Office. This position reports to the Director, Portfolio Initiatives in the VPS Office. This position will also participate in projects as part of a small team of analysts, and with project teams across campus.

Work Performed

Major responsibilities include: working with stakeholders and decision-makers (e.g. Vice President, Managing and Senior Directors, Associate Deans and Directors) to identify key research and evaluation needs to support strategic planning and decision-making; planning and implementing research projects, surveys and other investigative tools; developing statistical analyses and models to support decision-making and evaluate progress towards strategic objectives. tracking new research trends and developments; and presenting proposals to government, industry and university officials.

Work will also include providing consultative supports to a suite of programs in the VPS portfolio to support evidence-based decision making, including : providing tailored reports out of centrally collected data; supporting the development of student input mechanisms such as surveys, focus groups, etc.; developing evaluation frameworks, evaluation tools and leading conducting evaluations related to the student experience at UBC. The position will also work with the Director of VPS Portfolio Initiatives, Managing Directors and other Service directors to develop and implement a comprehensive research and evaluation framework and plan for the VPS portfolio in support of the VPS Strategic Plan.

The position will also provide consultative support services to Faculties and other administrative units across UBCV, including: providing tailored reports and analyses from centrally collected data; and supporting Faculties and administrative units in undertaking survey research and other student input functions.

Supervision Received



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This position should be able to work independently for the most part, having been assigned tasks by the Director. Analysis produced will be reviewed at a high level by the Director, but detailed analyses will be the accountability of the Analyst.

Supervision Given

Is responsible for providing direction to administrative staff and student staff, as well as leading cross-unit teams.

Consequence of Error/Judgement

Data and analysis from this position will be used for decision-making at all levels of the institution, and errors in the data and analysis can potentially have consequences in terms of strategic direction, programming, policy, and budget and human resource decisions. The analyst, given initial parameters, would be expected to be able to obtain the necessary data and create an analysis without supervision. Analysis produced will be reviewed at a high level by the Director, but detailed analyses will be the accountability of the Analyst.

Qualifications

Post-graduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Demonstrated quantitative and qualitative analytical skills. Demonstrated research and evaluation skills. Ability to thrive and adapt to the changing and challenging demands of a research and evaluation office with a broad range of stakeholders. Familiarity with word-processing and spreadsheet software. Familiarity with SPSS statistics. Effective oral and written communication, interpersonal, problem-solving, organizational and multi-tasking skills. Ability to work both independently and within a team environment.

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Job Posting

Job ID: 16651
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Marketing & Sales
Classification Title: Marketing & Sales, Level A **Business Title:** Facility Events and Services Coordinator
Department: Athletics and Recreation
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-01
Job End Date: 2014-10-31 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2013-09-26 **Available Openings:** 1

Job Summary

This position will work with both the Doug Mitchell Thunderbird Sports Centre and the Facilities units within the Department of Athletics and Recreation. Responsible for overseeing the marketing, promotions and events at the Doug Mitchell Thunderbird Sports Centre, as well as developing and coordinating marketing and sponsorship initiatives with external companies for other facilities in the department of Athletics and Recreation. This position will require evening and weekend work. This position works out of an office located in the Doug Mitchell Thunderbird Sports Centre.

Organizational Status

This position reports directly to the Facility Services Manager and works with the Business Development Manager. Works closely with the DMC Facilities Manager. Interacts with all Doug Mitchell Thunderbird Sports Centre Staff and with other department facility coordinators, coaches, community users, and on-campus booking groups

Work Performed

Specific duties include (but not limited to the following):

1. implement marketing strategies and facility websites that are consistent with UBC and Athletics and Recreation brand guidelines, and quality standards
2. print and digital media production for Athletics and Recreation facilities and sponsorship initiatives
3. execute the strategy to increase arena concert rentals
4. assist in increasing facility booking during prime and non-prime times
5. implement sponsorship and partnerships sales strategy on behalf of the department
6. assist in event management from both an operational and sponsorship initiative perspective
7. financial reconciliation and accounting

WORK PERFORMED

MARKETING:

Implementing marketing strategy for events hosted at the arena, including print and digital media as well as social media and web presence.

Implement marketing strategies for facilities in the department.



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Maintain and develops sports facility websites.
Graphic and web design initiatives.
Researches new initiatives and markets for concert promotion and facility bookings.
Maintaining and updating Thunderbird Arena website.

EVENT:

Financial reconciliation and accounting processes.
Pre-event and onsite liaising with clients, contractors and staff.
Work closely with internal and external groups to ensure that event goals and objectives are met.
Establish communication protocols and operating procedures for events.
Supervise, direct and coordinate the work of vendors, staff and contractors during the event.

SPONSORSHIP:

Meet select companies after consultation with the Business Development Manager and sell them on the benefits of partnering with UBC Athletics and Recreation.
Acquire, develop and service relationships with new and potential sponsors.
Involved with penning contractual agreements, invoicing, and payment follow up.
Research and design sponsorship packages and briefings follow-ups.
Help implement social media and e-communication sponsorship strategy across the department.

OTHER:

Budget preparation.
Financial accounting and CLASS software contract entry.
Financial reconciliation of client accounts and payment collection.
Develops and plans work shops for Athletics and Recreation student staff (ie. Sensitivity and cultural awareness training.)
Develops and implements business plans associated with sustainability and energy savings.
Assists with the developing, implementing, monitoring, and evaluation of departmental policies and procedures.
Attends meetings for the VPS (Vice-President, Students) communications group and contributes to portfolio wide communications planning and initiatives.

Supervision Received

The Facility Services Manager and Sponsorship Manager give guidance and direction to the position, but the execution of the responsibilities are solely that of the incumbent. Due to the magnitude of the program, staff are empowered to execute their responsibilities and work independently

Supervision Given

2 to 5 part-time facility student staff; hires, trains, schedules and ensures established procedures are followed.

Consequence of Error/Judgement

Work is subject to general checking by supervisors to ensure desired goals and objectives are being achieved.

If any part or portion of this person's duties is neglected, severe consequences will be felt not only by the unit itself, but potentially, also by participants and patrons of the facility. The improper execution of details associated with the management of the Doug Mitchell Thunderbird Sports Center operations could result in a tarnished program and university image.

Qualifications

Diploma in Marketing. Minimum of one year experience or the equivalent combination of education and experience. Experience in



a recreation setting with an emphasis on program, facility management and corporate relations. Working experience with CLASS software (The Active Network) required. Demonstrated self-starter. Strong computers skills essential including working knowledge of Microsoft Office Suite. Strong financial, organizational, and time management skills required. Experience in the management and marketing of a variety of recreational events and activities is an asset, as is a familiarity with UBC. Strong working knowledge of Adobe Creative Suite (InDesign, Photoshop, Illustrator). Excellent oral and written communication, interpersonal and organizational skills. Demonstrated conflict resolution skills. Ability to work well both as a member of a team and independently. Ability to exercise sound judgment, multi-task, prioritize and work effectively under pressure to meet deadlines.

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Job Posting

Job ID: 16659
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level A **Business Title:** HR Coordinator
Department: Medicine,Udgrd Ed.(Dean'sOff)
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-29 **Available Openings:** 1

Job Summary

This position is responsible for developing, planning and coordinating an effective and efficient infrastructure for the human resource operations in the VFMP Undergraduate Dean's Office and faculty appointment activities (including searches) for the UBC MD Program.. This is a new and developing position.

Responsible for providing overall HR guidance to contribute to the effectiveness of staff at the Vancouver Fraser Medical Program (VFMP). Is the point person and a resource for the distributed sites, in terms of UBC faculty appointments. Manages and reviews all faculty leadership appointments for the Undergraduate program at VFMP. This position is the first point of contact for all human resource queries (eg salary, resignations, benefits, staff postings, etc.) from faculty and staff in the MD Undergraduate Program Office at VGH. Where necessary, HR issues will be escalated to the Dean's Office, HR Coordinator or HR Advisor. The incumbent will be responsible for developing and implementing new systems and processes that contribute to the MD Undergraduate Program's strategic objectives and desired outcomes.

This position works at the Diamond Health Care Centre, at Vancouver General Hospital.

Organizational Status

Reports to the Administrative Director, VFMP and to the Director, Human Resources, Faculty of Medicine,. Works collaboratively with the Faculty Appointments & Recruitment Management (FARM) team and HR Coordinator, Dean's Office.

The Human Resources Coordinator has regular meetings with the Director (s) to set objectives, establish priorities and develop strategies to improve human resource operations. Liaises extensively on unique issues with Departmental Administrators, and the Faculty of Medicine - Dean's Office. Communications can be sensitive and confidential and the incumbent must utilize a thorough knowledge of the department in addition to strong communication and interpersonal skills to respond effectively in each situation.

The Coordinator regularly liaises with staff to address and facilitate issues and resolve problems.

Work Performed

Works collaboratively with the Director (s) by participating in setting and implementing strategic plans, goals and objectives for Human Resources. Collaboration with Dean's Office Human Resources required to ensure policies are in line with the Dean's Office.

Coordinates all Human Resources activities for the Undergraduate Dean's Office. . Responsible for the full-cycle recruitment and hiring process including e-recruit and e-paf. Responsible for the following activities; job descriptions, external postings (when



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appropriate), classifications (re-classifications), reviewing resumes, telephone screening, designing behavioural interview questions, shortlisting recommending candidates, identify hiring committee, coordinate interview panel, and participate in interviews, candidate testing (in-basket and skills assessment), reference checks, recommending hires, employment offers and declining of unsuccessful candidates, employee orientation and set-up. Authorizes access for staff on SharePoint site. Provides information to new staff related to access for FMIS, SISC as needed.

Drafts and revises job descriptions, in conjunction with manager, consulting with UBC Compensation as required. Maintains accurate job descriptions for all staff in the position management system.

Ensures that managers are in compliance with collective agreements and UBC policies and practices.

Provides general advice in regard to interpretation of collective agreements, agreements and handbooks governing conditions of employment.

Responsible for the accurate preparation of all documents (paper or electronic) related to staff transactions including; employment offers, salary changes, leaves, promotions, layoffs, resignations, retirement, transfers, promotions etc. and ensures that they adhere to the various employment agreements.

Monitors end date for all staff positions, ensuring individuals are reappointed or terminated as necessary.

Responsible for the coordination of leave management records (vacation, sick and attendance). Oversees all leave management activities including maternity, parental, medical, unpaid leaves as well as reduced appointments and secondments.

Advises on salary administration for all staff groups including hiring salary, probationary increases, mid-point progression, merit, and step increases.

Handles human resources issues, in collaboration with Dean's Office, HR Coordinator or UBC HR Advisor and ensures compliance with all UBC collective agreements and alignment with UBC policies and procedures.

Coordinates and provides advice to managers on employee performance reviews. Works with managers to identify skill upgrading needs of support staff and ensures appropriate training is received.

Recommends and implements approved initiatives for staff member recognition.

Oversee budgets as they relate to the human resource component to ensure there is no over expenditures.

Establishes practices for the department on attracting, retaining and developing staff. Including staying current on issues such as Dean's Office HR Best Practices, Health & Wellness, Performance Management, Coaching & Mentoring.

Analyzes requests for temporary ongoing assistance, to determine if additional resources are required.

Responsible for the processes related to hiring of new faculty.

Manages and reviews all faculty leadership appointments for the undergraduate program in the VFMP. This includes the faculty appointment and reappointment process by ensuring compliance with university policies and procedures. Responsible for preparing the Faculty Appointment form for Administrative positions and faculty offer letters in conjunction with other departments.

Managing the relevant work flow to Deans Faculty Relations Offices for new faculty appointments and re-appointments and ensures that all procedures are followed in accordance with University and Canada Immigration policies and regulations.

Oversees all leave management activities related to VFMP faculty.

Acts as a resource to faculty and management regarding human resource policies and procedures (new and departing).



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Acts as resource person to Site Administrators at the distributed sites on faculty appointments.

Involved in office space reviews and makes recommendations for revisions as appropriate. Responsible for major office moves.

Manages Undergraduate Dean's Office at VGH LSC for coordination of reception coverage, and requests for temporary support staff.

Oversees maintenance and acquisition of resources for infrastructure (equipment, furniture, space, etc) for operation, including offices and space.

Manages all aspects of orientation for faculty, staff, and visitors to the DHCC Undergraduate Dean's Office. Ensures integrity and confidentiality of all personnel (faculty and staff) files and system for the MD Undergrad Dean's Office.

Ensures that the workplace meets UBC and Hospital standards for occupational health and safety.

Performs other duties as required.

Supervision Received

Reports to the Director of Administration.

Supervision Given

Manages staff as appropriate (receptionist and temp. staff).

Consequence of Error/Judgement

This position must use strong organizing and prioritizing skills to effectively and efficiently manage the area of Human Resources relating to all employee groups at the University of British Columbia.

An error or the impact of a decision regarding human resource activities could result in faculty or staff payroll problems, grievances, lawsuits, misclassifications of positions and an impact on the program budgets. If freedom of Information grievance request is not processed correctly, the result could be a breach of confidentiality of faculty or staff's personal information or the improper release of department administrative information.

This position is expected to represent the undergraduate Dean's Office on all Human Resources matters. If the Dean's Office were to be misrepresented, it would adversely affect the credibility of the unit.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline. Degree in Business or HR Management preferred. Minimum of two to three years of related experience or the equivalent combination of education and experience.

Minimum of 2 to 3 years experience in coordinating HR functions within a unionized and or complex environment

Thorough knowledge of University of British Columbia's business procedures and practices and their application preferred.

Experience in a health care or educational environment preferred. Experience working with Human Resources systems (HRMS, recruitment systems etc.), Microsoft Word, Excel, Power Point, E-mail - Outlook and Access databases. Experience working with budgets and related accounting methods. Ability to communicate effectively in person and in writing. Ability to build and maintain excellent working relationships with internal and external groups on matters requiring cooperation and of mutual interest. Ability to exercise tact and judgement. Ability to plan, supervise and train in a large and diverse organizational setting. Ability to initiative in decision-making and in resolving problems not clearly covered by guidelines. Ability to devise new methods of procedures to meet changing conditions. Ability to analyze problems, investigate key information and issues, and effectively resolve. Thorough knowledge of current Human Resources Management practices. Knowledge of provincial and federal legislation governing HR policies and practices. Ability to be creative and proactive, to prioritize and to work effectively under pressure to meet deadlines Ability to understand and apply policies, procedures and instructions. Ability to make thoughtful, informed and thorough decisions. Ability to interpret and apply collective agreements in a complex, unionized environment. Customer focused



approach with the ability to work as part of a team and individually. Ability to effectively navigate and use HRMS, eRecruit, ePAF (any others?) Ability to provide effective and appropriate guidance and counsel on HR related matters.

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Job Posting

Job ID: 16683
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level B **Business Title:** Intermediate HR Business Analyst
Department: Human Resources
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01
Job End Date: 2014-10-31
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-09-26 **Available Openings:** 1

This is a 1 year maternity leave replacement.

Job Summary

To provide analytical, statistical, technical and reporting support to Human Resources and departments. Assists Human Resources and stakeholders to maintain and enhance an effective Human Resource management information system. Acts as liaison between HRMS system support staff and Human Resources department.

Organizational Status

Position falls under the Human Resources Information Systems section of Human Resources and reports directly to the Director, Human Resources (Management Systems).

Work Performed

- Works collaboratively with HR, departments and IT staff to support the HRMS system.
- Researches and identifies options, solutions and action plans to address HRMS issues. Collaborates to solve complex issues with senior HR analysts or Director.
- Researches data integrity problems. Sets up test plans when testing complex software enhancements and bug fixes.
- Conducts interviews to facilitate end-user reporting and data requests. Designs statistical and management reports of varying complexity by extracting data using SQL and other reporting tools from the Human Resources Management System (HRMS).
- Produces cyclical reports for both internal and external clients according to a pre-determined schedule.
- Administers HRMS workflow rules for departments and assists departments in troubleshooting issues related to workflow rules setup.
- Implements mass salary changes by identifying requirements from HR staff, and working with IT staff on implementation. Creates project plan, conducts program testing, identifies and rectifies errors discrepancies.
- Investigates and corrects data integrity issues. Communicates corrections to Payroll staff.



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- Conducts software testing related to enhancements and bug fixes. Develops a test plan.
- Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to increase ease of use, reduce user problems, and improve data integrity.
- Keeps abreast of current and future PeopleSoft initiatives, enhancements and upcoming releases.
- Maintains HRMS HR tables.
- Administers HRMS user security in conjunction with senior business analyst.
- Conducts in-house HRMS training sessions for new users within Human Resources, Payroll and distributed users.
- Performs other duties as required.

Supervision Received

Works under general supervision of the Director Human Resources (Management Systems). Some work assigned by senior business analysts in HRIS section.

Supervision Given

None.

Consequence of Error/Judgement

Errors in design, systems recommendations, interpretation or analysis of information could result in financial loss to the University, inefficient resource allocation, and may affect the accountability of the Human Resources department.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to maintain accuracy and attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to identify and correct missing and incomplete data. Ability to effectively manage multiple tasks and priorities. Ability to effectively use office software at an advanced level. (e.g., Outlook, MS Word, MS Excel). Ability to read and comprehend technical material. Ability to prepare complete, concise, and understandable technical documentation. Ability to diagnose a variety of computer software problems. Ability to assist clients in identifying appropriate courses of action. Ability to work effectively with minimal supervision. Ability to accurately perform complex calculations. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to analyze and redesign work flow business processes to make them more efficient and effective.

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Job Posting

Job ID: 16663
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level B **Business Title:** Human Resources Manager
Department: The Sauder School of Business
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-24 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-23 **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

Human Resources is centralized in the Dean's Office and provides the full-range of support for the Sauder School of Business. This means providing human resources advice and resolving moderately complex issues for all levels of faculty, management and staff within the Sauder School of Business in areas related to recruitment and selection, training initiatives, compensation and payroll functions, health and benefits administration and promotion, performance management, attendance management, and the interpretations of the multiple collective agreements. Proactively works with staff and faculty to solve problems across organizational boundaries. Confidentiality and ability to engender trust is essential in this position.

Organizational Status

Reports to Director, Human Resources, Sauder School of Business.

Work Performed

- Provides coaching, advice, guidance, interpretation and recommendations to staff and faculty on HR policies, legislations, procedures and processes
- Advises managers in areas relating to recruitment practices and procedures; compensation; health and benefits; performance management; attendance management and conflict resolution
- Provides information and advice to managers, supervisors and employees regarding the interpretation of CUPE 2950, AAPS, Non-Union Technicians, Exec Admin Staff, and Faculty Association collective agreements, ensuring staff are in compliance with collective agreements, applicable government legislations and UBC practices
- Responsible for recruitment activities, including reviewing and drafting job descriptions, providing grading recommendations, posting job vacancies, reviewing and shortlisting resumes, ensuring managers understand the recall lay-off internal proceedings and coaching managers on how to conduct effective interviews, telephone screening, designing interview questions and in-basket testing, interviewing and reference checking
- Conducts offers of employment ensuring chosen applicants understand their benefits entitlements related to the term of employment and collective agreement
- Manages orientations for new staff members
- Reviews and evaluates job descriptions and recommends classification levels, ensuring equity among positions
- Collaborates and maintains effective relationships with a variety of stakeholders including Central UBC Human Resources,



Financial Services and Faculty Relations

- Oversees processing of all staff appointments, re-appointments, FTE changes, salary changes, transfers, promotions, terminations, leaves, etc.
- Manages a Recognition and Rewards program for CUPE 2950 staff, Non-Union Techs and AAPS Management
- Manages staff vacation and sick leave records, ensuring accurate accounting of absences and identifying patterns of sick leave usage and reporting statistics to the University
- Participates in HR strategic planning and the development, implementation and delivery of HR initiatives and workshops

Supervision Received

Position is independent in nature referring to the Director on particular concerns or issues that are more than moderately complex.

Supervision Given

Provides guidance to the HR Assistant and temporary staff.

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. Degree in Human Resources preferred. Minimum of three years experience or the equivalent combination of education and experience. Thorough knowledge and experience with human resources in a unionized environment. UBC experience is preferred.

Strong understanding of the BC Employment Standards Act, Human Rights Code and other related legislation. Strong understanding of UBC policies. Proven ability to build and maintain effective working relationships. Requires accuracy and attention to detail plus the ability to work well under pressure with tight deadlines, while retaining a calm demeanor. Requires customer focused approach and the ability to work as part of a team. Effective communication skills both written and oral are essential in addition to presentation skills. Effective Microsoft Office Skills.

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Job Posting

Job ID: 16556
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Researcher
Department: James Hogg iCAPTURE Centre
Salary: \$45,579.00 - \$54,717.00 (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: 2013-09-24 **Available Openings:** 1

Job Summary

To provide research and statistical analysis to investigate the association between genetic polymorphisms and environmental factors causing asthma and allergic diseases.

Organizational Status

This position reports directly to a senior statistician and the Team Lead Principal Investigator. The incumbent will work collaboratively with other team members to analyze data. The incumbent will work within a team of clinical and basic science investigators to analyze genetic data on large cohorts of subjects and patients involved in a large scale genetics project. The position will have a dedicated workspace, including desk, computer, software, and filing cabinet space. The workspace will be in a shared office work station.

Work Performed

- Conducting research and data analysis of genetic association studies. Familiarity with standard statistical methods such as logistic, longitudinal and survival analysis is required. Familiarity with the application of these methods, to identify genetic factors involved in disease susceptibility is preferred.
- Collaborates with other researchers and statisticians in the identification and completion of assigned research projects.
- The incumbent will extract data and conduct statistical analyses and writes preliminary reports of results and interpretations.
- Prepares statistical reports and presents results in scheduled meetings.
- Assists in preparation of conference presentations, academic manuscripts and technical reports, by compiling statistics and scientific journal paper writing.
- Performs other related duties.

Supervision Received

The incumbent will require supervision and will exercise independent judgment regarding scheduling and timely completion of tasks.

Supervision Given

None.



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Consequence of Error/Judgement

The position requires statistical judgment to identify sound analytic techniques for research projects.

Qualifications

Undergraduate degree in a relevant discipline. Degree in Mathematics, and prior experience in genetic research or statistical genetics would be an asset. Minimum of two years experience or the equivalent combination of education and experience. Experience with programming and statistical software applications. Ability to use JMP and SPSS and program in R or S-Plus preferred. Effective oral and written communication, organizational, multi-tasking, problem-solving and interpersonal skills. Accuracy and attention to detail.

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Job Posting

Job ID: 16658
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Manager-Clinical Research Associates (Hem/Onc/BMT)
Department: Paediatrics
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-21
Job End Date: 2014-10-20
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-03 **Available Openings:** 1

Job Summary

This position is the functional interface between the CRA (Clinical Research Associates) group and the Director Principal Investigators in the Division of Hem Onc BMT. This position will be providing vision and will be responsible for developing and strategically managing the CRA group.

In addition to areas of the hospital, outpatient visits are performed in the clinical offices and research recording and communications occurs within the research office. Attendance at clinical rounds and study meetings occur frequently. Travel to international conferences and study meetings may occur. The manager attends study and other meetings along with, or on behalf of, the Director of Clinical Research (or Director of Research in the absence of the Director of Clinical Research).

Organizational Status

Partners with clinical study management and supervises the CRA group to manage all clinical trials. The CRA Manager works collaboratively and closely with the Clinical Research Manager.

Work Performed

- Responsible for the overall management and support of the CRA group; prioritization and assigning of work for all studies.
- Responsible for the hiring, oversight and evaluation within the CRA group.
- Manages the clinic trials group to ensure preparation, submission and maintenance of CREB documentation for a large number of protocols under the direction of study PIs.
- Monitors and assists the accuracy of Informed Consent Documents and related regulatory documents for studies assigned to the group as per protocol.
- Manages the clinical trials group regarding the writing, preparation and amendments of ethics applications and other regulatory documents required by Health Canada and the FDA.
- Manages the clinical trials group ensuring that trials will be conducted according to legal and ethical requirements.
- Acts as lead for audits and accreditations of cooperative groups including (Children's Oncology Group {COG}, Health Canada {HC}, Foundation for the Accreditation of Cellular Therapy {FACT}, International Bone Marrow Transplant Registry {IBMTR}, Therapeutic Advances in Childhood Leukemia and Lymphoma {TACL}, Pediatric BMT Consortium {PMBTC}, C17 DVL).
- Oversees Public Health Agency of Canada (PHAC) project.
- Responsible for continuing quality improvement.



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- Mentors department personnel in study management within Oncology Hematology BMT.
- Provides strategic leadership in the coordination and administration of clinical trials.
- Initiates and manages study related activities (includes, but is not limited to, staff scheduling, recruiting, contact with outside vendors and contractors).
- Schedules and leads study specific unit meetings and lead general staff training activities.
- Supervises the pre-site and site initiation and monitoring of all study activities for assigned protocols.
- Facilitates operational linkages within and among co-investigators, clinic directors, physicians and other health care professionals within the hospital and medical community.
- Ensures that there is up to date clinical trials group training to align with GCP (Good Clinical Practice).
- Demonstrates communication and general behavior which facilitates positive attitudes toward participation in clinic research.
- Maintains accuracy, accessibility, and confidentiality of study records and reports.
- Assists in the resolution of all queries specific to subject data.
- Attends meetings and conferences and performs other related duties.

Supervision Received

The CRA Manager reports to the Director of Clinical Research (or Director of Research in the absence of the Director of Clinical Research). The CRA Manager also reports directly to the COG-PI, DVL-PI, PBMTCC PI, TACL PI and other study PIs to support the work related to that cooperative group or study.

Supervision Given

The CRA Manager advises and directly supervises all the Clinical Research Associates (Non Union Techs) involved in clinical trials. The current compliment of CRA's is 7.

Consequence of Error/Judgement

The most important feature of a research group is its reputation. It is the responsibility of the CRA manager to be vigilant to ensure the reputation of the research group is preserved by conducting trials according to standards set out by the ethics committee, as well as standards of the ethical and international guidelines regulating the conduct of the clinical trials.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Computer knowledge essential. Effective written, communication and interpersonal skills. Advanced organizational skills and ability to manage multiple projects at various stages of development and organization. Ability to maintain relationships with both clinical and technical staff. Ability to work both independently and manage a team environment. Ability to motivate and lead a team and resolve any conflicts that may arise.

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: 16690
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator
Department: Neurology Division
Salary: \$45,579.00 - \$54,717.00 (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: 2013-09-25 **Available Openings:** 1

Job Summary

The successful applicant will work as a Research Coordinator with the Neuroethics stem cell research team on various studies related to translation challenges, science policy, and stem cell research. The individual will work closely with the Principal Investigator and other members of the Project Team to explore the forces and pressures associated with the professional movement of stem cell researchers, and other issues of ethical concern such as clinical trials, medical tourism, consent in stem cell research, and policy. Part of the work is an arm of a larger-scale, three-year collaborative project with investigators in the Health Law and Science Policy Group at the University of Alberta, Edmonton, Alberta.

Organizational Status

Reports upwards directly to the Director of the National Core for Neuroethics, Dr. Judy Illes. Interacts with Co-director, project faculty, research fellows, postdoctoral fellows, graduate research assistants, research assistants, and research interns and administrator.

Work Performed

- Manages and oversees the daily operations of complex projects related to stem cell ethics and policy
- Designs and implements research using qualitative and quantitative research methods; applies appropriate analytic techniques for content analyses of narrative data and to parametric and nonparametric data
- Develops and manages human subjects approval protocols
- Analyzes and interprets data in stem cell science, ethics and policy-making
- Attends and leads laboratory meetings, seminars, and journal clubs and other academic events
- Develops and delivers presentations, manuscripts, grant proposals, media resources, and outreach materials
- Carries out other related duties as required.

Supervision Received

Reports directly to the Director. Works under minimum supervision, receiving specific instructions only on unusual problems or on matters that depart significantly from established policy and procedure.

Supervision Given



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Staff Job Postings

None given. Successful candidate is expected to work autonomously with minimal supervision.

Consequence of Error/Judgement

Exercises a considerable amount of judgment, responsibility, and initiative in determining work procedures and methods, and coordinating the work of the project. Any procedure or data record as part of a research study must be accurate and must accurately reflect the work performed. Studies may be jeopardized if not conducted according to ethical requirements as laid out by the University and by regulatory authorities. Study files must be kept secured or patient confidentiality may be compromised.

Qualifications

Undergraduate degree in a relevant discipline. Masters degree preferred in a relevant discipline, such as biomedical ethics, stem cell science, neuroscience, medical sociology, law, or science policy. Minimum of two years experience or the equivalent combination of education and experience. Working knowledge of qualitative research methodology and design. Ability to effectively use Word, Powerpoint and other Microsoft Office software, and statistical and analytic packages such as NVivo, SPSS, and R statistical software at an advanced level. Excellent interpersonal and organizational skills. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to work in an interdisciplinary setting devoted to issues at the intersection of neuroscience and biomedical ethics. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 16676
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator
Department: Neurology Division
Salary: \$45,579.00 - \$54,717.00 (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: 2013-09-25 **Available Openings:** 1

Job Summary

The successful applicant will join our outstanding team of researchers as a Research Co-ordinator to lead an initiative to explore issues in neurotoxicity, environment and brain health in Aboriginal communities. This initiative is linked to ongoing research on cross-cultural perspectives on aging and dementia, and will expand on this work incorporating issues in, but not limited to, Parkinson's Disease, environmental toxins, nutrition and the effect on brain, and the impact of industry on environment and brain health. The individual will work closely with the Principal Investigator and members of the Project Team to design and implement the research involving indigenous methods, collaborate with community-based researchers, analyze and interpret data, organize workshops and teachings, create culturally relevant materials, and prepare reports and papers for publication, policy, and dissemination.

The position will be held at the National Core for Neuroethics at UBC in Vancouver, a vibrant organization devoted to the scholarly exploration of ethical and cultural questions at the leading edge of the neurological sciences, genetics, and health care.

Organizational Status

Works with Drs. Illes and Beattie, and other faculty and research personnel on the team. In the course of performing duties, there will be considerable contact with scholars locally and internationally. Interaction and liaisons: Faculty, research fellow, postdoctoral fellows, graduate research assistants, research assistants and research interns and administrator.

Work Performed

- Develop a program of work related to brain health, neurotoxicity, land, and Aboriginal populations.
- Conduct research collaboratively with Aboriginal communities and researchers and community liaisons to acquire data toward grant submissions to local, provincial and federal funders.
- Prepare and oversee the submission of grant applications.
- Overseeing administrative aspects of the project such as preparing, updating and forecasting financial statements and overall day to day operations and project coordination.
- Collaborate with project researchers and staff.
- Collaborate with local and international scholars.
- Participate in laboratory meetings, seminars and journal clubs and other academic opportunities.



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Staff Job Postings

- Develop and deliver manuscripts, presentations, media resources, policy and outreach materials.
- Attend professional conferences.

Supervision Received

Reports directly to the Director. Successful candidate is expected to work autonomously with minimal supervision.

Supervision Given

None given.

Consequence of Error/Judgement

Any procedure or data record as part of a research study must be accurate and must accurately reflect the work performed. Studies may be jeopardized if not conducted according to ethical requirements as laid out by the University and by regulatory authorities. Study files must be kept secured or patient confidentiality may be compromised.

Qualifications

Undergraduate degree in a relevant discipline. Masters degree preferred. Relevant discipline of medical anthropology, cultural studies, health or environmental policy, neuroscience, population and public health, or biomedical ethics preferred. Minimum of two years experience or the equivalent combination of education and experience. Experience in Indigenous methodologies, auto ethnography, community-based research, and working with Indigenous peoples. Working knowledge of qualitative and quantitative research methodologies and design. Experience with data analysis software programs such as NVivo, is an asset. Computer experience required (word processing, website development and maintenance, spreadsheet, internet and electronic mail applications preferred). Effective oral and written and communication, interpersonal, and organizational skills. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and within a multidisciplinary team environment, and a desire to thrive in an exciting, dynamic and fast-paced environment.

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Job Posting

Job ID: 16666
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Research Coordinator
Department: eHealth Strategy Office
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-30
Job End Date: 2014-09-29 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2013-09-24 **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 contribute to the success of the CPD-KT research enterprise through the coordination of research activities within an assigned portfolio (aboriginal, technology or health professionals). Responsible for monitoring, reporting on, coordinating and supporting a portfolio of research projects funded from internal and external sources (including tri-council). Duties also include contributions to the full range of research visioning from the development of grant proposals through to contributing to research publications and reports. In addition, responsibilities include the supervision and training of junior research staff.

Organizational Status

Organizationally the position reports to the Assistant Director of Research. The Research Coordinator will supervise the work of junior research staff. Depending on the size of the projects or the number of projects concurrently running, the Research Coordinator may have from 2 to 6 Research Assistants working under them.

Through the course of their daily work, the research coordinator will be required to establish working relationships with UBC stakeholders (e.g research services, UILO, library) as well as with principal and co-investigators (internal and external to UBC) and with other staff within Department.

Work Performed

- Manages multiple research projects with conflicting timelines, priorities and deadlines;
- Supports co-investigators, principal investigators and collaborators in research activities;
- Develops and implements project proposals, work plans and timelines;
- Develops knowledge base across portfolio and suggests efficiencies, improvements and innovations;
- Develops and maintains a repository of funding, data collection, and dissemination information;
- Maintains an appropriate audit trail for all research projects;



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Staff Job Postings

- Drafts and edits summaries of discussions;
- Drafts and edits project, progress and activity reports;
- Attends meetings and updates co-investigators, principal investigators and collaborators on progress;
- Supervises research assistants;
- Schedules and chairs regular research meetings to discuss progress and problems;
- Allocates and distributes personnel across project duties. Provides support to Research Assistants in their duties and for training purposes;
- Facilitates efficient function of research teams toward developing, implementing, and disseminating the division's research initiatives, while fostering skills distribution and training;
- Develops breakdowns of tasks for various projects and allocates project tasks to Research Assistants according to their capacities and expertise;
- Designs research protocols;
- Oversees data collection, organization, and analysis by Research Assistants;
- Applies skills and knowledge in applying diverse research methods and tools (i.e., interviewing, running focus groups);
- Mentors and trains new researchers to successfully complete project tasks;
- Organizes and maintains data records;
- Develops and implements systems for organizing and maintaining data records across his/her assigned projects;
- Creates a research repository of project data for efficient retrieval for analyses, a tracking system for project budgets, and a dissemination strategy for research findings;
- Liaises with principal co-investigators as well as Steering and Advisory Committees;
- Schedules and attends meetings with Principal, Co-investigators and Steering Advisory Committees to aid in project direction;
- Creates dissemination strategies (e.g. conference proposals, manuscripts, publications);
- Meets with principal and co-investigators as well as the Assistant Director of Research to collaborate on dissemination strategies and the preparation of manuscripts and conference presentations;
- Oversees the work of the Research Assistants to implement these dissemination strategies;
- Participates in grant-writing and proposing new research projects;
- Collaborates on grant applications to facilitate project funding;
- The Research Coordinator will research and understand the range of grant opportunities, guidelines and procedures, and meet with prospective investigators to select grant opportunities in their selected portfolio area.



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Staff Job Postings

Supervision Received

Works with considerable latitude. Principal investigators may not be regularly available for questions or direction. Larger projects require significant autonomy in directing the work of the research committee. Technical guidance is available through the Assistant Director of Research.

Supervision Given

The Research Coordinator will supervise Research Assistants. These Research Assistants will be connected to particular projects. The Research Coordinator will oversee work on each project and be expected to supervise Research Assistants on various projects simultaneously. The Research Coordinator will make recommendations to the Assistant Director of Research about the number of Research Assistants or their time commitment needed on any particular projects. As well, the Research Coordinator is responsible for assigning project work to the Research Assistants; reviewing when project assignments need to be changed; and adjusting the number of Research Assistants on any one project to fit the amount of work needed to be completed per the various phases of the project.

Consequence of Error/Judgement

The Research Coordinator is responsible for decisions that can impact the viability of projects within their portfolio. He/she will need to make professional decisions and recommendations on all aspects of work. Inappropriate judgement could result in compromised research projects which could in turn prevent the Department from obtaining future funding.

At a project level, incorrect decisions and/or actions could result in the budget being overspent or in corrective actions requiring non-budgeted funds to be spent. This would imperil the financial viability of the self-funded research operation.

The reputation of the research work done in the Department is critical to the Department obtaining future funding. As such the impact of decisions is considerable.

Qualifications

Undergraduate degree in a relevant discipline. Masters preferred. Minimum of three years experience or the equivalent combination of education and experience. Experience in executing research projects. Experience with both qualitative and quantitative research methodologies. Experience in medical education setting an asset. Experience with research coordination, research administration, communications, project management and budget monitoring. Supervisory experience is preferred. Computer experience is required. Ability to effectively manage multiple tasks and priorities. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to initiate and conduct research projects. Ability to conduct job-related interviews to obtain accurate, complete, and relevant information. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work with inter-institutional and/or inter-disciplinary teams.

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Job Posting

Job ID: 16674
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level C **Business Title:** Upright Open MRI Suite Coordinator
Department: Centre for Hip Health
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-01
Job End Date: 2014-10-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-04 **Available Openings:** 1

Job Summary

The primary focus of the Centre for Hip Health and Mobility (CHHM) Upright Open MRI Suite Coordinator is to provide leadership in the planning and coordinating of all research activities that are undertaken in the CHHM Upright Open MRI Suite. A secondary focus will be to support the other clinical (DXA, HR-pQCT, pQCT) and pre-clinical (microCT) Imaging Suites at the Centre.

Organizational Status

The CHHM Upright Open MRI Suite Coordinator's direct supervisor will be the Research Facilities & Operations Manager and, where appropriate, the Investigator whose research projects are being undertaken. The individual will also work closely with other team members and staff of the CHHM including orthopaedic surgeons, physicians, data manager and analysts, clinical health care professionals, project managers, operations and administrative staff.

External interactions will be at the local, national and international levels with UBC Departments, research organizations, community organization, government officials, non-government organizations and university and hospital personnel.

Work Performed

The CHHM Upright Open MRI Suite Coordinator will be responsible for coordinating all research projects conducted in CHHM Upright Open MRI Suites. Responsibilities will include: strategic planning, providing direction in establishing and accommodating research priorities; providing analytic and methodological support in designing and developing research studies; facilitating collaboration with other research groups and establishing the infrastructure for multi-centre clinical trials; overseeing and working with team members to write grant applications and manuscripts for publication; and acting as a representative of the research program at various scientific and community meetings.

The following detail the above responsibilities:

- responsible for facilitating the development of CHHM Upright Open MRI Suites; this includes liaising with investigators, students and other technical staff who will utilize or operate the Upright Open MRI;
- working closely with the CHHM Research Facilities & Operations Manager to prepare budgets and forecast requirements;
- working closely with the CHHM Research Facilities & Operations Manager to develop and implement strategic plans for CHHM Upright Open MRI Suite to ensure it is run properly, is operationally sustainable and becomes established as self-funded, including establishing clinical accreditation
- establishing a process and policies for quality assurance, transfer, storage and cross-system compatibility of data;
- establishing and implementing research policies and procedures;



- managing and facilitating the coordination of research carried out in CHHM Upright Open MRI Suites, including the management of information derived from subjects' charts and handling of queries; managing research office subject charts, tests, files and other confidential information;
- supporting projects undertaken in other CHHM Clinical Imaging Suites (DXA, HR-pQCT, pQCT, C-Arm fluoroscopy) and pre-clinical imaging equipment such as microCT
- providing leadership in the coordination and administration of multisite studies for the CHHM including clinical trials, observational, randomized clinical and community-based trials;
- providing research expertise including, identifying, designing and developing research strategies and methodologies to address research questions;
- collaborating with investigators and other related disciplines to assess requirements of research projects and coordinating and implementing research project plans and timelines;
- facilitating operational linkages within and among co-investigators, clinic directors, physicians and other collaborators within the hospital and medical community;
- developing, analyzing, synthesizing and overseeing literature review findings
- preparing grant proposals and applications and assisting in the preparation of articles for publication
- writing, preparing and amending ethics applications and other regulatory documents;
- presenting projects progress and summaries to investigators, meeting performance goals with respect to grant applications, ethics approvals and data collection;
- working closely with CHHM Data Manager and students investigators to identify and assess needs for appropriate database and image file storage for each research project.

Supervision Received

The CHHM Upright Open MRI Suite Coordinator will report to the Research Facilities & Operations Manager and, where appropriate, directly to the Investigators whose projects are being undertaken. The CHHM Upright Open MRI Suite Coordinator will work with wide latitude. Work is viewed in terms of achievement of broad goals.

Supervision Given

The CHHM Upright Open MRI Suite Coordinator will meet regularly with the Research Facilities & Operations Manager and Investigators to ensure new initiatives are planned and prioritized and that existing research activities are implemented and timelines are achieved; to review the financial status of CHHM Upright Open MRI Suite operations and to plan for future development. The CHHM Upright Open MRI Suite Coordinator will be responsible for executing initiatives discussed at the meetings with the assistance of research personnel. The Coordinator will train research personnel and will be responsible for supervising them. The CHHM Upright Open MRI Suite Coordinator may be responsible for hiring and supervising junior research operations personnel, which also includes conducting performance appraisals.

Consequence of Error/Judgement

The CHHM Upright Open MRI is a high profile feature for the Centre and the sustainable management of the Upright Open MRI Suite is required to maintain the Centre's profile as a Centre for excellence for innovative research and is critical for the overall sustainability of the Centre. The Coordinator is responsible for all projects undertaken on the CHHM Upright Open MRI. Errors in judgement that decrease the operational capacity of the Upright Open MRI or impede the Centre's ability to move forward with innovative research projects may adversely affect the Centre's profile within the University, within the Health Authority and within the academic and clinical community world-wide. The operation of the Upright Open MRI relies on coordination of individuals from the UBC research community (academic and clinical) and from Vancouver Coastal Health Authority, as well as, with the vendor (Paramed, Italy) and national and international service providers and suppliers. Failure to manage these relationships appropriately could result in significant downtime for the Upright Open MRI Suite and or lack of confidence in the Centre's ability to operate the Upright Open MRI Suite appropriately.

Qualifications



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Staff Job Postings

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. Post-graduate degree or equivalent professional designation in a bio-medical engineering or health-related discipline is required. 4 years or equivalent combination of education and experience if responsible for research project otherwise 6 years or equivalent combination of education and experience if not research work. Minimum four years related experience working in the musculoskeletal field and with MRI equipment. Experience with research coordination, budgets, grant writing, and administration required. Comprehensive knowledge of research design and publication procedures and research grant applications. Expertise in other imaging modalities such as HRpQCT, pQCT. microCT an asset. Demonstrated ability to organize and prioritize assigned workload Ability to analyze and interpret data, determine implications, and provide recommendations Ability to communicate effectively in groups, one-on-one and in writing Demonstrated success with grant proposals Demonstrated success with publishing in refereed journals Ability to provide leadership and work direction Effective oral and written communication, supervisory, interpersonal, analytic, problem-solving and organizational skills Ability to work independently and in a collegial relationship with other health professionals including physicians Self-motivated, able to work autonomously and will exhibit entrepreneurial skills Demonstrated entrepreneurial skills Ability to create accurate, clear, and comprehensive software documentation Ability to exercise sound judgment Ability to make thoughtful, informed, and thorough decisions Ability to work effectively independently and in a team environment Ability to exercise tact and discretion Ability to develop research methodologies and techniques Ability to initiate and conduct research projects Ability to perform research-related procedures (e.g., prepare solutions) (e.g., dissecting) (e.g., prepare specimens) Ability to assess training requirements and develop, coordinate, lead, and evaluate training Ability to interact effectively with multiple stakeholders Ability to interact with research participants

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Job Posting

Job ID: 16654
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Security
Classification Title: Security, Level B
Business Title: Secure Access Assistant Manager
Department: Security Services
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-04
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-15
Available Openings: 1

Job Summary

The Secure Access Assistant Manager manages the entire life cycle of a Secure Access project or phases of a larger project including the application of departmental security strategies, the development of project plans, cost estimates, quality standards assurance, effective use of resources, and timely completion of projects. The Secure Access Assistant Manager ensures customer service standards are met and maintains customer satisfaction through effective problem solving and allocation of resources. This position coordinates a team of secure access technicians on a project basis to ensure the security needs of customers are fully understood and objectives are met.

Organizational Status

This position reports to the Secure Access Manager and leads a team of Secure Access technicians on specific projects. This position works with University departmental customers, project teams, design consultants, as well as external agencies, vendors and businesses associated with electronic security systems.

Work Performed

Provides project coordination for Secure Access projects. Develops and implements project deliverables including defining customer requirements, project scopes; assigning responsibilities (resource planning); documenting project timeline and milestones; risk identification and mitigation; and management of project close-out;

Manages Secure Access Technicians on a project basis. Oversees and guides staff to ensure customer service and quality targets are met.

Guides project teams' development and production of security designs. Reviews and make recommendations regarding consultant design and construction documents to ensure University standards and goals are achieved.. Tracks project progress and communicates project status to Secure Access manager. Regularly updates customers during all phases of the project, seeking feedback and making adjustments as necessary

Works closely with the University community to ensure customer and overall campus electronic security needs are met. Consults with users and other stakeholders to ensure customer satisfaction and performance standards are attained. Provides subject matter expertise;



The University of British Columbia

Staff Job Postings

Liaises, provides and coordinates advisory services to architects, project managers, related consultants and user groups through design and construction phases to ensure successful adherence to UBC Technical Guidelines and Security Systems standards;

Observes and reports contractor deficiencies related to electronic security to project team, taking action as necessary;

Reviews contractor submissions and related project documents. Coordinates Secure Access with contractor during construction, and manages transition of responsibility from contractor to Secure Access at project completion;

Participates in defining, creating and updating Security Systems standards for UBC Technical Guidelines. Manages and ensures consistent departmental creation of Secure Access as-built drawings, operation & maintenance manuals, and other installation wrap-up documentation;

Ensures UBC Secure Access integration with University service infrastructure, including but not limited to UBC Properties, Project Services, Facilities Management, Plant Operations - Project Coordination, Small Works, and Trade Shops.

Researches electronic security industry products and standards to assess the dynamic technology market trends to determine the viability of new products and services.

Supervision Received

The Assistant Secure Access Manager works independently and has considerable autonomy. This position will consult the Secure Access Manager or senior management to obtain direction and advice on non-routine and complex security issues.

Supervision Given

Directs the work of Secure Access technicians on a project basis. Oversees facilities operations in the absence of Secure Access Manager.

Consequence of Error/Judgement

Decisions about policy, systems, and resource allocations have a direct impact on the security of staff, students, faculty and others on campus, as well as on personal and University property. Inappropriate product selection and or inappropriate installation can impact the ability to safeguard staff and or materials and increase liability to the University. Inaccurate quotes for products and service will have a direct financial impact.

Improper or ineffective involvement in design and construction process can lead to increased risk to University property.

Failure to manage customer services requests effectively could result in a risk of reduction in systems coverage, dissatisfied users, high costs and potential safety hazards.

Qualifications

Undergraduate degree in a relevant discipline. Valid and current British Columbia Security Worker License required. Valid and current British Columbia Alarm Technician TQ would be an asset. . Minimum of five years experience in security, training, office and staff management. Experience in commercial and institutional security design would be an asset Experience managing in a unionized environment an asset. Working knowledge of rules, regulations and legislation pertinent to the installation, operation and monitoring of electronic (intruder alarm) security systems.

Computer skills and experience with Alarm and CCTV systems, Access, Word, Excel, PowerPoint, Adobe Acrobat. CAD experience an asset. Ability to communicate effectively verbally and in writing. Ability to write service proposals and project schedules.

Ability to prioritize and work effectively under pressure so that customer service objectives are met. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to develop and deliver effective presentations. Effective marketing and promotion skills.



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Ability to coach staff. Ability to work effectively independently and in a team environment. Ability to effectively manage multiple tasks and priorities. Ability to maintain accuracy and attention to detail Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work evenings and weekends as is operationally required. Ability to effectively manage multiple tasks and priorities

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Job Posting

Job ID:	16697		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Security		
Classification Title:	Security, Level C	Business Title:	Associate Director
Department:	Security Services		
Salary:	\$70,106.00 - \$87,633.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2013-09-23	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2013-09-25	Available Openings:	1

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

Job Summary

The Associate Director, Campus Security provides guidance and leadership for the department of UBC Campus Security and the development and implementation of comprehensive security programs at UBC. In this role, the incumbent is responsible for strategic and operational planning activities and developing and implementing departmental policies and guidelines related to campus wide security. The Associate Director co-ordinates the activities of multiple resources to ensure that those of the department are effectively deployed to create and maintain a secure campus environment for Faculty, Students and Staff and protect the assets of the University.

Organizational Status

Reports to the Director, Campus Security. In the absence of the Director, the Associate Director will backfill and provide all leadership and strategic functions for the department.

This position interacts with a wide variety of senior personnel throughout the University up to and including the President's Office and Offices of the Vice Presidents.

Work Performed

Strategic Planning

Works with the Director in developing the strategic plan, annual budget and organizational performance objectives

Develops and executes a full range of department-wide policies, procedures and programs to meet the targets and objectives of the strategic business plan as set out by the Director, Campus Security, ensuring the consistent and effective implementation of all initiatives.

Establishes short term operational goals for the department, ensuring alignment with overarching department strategies and objectives

Develops departmental operating policies and procedures, cascading them to staff and ensuring compliance of the same



The University of British Columbia

Staff Job Postings

Identifies and implements best practices and ensures that the University is in compliance with relevant safety and security regulations

Responsible for the planning, development and direction of the deployment of security resources on campus. Ensures effective utilization of resources in order to realize strategic goals and promote a secure campus environment

Operations:

Responsible for planning, organizing, directing, controlling, and evaluating continuous improvement initiatives within Campus Security by:

- Conducting a thorough analysis of the existing departmental policies and procedures to ensure that these are reflective of the operational requirements and business plans for the department.
- Leading a portfolio of integrated redesign and restructuring projects for any operational practices that are not aligned. This may include adoption of best practices to better integrate and streamline services and optimize productivity

Manages Community Relations on Campus by:

- Providing advice and consultation University wide with respect to personal security on campus
- Supervising, monitoring and recommending improvements to public security programs and initiatives.
- Identifying, developing and implementing proactive crime prevention programs that promote safety and support crime reduction on campus. Prioritizes the deployment of resources assigned to support the various initiatives
- Collaborates with both internal and external stakeholders including emergency services in dealing with security issues
- Works with the Manager Marketing & Communications, University Community Services to identify, develop and deliver initiatives that optimize internal and external messaging

Responsible for the delivery of Health & Safety programs within the department

Finance:

Prepares the departmental budget ensuring all planned capital and operating expenses are fully costed, justified and monitored throughout the year

Reviews monthly financial statements for completeness and accuracy; investigating variances, and following up with appropriate action

Makes recommendations for improvement to financial policies and procedures and the financial reporting system to provide increased efficiency and effectiveness

Ensures that the department is disciplined in exercising cost control

Oversees the Risk Register to ensure risks are appropriately identified and supporting actions are performed where appropriate

Maintains and updates the departmental business continuity plan

Human Resources



The University of British Columbia

Staff Job Postings

Reviews HR Strategies, Policies & Procedures to ensure that they are in alignment with departmental objectives

Ensures HR policies and programs serve to create and maintain a safe, caring and rewarding work environment where openness is encouraged and employees feel valued

Supervision Received

This position works independently with considerable autonomy. Receives direction from the Director, Campus Security and in turn will keep the Director apprised of significant events happening within the department and the campus.

Supervision Given

Oversees the work of the Operations Manager and Communications Operators and provides the necessary support to ensure operations are streamlined and executed effectively. Oversees the Community Relations section and ensures that crime reduction campaigns and efforts continue to be relevant and effective.

Consequence of Error/Judgement

Failure to successfully execute the department's strategies and operational goals may inhibit Campus Security's ability to support a secure campus environment. This would risk negatively affecting the reputation of the University and its ability to recruit students, staff and faculty.

The Associate Director needs to support the Director's efforts to create and maintain a safe, caring and rewarding work environment and promote a culture of satisfying our customers' needs.

Qualifications

Undergraduate degree in a relevant discipline, ideally Business Administration, Commerce and or Criminology plus a minimum of six years of pertinent experience, or an equivalent combination of education and experience. Ability to develop and implement strategic plans, policies and procedures and manage projects through to completion.

Experience in senior management; preferably in a general business or college university sector

Knowledge of leading practices in security systems, procedures and emerging industry trends

Knowledge of all relevant security legislation, regulations, University and departmental policies and procedures

Proven experience managing and leading people, preferably in a unionized environment.

Completion of the Justice Institute of BC Security Officer's certificate or a professional designation as a security or protection professional would be an asset.

Exceptional leadership skills with emphasis on decision making, problem solving and the ability to foster a motivated and respectful environment.

Proven record of providing excellent customer service and satisfaction. Excellent interpersonal skills including the ability to establish effective relationships with a variety of stake holders, including unions, students, faculty, staff and community groups.

Ability to make thoughtful, informed and thorough decisions and recommendations involving highly complex issues or situations that fall outside the scope of established policy. The ability to anticipate problems and issues and plan ahead accordingly.

Ability to recognize potentially dangerous situations and take appropriate action. Ability to remain calm, decisive, effective and safe in emergency or crisis situations.

Demonstrated ability to communicate effectively verbally and in writing.

Valid BC driver's license is required.

Ability to work evenings and weekends as may be required.

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: 16689
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Development Officer
Department: UBCO - Development
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-25 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-25 **Available Openings:** 2

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

Job Summary

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

Annual targets to be set by work plan goals and objectives. Metrics will developed for fund raising targets.

Organizational Status

Reports to: Director of Development, UBC Okanagan
Works with: UBC faculty and staff involved in fundraising
Contacts: Donors, faculties, staff, community groups and organization
Supervises: No supervisory responsibilities

Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the unit;
- Develops and implements a comprehensive plan for identifying, cultivating, soliciting, and stewarding medium (\$5,000 - \$24,999) and major (\$25,000+) gift prospects and donors;
- Develops and implements strategies for closing major gift solicitations and coordinates staffing for major gift solicitations;
- Develops and manages a portfolio of medium and major gift prospects (75-125) making face-to-face visits (100-125 annually) for the purpose of discovery, cultivation and solicitation strategies for major gift prospects (a major gift is defined as a donation of \$25,000 or more); or is responsible for supporting development related activities of senior university administration by managing complex relationships with multi-unit stakeholders;
- Develops proposals and works with donors to generate gifts for priority projects, with an expectation to make solicitations (20-25 annually) at the major gift level;
- Assists in administering annual giving program, conducts research, develops strategies and prepares proposals;
- Ensures that appropriate donor recognition, acknowledgment and stewardship programs are in place;



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- Generates donor prospect solicitation materials and correspondence;
- Performs other related duties as required.

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

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

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

Qualifications

Undergraduate degree in a relevant discipline. Education: An undergraduate degree in an applicable discipline. A degree in commerce, marketing or economics would be an asset. Minimum of three years experience or the equivalent combination of education and experience. Experience: Three years' fundraising or related experience or an equivalent combination of education, training and experience. Requires UBC wide knowledge and understanding of priorities, projects and opportunities. Thorough knowledge of the university environment and academic structure is preferred. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion. Ability to communicate effectively verbally and in writing. Ability to foster community relationships and fundraising opportunities. Ability to analyze problems, identify key information and issues, and effectively resolve.

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: 16550
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Development Officer, Athletics & Recreation
Department: Development Office
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01
Job End Date: 2015-09-30
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-28 **Available Openings:** 1

Job Summary

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

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

Organizational Status

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

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

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

Work Performed

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



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(20-25 annually) at the major gift level; or administering fundraising programs, conducting research, developing strategies and preparing proposals;

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

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

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

Qualifications

Undergraduate degree in a relevant discipline. A degree in commerce, marketing or economics would be an asset. Minimum of three years experience or the equivalent combination of education and experience. Requires UBC wide knowledge and understanding of priorities, projects and opportunities. Thorough knowledge of the university environment and academic structure is preferred. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion. Ability to communicate effectively verbally and in writing. Ability to foster community relationships and fundraising opportunities. Ability to analyze problems, identify key information and issues, and effectively resolve.

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 (Repost)
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: 2013-09-29 **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 (Repost)
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: 2013-09-29 **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



- 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: 16614
Location: Vancouver - Point Grey Campus
Employment Group: Service Unit Directors
Job Category: Business Development
Classification Title: Exec Director, International **Business Title:** Exec Director, International
Department: International Office
Salary: \$107,869.00 - \$134,833.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-30 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-03 **Available Openings:** 1

Job Summary

The Office of the Vice President Research and International is responsible for the research and international engagement mandate of the University. It provides strategic direction for UBC's international engagement, supports the creation of international partnerships and formal agreements for mobility and research collaborations, helps people to gain access to resources, and creates new opportunities to connect around the world. The Office of the Vice President Students is responsible for shaping the student experience and learning environment for UBC undergraduate and graduate students. Specifically, oversight of short-term student mobility programming and strategic oversight of the international student experience and development of a diverse learning community of students.

The International Office (IO) reports to the Offices of the Vice President Research and International, and Vice President Students, and provides strategic support to University leaders and faculty members, and acts as a first point of contact for peer institutions around the world. As Executive Director (ED) of the IO, the position is responsible for providing leadership to shape and implement UBC's strategy for international engagement and for communicating a broad and strategic vision for international activities and the role of UBC within an integrated global learning and research environment.

The Executive Director holds a system role and acts as the point person for the coordination of international activity across the UBC system. The ED ensures the development of a strong brand and marketing strategy as well as a comprehensive repository of information and metrics for International activity across both campuses.

Organizational Status

The position reports at a senior level to both the Vice President Research and International (VPRI), and the Vice President Students (VPS). The position works closely with and maintains a strong connection with the Deputy Vice Chancellor and Principal, Okanagan campus (DVC) to ensure integration across the UBC system.

The ED collaborates with the Development and Alumni Engagement (DAE) offices to facilitate communication and coordination of international strategic goals and priorities across portfolios and campuses. The position advises the President on international engagement matters.

The ED works closely with the International Resource and Communications Officer at the Okanagan campus as a collaborative resource to integrate international activity and to ensure strong coordination, inclusive processes and joint sharing of information and



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practices across the UBC system.

The ED collaborates with others in the portfolio and across the University to foster the mandate of the Office and to establish it as the resource centre and single point of contact offering database information and consistent support for Deans and Faculties in their international activities. The ED builds, works with, and maintains relationship with local international communities, other academic institutions, international government offices, private sector organizations, international organizations and non-government organizations. The ED also works with subject matter experts, and provides strong analytical, facilitative, and broad administrative perspectives and support in the performance of duties.

Work Performed

Responsible for the strategic leadership, direction, and accountability for the establishment of the IO as the single point for contact for programs, activities and initiatives relating to international academic partnerships for the University.

Engages in dialogue with the Deans faculties, and senior University administrators, leaders, and key stakeholders to identify and frame international partnership strategies. Identifies initiatives and project implications from different University perspectives; ensures that the leadership team and key constituencies are in agreement on the path forward.

Promotes, advocates, and drives UBC's aspirations and international engagement strategies, and executes international goals and objectives. Coordinates International agreements and International visits.

Responsible for the strategic leadership and direction in the development of rigorous and measurable metrics, outcome measures, and a central repository of international UBC-wide activities for international engagement. Develops a web-based solution to provide easy access to data, information, performance indicators, current activities with partners, alumni engagement, enrolment statistics, etc.

Markets, incentivizes and influences faculties to utilize the map of international activities as a data repository. Continuously provides briefings and support to the VPRI, VPS, President, DVC and Principal, and members of the executive team, and Deans faculties in their international work.

Guides the development of UBC's international brand and marketing strategy. Works collaboratively with Communications and Marketing as well as Prospective Student Marketing to ensure that the principles of internationalization and institutional merits of the University's internationally engaged campuses are clearly communicated.

Provides strategic support to the Deans in the negotiation and approval of international academic programmes. Works closely with the Senate and the Office of the Provost and Vice President Academic, and Office of the Provost and Vice Principal to coordinate approval for joint academic programmes.

Researches, writes or drives the production of reports, policy and briefing documents, and action plans.

Participates as a member of relevant committees including but not limited to the following:

- International Advisory Council,
- Steering Committee charged with oversight of strategic research partnerships,
- Steering Committee charged with oversight of student mobility partnerships and international recruitment, targets, admissions and services,
- Steering Committee on international branding marketing.

Attends meetings and retreats of Academic and Executive Leaders as relevant to collaborate with key stakeholders in the identification of priorities and to ensure effective connection and communication.

Responsible for the management and operation of the IO including accountability for the budget, management of staff, and management of international offices representatives abroad (Hong Kong, New Delhi, Europe). Being responsible for the coordination



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and communication of activities, initiatives and programmes.

Performs other related duties.

Supervision Received

Under broad direction, works independently, utilizing concepts and exercising considerable independent judgment and initiative in the creation and implementation of strategies and initiatives, and in addressing complex matters. Keeps the VPRI and VPS DVC & Principal, Provosts and Development & Alumni offices informed of actions through reports and discussions. Strategies, initiatives and projects are independently managed and may be subject to final review only. Unusual items requiring policy decisions are brought to the VPRI and VPS's attention.

Supervision Given

Manages staff and directs the operation of the Office.

Consequence of Error/Judgement

The position leads an Office that is critical to the University's success in international strategic priorities. Must understand the University's aspiration for international engagement and develop strategic and well thought out action plans to engage Deans faculty. Acts with openness and integrity to build credibility and foster relationship with Deans faculty and senior administrators within the University. Inaction or errors of judgement can result in costly lack of coordination of International activity, duplication of resource effort, loss of global opportunities and loss of reputation for UBC.

Qualifications

Post-secondary education (Masters or Ph.D. preferred) with an emphasis on critical thinking, policy development organizational behaviours and leadership. . At Least ten years of experience in a large and complex organization.

Experience in a university environment preferred. Good understanding of the culture and rhythm of an academic institution and ability to navigate the complex university environment.

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Job Posting

Job ID: 16649
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Centre for Disease Modeling
Salary: \$ 19.27 - \$ 20.22 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-15
Job End Date: 2014-09-14
Funding Type: Self Funded
Other:
Date Closed: 2013-09-25 **Available Openings:** 1

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

Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility provides skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

This position will be responsible for providing daily care and maintenance required for the health and cleanliness of research animals and their housing facilities in all areas of CDM. All applicants must be willing to work weekends; and will be expected to successfully complete mandatory job related courses.

Organizational Status

The Senior Manager of the Centre for Disease Modeling is ultimately responsible for this position; however day to day direction will be determined by the current organizational chart and operational need.

Work Performed

Under general supervision provides daily care of laboratory mice and rats and ensures the health and cleanliness for research animals and their housing facilities. Interacts with technical staff, UBC researchers, and veterinarians.

Duties include:

- Demonstrating and explaining T1 duties and tasks
- Assisting CDM Staff
- Animal handling, feeding, watering and health monitoring
- Daily census recording
- Maintaining records
- Maintaining inventory
- Assisting in sample collection
- Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general Participating in continuing education program



The University of British Columbia

Staff Job Postings

Shipping and receiving of animals

Operation of rack and tunnel washers

Cleaning of cages, accessories, bottles, carts, and racks

General Housekeeping, including:

- Preparation and use of disinfectants and detergents
- Operating a bedding vacuum system, bottle filling system, high pressure spray units and autoclaves
- Removal of waste
- Cleaning and general facility upkeep

Assemble clean caging units

Perform minor maintenance tasks on facility related equipment

Performing other related duties.

Supervision Received

Works under minimal supervision; receives specific instructions only on unusual problems or on matters which are not covered under established SOP's and policies.

Supervision Given

There is no formal supervisory responsibility associated with this position, but this person will be expected to share technical knowledge and occasionally demonstrate techniques to others.

Consequence of Error/Judgement

This person must be willing to pay attention to details; be aware of pitfalls; and be willing to repeat tasks if necessary. Most of the procedures will require following a protocol already in place. Incorrect decisions could result in deterioration of animal health and or disruption or ruination of a research study

Qualifications

High School graduation. Minimum of 1 year of related experience or the equivalent combination of education and experience.

Completion of a Veterinary Office Assistant program or equivalent preferred. Experience in an animal care facility preferred.

Required skills include: Ability to communicate effectively verbally and in writing; Ability to listen actively and attentively, and obtain clarification as required; Ability to work effectively independently and in a team environment; Ability to 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; And the physical ability to perform the duties of the job including: working with high temperature steam equipment; exposure to animal dander and urinary proteins; performing repetitive tasks; and the ability to lift 25kg.

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The University of British Columbia

Staff Job Postings

research outcomes.

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

Qualifications

High School graduation. High School graduation. University degree in a relevant discipline preferred. Minimum of 1 year of related experience or the equivalent combination of education and experience. A minimum of one year related experience in a university health research laboratory or office, or an equivalent combination of education and experience. Laboratory maintenance and development experience preferred. Ability to work effectively independently and in a team environment. Ability to communicate effectively verbally and in writing. Ability to effectively manage multiple tasks and priorities. Demonstrated ability to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Basic proficiency using various word processing software, spreadsheet programs and internet.(e.g., Outlook, MS Word, MS Excel).

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Job Posting

Job ID: 16696
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Fac Infectious & Epidemic Res
Salary: \$ 19.27 - \$ 20.22 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-09 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-26 **Available Openings:** 0

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 Facility for Infectious Disease and Epidemic Research (FINDER) is one of the largest and most comprehensive Containment Level 3 (CL3) facilities in Canada. FINDER is looking for a Research Assistant (level 1) to be part of the team supporting the operation and research in the CL3 facility

The Research Assistant 1 will assist the operation of the facility, participate facility recertification, respond to facility alarms and emergencies and provide technical support to research on risk group 3 (RG3) pathogens. All applicants must be willing to work weekends must have successfully completed all mandatory job related training and meet all medical requirements to work in a CL3 facility. This is a casual, part-time on-call position.

Organizational Status

Day to day direction will be the responsibility of the Senior Manager.

Organizational Hierarchy:

- 1) Senior manager, FINDER
- 2) FINDER Research Technicians
- 3) Post-doctoral fellows and Graduate students

Work Performed

a) Assists with day-to-day operations of the facility, including but not limited to:

Stocking

Laundry

Cleaning

Waste Handling

Disinfecting lab space

b) Tracking, recording, and maintaining inventory, including reagents and lab supplies

c) Operates general laboratory equipment instruments such as:



The University of British Columbia

Staff Job Postings

Autoclaves

Centrifuges

Biological Safety Cabinets

- d) Participates in the data entry and verification using the CL3 facility laboratory information management system
- e) Obtains training and will be one of the first aid attendants of the facility
- f) Acts as backup to respond to facility alarms and emergencies following facility Standard Operation Procedures (SOPs)
- g) Participates in lab meetings
- h) Performs other related duties as assigned

Supervision Received

The position is under the supervision of the FINDER Senior Manager. Initially, the supervisors will give detailed instruction for all tasks and experiments, and subsequently provide general supervision. Written and or verbal protocols for all procedures will be in place, and must be adhered to. Periodic supervision may also be given on a specific research project from a senior laboratory technician or post-doctoral fellow.

Supervision Given

There is no formal supervisory responsibility associated with this position, but this person will be expected to share technical knowledge and occasionally demonstrate techniques to others.

Consequence of Error/Judgement

Errors could negatively impact the research conducted in the CL3 facility. Poor attention to detail and erroneous data impacts the progress, direction, and success of FINDER research projects. Valuable reagents, time, and money would also be lost. CL3 hazards requires rigorous adherence to safety policies. Failure to do so risks the health and safety of the employee, lab members, and the general public.

Qualifications

High School graduation. High School graduation. Minimum of high school diploma (BSc preferred) with at least one year training in Microbiology, Virology, or a related health science field. Minimum of 1 year of related experience or the equivalent combination of education and experience. Minimum one year related experience in CL2 laboratories. CL3 laboratory working experience highly preferred. Must be able to work (training available) under CL3 conditions, including meeting requirements for medical fitness to work in the CL3 facility. Proven ability to learn new techniques and operation of complex scientific equipment. Computer experience required (Internet searches, Microsoft Office, and data analysis software). Must have ability to work both independently and within a dynamic, fast-paced team environment. Proven ability to work effectively under pressure to meet deadlines, while maintaining accuracy and attention to detail. All personnel must pass a RCMP criminal record check.

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Job Posting

Job ID: 16636
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Family Practice
Salary: \$ 20.34 - \$ 22.29 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-30
Job End Date: 2014-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-24 **Available Openings:** 2

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

Job Summary

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

Organizational Status

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

Work Performed

- Assists with inviting and consenting of study participants
- Assists in analyzing and interpreting research data by performing tasks, such as, assembly, compilation and summary of statistical and other data.
- Assists with conducting research work by administering questionnaires and recording and or coding data.
- Assists with the organization and facilitation of the monthly workshops. Summarizes main points and key ideas from the workshop discussion.
- Transcribes workshop, focus group and or interview audio-files.
- Works collaboratively with the Research Team to meet the objectives of the research project.
- Ensures timely notification to Project Coordinator of issues or problems related to the research project.
- Prepares and circulates minutes from meetings.
- Assists with writing a variety of documents, including project reports and the How-to Manual.
- Assists with coordination of project meetings, events, and the upcoming CCPHE national forum - this will include communication with team members, organization, room bookings, agenda preparation, and on-site logistics.
- Performs other related duties as required



The University of British Columbia

Staff Job Postings

Supervision Received

The Research Assistant position will work under general direction of the Project Coordinators, as well as some supervision from the Principal Investigator. It is expected that the Research Assistant will demonstrate the ability to work independently once training has been provided. The Research Assistant will be required to problem solve on a limited basis.

Supervision Given

N A.

Consequence of Error/Judgement

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

Qualifications

High School graduation. Minimum of 2 years related experience or the equivalent combination of education and experience. Work or volunteer experience in community-based participatory research projects an asset. Work, volunteer, and or lived experience with corrections populations an asset. Ability to identify and summarize key focus group information into a written document. Attentive to detail with excellent organizational and interpersonal skills. A high degree of motivation, enthusiasm and initiative. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise sound judgement, responsibility, and maintain confidentiality. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Familiarity with database management programs and or analysis software or willingness to learn new software programs and skills.

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Job Posting

Job ID: 16711
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Ctr for Comparative Medicine
Salary: \$39,656.00 - \$43,456.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-27 **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

This position involves the daily maintenance and care of several species of laboratory animals including large pigs, sheep, primates, rats, mice, and rabbits. Perform blood-sampling, bacteriology & parasitology. Weighing animals, performing health checks, administer medications. Reporting any signs of ill-health. Preparing and autoclaving surgical packs; general cleaning of surgical suite; record-keeping and inventory control of animal supplies and other related tasks.

Organizational Status

Reports to Manager, Operations.

Work Performed

Responsible for providing basic husbandry, handling, restraint, and health, behavior and welfare surveillance of laboratory animals (specifically pigs, sheep and non-human primates), along with continuous awareness of current species-specific welfare issues.

Assists with the collection and analysis of biological samples.

Prepares instrumentation for minor and major surgical procedures.

Performs anaesthesia and or minor surgical procedures as necessary under the supervision of the Operations Manager or Veterinarian.

Assists with the inventory of pharmaceutical supplies, technical supplies and animals.

Assist Veterinarian in the presentation of training courses for laboratory personnel.

Records and maintains animal data; participates in the animal husbandry program.

Weigh animals and record.

Prepare orders from written instructions (species, strain, weight range, age, sex, number), pack and label.

Perform blood-sampling, bacteriology and parasitology.

Perform health checks on various laboratory animals and record observations.

Help in the development of species-specific environmental enrichment plans.

Medicate animals as per written instructions.

Hose out animal pens and add clean bedding.

Feed and water animals.



The University of British Columbia

Staff Job Postings

Change animal cages and water bottles.
Wash animal cages using tunnel washer.
Wash animal water bottles using tunnel washer.
Take inventory of animal food and bedding and record.
Sweep and mop floors.
Vacuuming (industrial) as required.
Move and stack animal food and bedding (20kg ea) when it is delivered by truck.
Power wash paved areas.
Perform other related tasks as required.

Supervision Received

Reports to Manager, Operations or Manager, CRU depending on assignment.

Supervision Given

This position does not involve supervision, but the employee may assist co-workers by explaining and teaching certain procedures.

Consequence of Error/Judgement

Inappropriate judgment exercised by the position may impact the success of the facility, leading to increased expenses and time loss. Additionally, inappropriate judgment may also have detrimental consequences in regards to animal and human health and welfare.

Qualifications

High School graduation. Diploma in Animal Health Technology, plus at least 2 years relevant experience. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience in working with both small and large animals in a research capacity, specifically pigs, sheep and non-human primates. A sound theoretical and working knowledge of the principles and practice of laboratory animal science.

Demonstrated ability in performing standard technical and related husbandry procedures on common species of laboratory animals. Familiarity with primate biosafety preferred. Ability to operate the basic instrumentation and equipment utilized in the animal facility and associated laboratory. Demonstrated ability to work in a team environment as well as independently. This position is physically demanding and involves heavy lifting.

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Job Posting

Job ID: 16650
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Centre for Disease Modeling
Salary: \$ 20.34 - \$ 22.29 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-22
Job End Date: 2014-09-21
Funding Type: Self Funded
Other:
Date Closed: 2013-09-25 **Available Openings:** 2

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

Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

This position will be responsible for providing: skilled technical services and assistance; and daily care and maintenance required for the health and cleanliness of research animals and their housing facilities in all areas of the CDM. All applicants must be willing to work weekends; and will be expected to successfully complete mandatory job related courses.

Organizational Status

The Senior Manager of the Centre for Disease Modeling is ultimately responsible for this position; however, day to day direction will be determined by the current organizational chart and operational need.

Work Performed

Under general supervision provides daily care of laboratory mice and rats and ensures the health and cleanliness for research animals and their housing facilities; the incumbent will also provide skilled technical services and assistance and Interact with technical staff, UBC researchers, and veterinarians.

Duties include:

- Managing breeding colonies (under general supervision)
- Performing minor surgeries and techniques, including: tissue collection and organs, blood collection, surgical implantations, tumour implantations, injections, embryo manipulations, vessel cannulation.
- Performing laboratory techniques such as media preparation, cell culture, hormone preparation as required
- Identify, report and treat sick animals.
- Demonstrating and explaining T2 duties and tasks
- Assisting CDM Staff and Users
- Animal handling, feeding, watering and health monitoring



The University of British Columbia

Staff Job Postings

- Daily census recording
- Maintaining records
- Maintaining inventory
- Assisting in sample collection
- Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general - Participating in continuing education program
- Shipping and receiving of animals

- Operation of rack and tunnel washers
- Cleaning of cages, accessories, bottles, carts, and racks
- General Housekeeping, including:
 - Preparation and use of disinfectants and detergents
 - Operating a bedding vacuum system, bottle filling system, high pressure spray units and autoclaves
 - Removal of waste
 - Cleaning and general facility upkeep
- Assemble clean caging units
- Perform minor maintenance tasks on facility related equipment
- Performing other related duties

Supervision Received

Receives instructions during orientation, on subsequent new assignments, on changes in procedures, and on unusual problems or matters which are not covered under established SOP's and policies. Carries out familiar duties and responsibilities under general supervision.

Supervision Given

The incumbent may distribute work assignments to employees at lower classification levels and initiate new employees into routines, procedures, and operation of equipment. They will be expected to share expert technical knowledge and occasionally teach techniques to others.

Consequence of Error/Judgement

This person must be willing to pay attention to details, be aware of pitfalls and be willing to repeat tasks if necessary. Most of the procedures will require following a protocol already in place, however there is room for innovative thinking to improve upon existing protocols and provide input into the direction of the project. CDM Tech 2's are expected to exercise some initiative and judgment in establishing priorities and carrying tasks through to completion; new or unusual problems would be referred to supervisor. Incorrect decisions could result in deterioration of animal health and or disruption or ruination of a research study.

Qualifications

High School graduation. AHT or VT Preferred. Knowledge in the Canadian Council on Animal Care Guidelines mandatory. CALAS Registered Laboratory Animal Technician (RLAT or ARLAT) level certification preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience in an animal care facility required. Required skills include: Ability to communicate effectively verbally and in writing; Ability to listen actively and attentively, and obtain clarification as required; Ability to work effectively independently and in a team environment; Ability to 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; And the physical ability to perform the duties of the job including: working with high temperature steam equipment; exposure to animal dander and urinary proteins; performing repetitive tasks; and the ability to lift 25kg.



The University of British Columbia

Staff Job Postings

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Job Posting

Job ID: 16695
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 Assistant
Department: Eductnl&CnsIng Psych & Spec Ed
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2013-09-01
Job End Date: 2014-08-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-25 **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

Emphasis for this position will be to conduct achievement testing, and to analyze data in order to study the influence of a science curriculum on grade four children's understanding of climate change.

Organizational Status

Interaction with all lab personnel, school administrators, teachers, and students from Vancouver and North Vancouver school boards on a regular basis.

Work Performed

- Conducting the experiment;
- organizing and planning materials for classes; performing data analysis;
- maintaining records;
- maintaining achievement testing equipment;
- teaching techniques to other research assistants;
- providing guidance to teachers implementing the curriculum; providing updates formally at lab meetings;
- coordinating with school administrators and teachers regarding classroom visits for testing, observation taking, and monitoring of the curriculum.

Supervision Received

Reports directly to the Principal Investigator.

Supervision Given

None

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Work checked by principal investigator. Directly responsible for errors in work; reports and corrects errors.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. A science degree and experience working with children is preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. 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, critical thinking, and attention to detail required.

Computer experience required.

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Job Posting

Job ID: 16682
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Infectious Diseases Division
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-15
Job End Date: 2014-10-14 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-25 **Available Openings:** 1

Job Summary

Position provides technical support to a research lab focused on T cell therapy for inflammatory bowel diseases in the Division of Infectious Diseases. The successful applicant will also be responsible for general laboratory maintenance, ordering of supplies, supervision of students, and laboratory safety.

Organizational Status

The successful applicant will report directly to the Primary Investigator of the laboratory.

Work Performed

List of responsibilities.

- mammalian cell culture
- basic & advanced molecular cloning
- PCR & quantitative real-time PCR
- Western blotting
- ELISA
- simple mouse experimentation.
- flow cytometry
- protein purification
- Assists with purchasing supplies, lab management, supervising trainees, and laboratory safety

Supervision Received

The successful candidate will work with minimal supervision and will report directly to the Primary Investigator.

Supervision Given

The successful candidate will supervise and give instruction to students and trainees.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Consequences of error are high and this position has significant responsibility and the successful applicant works independently with minimal instruction and supervision. Errors would result in significant consequences on the outcome of research studies.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Preferred specialization in molecular biology, microbiology, or immunology. Minimum of 3 years related experience or the equivalent combination of education and experience. Preferred to have experience in basic molecular biology and microbiology techniques. Skills and experience in at least two of the following is an asset: Flow cytometry, protein purification, quantitative real-time PCR, and advanced molecular cloning. Ability to work independently with minimal supervision and a record of significant productivity under such conditions. Ability to be thorough, accurate and have a high level of attention to detail.

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Job Posting

Job ID: 16684
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Neurology Division
Salary: \$41,814.00 - \$45,600.00 (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: 2013-09-25 **Available Openings:** 1

Job Summary

The successful applicant will work as a Research Assistant with the Neuroethics team on a variety studies aimed at better understanding ethical challenges related to research on neurodevelopmental disorders including autism, cerebral palsy, and fetal alcohol syndrome. These include studies around biomarkers, science communication, data sharing, among others. The individual will work closely with the Principal Investigator, the Project Director and other members of the Project Team. This position is directly associated with NeuroDevNet Inc., a Canadian Network of Centres of Excellence dedicated to helping children overcome neurodevelopmental disorders.

Organizational Status

Upwards: Directly to the Director of the National Core for Neuroethics, Dr. Judy Illes and to the Project Director.

Interaction and liaisons: Co-director, project faculty, research fellows, postdoctoral fellows, graduate research assistants, research assistants and research interns and administrator.

Work Performed

- Carry out research using a diverse array of qualitative and quantitative research methods.
- Analyze and interpret data.
- Assist with and participate in working groups deliberating key issues in ethics and childhood brain diseases.
- Collaborate with project researchers and staff.
- Participate in laboratory meetings, seminars and journal clubs and other academic and teaching opportunities.
- Assist with manuscripts, grant applications, presentations, media resources and outreach materials.
- Attend national conferences.

Supervision Received

Reports directly to the Director and the Project Director. Successful candidate is expected to work semi-autonomously with a moderate level of supervision.

Supervision Given



The University of British Columbia

Staff Job Postings

None given.

Consequence of Error/Judgement

Any procedure or data record as part of a research study must be accurate and must accurately reflect the work performed. Studies may be jeopardized if not conducted according to ethical requirements as laid out by the University and by regulatory authorities. Study files must be kept secured or patient confidentiality may be compromised.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. B.A. or B.Sc. preferred in a relevant discipline such as neuroscience, psychology, science policy, or biomedical ethics. Minimum of 3 years related experience or the equivalent combination of education and experience. Working knowledge of qualitative and quantitative research methodologies and design. Experience with annotative software programs (NVivo, AtlasTI), relational databases (MS Access) and literature search algorithms are an asset. Ability to effectively use MS Office at an intermediate level (Outlook, MS Word, MS Excel). Ability to be thorough, accurate, and have a high level of attention to detail. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to communicate effectively verbally and in writing. Effective organizational skills. Ability to work both independently and within a multidisciplinary team environment, and a desire to thrive in an exciting, dynamic and fast-paced environment.

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