



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:14-OCT-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: 16898
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Trades - BCGEU
Classification Title: Facilities Services Asst I **Business Title:** Facilities Services Asst I
Department: UBCO - Facilities Management
Salary: \$ 20.60 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-11-01
Job End Date: 2014-03-01
Funding Type: Budget Funded
Other: BCGEU (UBCO) - Auxiliary
Date Closed: 2013-10-22 **Available Openings:** 1

Job Summary

Provides service in the minor maintenance and repairs of buildings, grounds, and equipment.

Organizational Status

Under the limited supervision of the Manager, Maintenance & Grounds, provides maintenance and repair services to buildings, grounds and equipment, and performs other related duties as required.

Work Performed

Provides maintenance and repair services by:

1. Interpreting drawings and blueprints
2. Maintaining and repairing buildings, floors, surfaces and components
3. Installing, maintaining and making minor repairs to furnishings and equipment.
4. Providing minor repairs, and renovations to buildings, furniture and equipment.
5. Maintaining and repairing plumbing, irrigation and sanitation systems
6. Maintaining and repairing ground facilities, parking lots, signs, etc
7. Makes recommendations on maintenance requirements
8. Carries out removal of snow and ice from University grounds
9. Assists other trades and performing other related duties as required

Supervision Received

Under the limited supervision of the Manager - Maintenance & Grounds.

Supervision Given

No supervision given.

Consequence of Error/Judgement



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

Qualifications

Completion of Grade 12 plus up to and including one year post secondary trades related training or an equivalent combination of education and experience. . Over 2 years and up to 4 years related experience. Experience in a unionized educational institution preferred. Ability to recognize and report hazards and apply safe work methods, such as lock-out procedures, fall protection, and confined space entry. Ability to operate the following equipment is preferred: skid steerer, tractor, articulating boom, etc.

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

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Job Posting

Job ID: 16895
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Trades - BCGEU
Classification Title: T.Q./Journeyman
Business Title: Daytime Shift Maintenance Engineer
Department: UBCO - Facilities Management
Salary: \$ 26.22 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-11-01
Job End Date: 2014-03-01
Funding Type: Budget Funded
Other: BCGEU (UBCO) - Auxiliary
Date Closed: 2013-10-22
Available Openings: 1

Job Summary

Performs operating and maintenance services, carries out scheduled preventative maintenance programs, and performs other related duties as required.

Organizational Status

Under the direction of the Charge Engineer, works closely with Facilities office staff and facility workers and campus community. Other contacts include staff, students and UBCO contractors and suppliers.

Work Performed

Operates, maintains, and repairs boilers, pumps, air compressors, HVAC systems and other related equipment and controls.

Carries out scheduled preventative maintenance programs and ensures all safety practices and procedures are adhered to.

Performs maintenance duties throughout UBC O as required in compliance with good working practice and current codes.

Investigates and corrects minor complaints and reports major problems and complaints to the Charge Engineer.

Performs other related duties as assigned.

Supervision Received

The position is under the direction of the Manager of Facilities.

Supervision Given

None.

Consequence of Error/Judgement



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Staff Job Postings

Ability to recognize and report hazards and apply safe work methods, such as lock-out procedures; fall protection and confined space entry. Work must be conducted in a manner that accommodates campus requirements.

Qualifications

Completion of Grade 12 or equivalent plus completion of training with 4th Class Power Engineers Certificate. . Over 4 years progressive related experience. Ability to perform strenuous physical work. Assume uncomfortable awkward positions. Required to lift up to 50lbs. Must be able to work in areas which have higher levels of noise using proper hearing protection. Ability to withstand working in the extreme Kelowna climate conditions. Ability to work in confined areas and sustain long periods of bending. Ability to withstand heights and perform work safely. Must possess valid BC Driver's License

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Job Posting

Job ID: 16794
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Assistant Cook-Food Serv. **Business Title:** Assistant Cook - Cold Kitchen
Department: Food Services
Salary: \$ 16.73 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-10-14 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-10-14 **Available Openings:** 2

Job Summary

To organize and prepare food in the garde manger section and assist in other food preparation and production.

Organizational Status

This position reports to the Executive Chef, Food Services Manager, Commissary Chef or Supervisor.

Work Performed

- Preparing salads, fruit and vegetable platters, canapés, hors d'oeuvres, dressings and other cold production items on a large scale and as per menu and unit requirements
- Assisting in other food preparation and production as required.
- Preparing and cooking menu items to be used in cold kitchen production.
- Reviewing production sheets and complying with deadlines.
- Portioning of food according to production sheets and unit requirements.
- Maintaining appropriate stock levels for the assigned area of responsibility.
- Recommending food inventory levels and calling in approved orders.
- Assessing and ensuring quality of finished product in the assigned area.
- Maintaining high standards of sanitation and ensuring work is performed in compliance with Foodsafe, UBC policy and UBC Food Services safety guidelines.
- Cleaning of kitchen and kitchen equipment.
- Relieving responsibilities of other food service workers as operationally required.
- Carrying out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

This position receives direction from the Executive Chef, Food Services Manager, Supervisor or Commissary Chef and Head Salad Maker.

Supervision Given



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None.

Consequence of Error/Judgement

Makes decisions related to the coordination of a specialized production area; inappropriate decisions could impact quality and quantity and affect the department financially.

Qualifications

Grade 12 Education, Certificate in cooking from a recognized cooking institution, Food Safe Level 1 Certificate. 1 year relevant experience. Ability to artistically present food products and create high volume recipes for a broad range of food products. Ability to work independently. Effective written and oral communication, organizational and customer service skills. Sound knowledge of food service techniques and related equipment. Ability to stand for long period of time in a cold commercial kitchen environment. Ability to work flexible hours.

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Job Posting

Job ID: 16842
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Psychology
Salary: \$ 19.45 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-10-15
Job End Date: 2014-04-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-14 **Available Openings:** 1

Job Summary

Part-time research technician in a psychology laboratory. The research technician would assist with data collection for a project that investigates the cognitive and electrophysiological correlates of vulnerability for psychosis in regular cannabis users.

Organizational Status

Works under the direction of the laboratory supervisor. Interacts with student researchers and other members of the research team.

Work Performed

The technician's responsibilities would include subject scheduling, administration of self-report questionnaires, photocopying, help with electrophysiological recordings and cognitive testing, and data entry.

All components follow set lab protocols.

Adheres to guidelines concerning the confidentiality and respectful treatment of results and participants.

Supervision Received

The lab director provides direct supervision. Written and or verbal protocols for all procedures will be provided.

Supervision Given

None.

Consequence of Error/Judgement

The applicant will be expected to behave in a professional manner in carrying out all duties. Work will be checked by faculty supervisor on a regular basis. There are only limited opportunities for exercising judgement or making decisions in this position. Errors may potentially result in the loss of otherwise useful data for the laboratory and the waste of money used to pay participants, and the slowing down of productivity in the laboratory.



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Qualifications

High School graduation. Bachelor's degree in biological or psychological science preferred. Minimum of 1 year of related experience or the equivalent combination of education and experience. Previous experience in experimental psychology laboratories, including running sensitive populations of subjects; previous experience with electrophysiology preferred. Computer experience required (MS Office, Adobe Suite, SPSS). Effective oral and written communication. Effective interpersonal and organizational skills. Ability to follow established guidelines and protocols. Ability to maintain accuracy and attention to detail. Ability to prioritize, multi-task and work effectively under pressure to meet deadlines. Ability to work both independently and within a team environment.

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Job Posting

Job ID: 16825
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: Botany
Salary: \$ 20.77 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-11-01
Job End Date: 2014-06-30
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-14 **Available Openings:** 1

Job Summary

The Rieseberg lab integrates high-throughput genomic methods, bioinformatics, ecological experiments and evolutionary theory to study the origin and evolution of species, domesticated plants and weeds. The successful applicant will assist with the care for plants studied by the Rieseberg lab and others in the Botany greenhouses. This is a temporary, short-term position.

Organizational Status

The successful applicant will report to the Lab Manager. For greenhouse facility matters reports to the Botany Greenhouse Manager. The applicant will work closely with other members of the research team including Post Doctoral Fellows and Graduate Students and technicians. For Administrative matters reports to the Botany Administrative Manager.

Work Performed

Typical work duties will include: watering, staking and crossing plants; washing pots, inspecting plants for pests and diseases, sorting seeds; assisting with data collection; preparing nutrient solutions; maintaining lab records; organizes stock and maintains inventory; and other related duties.

Supervision Received

Works under general supervision in carrying out familiar phases of duties and responsibilities; receives instructions during orientation and on subsequent new assignments or changes in procedures.

Supervision Given

May supervise and train undergraduate workers.

Consequence of Error/Judgement

Errors made could influence the ability of research staff to meet critical deadlines, as well as compromise the results of research projects and therefore impact the credibility of the Investigators.



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Qualifications

High School graduation. Undergraduate degree in Biology preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Two years greenhouse and laboratory experience required. Ability to analyze and interpret data, and determine implications. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve issues. Ability to maintain accurate laboratory notebooks and data files. Ability to work effectively independently and in a team environment. A high degree of motivation, enthusiasm and initiative; Attentive to detail, with the ability to work quickly and accurately. This position is not recommended for anyone allergic to pollen.

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Job Posting

Job ID: 16795
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: Microbiology
Salary: \$42,696.00 (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: 2013-10-14 **Available Openings:** 1

Job Summary

The Hirst lab is focusing on the development and improvement of molecular assays and bioinformatics tools to study the epigenetic causes of human diseases and to discover new targets for potential cures. In epigenomics, the techniques and technologies are evolving very rapidly, demanding a high degree of flexibility and adaptability. The laboratory is equipped with state of the art molecular biology, sequencing, and robotic equipment; tools which are helping this young and enthusiastic team to stay at the forefront of this relatively new research field. If you are knowledgeable and experienced in molecular biology, have an interest in genomics and epigenomics, and enjoy working with state of the art equipment, this job might be for you.

Organizational Status

As an integral part of the research team, the successful candidate will report to Dr. Hirst and his research manager and will support the team comprised of post doctoral fellows, research assistants, graduate students, and coop students.

Work Performed

The successful applicant will be responsible for executing experiments in support of the development of new epigenomics protocols and optimizing existing protocol. Specific duties include, but are not limited to conducting experiments such as chromatin and nucleic acid extractions, preparation of next generation sequencing libraries for e.g. ChIP-seq, TCC-seq, and bisulfite-seq, quantifying DNA by qPCR, and amplifying nucleic acids by PCR. The research assistant will also be responsible for general lab duties, such as ordering supplies, preparing reagents, maintaining equipment, and operating state of the art robotic and sequencing equipment. Good communication skills are required to document the experiments, present the results to the research team, write operating procedures, and communicate with vendors.

Supervision Received

The applicant will work as part of a team. The successful candidate will be supervised by the research manager and the principal investigator, Dr. Hirst. Initially, detailed instructions will be provided for all experiments and tasks. Once familiar with the techniques and tasks, there will be minimal daily supervision unless needed or requested.

Supervision Given



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The incumbent might distribute work assignments to students or employees at lower classification levels and initiate new employees into routines and procedures.

Consequence of Error/Judgement

The successful applicant will be directly responsible for errors in his/her work, for reporting problems and mistakes in a timely way, and for correcting those errors. Depending on the severity of the errors, budgets, timelines and the safety of the team might be affected. Aspects of the research will be jointly reviewed by the research manager and Dr. Hirst.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. The applicant will hold at least a technical degree or a Bachelor of Science. Minimum of 3 years related experience or the equivalent combination of education and experience. The applicant will have a minimum of 3 years of work experience in a molecular biology research laboratory or related discipline. Ability to communicate effectively verbally and in writing. Ability to develop research methodologies and techniques.

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Job Posting

Job ID: 16785
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Utility Worker **Business Title:** Utility Worker
Department: Housing-Facilities,Tbird Res.
Salary: \$38,304.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-16 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-10-14 **Available Openings:** 1

Job Summary

Performs minor maintenance and repairs to buildings and equipment.

Organizational Status

Reports to the Building Services Manager. Interacts with department staff, trade staff and contractors.

Work Performed

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

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

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

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

Conducts minor maintenance on plumbing systems, such as, replacing washers and cartridges in waterless urinals, clearing plugged toilets and drains, making temporary leak repairs, maintaining bio-degradable sewage systems, and providing emergency shut off of water supply service.

Repairs, maintains, and makes adjustments to building systems and related parts, such as, flooring, base, doors, windows, glazing, blinds, ceiling tiles, flashing, roofs, parapets, and skylights, including utilizing the minor application of sealants, caulking and other waterproofing compounds; cleans and repairs eavestroughing, down pipes, and catch basins; performs minor plaster and wallboard repairs; performs minor painting and paint repairs; lubricates locks, closers, hinges, etc.; replaces dispensing equipment in various areas; and changing batteries on audible alarms or other equipment.

Dusts cleans ceiling areas, high beams, etc.

Removes animal feces from occupied areas.

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

Assists trade staff in performing trade and maintenance tasks.

Works in conjunction with contractors in performing assigned duties.

Participates with other departments in event setups.

Maintains records of repairs and notes additional repairs required.



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

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

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

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

Qualifications

High School graduation. Minimum of two years experience or the equivalent combination of education and experience. Successful completion of facility maintenance course or similar courses in building maintenance or courses related to building systems, including carpentry, small appliance repairs, or an equivalent combination of training and experience.

Working knowledge of equipment and tools associated with building maintenance and repair and building systems. Certificate in building maintenance preferred. Proficiency in computer software and work order systems required.

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

Ability to work at heights and lift heavy objects.

Ability to operate related equipment.

Valid BC driver's license.

Must be bondable.

Ability to work afternoon evening and weekend shifts.

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Job Posting

Job ID: 16843
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Faculty, CALS, Graduate Programs Admin Asst
Department: Faculty of Law
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-15 **Available Openings:** 1

Job Summary

This position provides confidential administrative support to several faculty members, performs complex administrative and clerical work for Faculty Committees, the Centre for Asian Legal Studies, and the Graduate Program.

Organizational Status

Liaises with the Dean's Office and Committee Chairs. Coordinates information and meeting dates with the Dean's office and Senate and Curriculum Services. Reports to the Associate Dean Graduate Studies, Director of CALS, Director of Professional, Graduate, and Certificate Programs and to the Graduate Program Administrator in the managing and running of the graduate programs; LLM CL, LLM Taxation, LLM and PhD degree programs. Reports to Administrator.

Work Performed

Faculty Committee Work

- Provides support for selected Faculty of Law Committees: schedules meetings, prepares agendas, records minutes if required, maintains records and files.
- Coordinates copying and distribution of meeting materials.
- Books rooms and equipment for meetings. Sets up rooms as required.

Faculty Support

- Provides administrative and secretarial support for several (up to 14) faculty members and for the members of the Center for Asian Legal Studies.
- Types, formats, edits and proofreads a wide variety of correspondence, reports, exams and other materials, from draft, copy or machine transcription.
- Inputs and maintains faculty curriculum vitae using My-cv and if necessary in other formats as required.
- Assists in the preparation of grant applications for professors.
- Assists in the preparation of course materials (downloading materials from the web, preparing tables of contents and cover pages), ensuring that Faculty deadlines are met.
- Sets up and maintains filing systems.



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- Photocopies, answers telephones and general inquiries, sends and distributes faxes, posts notices, monitors bulletin boards for outdated notices, completes a variety of forms.
- Makes arrangements for meetings (finding appropriate times for participants, booking the venue and equipment if necessary, and setting up equipment). If required, distributes appropriate materials, takes minutes.
- Assists in assembling materials, contacting people, forwarding mail, making travel and accommodation arrangements, maintains lists, and initiates orders.
- Accesses Faculty Service Centre to look up and print class lists and to e-mail classes.
- May be required to provide relief to other secretaries or for reception (especially the Graduate Advisor).

Centre for Asian Legal Studies Support

- Distributes regular CALS email bulletin.
- Maintains database of visiting scholars and updates website.
- Provides orientation of offices and building and acts as ongoing resource to visiting scholars.
- Organizes Asian Legal Studies events including scheduling, booking venues and equipment, ordering catering and attending events as required.

Graduate Studies Program

- Provides administrative and clerical support in the admissions process, including:
 - Receives application documents and compiling admissions files for graduate committee review.
 - Records received documents received in Synapps system.
 - Contacts applicants for missing documents.
 - Prepares recommendations for admission to the Faculty of Graduate Studies.
 - Prepares correspondence regarding welcoming to program or declining admission.
 - Tracks documents and decisions through admission process.
 - Maintains spreadsheet for Faculty of Graduate Studies on declined offers.
- Provides administrative and clerical support in managing the professional graduate program graduate student support, including:
 - Enters grades into university systems.
 - Informs faculty members of particular marks deadlines relating to graduate students.
 - Assists with communication with the Faculty of Graduate Studies regarding student progress.
 - Assists with the compilation of data for annual reporting purposes.
 - Assists in the degree promotion and the building of alumni relations, including:
 - Assisting with social media outreach.
 - Follows up with graduating students regarding articling positions and job placement.
 - Works with Development to maintain current alumni list.
 - Maintains list of schools contacts for promotional purposes.
 - Assists with mailing of promotional material.

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

Supervision Received

Works independently according to general direction and or guidance.

Supervision Given

May initiate new employees into office routines, procedures and the operation of office equipment. May supervises temporary student employees.

Consequence of Error/Judgement



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Poor judgment or errors in processing confidential materials and correspondence could have an adverse effect on the work of the Dean and would result in inaccurate records. Failure to act in a professional, tactful manner would have an adverse effect on the image of the Dean, the Dean's Office, the Faculty of Law, and the University. Must be able to exercise judgment in dealing with administrative matters.

Qualifications

High School graduation and 1 year post-secondary education. 4 years related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to effectively manage multiple tasks and priorities. Ability to maintain working schedules and excellent attendance. Ability to maintain websites.

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Job Posting

Job ID: 16124 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Interview Liaison
Department: Coop Education Program
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-26 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-10-26 **Available Openings:** 1

This job has been reposted solely for the purpose of receiving applications for an external advertisement. While you may apply to this posting, any rights specific to internal applicants will not apply to this particular posting.

Job Summary

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

Organizational Status

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

Work Performed

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



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

Supervision Received

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

Supervision Given

n/a

Consequence of Error/Judgement

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

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

Qualifications

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

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Job Posting

Job ID: 16860
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr8) **Business Title:** Administrative Support 4 (Gr8)
Department: Physics & Astronomy
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-16 **Available Openings:** 1

Job Summary

The primary role of the Administrative Assistant to the Head is to provide senior confidential administrative and secretarial support to the Head Department of Physics and Astronomy, and occasional assistance to the Director of Finance and Operations and HR Manager. The Administrative Assistant is responsible for coordinating the flow of information and day to day activities, ensuring accurate and timely delivery of administrative services for the Head's office, including appointment and meeting coordination, the preparation and processing of documents and information, the maintenance of the Head's office support systems, coordination of relevant personnel and committees aligned with the Department, and keeping the Head apprised of issues and activities. This position also provides back-up financial support to the department administration office; responsible for the preparation and accuracy of financial documents which include payment requisitions, internal requisitions and purchase requisitions.

Organizational Status

Reports to the Human Resources Manager and Director of Operations and Finance.

Work Performed

ADMINISTRATION:

Acts as personal and confidential Administrative Assistant to the Department Head. Screens all incoming materials; referring matters for reply or additional information and prioritizing for the attention of the Department Head.

Maintains the Department Head's complex appointment calendar to maximize efficient and effective use of Head's time. Responds to oral and written meeting requests; screens requests and enquiries; determines priorities. Communicates internally with members of the Executive Team, Department members and other leaders within the Department.

Utilizes a thorough knowledge of the Department, and strong communication and interpersonal skills to respond effectively, which requires judgment and initiative when responding to information requests. Uses tact and discretion when gathering sharing confidential and or sensitive information.

Coordinates the CPRT process in conjunction with the department's HR Manager including the scheduling of CPRT meetings, taking meeting minutes, collating and delivering CPRT documents for review by committee members, taking department meeting minutes,



drafting correspondence for the Head's signature and participating in various other meetings as required.

Keeps the Department Head informed on a variety of events. Maintains contact with the Department Head during absences (ie. out of town meetings).

Plans and co-ordinates special events, meetings, retreats, strategic planning meetings and workshops for Department Head. Assists Director of Finance and Operations and department HR Manager with special projects and events. Arranges meetings including room bookings, making complex travel arrangements including booking flights and hotels, and catering. Arranges national and international teleconference calls

Coordinates items requiring approval and or signature by Head. Ensures urgent matters are brought to the attention of Head as soon as possible. Arranges for and notifies of a Faculty alternate to review and sign documents during Head's absence.

Provides coverage for Administrative Support (Receptionist) for vacation, sick and leave of absences.

Responds to oral and written enquiries of a general nature; forwards as appropriate. Performs other related tasks.

EXAM SCHEDULING:

Compiles and inputs exam information received from instructors utilizing AdAstra for scheduling of exams in all terms; department contact person for supplemental exams. Coordinates report of grades and change of grade forms.

ASSIGNMENTS OF INVIGILATION MARKING DUTIES:

Assigns invigilation marking duties for the academic terms in conjunction with TA Assignment Committee; advises course instructors and T As of their invigilation and marking duties; generates and distributes duty memos for all T A invigilators; creates and distributes T A invigilation and marking duty list for instructors and posting on T A info board.

FINANCE:

Prepares and reviews accuracy of all financial transaction documents and processes to approval status (internal requisitions, payment requisitions and purchase requisitions); corrects errors and returns to originator where appropriate. Responsible for data input and online processing of detailed payment, expense requests and transfers via FMS. Performs other duties of the Financial Processing Specialist 3 as required.

SPACE ALLOCATION:

Identifies future space requirements and redistributes space as required. Allocates office space to faculty, staff, emeritus faculty, postdoctoral fellows and sessional lecturers using in-house database.

TA COURSE ASSIGNMENTS:

Allocates TA resources in conjunction with the TA Assignment Committee.

TA EVALUATIONS:

Administers and maintains all aspects of the teaching T A evaluations for the Department including Engineering Physics courses.

SECURITY & BUILDING MAINTENANCE:

Coordinates Key Request processing system for department, maintains key request database listing of keys issued, authorizes and signs key requests for three buildings, responsible for maintaining updated data on key codes and advises department members of changing procedures.



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Staff Job Postings

Supervision Received

Works independently under administrative direction. Refers problems, especially if recurring or ongoing, to supervisor for direction. May recommend solutions and implement upon approval.

Supervision Given

Supervision of work study students and or temporary staff as required.

Consequence of Error/Judgement

Work is performed independently. This position requires a high degree of confidentiality, diplomacy and accuracy. The Department Head relies on the accurate and timely scheduling of meetings, appointments, and travel arrangements. Failure to perform duties in an accurate and timely manner could result in monetary losses to the department and could adversely affect faculty promotion and tenure processes.

Qualifications

High School graduation and two year post-secondary diploma. Proficiency required with the faculty promotion and tenure processes, training in secretarial skills and office procedures, ability to effectively use Word, PowerPoint, Excel, Outlook and email at an advanced level. Training in accounting and office procedures and practices preferred. FMS Live certification required. Knowledge of University policies and procedures preferred. Ability to perform word processing at 60 words per minute and to operate normal range of office equipment. 4 years related experience or the equivalent combination of education and experience. Ability to effectively communicate both verbally and in writing. Ability to communicate in a clear, attentive, and polite manner. Ability to exercise tact and discretion. Ability to identify and respond to contentious or politically sensitive issues with discretion. Ability to take and transcribe accurate meeting minutes. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to gather, record, and organize information. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to train and supervise. Demonstrated flexibility to meet and adapt to changes in organizational priorities. Ability to work independently with minimal supervision. Ability to work in a team environment.

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Job Posting

Job ID: 16862
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 4 (Gr5) **Business Title:** RTA Admin Support
Department: Research and Trust Accounting
Salary: \$39,492.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-01
Job End Date: 2014-02-28
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-10-16 **Available Openings:** 1

Job Summary

Preparing cash receipt forms for funds received from granting agencies and distributing their payments to individual contract and grant accounts. Maintaining and inactivating contract and grant account files administered by Research & Trust Accounting staff. Following up with researchers and administrators on the timely return of documents to Research & Trust Accounting (ie. financial statements, expense transactions). Scanning documents into an electronic format for filing and uploading to RISE database as needed.

Organizational Status

Reports to the Team Leader.

Work Performed

1. Allocate large volume composite deposits from 3 federal funding agencies to individual project accounts (total annual deposit: over \$100 million) and performs related duties including: (a) processing journal posting; (b) maintaining deposit records; (c) resolving deposit discrepancies; and (d) periodically clearing deposits in Research Suspense account.
2. Responsible for completing cash receipt forms for incoming cheques. Deposit cheques as required. Handles research-related cash deposits by correctly identifying projects where money received should be credited to and processes deposits accordingly. Takes steps to follow up with sponsors for deposits which cannot be readily identified and records these unidentified monies. Notify HSBC bank and UBC Treasury when deposit amounts exceed \$350,000 US or CAD.
3. Follow up with UBC researchers & collaborating institutions to ensure timely return of signed financial statements for Tri-Council funded accounts.
4. Assists with processing project account inactivation requests. Related duties include: (a) verification by performing cash budget reconciliation & other steps that may be required to ensure that the conditions for inactivation have been met; and (b) coordinate with departments involved to meet the conditions for inactivation as required.
5. Scan research documents that are to be filed electronically or uploaded to RISE. Maintain record of archived project files & request file retrievals from storage when required.
6. Assists with sending out, collecting, and tracking receipt of documentation for internal and external audits of research accounts.
7. Handle less complex queries from departments & takes necessary action (such as budget cash adjustments) to resolve them.
8. Open, sort and distribute mail to RTA staff.



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Staff Job Postings

9. Performs other related duties as required.

Supervision Received

This position reports to a Team Leader.

Supervision Given

N A

Consequence of Error/Judgement

This position's work is performed mostly independently. Errors with cash receipt coding could result in a researcher's account being overspent. Inactivation of the incorrect account could result in the inability to process payroll and other project-related expenses. Delays in processing payments could result in researchers being unable to spend according to their research plans. Delays in distributing mail or following up on financial statements (both internally and externally) could affect the ability of Finance Officers to effectively administer the PGs within their portfolio.

Qualifications

High School graduation and two-year post-secondary diploma in accounting. knowledge of office procedures and practices. 3 years of related experience or the equivalent combination of education and experience. Or 6 months relevant UBC experience. . Good organizational, oral and written communication skills. Ability to type 40 w.p.m., maintain accuracy and attention to detail. Completing forms quickly and accurately. Work independently and as a team player.

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Job Posting

Job ID: 16892
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Grad Student Support
Classification Title: Grad Student Support 2 (Gr6) **Business Title:** Admissions Assistant
Department: The Sauder School of Business
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-28 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-10-21 **Available Openings:** 1

Job Summary

Provides front-line assistance and information to current and prospective graduate students in the Graduate School. Assists the admissions and recruitment unit and provides executive secretarial support to the Director of Market Intelligence, Recruitment & Admissions and other management staff in the office. Duties include: providing information and assistance to prospective students, applicants, current students, faculty, and staff; booking advising appointments; report and presentation preparation; data entry; website updates; typing routine correspondence; financial duties such as account reconciliation and accounts payable; and maintaining and ordering office supplies equipment.

Organizational Status

Reports to the Manager, Admissions & Recruitment in the Graduate School. Works closely with admissions staff in supporting admissions inquiries and functions as well as with program assistants on providing information to current students.

Work Performed

Graduate Admissions & Student Support

Provides detailed information and advice and interprets policy to telephone, email, and in-person inquiries from prospective graduate students, applicants, faculty, and staff on issues such as admissions policies, procedures and status of application to various academic programs.

Advises prospective students on requirements and eligibility for admission

Screens all prospective inquiries before booking advising appointments for admission advisors and academic advisors.

Deals with and resolves problems regarding customer student complaints.

Communicates unfavourable information in person and in writing in a sensitive and diplomatic manner. Uses judgment to determine when to escalate a difficult situation to the supervisor.

Responsible for the professional image of the reception area, graduate breakout rooms, boardroom, maintaining the integrity of private academic documentation, while ensuring student applicant accessibility to necessary materials.

Monitors office communications and provides updates and recommendations for improvement.

Responsible for organizing and mailing promotional material, admission packages, pre-registration materials and academic guides.

Prepares and updates materials for recruiting activities and information sessions.

Coordinates the planning of recruitment events such as information sessions and graduate fairs.

Regularly updates websites upon review for accuracy and current information.



The University of British Columbia

Staff Job Postings

Inputs requests for admission materials and admission supporting documents in the Admissions Database System.

Responsible for receiving, opening, sorting and disseminating a high volume of office mail, facsimiles, and emails.

Responds to general office correspondence of a complex nature.

Proofreads promotional brochures, admissions materials and office handouts.

Composes and updates email auto-replies, voicemail recordings, and office signage.

Updates website content & event notices

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

Admissions Processing

Assists with admissions data inputs, including academic record, GMAT GRE scores, TOEFL IELTS results, work experience and other general information on the admissions database is accurate. Corresponds with applicants on status of application and follows up on missing documentation. Updates all admission letters and general correspondence when required.

Assist with the continued development of our online admissions system. Putting forward ideas to make moderate changes to existing admissions procedures, practices, standards and services to improve and streamline admissions processing.

Files admissions documents as they arrive in the office.

Determines admissibility by evaluating transcripts for North American and International candidates according to guidelines, including performing GPA calculations for academic degree programs as stipulated by the Faculty of Graduate Studies for admission requirements and ensuring that candidates meet minimum academic criteria.

Assessing authenticity of official academic transcripts and reference letters.

Secretarial Support to the Director of Market Intelligence, Recruitment & Admissions and General Office Support

Prepares expense reports, processes invoice payments, maintain account records

Drafts correspondence for Director of Market Intelligence, Recruitment & Admissions

Coordinates and confirms itineraries of management travel arrangements, meetings and appointments

Prepares agendas and minutes for unit meetings

Oversees office space needs and building maintenance problems

Coordinates the servicing of office equipment

Manages supply of, proofs and orders stationary for office

Maintains and orders office supplies and equipment

Coordinates usage of meeting and breakout rooms

Assist with the operational set-up of new hires

Supervision Received

Reports to the Manager of Admissions & Recruitment. Incumbent works independently under minimal supervision at most times.

Receives detailed instructions on new assignments, but is required to complete recurring assignments independently and use judgment to determine which of many methods are applicable in any given situation. Complex technical problems and policy matters are referred to the supervisor.

Supervision Given

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Consequence of Error/Judgement

Consequences of error is high and include providing incorrect information to prospective students, applicants, faculty and staff; double booking advising appointments; and making data entry errors. Misinformation to applicants may result in their inability to gain program admission. Misinformation to students may result in their inability to complete the program or graduate. A non-professional demeanor, poor level of service or misinformation may damage the UBC MBA reputation in our ranking assessments in international publications. Diminished rankings may result in fewer and lower quality applicants to our programs, which negatively impact the school's recognition and ability to obtain financial resources.

Qualifications



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Staff Job Postings

High School graduation and two year post-secondary diploma. 3 years of related experience or the equivalent combination of education and experience. Computer proficiency required (Word, Excel, Outlook, Power Point). Knowledge of UBC policies and procedures an asset. Effective oral and written communication, interpersonal, customer service and organizational skills. Ability to type 55 w.p.m. and to operate a normal range of office equipment. Ability to use word processing, spreadsheet, database and electronic mail applications at an intermediate level. Ability to maintain accuracy and strong attention to detail. Ability to work independently under minimal supervision. Ability perform work in accordance with established procedures and practices requiring initiative to plan and complete recurring assignments independently.

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Job Posting

Job ID: 16834
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Grad Student Support
Classification Title: Grad Student Support 2 (Gr6) **Business Title:** Grad Student Support 2 (Gr6)
Department: OcuptnlScience&OcuptnlTherapy
Salary: \$40,752.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2013-11-04
Job End Date: 2014-11-03
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-14 **Available Openings:** 1

Job Summary

The RSOP Assistant is responsible for ensuring that all support services for the Graduate Certificate in Rehabilitation and the Master of Rehabilitation Science programs are managed and delivered optimally.

Organizational Status

The Department of Occupational Science and Occupational Therapy and the Department of Physical Therapy offer 100% online graduate certificate and Master of Rehabilitation Science designed for practicing health professionals who work in rehabilitation.

Work Performed

- Responsible for providing primary administrative support to the RSOP Director, and supporting the program administratively by:
 1. Maintaining student files and records, ensuring program requirements are fulfilled; including roll out of student course evaluations.
 2. Providing secretarial support for the Admissions, Program and Curriculum Committees, including organizing meetings, and taking and distributing minutes; and support to any ad hoc committees as required to meet the RSOP's needs.
 3. Coordinating the admissions process, ensuring accurate information is posted on MRSc website, responding to general enquiries, tracking application processes, maintaining application files, evaluating Canadian and international transcripts, in relation to admissions requirements, assisting with admissions policies and procedures and communicating their interpretation to applicants, maintaining the Online Application system, processing necessary paperwork for admissions recommendations, preparing documentation necessary for informing applicants of their acceptance or decline.
- Providing information, guidance and direction to prospective students, current students and the general public regarding the RSOP program
- Travelling to various venues to conduct information sessions regarding the RSOP program and admissions.



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Staff Job Postings

- Providing accurate academic and admissions advice to prospective students
- Acts as a student support contact, advising students on program requirements, ensures uniform application of RSOP policies and procedures.
- Responsible for maintaining and updating the MRSc website, ensuring date sensitive information is updated throughout the year and ensuring admission criteria, information for prospective students and policies and procedures are current. Including updates to the UBC Calendar.
- Updating and maintaining the RSOP Learner Guide and Online Facilitators' Guide.
- Collecting and adding data to the RSOP database and providing other information required for the production of annual reports.
- Ensuring classes are scheduled in the SISC.
- Performing processing duties related to student course registration, graduation, course, instructor and supervisor evaluations, text orders and liaising with the UBC Departments (e.g. library, Bookstore) and Faculty of Graduate and Post-Doctoral Studies to resolve problems.
- Maintaining admission, student contact and alumni contact databases.
- Planning and coordinating various graduation and other events throughout the year.
- Scheduling as directed and providing support for online sessions for prospective and current students, instructors and supervisors and the public at large. Including but not limited to information sessions, learner orientation, Research Relays, Major Project Information sessions and RSOP townhalls.
- Responding to verbal and written inquiries; composing letters; communicating effectively with University community and external organizations and agencies.
- Performs other related duties as assigned.

Supervision Received

Works independently with minimal supervision within defined guidelines. The incumbent is expected to be able to take initiative, problem solve, determine course of action and then follow through independently.

The RSOP Program Assistant receives workflow from the RSOP Director and works under the direction of the RSOP Director, and Administrative Manager both the Department of Occupational Therapy and Occupational Sciences and the Department of Physical Therapy.

Supervision Given

Will provide workflow to work study students and supervise completion

Consequence of Error/Judgement

Errors in judgment or ineffective communication may lead to inefficiency of operation or unmet deadlines as well as increased difficulties with clinical partners. There are a variety of tasks with require ongoing prioritization. Responsibilities are broad in scope with limited opportunity for standardized solutions. Breach of confidentiality could adversely affect the Department's association with faculty, staff, clinical partners, or professional organizations or in the extreme lead to legal action

Qualifications



The University of British Columbia

Staff Job Postings

High School graduation and two year post-secondary diploma. 3 years of related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to take and transcribe accurate meeting minutes. Ability to effectively use desktop software at an intermediate level. (e.g., Outlook, MS Word, MS Excel) Ability to communicate effectively verbally and in writing. Ability to effectively manage multiple tasks and priorities. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. UBC experience, particularly knowledge of UBC's admissions, SISC, the student information system, AdAstra, for course scheduling and FSC, the faculty service centre is preferred. Experience in distance learning and in using learning technologies is an asset.. Experience in distance learning and in using learning technologies is an asset.

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Job Posting

Job ID:	16857		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Information Tech Srv		
Classification Title:	Web Assistant (Gr7)	Business Title:	Web Assistant
Department:	Forestry, Dean's Office		
Salary:	\$42,072.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2014-01-01		
Job End Date:	2014-06-30	Possibility of Extension:	Yes
Funding Type:	Budget Funded		
Other:			
Date Closed:	2013-10-16	Available Openings:	1

Job Summary

This position will assist in implementing Web and Educational Technology projects and social media initiatives for the Faculty of Forestry.

Organizational Status

This position works with faculty, staff and students. Provides guidance and advice to instructors and web content developers.

Work Performed

- Maintains content on central Faculty of Forestry websites
- Manages social media presence
- Reviews and makes recommendations to faculty and instructors regarding design or re-design of courses, materials, methods and tools.
- Offers training on web-based Teaching Technology (primarily the UBC CMS WordPress websites, and Connect Blackboard Learn courses).
- Provides assistance, advice and training to Faculty web content providers.
- Develops learning materials to train faculty on various educational technologies
- Works with Web Coordinator to implement new web technology
- Performs other duties as required

Supervision Received

Reports directly to the Web Technology Coordinator and works closely with the Systems Manager and Assistant Dean, Communications. Works independently under minimal supervision, performing in accordance with broadly established procedures and practices.

Supervision Given

N A

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Internet media has become a key component to the information flow, both internal and external to the Faculty and the community. There is an increased dependence of instructors and students on web-based media with increased focus on the use of teaching and learning technologies. Additionally the Faculty of Forestry's web site serves as an important tool to promote ongoing activities and programs. Therefore, the accuracy and timeliness of information delivered has a direct impact upon student recruitment, enrolment and experience as well as effectiveness of courses provided by both Faculties. Errors in judgment will be detrimental to both Faculty's profile and reputation.

Qualifications

High School graduation and two years post-secondary education. 4 years relevant experience or the equivalent combination of education and experience. Experience in website design and development with demonstrated knowledge of web-based database integration and webserver software (ISS). Experience with Vista and Blackboard Learning Management Systems an asset. Experience working in a technical environment as well as unionized academic environment. Previous training experience an asset with the ability to run training sessions for non-technical users. Advanced Computer experience required (i.e. MS Office, HTML, CSS, Adobe Photoshop, Wordpress or other content management systems). Familiarity with scripting and programming languages such as: ASP.NET, C#, JavaScript, VBScript, VB.NET is an asset. Sound knowledge of browser standards, common plugins helper apps and related design issues. Working knowledge of database development and design; preferably Microsoft SQL Server. Ability to coordinate content to enhance that layout and presentation of a website. Strong oral and written communication skills. Effective interpersonal skills. Ability to work independently and within a team environment. Accuracy and attention to detail is a must. Strong trouble-shooting and problem-solving skills. Ability to multitask and prioritize work effectively and efficiently. Demonstrated willingness to learn and continually upgrade skills.

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Job Posting

Job ID: 16859
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: Ophthalmology
Salary: \$39,492.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-01
Job End Date: 2014-09-30
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-10-16 **Available Openings:** 1

Job Summary

- To coordinate the Undergraduate Education Program
- To provide clerical and administrative support to the Department of Ophthalmology office.
- Duties include: Coordinating the Undergraduate Program and maintaining Grand Rounds schedule; tracking employee information including sick time, vacation, leaves of absences and training; coordinating receipt and distribution of various materials including information about foreign students, screening general mail; scheduling appointments; acting as receptionist; and responding to enquiries. Maintaining accurate and current financial records including tracking of petty cash receipts.

Organizational Status

- Responsible to the administrative area with a direct reporting relationship to the Program Assistant.
- Liaises with Ophthalmologists, The Faculty of Medicine, students for the Undergraduate clerkship Program for rotations, electives selective students
- Liaises with faculty for the coordination of the Grand Rounds schedule and communication strategies
- Liaises with the public and other departments for the coordination of the Auditorium rental.
- Undergraduate Education - Reports to the Undergraduate Program Director;
- Both - interacts with faculty, staff and students.

Work Performed

- Scheduling Ophthalmology clerkship rotations for medical students;
- Scheduling Ophthalmology schedules for UBC and Foreign students for the Elective and Selective programs.
- Liaise with Preceptors and other program coordinators.
- Compiling appropriate teaching materials and Faculty teaching payment details in a timely, effective, and efficient manner;
- Utilizes the latest computer technology to assist with efficiency and communication of schedules with others outside the department as well as internally.
- Maintaining and communicating Grand Rounds schedule. Reporting any problems to the Grand Rounds Coordinator.
- Booking travel and accommodations for visiting speakers
- Facilitating booking and scheduling of auditorium for a variety of functions.
- Coordinating receipt and distribution of various materials including information about foreign students. Tracks this information for future references.



- Administrative support to the Department of Ophthalmology office including; screening mail, assisting with mail-outs; filing; photocopying; scheduling appointments; acting as receptionist; answering phone calls, taking minutes of meetings as appropriate, and responding to enquiries.
- Tracking employee information including sick time, vacation, leaves of absences and training and submitting to Human Resources as requested.
- Tracking and ordering supplies as requested.
- Collating evaluation forms and submitting student marks.
- Coordinating and submitting payment schedules.
- Small Group Teaching; coordinating and liaising with physicians.
- Organizing and monitoring the use of teaching equipment and materials.
- Management of schedules.
- Maintaining staff records on vacation and other leaves.

Supervision Received

- Works with minimal supervision. Independence and good initiative are imperative to the positive function of this position. Ability to problem solve effectively as well as exercise judgement essential.
- Undergraduate Education - works under limited supervision.

Supervision Given

Not applicable.

Consequence of Error/Judgement

Impact of errors could result in unnecessary schedule changes, students not receiving placement in curriculum, major data tracking errors and poor relations with outside individuals and agencies. Must be able to exercise judgement and independence.

Qualifications

High School graduation and 1 year post-secondary education. Training in office procedures 3 years of related experience or the equivalent combination of education and experience. Work experience must be in an administrative setting. Knowledge of university and departmental policies and procedures an asset Effective oral and written communication, interpersonal, public service and organizational skills. Ability to type 55 wpm and to operate normal range of office equipment. Ability to use word processing, spreadsheet, database and electronic mail applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to problem solves, prioritize work and meet deadlines. Ability to work independently and as a member of a team. Ability to exercise judgement, tact and discretion in dealing with confidential and sensitive issues a valued asset; effective oral and written communication highly desirable; computer skills (MS Word & Excel, E-mail) required. Ability to effectively manage multiple tasks and priorities Ability to communicate effectively verbally and in writing. Ability to prepare and adjust schedules to accommodate all requirements. Ability to accurately create and maintain records. Ability to provide quality service to customers in a courteous, patient manner.

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Job Posting

Job ID: 16570 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 2 (Gr5) **Business Title:** Program Assistant 2 (Gr5)
Department: Psychology
Salary: \$39,492.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-21 **Available Openings:** 1

Job Summary

Coordinates the activities of the graduate Clinical program in the Department of Psychology. Provides support for the Clinic Director and clinical faculty members; liaises with patients and health care professionals; supports training of clinical graduate students. Performs accounting functions, client services and event organization.

Organizational Status

Reports to the Clinic Director. The Manager, Research Finances supervises and assigns tasks in support of the financial activities. Interacts with graduate student clinical trainees, faculty, clients of the Clinic and health professionals, with suppliers, and with various University departments (e.g., Financial Services, Supply Management and Plant Operations).

Work Performed

Acts as the primary contact for enquiries relating to Clinic activities, policies and procedures. Responds to questions concerning services offered or redirects callers to appropriate individuals. Handles confidential client files and reports. Organizes and maintains clinic files. Uses and maintains a confidential database on clients, preparing queries and reports. Monitors use of clinic files and other material. Identifies concerns relating to confidentiality or security and resolves issues with the individual or brings the matter to the Director's attention.

Prepares and enters financial transactions using FMS to process vouchers on-line for the Clinic as well as for clinical researchers and department operating grants (express vouchers, journal vouchers, travel and subject advances and claims, purchase requisitions and bank deposits). Identifies speedcharts and account codes for various expenditures and calculates appropriate taxes. Monitors transaction processing, reviews monthly ledger sheets, resolves moderately complex problems and irregularities relating to payroll, deficits and incorrect charges with Financial Services, vendors and researchers, and brings significant discrepancies to the attention of grant holders. Monitors expenditures for compliance with agency regulations. Explains UBC, departmental and agency policies to researchers. Tracks expenses, collects fees and prepares deposits. Supports the Director by collecting and presenting statistical data for budget reports and projections. Participates actively as a member of the departmental Finance Team to develop improvements to workflow, to streamline existing procedures and to integrate new practices.

Collects client fees and records payments on database billing system. Communicates directly with clients when fees are outstanding, reviews eligibility for subsidy programs, negotiates payment schedules and resolves other problems.



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Coordinates departmental travel subsidy programs. Reviews applications, enters and tracks expenses, resolves problems, reconciles budget and provides data for budget reports.

Provides administrative support to the Clinic Director. Types correspondence, course materials, and other material from hand-written notes, dictation tapes, or drafts. Collects data and prepares material for reaccreditation reports.

Maintains supplies, equipment, forms and publications inventory. Monitors and orders supplies and resource materials for the office and for the Clinic library, including diagnostic and assessment materials, reference books and journals, and a variety of in-house forms for patient documentation. Arranges for clinical interview and recording equipment maintenance and repair.

Assists with organizing courses, workshops, seminars or colloquia. Arranges catering, obtains estimates and books facilities. Receives and confirms registrations and payments. Prepares data for budget preparation and reconciles expenditures. Maintains a database of potential registrants. Types and distributes promotional material and program handouts. May place advertisements composed by the Director in local papers. Maintains a database of workshop feedback and prepares summary reports based on this feedback.

Maintains database of internal and external practica placements. Tracks receipt of contracts and evaluations for these practica.

Maintains Criminal Record Review Program database for Clinic. Gathers and stores completed checks, and tracks renewal dates.

Helps to maintain the general professional orderliness of the waiting area, main office and consultation rooms by reporting problems and following-up on repairs. Books use of seminar and consultation rooms.

Provides back up to FPS5 position and performs other tasks relevant to the classification.

Supervision Received

Works independently under minimal supervision. Follows general guidelines, applying knowledge of procedures and regulations to establish priorities. On matters relating to the Psychology Clinic works under the general supervision of the Clinic Director. On matters relating to financial transactions works under the general supervision of the Manager, Research Finances. The incumbent develops procedures for completing assignments and monitors the professional operation of the clinic.

Supervision Given

Provides guidance to clinical students on how to handle confidential material and on other Clinic procedures and policies. Provides guidance to researchers and may oversee the work of faculty and students relating to financial transactions.

Consequence of Error/Judgement

Work is performed in accordance with broadly established procedures and practices. Initiative and good judgement are required in adapting these procedures and practices to various situations. Errors made in handling the highly sensitive and confidential material could cause significant harm or legal action and the clinic and its accreditation could be at risk by contravening professional standards. Individuals contacting the Clinic may be in personal distress. The incumbent must be able to defuse tense situations by building rapport as well as by exercising tact and discretion. The incumbent is expected to carry out most duties independently and with minimal supervision.

Qualifications

High School graduation and 1 year post-secondary education. 3 years of related experience or the equivalent combination of education and experience. Preference given to those with experience in a hospital, legal or university setting. Experience with the UBC financial and payroll systems and UBC Financial Certification (FMS) preferred. Computer experience required (MSOffice) in



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Staff Job Postings

a Mac environment. Knowledge of the Freedom of Information and Protection of Privacy Act preferred. Ability to communicate effectively verbally and in writing. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment while demonstrating sensitivity and patience with individuals from many cultures. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 16821
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Med Ed (Gr8) **Business Title:** Sr Program Asst-Med Ed (Gr8)
Department: Populn&PublicHealth,Schoolof
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-21
Job End Date: 2014-10-10
Funding Type: Grant Funded
Other: Leave Replacement
Date Closed: 2013-10-14 **Available Openings:** 1

Job Summary

The Senior Program Assistant is the primary contact for the Public Health & Preventive Medicine residency program; is responsible for its day-to-day administration and provides administrative support to the Director of the program.

PRIMARY RESPONSIBILITIES

- a) Responsible for the day-to-day administration of the Residency Program in Public Health & Preventive Medicine.
- b) Provides information to faculty, (including clinical faculty) staff, residents and students regarding Public Health & Preventive Medicine Program and SPPH Grand Rounds.
- c) Responsible for Financial Management of the Residency Program.
- d) Co-ordinates medical student elective rotations in Public Health and Preventive Medicine d) Co-ordinates School Grand Rounds and Public Health & Preventative Medicine Residency Events.
- e) Provides other administrative support to the School.

Organizational Status

Works independently and reports to the Director of the Residency Program in Public Health & Preventative Medicine and the School's Senior Administrator or her designate. The incumbent liaises with personnel from the Postgraduate Dean's Office and Undergraduate Medical Education.

Work Performed

Residency Program in Public Health & Preventive Medicine

STUDENT SUPPORT

- Provides residents with information on School, Faculty of Medicine and University policies and procedures.
- Fields resident concerns - e.g.. payroll, room bookings, ID cards, business cards, conference and travel information, etc.
- Supports residents in distress.
- Answers and directs questions from medical students regarding electives and the program. Communicates with site supervisors and coordinates organization of electives using one45; maintains medical student elective list as part of program rotation schedule; ensures completion of evaluations; attends Year 4 Program Assistant meetings; liaises with elective office regarding electives.
- Consult with elective supervisors to update Elective Description and scheduling information annually.



- Maintains and updates program's orientation manual; assists in orientation of new residents.
- Assists residents, medical students and others in scheduling appointments with the Director.

ADMINISTRATION

General

- Performs administrative duties such as drafting correspondence, updating manuals, preparing minutes, and ensuring that web sites are up-to-date
- Provides Program Director with advice regarding policies on financial matters.
- Provides up-to-date information to the web administrator as necessary; updates residency section on School website as well as administrative section on residency website.
- Provides the Office of Postgraduate Education with up-to-date information on residents and the program; attends meetings at Office of Postgraduate Educations regarding distributed training, rotation issues, STAR database, etc.
- Maintains and updates resident information on STAR database
- Processes LOA's and changes in training (e.g.. part-time training)
- Compiles the Public Health & Preventive Medicine program's Annual Report
- Assists the Program Director in the administration of resident mock exams.
- Maintains filing system for the Residency Program which involves the maintenance of individual residency files; keeping confidential contact information and CV and publications up to date; letters to associations (BCMA, CMPA, RCPSC etc); activity reports for each rotation; and annual review documents. Follows up with resident to complete files as necessary.
- Maintains program inventory and order supplies as necessary.
- Maintains program library by keeping list updated and ordering new books requested by residents when funds allow.
- Assists in resident remediation and dismissal processes.
- Provides other administrative support to the School including but not limited to providing back-up administration for SPPH administrative staff.

Rotations

- Prepares and coordinates the schedules of residents in the residency program
- Solicits residency evaluations (ITER) from rotation supervisors and residents' rotation documents.
- Collates resident assessments of rotations and sends anonymous feedback to rotation supervisor

Reviews

- Administers the processes for evaluation of residents, faculty, and staff, including corresponding with preceptors, forwarding evaluations for review, and maintaining related records
- Assists in the preparation of materials for review by the Faculty of Medicine and the Royal College; Pre-Survey Questionnaire; facilitates organization and schedules of reviews.
- Updates materials for program surveys reviews including academic Friday schedule, 710 seminar lists, Journal Club list, and meeting minutes.

ADMISSIONS

- Coordinates the resident selection process by performing duties such as reviewing applications, following up on missing documentation, liaising with the review team, scheduling interviews, and corresponding with applicants
- Corresponds with prospective residents (both CaRMS and re-entry) and responds to inquiries regarding the residency via e-mail and telephone.
- Processes results of rank order determined by panel using CaRMS web-based program.
- Assists in updating program information on CaRMS website.
- Sends advertisements to CMAJ and BCMJ, receives applications from non-CARMS (re-entry) applicants and schedules interviews for re-entry applicants.

FINANCIAL

- Performs financial duties such as preparing and submitting payment schedules for residency program teaching, monitoring budgetary expenditures, and authorizing expenditures within prescribed limits
- STI funding: Maintains shadow budget ledgers, reconcile monthly FMIS statements to shadow ledger, ensures expenditures are correct according to specifications, troubleshoots problems to resolution and follows up on problems with the appropriate office (e.g. Dean's Office, Financial Services, and other related units on campus). Refers unresolved issues to the Administrator and or



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Program Director.

- Processes journal vouchers, requisitions for payment, travel requisitions, travel advances, purchase requisitions and invoices.
- Verifies and corrects financial information as necessary.
- Calculates resident allowances from resident funds.

COMMITTEES AND EVENTS

- Makes arrangements for conferences, workshops, and meetings, such as planning, managing a budget, prioritizing, and ensuring that preparations are completed
- Maintains database and mailing lists for committees, medical specialists, Rounds invitee's and other groups related to the program.
- Schedules committee meetings (e.g. Residency Advisory, mentorship and faculty development), compiles agenda and pre-circulates items for discussion, organizes catering, takes, types and distributes minutes, carries out and follows up on action items.
- Facilitates meetings of Rounds sub-committee including scheduling, collaborating with the Communications Manager to create the meeting agenda, taking, writing and distributing minutes; provides quarterly reports to Recognition, Communication and Culture committee.
- Organizes faculty and or resident development sessions by arranging event, sending invites, coordinating attendee list, and ordering catering.
- Organizes attendance for residents at the annual CHSPR conference
- Assists chief resident in organizing annual resident retreat.
- Assists in organizing media training for residents every two years.
- Assists in the organization of program social events such as the Welcome Picnic, Resident's Research Day evening, and Mentor-Mentee dinner by booking venue, coordinating attendee list, and processing payments.

School Rounds Responsibilities

- Creates Rounds schedule by working with theme leads to organize guest speakers and informing Faculty about the date they are responsible for a presentation; solicits presenter and title information.
- Coordinates with presenters regarding expectations and advance electronic presentation for website. Ensures letters for presenters with details for rounds are signed and sent.
- Circulates electronic and hard copy notices, ensures posted and updated on website.
- Sets up and monitors broadcast of rounds to remote listeners via Adobe Connect (e.g. Medical Health Officers).
- Maintains list of physician participation (remote and in person) in Rounds for certification credits to the Royal College of Physicians & Surgeons.
- Prepares certificate for continuing education program and mail.
- Invoices Ministry of Health for Rounds broadcast and provides complete list of presenters.
- Assists in hiring and training of Grand Rounds TA.
- Aids in the implementation of Super Rounds and other lectures.

Resident Research Day

- Creates timetable of residents presentations - titles and learning objectives, and circulate.
- Advertises via e-mail and hard copy, coordinates attendee list, organizes conference call for remote attendees.

Supervision Received

Supervision is received from the School's Senior Administrator and the Director of the Residency Program.

Supervision Given

Not applicable.

Consequence of Error/Judgement

This position requires exercising discretion and observing university policies regarding confidentiality (e.g. confidential resident information and resident dismissal processes, etc.); ongoing prioritization of program responsibilities. Errors in judgment may lead to conflict situations, inefficiency of operation, delayed results.



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Qualifications

High School graduation and two year post-secondary diploma. Training in office procedures and secretarial practices. 4 years related experience or the equivalent combination of education and experience. Computer experience required with Microsoft Office (e.g. Word and Excel). Working knowledge of Macintosh, FMS, University policies and procedures preferred. Ability to communicate effectively verbally and in writing. This includes the ability to compose correspondence and other material, using clear, concise business English. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to perform word processing at 55 words per minute and the ability to take and transcribe minutes. Ability to work effectively independently and in a team environment. Ability to deal with a diversity of people in a calm, courteous, and effective manner.

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Job Posting

Job ID: 16880
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Tech Service Library
Classification Title: Tech Svc Library Asst 3 (Gr6) **Business Title:** Rights and Permissions Assistant
Department: Library - Digital Initiatives
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-21 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-20 **Available Openings:** 1

Job Summary

The Rights & Permissions Assistant processes copyright clearance requests for UBC and UBC Okanagan. Acts as a point of contact for rights holders, course instructors for information on permissions requests and general inquiries. Creates and maintains a database of permissions requests. Uses critical thinking to search online databases to locate right holders.

Organizational Status

The Scholarly Communications & Copyright office is a key part of the university's effort to adapt to the evolving needs of faculty and students and to support teaching, research and learning at UBC. The goal of the Rights & Permissions service is to clear permissions for copyrighted material for use in course materials. The Rights & Permissions Assistant communicates with course instructors and rights holders.

Work Performed

1. Receives, sorts, distributes, refers and responds to incoming permissions requests.
2. Creates, edits, updates a growing database of permissions records including faculty contact information, course lists, item requests, and transactional licenses.
3. Uses critical thinking to search the internet and informational databases to locate rights holders.
4. Investigates and assesses rights holder fees and terms according to established guidelines set by the Library Copyright office. Refers those set outside the guidelines to the Rights and Permissions Manager.
5. Contacts copyright collectives, publishers and rights holders for material usages.
6. Resolves unfilled requests by verifying the citation's accuracy and notifying instructors of the request's status.
7. Receives and forwards permissions invoices.
8. Explains general guidelines and specific agreements for permissions and terms determined by the rights holder to course



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Staff Job Postings

instructors to ensure copyright compliance.

9. Informs the Rights & Permissions Manager when an issue has been identified (e.g. non-responsive copyright holder.)

10. Prepares and keeps up to date procedures on all work performed in job.

11. Performs other related duties.

Supervision Received

Receives daily supervision from the Rights & Permissions Manager. Works independently under minimal supervision. Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete work independently and judgement to determine which methods are applicable in a given situation.

Supervision Given

None.

Consequence of Error/Judgement

The Scholarly Communications & Copyright Office is a complex new University operation with major legal and policy aspects. This position needs to exercise tact and judgment when communicating with faculty and rights holders. Errors could affect users' perception with potentially negative impacts for the Office. Errors in publisher copyright policies could potentially have legal implications. Works under general policies and administrative framework. Work is reviewed in terms of quality and effectiveness in meeting Rights & Permissions Office goals. Good judgment is required in knowing when to refer an issue to the Rights & Permissions Manager.

Qualifications

High School graduation and two year Library Technician diploma. 3 years relevant experience or the equivalent combination of education and experience. Working knowledge and experience with word processing, spreadsheet, database software, and the internet is required. Working knowledge of electronic filing systems is an asset. Ability to perform complex searches on web using advanced searching techniques, information tools, and library tools an asset. Ability to gather, record, and organize information. Ability to maintain accuracy and attention to detail. Ability to identify and correct missing and incomplete data. Ability to understand and apply policies, procedures, and instructions. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to provide quality service to customers in a courteous, patient manner. Ability to exercise tact and discretion. Ability to exercise sound judgment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 16879
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Tech Service Library
Classification Title: Tech Svc Library Asst 3 (Gr6) **Business Title:** Rights and Permissions Assistant
Department: Library - Digital Initiatives
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-21
Job End Date: 2014-10-14
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-10-20 **Available Openings:** 1

Job Summary

The Rights & Permissions Assistant processes copyright clearance requests for UBC and UBC Okanagan. Acts as a point of contact for rights holders, course instructors for information on permissions requests and general inquiries. Creates and maintains a database of permissions requests. Uses critical thinking to search online databases to locate right holders.

Organizational Status

The Scholarly Communications & Copyright office is a key part of the university's effort to adapt to the evolving needs of faculty and students and to support teaching, research and learning at UBC. The goal of the Rights & Permissions service is to clear permissions for copyrighted material for use in course materials. The Rights & Permissions Assistant communicates with course instructors and rights holders.

Work Performed

1. Receives, sorts, distributes, refers and responds to incoming permissions requests.
2. Creates, edits, updates a growing database of permissions records including faculty contact information, course lists, item requests, and transactional licenses.
3. Uses critical thinking to search the internet and informational databases to locate rights holders.
4. Investigates and assesses rights holder fees and terms according to established guidelines set by the Library Copyright office. Refers those set outside the guidelines to the Rights and Permissions Manager.
5. Contacts copyright collectives, publishers and rights holders for material usages.
6. Resolves unfilled requests by verifying the citation's accuracy and notifying instructors of the request's status.
7. Receives and forwards permissions invoices.
8. Explains general guidelines and specific agreements for permissions and terms determined by the rights holder to course



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instructors to ensure copyright compliance.

9. Informs the Rights & Permissions Manager when an issue has been identified (e.g. non-responsive copyright holder.)

10. Prepares and keeps up to date procedures on all work performed in job.

11. Performs other related duties.

Supervision Received

Receives daily supervision from the Rights & Permissions Manager. Works independently under minimal supervision. Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete work independently and judgement to determine which methods are applicable in a given situation.

Supervision Given

None.

Consequence of Error/Judgement

The Scholarly Communications & Copyright Office is a complex new University operation with major legal and policy aspects. This position needs to exercise tact and judgment when communicating with faculty and rights holders. Errors could affect users' perception with potentially negative impacts for the Office. Errors in publisher copyright policies could potentially have legal implications. Works under general policies and administrative framework. Work is reviewed in terms of quality and effectiveness in meeting Rights & Permissions Office goals. Good judgment is required in knowing when to refer an issue to the Rights & Permissions Manager.

Qualifications

High School graduation and two year Library Technician diploma. 3 years relevant experience or the equivalent combination of education and experience. Working knowledge and experience with word processing, spreadsheet, database software, and the internet is required. Working knowledge of electronic filing systems is an asset. Ability to perform complex searches on web using advanced searching techniques, information tools, and library tools an asset. Ability to gather, record, and organize information. Ability to maintain accuracy and attention to detail. Ability to identify and correct missing and incomplete data. Ability to understand and apply policies, procedures, and instructions. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to provide quality service to customers in a courteous, patient manner. Ability to exercise tact and discretion. Ability to exercise sound judgment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 16132 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Relief Shift Engineer **Business Title:** Relief Shift Engineer
Department: UBC Utilities
Salary: \$62,160.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-16 **Available Openings:** 1

Job Summary

The Relief Shift Engineer works in four (4) different capacities please see work performed:

Organizational Status

Reports to Assistant Chief Engineer.

Work Performed

1. On those days when he is scheduled to work in the position of Shift Engineer, the Relief Shift Engineer shall perform the duties of the Shift Engineer as laid out in the Shift Engineer's job description.
2. On those days when he is scheduled to work in the position of Assistant Shift Engineer, the Relief Shift Engineer shall perform the duties of the Assistant Shift Engineer as laid out in the Assistant Shift Engineer's job description.
3. On those days when he is scheduled to work on maintenance, the Relief Shift Engineer shall report to the Assistant Chief Engineer and perform maintenance on equipment inside the Power House.
4. On those days when he is scheduled to work in the position of Utilities Maintenance Engineer, the Relief Shift Engineer shall report to the Head Utilities Maintenance Engineer and perform the maintenance on Utilities steam and condensate equipment Outside the Power House as laid out in the Utilities Maintenance Engineer's job description.
5. This job description will apply to any new hires after the date of signing.
6. This document is also effective at date of signature, not date of ratification.

Supervision Received

Receives direction from Management Supervisor.

Supervision Given

Will exercise supervisory functions in regard to others working in connection with maintenance and service in the Powerhouse.

Consequence of Error/Judgement



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Close attention is required to prevent service failures which could temporarily result in curtailment of all steam supply, heating, hot water, and sterilization systems on campus.

Qualifications

BC Second Class Power Engineer. .

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: 16402 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Maintenance Engineer **Business Title:** Maintenance Engineer
Department: Building Ops - Mech Maint
Salary: \$58,140.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-15 **Available Openings:** 1

Maintenance Engineer (Millwright)

Job Summary

Under supervision of Head Maintenance Engineer or Sub-Head Maintenance Engineer, performs skilled work in the maintenance and repair of mechanical service equipment used throughout the University including heating, refrigeration, ventilating and air-conditioning of laboratories and buildings.

Organizational Status

Reports to the Mechanical Systems & HVAC Manager.

Work Performed

1. Maintains, repairs, replaces, installs and checks fans, compressors, pumps, refrigerator units, and associated equipment used for climatic control in University offices and classrooms, and for controlled research environments by:
 - a. Machining and making up parts and components as required.
 - b. Checking, repairing and recharging refrigerator systems with gas, brine, or other refrigerants.
 - c. Complete overhauling or rebuilding and installation of compressors and mechanical equipment.
 - d. Welding and soldering cooling systems, frameworks, mountings and equipment associated with refrigeration, air-conditioning, ventilation, and heating.
2. Operates machine shop equipment and gas and electric welding equipment in the performance of maintenance and repair duties.
3. Maintains, overhauls, and installs ice rink equipment, insures safe operation of equipment e.g. pressure switches, etc.; testings, lubing, oil changes and adjusting thermostats are duties of the Operator.
4. Conducts periodic inspections and routine checking of equipment performance and condition by using flow meters, speed indicators, and other test equipment.
5. Reports on the maintenance requirements of equipment and machinery.
6. Utilizes the Building Management System to identify malfunctions in noted equipment where appropriate and to stop and start remote equipment as appropriate.
7. May be required to perform other duties related to the qualifications and requirements of the classification.

Supervision Received

Reports to the Head Maintenance Engineer or Sub Head Maintenance Engineer.



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Supervision Given

None

Consequence of Error/Judgement

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

Qualifications

BC Fourth Class Power Engineer. Formal training and considerable experience in refrigeration and or air-conditioning and or mechanical maintenance. BC Trades Qualification or Inter-Provincial Trades Qualification certificate as a Refrigeration Mechanic, Millwright or other related trade. .

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Job Posting

Job ID: 16831
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level A **Business Title:** Financial Analyst
Department: Treasury
Salary: \$49,226.00 - \$59,094.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-19 **Available Openings:** 1

Job Summary

UBC Treasury is responsible for safeguarding and leveraging the University's \$4.5 billion assets and liabilities. The Finance Analyst is responsible for controls and analysis performed in support of the University's internal bank. Major responsibilities include tracking key performance indicators related to debt, and liquidity, reconciliation of investment accounts, review of interest earning balances and investment income trends, assisting with investment income projections and identifying trends over time. The Finance Analyst also reviews financial entries and on-line transactions .

Organizational Status

The Finance Analyst provides support for the entire Treasury team but primarily to the Treasury Manager, Debt and the Treasury Manager, Cash. The position liaises with various staff levels within the University community on a regular basis as well as external organizations such as financial service companies.

Work Performed

1. Assist in building financial models used to support financing decisions and strategies
2. Report on a broad range of capital projects and a broad range of financing structures, taking into account requirements for interest earning balances
3. Build or validate assumptions in modeling liquidity and working capital balances
4. Prepare comprehensive financial reports and supporting analysis to monitor and report on trends, metrics, Key Performance Indicators and changes between comparative time periods.
5. Prepare uncomplicated proformas, for decision making
6. Assist in creating the annual Debt Report
7. Assist with variance analysis in comparisons of results with budgets and forecasts for investment income and expenditures
8. Assists in the preparation of budgets
9. Manage the access to and security of the banking software, including a comprehensive annual assessment and review
10. Monitoring and assess key performance indicators and reporting as required.
11. Evaluate the viability of various financing options from a university perspective and assess affordability of financing options, for loans to faculties and related companies
12. Prepare standard internal loan documents
13. Analyze financial results for accuracy, investigating suspect data and making adjustments



14. Prepare monthly investment returns to be used in further analysis and forecasting and investigate discrepancies
15. Assist in preparing 10 year forecasts for investment income and liquid balances, by building assumptions, coordinating input from various sources and preparing results
16. Assist Manager - Cash with short term cash forecasts and tactical planning
17. Estimate projections for bridge financing of Capital Projects
18. Perform reconciliations of all Treasury project grants, to supporting documentation and to supporting statements (eg. Investment accounts)
19. Monitor information updates for the Treasury website
20. Act as FMS Reviewer for Treasury financial transactions (online approver)
21. Assists Housing Manager with reconciliations of the Housing Program 'tracker' to FMS
22. Perform ad-hoc analytical reporting and other duties as required
23. Any other duties as required

Supervision Received

Works independently and with full professional latitude towards broad mandates. Reports to the Treasury Manager, Debt in respect of the achievement of strategic goals.

Supervision Given

This position currently manages no staff.

Consequence of Error/Judgement

The successful candidate will be responsible for supporting the University's Treasury department which is responsible for managing nearly \$4.5 billion in assets. As such, this position, at times, will require involvement in complex and sensitive issues that have material impact on the University. This position is required to respond well to unexpected circumstances and exercise sound discretionary judgment.

Qualifications

Undergraduate degree in a relevant discipline and Completion of one year in an accredited accounting program (CGA or CMA or CA). Minimum of two years experience or the equivalent combination of education and experience. Training in bookkeeping, finance, business practices and office procedures preferred. Experience with UBC financial systems, and Treasury Management systems an asset. PeopleSoft Financial Management System certification preferred. The successful applicant will display ability to:

1. Demonstrate advanced accounting skills.
2. Exercise discretion, sound judgment and initiative.
3. Be a team player who reinforces a positive work environment for the entire Unit.
4. Be matured in dealing with work responsibilities, co-workers and diverse external parties.
5. Possess a "can do" attitude
6. Be able to work well under pressure, prioritize tasks to meet deadlines and demonstrate a high degree of accuracy.
7. Communicate effectively, verbally and in writing
8. Exhibit sound organizational, analytical and problem solving skills.
9. Technological competency, e.g. Word, Power Point, Excel, and FMS PeopleSoft.

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Job Posting

Job ID: 16832
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level C
Business Title: Manager - Contracts, Leases & Housing
Department: Treasury
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-04
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-19
Available Openings: 1

Job Summary

UBC Treasury is responsible for the safeguarding and leveraging of the University's \$4.5 billion assets and liabilities. The Manager - Contracts, Leases and Housing, is an integral and key member of the Treasury team and is responsible for managing the contractual and financial elements of UBC's housing assistance options for staff and faculty, in addition to simple on campus and off campus contracts, leases and licenses. Additionally, the role is responsible for monitoring UBC relationships with subsidiaries and related parties, the campus General Municipal Services Levy and the Treasury team's data and file management systems.

Organizational Status

Reports to the Assistant Treasurer, Contracts & Leases.

Work Performed

1. Manage the legal, financial and property management aspects of uncomplicated, low dollar value contracts, agreements, leases and licenses on behalf of UBC, for on and off-campus properties where UBC is either landlord or tenant.
2. Liaise with UBC stakeholders in the administration and synchronized issuance of leases and licenses, including University Counsel's office, Campus and Community Planning (development and building permits) and Financial Services (contracts for bank and merchant services).
3. Prepare budget projections and other analysis relating to UBC's real property assets
4. Assist the Assistant Treasurer, Contracts & Leases, in negotiations and management of more complicated higher value leases with third parties and on the terms and conditions of legal contracts on behalf of the University.
5. Review appraisals and approve valuations as required.
6. Manage the financial, legal and administration aspects of the Employee Housing Assistance program and the Housing Action Plan. Liaise with all stakeholders (applicants, faculties, lawyers notaries, banks, mortgage brokers, partners, etc.), evaluate and process applications.
7. Review, assess for financial viability and process special, interest-free housing loans offered in connection with the recruitment of senior University staff; provide analysis and advice to related borrowers on the tax implications and liabilities of the special, interest-free housing loans under the Income Tax Act.
8. Calculate annual taxable benefits in relation to the Housing Action Plan rentals geared to income and capped appreciation ownership housing options, in accordance with the Income Tax Act by liaising with UBC Properties Trust, Campus and Community



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Planning and Payroll. Housing in respect of

9. Assist in administration of the on-campus "municipal type" taxes, i.e. UBC General Municipal Services Levy (GMSL).
10. Responsible for the maintenance of all Commitments and Agreements executed under University Resolution #1, #2, #3, and #4.
11. Monitor related party and subsidiary relationships in terms of governance and financial sustainability, including an annual report to the Board of Governors.
12. Responsible for effective management of the University's legal arrangements with the objectives of meeting deadlines, realization of cost savings and or business opportunities, and maintaining competitiveness with respect to services provided externally.
13. Maintains the Treasury Team shared electronic filing system in 'SharePoint'

Supervision Received

Works independently and with full professional latitude towards broad mandates. Reports to the Assistant Treasurer, Contract and Leases in respect of the achievement of strategic goals. Liaises with all levels within the University Community (including VPs, Deans & AVPs) and external parties, particularly lawyers, on a regular basis.

Supervision Given

Provide direction to external consultants and legal consulting professionals on a regular basis. Direct clerical and supporting administration staff on various matters relating to the duties of the position.

Consequence of Error/Judgement

In support of the Assistant Treasurer, errors may have a material and long term financial impact on the University as a whole and the financial viability of University departments. Errors may also have significant legal consequences. Decisions impact the University's. Decisions also have a direct personal and financial impact on university staff at the highest levels. Reliability and accuracy are vital given both the magnitude and longevity of contractual commitments with respect to real estate and the degree of contact with University executives, the University community, government and external professionals. Errors in judgment could lead to legal and financial exposure to UBC.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). Completion of a paralegal qualification and certification as a paralegal preferred. Minimum of five years experience or the equivalent combination of education and experience. Property management or land developments experience an asset. Accounting experience and or knowledge of FMS would be an asset. The successful applicant will display ability to:

1. Analyze and interpret data, determine implications, and provide recommendations for completing duties or resolving problems
2. Perform duties with accuracy and attention to detail
3. Communicate effectively verbally and in writing
4. Make thoughtful, informed and thorough decisions
5. Work effectively independently and in a team environment
6. Identify, obtain, and effectively manager organizational resource (e.g. people, materials, assets and budgets)
7. Prioritize workflow, respond in a timely manner to task and assignments

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Job Posting

Job ID: 16810
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Executive Coordinator
Department: Center for Teaching, Learning & Tech
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-12-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-16 **Available Openings:** 1

Job Summary

Conducts Centre and or teaching and learning related research for the Academic Director, managing activities, projects, services of both academic and non-academic natures on behalf of the Academic Director, managing administrative support for the Academic Director, liaising with members of the CTLT senior management team, senior University officials, Deans, Associate Deans, Heads, Directors, faculty members, and their administrative staff across campus and at peer institutions. Manages a variety of ongoing, annual and one-time academic projects and activities.

Organizational Status

Reports to the Senior Manager, Planning & Operations and takes direction from the Academic Director. Works collaboratively and interacts extensively with Associate Directors and Senior Managers, as well as members of senior administration, Deans, Associate Deans, Heads, Directors, faculty members, and their administrative staff. Provides support to the CTLT senior management team. The Centre for Teaching, Learning & Technology is a centrally positioned unit, providing leadership, academic services and support to the UBC teaching and learning community in the areas of scholarship of teaching and learning, curriculum development, flexible learning, instructional design, educational technology development, instructional support and teaching practice development.

Work Performed

1. Researches, analyzes, compiles and writes briefs, reports and other materials on a variety of academic and non-academic matters, to be used by the Academic Director, the senior management team and or the committees on which they sit, as a basis for decision making.
2. Analyzes information provided internally or by external agencies. Coordinates projects. Conducts research and analysis, develops and manages timelines, secures resources and monitors project status to identify and rectify deviation in delivery.
3. Provides consultative support and participates on various Centre and University committees, manages pre-meeting discussion, topic research, presentation, coordination and follow-up action, locating and providing resources as required. Post meeting duties include communication with committee members, researching and writing reports, and coordinating the implementation of the committees' decisions.
4. Keeps current on new developments related to the University, the Centre and teaching and learning in higher education; communicates relevant developments to the Academic Director and the Senior Management team.
5. Manages various administrative projects for the CTLT, including the identification, implementation, review, and management of all aspects of the project cycle including coordinating activities of project teams, analyzing and evaluating outcomes and



providing advice on improvements Develops, implements and evaluates innovative procedures, practices, standards, specifications, services or projects.

Other duties as required

Supervision Received

Must be highly self directed, taking initiative, working independently under the general direction of the Academic Director and as part of a team environment. Performance will be evaluated against set objectives; the incumbent devises methods and procedures to accomplish them in a timely manner.

Supervision Given

Formally trains CUPE 2950 administrative staff and oversees their work. Responsible for hiring, discipline, evaluation and termination.

Consequence of Error/Judgement

This position requires good judgment, tact, discretion and initiative to an outstanding degree. Errors in judgment could have negative impact on the Centre of Teaching, Learning & Technology and the University, resulting in poor public relations, financial costs, or loss of credibility.

Work must often meet tight deadlines and requires the incumbent to perform well under pressure. The incumbent will be expected to respond well to unexpected circumstances and exercise good independent judgment. Must demonstrate exceptional public relations and interpersonal skills. Inappropriate or errant communication of sensitive issues could have a serious budgetary impact and have legal implications.

Uses judgment and initiative in handling matters of a non-routine nature requiring the interpretation of University and CTLT guidelines, procedures and policies. Expected to exercise judgment in establishing priorities and carrying tasks through to completion in a timely way.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience working with individuals at senior levels and in complex environments, or comparable University or corporate experience. Ability to maintain accuracy and attention to detail. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to politely screen calls, direct as appropriate, and take accurate messages. Ability to effectively use MS Office at an intermediate level. Ability to review, analyze, and synthesize complex information into summaries and reports. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively verbally and in writing. Ability to listen actively and attentively, and obtain clarification as required. Ability to make decisions and recommendations involving highly complex issues. Ability to make thoughtful, informed, and thorough decisions. Ability to determine the nature and urgency of inquiries and issues, and triage appropriately. Ability to exercise sound judgment. Ability to deal with people in a courteous, calm manner. Ability to identify and respond to contentious or politically sensitive issues with discretion. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to locate required information using a variety of methods (e.g., online information sources, manuals, expert sources).

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Job Posting

Job ID: 16849
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Administrator
Department: Inst.Gndr,Race,Sex,SoclJustice
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-21 **Available Openings:** 1

Job Summary

The incumbent is responsible for the administration of the Institute for Gender, Race, Sexuality and Social Justice (GRSJ [http: www.grsj.arts.ubc.ca](http://www.grsj.arts.ubc.ca)) a degree-granting academic unit that offers an undergraduate minor and major, M.A. and Ph.D. programs in Gender, Race, Sexuality and Social Justice Studies, 43 undergraduate and graduate courses and an undergraduate Minor in Critical Studies in Sexuality (CSIS [http: csis.arts.ubc.ca](http://csis.arts.ubc.ca)). The GRSJ Institute has 11 tenured and tenure-track faculty, 2-12 month lecturers, a significant group of sessional faculty, 100 GRSJ faculty associates and three staff (two M&P and one CUPE). The GRSJ Institute typically has 30-40 graduate students, many of whom are TAs during any given semester. The GRSJ Institute has a GPOF budget of over \$ 1.2 million and manages an addition \$200,000 in Endowment income and other revenue streams, and the funds related to a significant number of multi-year grants. The administrator manages the human resources and financial operations and accountability, overseeing the undergraduate and graduate enrolment for the GRSJ Institute and course scheduling for the GRSJ Institute, overseeing the acquisition of supplies and equipment for GRSJ Institute and labs.

Organizational Status

The Administrator reports to the Head of the GRSJ Institute . The position contributes directly to the policy and priorities of the GRSJ Institute providing advice and guidance to faculty and supervising staff in all matters relating to the administrative and support function of the GRSJ Institute, particularly with respect to the financial priorities and objectives. The incumbent supervises support staff and interacts and works collegially with other M&P staff in the Faculty, faculty members and students and acts as GRSJ Institute representative and liaison with administrative and academic GRSJ Institute and ancillary services.

Work Performed

Management - Manages support staff and student assistants; determines staff requirements, recruits, interviews, hires, trains, evaluates performance, assesses job classifications, and disciplines and terminates staff when necessary; establishes work priorities and distribution; approves and coordinates overtime and vacation schedules and resolves personnel issues;.
 Financial - Administers and supports the management of the GRSJ Institute budget, Jane Rule Endowment income, research grants and the thematic network grants allocated to faculty, trust and endowment accounts; works with GRSJ Institute Head in the preparation and projection of budget and soft monies; has signing authority for all accounts and accountable for budget administration; approves all non-academic appointments; oversees expenditures and manages all finances and financial transactions; forecasts resource requirements for budgetary reports; manages GRSJ Institute's on-line Financial Management Information System; develops, formulates and administers policies and procedures for the GRSJ Institute related to finance; advises faculty members regarding



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their budgets and the administration of research grants.

Space - Identifies and plans space requirements and use within the Institute.

Purchasing - Assesses requirements and establishes priorities for purchase or upgrade of office equipment and furnishings; manages inventory of such items and oversees maintenance; deals with trades staff regarding specific problems; authorizes the acquisition of all supplies, equipment, and services for the administrative functions of the Institute.

Academic

- Manages the coordination of the academic function of the GRSJ Institute including the faculty recruitment process, the faculty associate recruitment process, the graduate admissions process, the recruitment and appointment of teaching assistants, faculty travel and relocation, etc.

- Oversees submission of faculty grant applications, faculty and administrative workstation initiative applications, leave applications, and professional development reimbursements.

- Prepares statistical material for internal and external use, i.e., enrolments, reports, personnel information.

General

- Establishes administrative policies, practices and procedures to be observed by faculty, staff and students in the GRSJ Institute; provides advice and guidance on all aspects of University policies and procedures.

- Represents the GRSJ Institute in a liaison capacity with various university administrative and academic units, ancillary services and external agencies.

- Manages the administration of the GRSJ Governance Committee.

- Manages the GRSJ Institute's Work Study Programs.

- Manages Peer Reviews of Teaching, including communication with peer review of teaching committees, GRSJ faculty and instructors teaching sessionally and the GRSJ Standing Personnel Committee.

- Carries out other duties as required by the Head of the GRSJ Institute.

Supervision Received

The incumbent works independently and in collaboration with GRSJ Faculty and staff, under the general supervision of the Director.

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. - University degree plus two years of relevant work experience in administrative support in an academic environment, or an equivalent combination of education and experience. Minimum of two years experience or the equivalent combination of education and experience. - Supervisory, financial and administrative experience required.

- Demonstrated experience working in a community or University-based environment that prioritizes social justice, equity, and the unique vulnerabilities, resiliences and human rights needs pertinent to working with marginalized groups, including people marginalized as a function of gender, disability, race, sexuality, indigenous status, economic or linguistic or other intersectional factors.

- Computer-supported, Online and Social Media experience required including online document archiving and sharing environments (e.g., DropBox), online unit-level website environments (e.g., WordPress, FaceBook Pages), knowledge of, and experience working



in, Online University Information Systems, such as (at UBC) FMS, SISC, HRMS, eRecruit, Position Management.

- Thorough knowledge of University policies and procedures, as well as other administrative units and be capable of providing interpretation and advise on these policies.
- Ability to work independently and collegially with others and to exercise tact, discretion and judgment.
- Effective oral and written communication, interpersonal and organizational skills. Ability to prioritize and meet deadlines, maintain accuracy and attend to detail, exercise tact and discretion, work independently as well as within a team environment.

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Job Posting

Job ID: 16893
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B **Business Title:** Manager, Pre- and Post-Review
Department: Ethics
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-28
Job End Date: 2014-10-28
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-10-21 **Available Openings:** 1

Job Summary

All clinical research involving human subjects must be reviewed and approved by the Clinical Research Ethics Board (CREB) before research begins. The CREB must determine whether research proposals are acceptable on ethical grounds and whether the research complies with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Human Subjects and, where applicable to specific research, other relevant national and international standards. The CREB office administers the decisions of the CREB, provides timely service to the research community with respect to the communication of these decisions and responds to their inquiries on ethical issues.

This position is responsible for facilitating the consistent operation of the Clinical Research Ethics Board by conducting an accurate and complete pre-review of all new applications prior to full board review; compiling post-review documentation of the CREB decisions from reviewers' comments and reviewing responses from investigators prior to review by the Chair. The pre- and post-review activities must be completed within specified time frames and are necessary to ensure that Canadian regulatory and policy requirements and UBC CREB requirements for conducting research involving humans are applied in a consistent manner by investigators for all research studies. The number of applications reviewed at a typical CREB meeting, which meets twice a month, can vary from between twenty to forty. This position will also assume the CREB Manager's responsibilities and other duties when required.

Organizational Status

Reports to the Manager of the CREB.

Work Performed

This position requires an individual with sufficient computer literacy to become quickly conversant with the function of the 'Researcher Information System - Human Ethics (RISe)' and the flexibility to adapt this position to the requirements of this online system. This [individual] will be required to use RISe in order to answer standard inquiries from investigators concerning the status of their application and to implement CREB Standard Operating Procedures for processing research applications.

Pre-Review for Full Board and Delegated Review:

1. Advises investigators on Canadian federal and provincial regulatory requirements and "Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans" requirements for conducting human research as well as specific UBC CREB policies, standards



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and requirements.

2. Reviews all applications and attached documents received; communicates immediately with investigators prior to submission to a meeting if documents have been submitted incorrectly.
3. Analyses required documentation for new studies, specifically application forms and consent forms, for compliance with standard UBC CREB and regulatory requirements.
4. Synthesizes identified deficiencies from study documentation into a written report for distribution to the CREB members prior to the board meeting in conjunction with the meeting agenda.
5. Maintains documents according to regulatory requirements.
6. Attends CREB meetings to take minutes and respond to any questions concerning the pre-review analysis.

Post-review:

1. Consolidates CREB meeting discussion with written comments from CREB members into single decision-statements and provides timely notification of these modifications (i.e. provisos) in writing to researchers.
2. Maintains accurate and complete documentation of decisions to ensure compliance with regulatory requirements.
3. Reviews incoming responses from investigators for compliance with CREB requests for modifications, and requests changes if necessary prior to final review by the Chair.
4. Ensures that research studies meet requirements for ongoing review and annual renewal.
5. Assists investigators to understand CREB decisions and advises on suitable responses to provisos.

Other Duties:

1. Fulfills CREB Manager's responsibilities when required.
2. Provides backup for other staff when required.
3. Advises the CREB Manager of any new developments in the national and international regulatory requirements for ethical review and national policy development across Canadian REBs.
4. Assists the CREB Manager in the development and communication of UBC CREB policies and procedures to the UBC research community.
5. Numerous administrative duties that are integral to the effective functioning of the CREB office on a daily basis.

Customer Service:

1. Responds to inquiries regarding how to complete an application form for initial review and how to prepare consent forms.
2. Responds to inquiries for information on CREB policies, standards and requirements and how these apply to specific types of research studies.

Supervision Received

Duties are performed independently, with supervision from the CREB Manager.

Supervision Given

This position may supervise CREB Administrative Assistants when required to assume the CREB Manager's responsibilities.

Consequence of Error/Judgement

Delays in preparing the pre-review documentation will make it difficult to guarantee that all studies are reviewed in a consistent manner. A perceived lack of consistency could cause investigators to question the validity of CREB decisions. Delays in processing the decisions of the CREB can significantly affect an investigator's ability to secure competitive funding from sponsors, launch the study in a timely manner or can cause a delay in the release of granting agency funds. Lack of a rigorous review and inaccurate approval documentation could also result in investigators questioning the validity and reliability of the CREB's review processes.

Qualifications



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Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Knowledge of research procedures as well as of Canadian regulatory and policy requirements for conducting research that involves humans. Ability to become quickly conversant with the function of the 'Researcher Information System - Human Ethics (RISe)'. An understanding of basic medical terminology in order to communicate efficiently and effectively with the clinical research community. Ability to maintain accuracy and attention to detail. 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 prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion. Ability to effectively use Microsoft Office at a basic level (e.g., Outlook, MS Word, MS Excel).

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Job Posting

Job ID: 16815
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level D **Business Title:** Senior Manager, Planning and Operations
Department: Center for Teaching, Learning & Tech
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-12-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-16 **Available Openings:** 1

Job Summary

Responsible for developing comprehensive management strategies and strategic plans in the areas of: human resources, health and safety, site operations, facilities, internal and external communications, planning and development, and special projects.

Organizational Status

The Centre for Teaching, Learning & Technology is a centrally positioned unit, providing leadership, academic services and support to the UBC teaching and learning community in the areas of scholarship of teaching and learning, curriculum development, flexible learning, instructional design, educational technology development, instructional support and teaching practice development.

Reports to the Academic Director. Works in partnership with the senior management team, providing strategic advice and guidance on high level administrative matters. Liaises regularly with the Director of Finance in the Provost's office and with senior academic and administrative staff across the institution.

Work Performed

Strategic Communications

- Directs the development and implementation of the overall communication strategy to demonstrate the value of the Centre to the University
- Oversees strategic external communications and or marketing activities, ensuring they are of exceptional quality (including print, social media, web)
- Manages the development and implementation of an internal communications plan
- Oversees the development of metrics for periodic reporting of activities to the University community and takes the lead role in preparing the annual report of the Centre

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Human Resources

- Provides strategic oversight to human resource and employee relation activities in the Centre
- Collaborates with other senior managers to implement organizational changes to accommodate new initiatives and evolving needs
- Provides direction in the preparation and implementation of organizational change management activities
- Establishes performance management mechanism, and oversees the annual performance review process and execution



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Finance

- In collaboration with the Director of Finance in the Provost's office, develops financial models and projections to support executive decision-making
- Advises strategically on financial implications of various planning options
- Assesses opportunities, formulates strategies and makes recommendations for revenue generation

Policies and Procedures

- Provides strategic direction in the development, implementation and maintenance of policies and procedures within areas of responsibility
- Stays up to date with respect to relevant UBC policies and procedures

Facilities

- Monitors space utilization and undertakes, as necessary, space planning and analyses; directs appropriate changes to office allocations
- Liaises with and maintains effective relationships with Land and Building Services, contractors and their work crews, architects, WCB officials and Occupational Health and Safety Representatives; identifies and coordinates Minor Capital funding requests oversees associated renovations, moves and installations
- Oversees Centre security, and authorization of controlled access.

General

- Provides strategic leadership for the development of operational efficiencies
- Provides strategic support to the development and implementation of specific initiatives related to Centre growth, project oversight and reporting.

Supervision Received

Works independently within broad mandates; work is reviewed in terms of realization of broad mandates and achievement of goals.

Supervision Given

Direct supervision of Human Resources and Communications Managers and financial services staff.

Consequence of Error/Judgement

As a key member of the Centre's strategic and leadership team, works with a high degree of independence and responsibility. Errors in judgment could result in serious operational and financial consequences for the Centre, undermining the Centre's ability to meet commitments and achieve its strategic objectives. Errors could result in significant concerns regarding the liability, credibility and integrity of the Centre and University

Qualifications

Undergraduate degree in a relevant discipline. Master's degree preferred. A minimum of 7 years of experience or the equivalent combination of education and experience. -Proven financial and senior administrative and supervisory experience in a large multi-functional academic organization. -Ability to analyze and interpret data, determine implications, and provide recommendations.

- Ability to understand and apply policies, procedures, and instructions.
- Ability to effectively lead committees and plan meetings.
- Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources.



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- Ability to develop, implement and evaluate the success of strategic business plans.
- Excellent communication skills (verbally and in writing).
- Ability to negotiate a consensus amongst differing views.
- Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 16745
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level F **Business Title:** Sr. Director of Admin. & Patient Care Services
Department: Paediatrics
Salary: \$83,293.00 - \$104,115.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-18 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-24 **Available Openings:** 1

Job Summary

The Senior Director is responsible for providing comprehensive executive level strategic management and operational leadership for a large, highly complex and functionally integrated (clinical-academic) provincial Department. As this is a functionally integrated role between the University and PHSA, the position reports through the Head, Department of Pediatrics to the Chief Operating Officer and the Executive Director, Faculty Affairs of the Dean's office, UBC Faculty of Medicine.

The Senior Director functions as an integral member of the Child Health Management Team, working collaboratively with other senior clinical and medical directors and department heads to develop and implement strategies to enhance collaboration and partnership between the departmental administrative structure and clinical operations, while ensuring operational excellence and efficiency relative to the department's clinical, academic and research mandates. Develops and implements solutions to standardize practice and maximize operational efficiency; as well as establishes and ensures monitoring of productivity and quality performance standards.

This position is a joint UBC PHSA position and will be posted through both organizations.

Organizational Status

The Senior Director is responsible for leading the development and advancement of a solid foundation for the Department, including the implementation of long-term strategic actions to promote the Department's functional integration, development and growth. Oversees the areas of finance, human resources (including managing and directing staff), physician human resource planning and compensation framework, labor relations, policy development, faculty practice management, distribution of medical resources, communications, site development, equipment and facilities management. Develops and implements policy for the integrated Department, ensuring sufficient rigor and transparency with respect to business functions. Works with a provincial mandate through PHSA, the Department, UBC Faculty of Medicine distributed sites, and with Child Health BC to build regional and provincial capacity in child and youth health service and medical education.

The position provides critical linkages between BCCH SHHC Executive, Divisions (including Neonatology at BCWH), Departments, Child Health BC, the University of British Columbia's (UBC) Faculty of Medicine, the Provincial Health Services Authority (PHSA), the Children and Family Research Institute (CFRI), and the Ministry of Health (MoH).

Work Performed



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Staff Job Postings

- Leads the management of complex, multi-disciplinary, cross-organizational projects focused on enhanced integration of the clinical and academic agendas and sustained growth. Identifies, develops, and supports opportunities for new initiatives by establishing priorities, creating and implementing business cases, engaging cross-institutional stakeholders, managing allocated resources and designing performance metrics. Acts as a liaison on strategic alliances.
- Provides complete stewardship and management of all Departmental financial resources and assets. Collaborates and oversees the development of Departmental budgets, routinely assessing financial obligations, risks and liabilities, and implements effective financial models, cost and revenue allocation strategies.
- Develops implements strategic objectives and tactical plans that reflect provincial, national and global developments relating to faculty practice management which maintains the organizations' competitive position in the academic healthcare market.
- Develops and directs the full scope of policy, financial, human resource and operational planning and implementation of the AFP. Negotiates with internal and external partners, including faculty, PHSA Physician Compensation & Planning, PHSA HR, UBC Faculty Affairs, the Physician Secretariat Office, the British Columbia Medical Association (BCMA) and the MoH to facilitate consensus, mediate resolution, broker agreement and resolve issues with respect to the financial and policy framework of the AFP.
- Supports the maintenance and advancement of the provincial mandates for the integrated Department, with appropriate liaison and oversight at all regional sites (responsibility for trainees, residents, placements and management of services).
- Engages and negotiates with the MoH, Ministry of Child & Family, University (Associate Dean, Research, Faculty of Medicine, Research Services, Industry Liaison and Research & Trust Accounting) and other relevant governmental and non-governmental bodies and granting agencies for additional resourcing. Interfaces and engages with regulatory and accrediting agencies including HEABC, Physician Secretariat Office, BCMA, the College of Physicians & Surgeons of BC, the Royal College of Physicians of Canada, and corporate legal services as required, representing and providing effective advocacy on behalf of the Department.
- Contributes to the development of new policies and procedures within PHSA, the Hospital and UBC where appropriate.
- Oversees policy development and the provision of requisite leadership and infrastructure support for medical trainees in close collaboration with the Associate Head Education.

Supervision Received

Reports to the Head, Department of Pediatrics, BC Children's Hospital and Sunny Hill Health Centre (BCCH SHHC), BC Women's Hospital (BCWH) and University of British Columbia (UBC) as well as the Senior Vice President for BC Children's and Sunny Hill.

Supervision Given

Direct and indirect supervision of over 250 staff, including management and professional staff, academic and clinical secretaries, research assistants and technicians, data managers, etc.

Consequence of Error/Judgement

Errors may result in loss of financial resources, inadequate planning for key activities, and compromise departmental, and hospital and or university integrity.

Qualifications

Master's degree in a relevant discipline. A level of education, training, and experience equivalent to a Masters Degree in Business Administration, Health Administration or related field. Minimum of 9 years experience or the equivalent combination of education and experience. Seven (7) to ten (10) years recent related experience with emphasis on strategic, human resource and financial leadership, including negotiations management. Strong skills in operations management. Innovative and proven leadership skills within a multi-site academic health care environment and complex organization. Demonstrated ability to lead teams and to promote teamwork. Broad knowledge of business administration including strategic and operational planning within academic healthcare. Ability to provide strategic direction and to analyze resolve problems from a global perspective. Ability to prioritize and manage multiple tasks and projects and to work collaboratively and build consensus with diverse groups. Demonstrated understanding and experience of quality assurance process, operational planning and program development. Exceptional



The University of British Columbia

Staff Job Postings

communication, interpersonal and public relation skills. Proven ability to negotiate, interpret and write contract terms and conditions, along with the skills and expertise to mediate resolutions to complex situations. Ability to critically analyze and synthesize utilization and statistical data. Highly developed analytical and critical thinking skills. Demonstrated ability to exercise tact, sound judgment and initiative in dispute resolution.

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: 16885
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Systems Administrator I
Department: UBC IT - Comunctn&ColbartnTech
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-10 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-20 **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 Systems Administrator I consults with users and analyzes their systems hardware and software problems, and contributes to the design, provisioning and configuration of systems based on user needs.

Organizational Status

UBC IT Communication and Collaboration Technologies provides a suite of communications, collaboration and authentication services to the University community, including voice (telecom), contact centre, email, calendaring, and UBC Events. Reports to the Manager, Communication and Collaboration Technologies. Works independently and jointly within the Communication and Collaboration Technologies team. Collaborates with management and staff from all sections of Information Technology, other administrative and academic offices, and faculty to coordinate application support. Interacts directly with other University technology professionals.

Work Performed

Specific Duties:

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



unified communications technologies (SIP, XMPP, etc...), crisis communications management technologies, client communications technologies, Identity Management, e-commerce, workflow, systems development methodologies, web-services, applications middleware (apache, tomcat, etc.), anti-spam and anti-virus, electronic forms, etc.

- Provides Tier 2 operational support for production systems including troubleshooting system problem reports, resolving issues with production systems, defining operational support processes, patching systems and applications, documenting and reporting problems and providing end user support as required.
- Assists with design, implementation and support of TDM and VoIP network infrastructure, including CO trunking, TIE PRIs, IP-based trunking (H323, SIP), data switches and media gateways.
- Develops expertise in the functionality of vendor product(s). Works directly with the vendor's technical support centre in order to resolve product issues.
- Assists in the development of scripts to automate and improve processes, monitor servers, extract and convert data.
- Reviews current support processes and methods of support delivery in order to provide technically accurate solutions to customers and to improve customer satisfaction. Brings recommendations for improvement to the Team Lead and or the Manager.
- Develops and maintains relevant documentation, including operational procedures and guides for customers, end-users, and application support teams. Assists with development of sound business continuity and disaster recovery plans for applications as part of the project delivery.
- Performs data analysis in preparation for conversion and clean up. Develops and or prepares conversion programs and procedures; assists with conversion functions.
- Prepares training plans, training materials and trains technical staff as required on Communication and Collaboration Technologies systems, services and products.
- Provides after hours on-call support on a rotational basis.

Core Duties:

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

Supervision Received

Works under the general direction of the Manager, Communication and Collaboration Technologies, Information Technology and under the daily direction of a Team Lead, Project Manager, or senior technical staff as assigned. The System Administrator must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

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

Consequence of Error/Judgement

Information Technology plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The services supported by Information Technology require reliable application systems in order to provide critical



functions that support all students, faculty and staff. These systems must be available on a 7x24 basis.

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

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. At least one year of application support experience or equivalent is preferred.

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

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

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

Experience supporting enterprise communications systems and related technologies: Cisco Unified Communications Manager, Cisco Unified Contact Centre Express, Cisco Unity Connection, Cisco Unified Provisioning Manager, Exchange Unified Messaging, Avaya CS1000E, Digital Signage, Emergency notification systems, Unified communications products1.

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

Proficient knowledge of UNIX command line and general usage.

Knowledge of IP networks and switches, and features related to VoIP, such as CDP, QOS, VLANs, DHCP, and Cisco FWSM contexts.

Knowledge of IP-based telephony principles, practices and architectures, including data networking components, protocols (i.e., SIP, SCCP), and communications applications.

Knowledge of unified communications systems.

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

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

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

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

Ability to take initiative and work with limited direction.

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

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

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

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



The University of British Columbia

Staff Job Postings

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

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Job End Date:
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Date Closed: 2013-10-20 **Available Openings:** 1

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The University of British Columbia

Staff Job Postings

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

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

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

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

Ability to take initiative and work with limited direction.

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

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

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

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



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

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

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Job Posting

Job ID: 16897
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Network Analyst II
Department: UBC IT - UBCNETwrk& Inf Facil.
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-11 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-10-22 **Available Openings:** 1

Job Summary

The Network Analyst II designs solutions for existing complex information network systems including the assessment of facilities bandwidth requirements and system interdependencies.

Organizational Status

Works within the Network Management Centre as part of a team providing support for UBCNET. Reports to the Team Lead of the Network Management Centre under the UBCNetwork and Infrastructure Facilities unit. Works with other teams within UBC IT to support campus enterprise network services. Liaises with personnel from UBC IT, other campus IT units, IT units at other universities and institutions, the research community and other customers.

Work Performed

Specific Duties:

Ensure the operational stability of the campus network by providing support and implementation functions in the following networking areas: Routing and switching, Network Security; Wireless, Support Systems (DNS, DHCP), Network Management Systems, Service Provider (MPLS), QoS and Traffic Engineering (VOIP), Load Balancing, TCP IP and packet capture and analysis, and Multicast.

- Participate in rotation duty which involves assigning tasks to other team members, coordinating trouble resolutions, and monitoring work flows.
- Provide after hours on-call support on a rotational basis.
- Participate in network design and lifecycle planning discussions.

Core Duties:

- Designs solutions for networking technology related failures and provides administrative support for network systems.
- Assesses facilities bandwidth requirements, system interdependencies, and network performance, and participates in capacity and function planning.
- Install, configure and maintain network components as well as any co-ordination efforts related to these activities
- Utilize existing toolsets to perform network installations, troubleshooting and documentation tasks
- Coordinates the installation and configuration of network components.
- Analyses user requirements and prepares detailed designs and equipment specifications.



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- Participates in defining disaster recovery plans and the development of network test plans.
- Monitors network activity and connectivity, and troubleshoots, diagnoses and resolves network problems.
- Implements network security procedures and makes recommendations for improvement.
- Participates in the development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Contributes to the evaluation of future technologies and makes recommendations for software and hardware upgrades.
- Provides technical guidance and leadership, coaching, and mentoring to team members.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the general direction of the Team Lead of the Network Management Centre and the Manager of the UBCNetwork and Infrastructure Facilities Unit. Must demonstrate the ability to work effectively under pressure with minimum supervision.

Supervision Given

No direct supervision is required, but is expected to assist team members as needed.

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. Bachelor's degree in Computer Science or Engineering preferred.

CCNA or CCNP designation in routing switching, security, or wireless networking. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience.

Minimum seven years of relevant experience supporting enterprise LAN WANs, large campus networks, network operations and network management.

In-depth experience installing, configuring, troubleshooting, and supporting complex, enterprise class IP networks.

Experience working with and demonstrated depth of knowledge in the following areas:

Routing and Switching: 802.1D, 802.1Q, 802.1s, 802.1w, 802.1X, 802.3ad, 802.1AX; HSRP, OSPF, BGP, BGP MPLS, policy routing, redistribution.

Network Security: AAA, ACLs, device hardening, firewalls, IDS IPS, IPsec, port scanning, SSL VPNs, vACLs, VPN.

Wireless: 802.11a b g n, wireless authentication and encryption protocols, identity-based wireless, mesh, RF, site survey, wireless security.

Support Systems: DNS, DHCP, Windows, MAC, UNIX, XML, Scripting (perl).

Network Management Systems: Intermapper, SNMP.

Service Provider: MPLS.



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QoS and Traffic Engineering (VOIP): 802.1p, classification and marking, congestion avoidance, congestion management, DSCP, IP SLA, MPLS QoS, rate limiting, traffic policing, traffic shaping, videoconferencing and VOIP specific QoS provisioning.

Load Balancing, TCP IP and packet capture and analysis, Multicast, Network Design.

Preferences will be given to individuals with experience in the following areas: Cisco networked environments; Customer service environments - provisioning services, determining requirements, customer interaction; Service provider environments.

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

Ability to take initiative and work with limited direction.

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

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

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

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

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

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

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Job Posting

Job ID: 16790
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level D **Business Title:** Senior Manager, Research and Evaluation
Department: Center for Teaching, Learning & Tech
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-12-01
Job End Date: 2015-12-01 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-14 **Available Openings:** 1

Job Summary

The Senior Manager, Research and Evaluation is responsible for planning, promoting, directing and evaluating the Centre's scholarly research and evaluation activities, primarily in the area of Scholarship of Teaching and Learning (SoTL). Provides managerial oversight of the Institute of the Scholarship of Teaching and Learning (ISoTL). Builds internal CTLT SoTL research capacity. Grows, sustains, collaborates with and supports a community of scholars (faculty members and post-doctoral teaching fellows) across UBC who participate in scholarly activities related to teaching and learning.

Organizational Status

The Centre for Teaching, Learning & Technology is a centrally positioned unit, providing leadership, academic services and support to the UBC teaching and learning community in the areas of scholarship of teaching and learning, curriculum development, flexible learning, instructional design, educational technology development, instructional support and teaching practice development. Reports to the Associate Director, Curriculum Services. Works closely with faculty, staff, external clients and members of the CTLT. Works collaboratively with academic units to build innovative and effective research strategies.

Work Performed

Provides managerial oversight of the Institute for the Scholarship of Teaching and Learning (ISoTL). Develops, executes and evaluates a strategic plan for ISoTL, collaborating as needed to ensure adoption. Establishes programs that support the engagement of faculty across UBC in SoTL research. Initiates and coordinates collaboration with other units on campus which engage in Faculty-based scholarly research (e.g., Science Centre for Learning & Teaching, Arts ISIT, CHES). Consults for wide ranging research and evaluation projects, providing advice about research funding, research design, and research evaluation. Builds relationships with faculty and academic leaders to both encourage involvement in SoTL research and to build formal recognition for SoTL based research. Grows and sustains a community of scholars to build on the existing body of knowledge about teaching and learning. Coordinates events which facilitate dissemination of teaching and learning related scholarship. Develops support programs for Teaching and Learning Post-doctoral fellows which assist them in evaluation and assessment for teaching and learning, and which complement locally offered programs. Builds leadership capacity in the Institute through mentorship programs.



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Represents UBC with organizations provincially, nationally and internationally to advance the work of the Institute.

Other duties as assigned.

Supervision Received

Works independently and with considerable autonomy within CTLT's strategic plans. Work is reviewed by the Associate Director.

Supervision Given

None currently. May supervise staff and or students at a later date.

Consequence of Error/Judgement

Errors in judgment may result in the inefficient use of resources, negative consequences to the quality of teaching and learning at the University of British Columbia and may damage the image and reputation of the Centre for Teaching, Learning and Technology and the University.

Qualifications

Master's degree in Education specializing in curriculum development or an academic specialization relevant to the educational programming area. A minimum of 8 years of experience or the equivalent combination of education and experience. Preference given to candidates with University teaching experience.

Experience in designing research, conducting research, analyzing data, measuring impact and evaluating results.

Demonstrated experience in the scholarship of teaching and learning. Preference will be given to candidates with a SoTL research track. Ability to work under pressure.

Proven leadership abilities.

Effective interpersonal skills.

Excellent communication skills (verbally and in writing).

Ability to negotiate a consensus amongst differing views.

Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 16814
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level A **Business Title:** Communications Coordinator
Department: Devlpmtl Neurosci&Child Health
Salary: \$49,226.00 - \$59,094.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-11-01
Job End Date: 2014-03-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-22 **Available Openings:** 1

Job Summary

The B.C. Injury Research and Prevention Unit (BCIRPU)

To reduce the societal and economic burden of injury among all age groups in British Columbia through surveillance, research and knowledge development, knowledge synthesis, translation and education, and public information for the support of evidence-based, effective prevention measures. Injury prevention in British Columbia is about reducing unnecessary suffering and enabling people to live longer, fuller, happier lives. It is about promoting and safeguarding the health and well-being of British Columbians and reducing the need for health care services. Injury prevention means making choices to minimize risk at all levels of society while maintaining healthy, active and safe communities and lifestyles

The Communications Coordinator will perform a wide variety of communications tasks designed to publicize and promote BCIRPU's research, reports, and services at the local, regional, provincial and national level.

Organizational Status

Reports to Dr. Ian Pike, Director of BCIRPU and Dr. Shelina Babul, Associate Director of BCIRPU and works in conjunction with the staff of BCIRPU on various tasks that enhance BCIRPU's communications strategies.

Work Performed

- Responsible for communications projects, including writing, editing, layout, print coordination and photography sourcing
- Contribute to the planning, coordination and delivery of BCIRPU's communication strategies
- Identify opportunities to improve and support current communications, including e-newsletters, broadcast emails and use of website
- Develop, design and manage communications tools including brochures, fact sheets, info graphics, power point presentations, research posters, reports and others as needed
- Responsible for the development and maintenance of the website, including enhancements to content, design and layout, editing and identifying opportunities for improvement



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- Research, identify and prioritize online and social media (Facebook,, Twitter, etc.) opportunities for BCIRPU
- Coordinate the bi-monthly BCIRPU tele webconferences
- Liaise with the CFRI and C&W Communications Departments when appropriate
- Attend monthly staff meetings
- At times, other priorities or opportunities arise at BCIRPU. Performs other related duties as required.

Supervision Received

The Communications Coordinator works under the general supervision of the Director and Associate Director of BCIRPU with many opportunities to work both independently and as a team within BCIRPU.

Supervision Given

From time to time, the Communications Coordinator may supervise project volunteers, students and or support staff.

Consequence of Error/Judgement

Developmental Neurosciences & Child Health is a member of the Child & Family Research Institute (CFRI). Errors made could influence the ability of research staff to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the Director and other staff. Poor decisions may be damaging to the reputation of and cause financial loss to BCIRPU, the Centre, CFRI and the University.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Demonstrated experience in writing and editing for both print and Web and experience maintaining websites. Computer experience required (Word, PowerPoint, Outlook), including some familiarity with graphic design desktop publishing software, social media and info graphics. Knowledge of public health and injury prevention an asset. Ability to adapt writing styles for various purposes and audiences. Ability to convey research in a way that is understandable to the layperson. Accuracy and attention to detail required. Demonstrated ability to set priorities, work effectively under pressure and be results-oriented both when working independently and within a team.

The ideal candidate will be flexible, confident, demonstrate initiative and will have superior writing, editing and design skills as well as excellent oral and written communication, interpersonal and organizational skills.

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Job Posting

Job ID: 16889
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level A **Business Title:** Manager, Communications and Outreach
Department: Schl of Arch & Landscp Arch
Salary: \$49,226.00 - \$59,094.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-24 **Available Openings:** 1

Job Summary

Manages communications and outreach initiatives for the School of Architecture and Landscape Architecture (SALA). Works in collaboration with the SALA Director to establish and maintain strong connections to the design professions, alumni and wider community. Prepares and communicates public information on behalf of the School. Manages the Student Services staff within the School (4 FTE).

Organizational Status

Reports to the Director, SALA. Liaises regularly with the School's faculty, staff and students on special projects and with other UBC units as required. Develops relationships and directly liaises with external Architecture, Landscape Architecture and other related communities. Works closely with the Faculty of Applied Science Development Office staff.

Work Performed

Develops, implements and manages outreach and communications initiatives for the School.

Outreach:

- Identifies opportunities for developing relationships with the professional communities (Architecture and Landscape Architecture) to pursue outreach engagements.
- Liaises with professional visitors to the School and manages the front-line relationship.
- Oversees the School's annual lecture series and related events and directs the work of SALA staff to organize regular internal and external events.
- Participates in the development and implementation of special projects and initiatives including the SALA Advisory Board.
- Manages the SALA Mentor Program with support from the staff.
- Liaises with the Faculty of Applied Science and UBC development offices on alumni fundraising initiatives and events. Works with the Director on all School fundraising efforts.
- Liaises with donors and potential donors of program scholarships and awards to manage the initial set up of award files.
- Establishes relationships and maintains contact with SALA alumni.
- Manages SALA alumni records in collaboration with the APSC alumni staff.
- Conceptualizes plans, executes and manages special School-wide events such as exhibitions, open houses and receptions in consultation with the Director.



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- Attends public events on behalf of the School.
- Manages and hosts Faculty-wide and University-wide development events.

Communications

- Researches and analyses information for communications
- Writes and edits articles, speeches, news releases, brochures, reports, promotional pamphlets, and other communications materials
- Curates and edits the new SALA newsletter
- Develops and conducts public presentations
- Oversees the content of the SALA website, makes recommendations for improvements and manages updates.
- Responds to public and media requests for information
- Liaises with internal and external production and media service providers
- Prepares and distributes content and communications related to the School's policy manuals and documents
- Attends SALA Executive committee meetings
- Performs other related duties of the position as required

Supervision Received

The position reports directly to the SALA Director. The position is expected to work independently with minimal supervision, determining priorities as necessary. This requires a high degree of independent, executive decision making, ability to assess and implement work required, strong organizational skills and the ability to provide leadership and support.

Supervision Given

Manages the School's Student Service staff (4 FTE). Performs annual reviews and makes recommendations for staff changes. Hires and manages the work of casual and student workers when needed.

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. A clear understanding of the design disciplines' cultures; a professional degree in a relevant design discipline preferred. Minimum of four years experience or the equivalent combination of education and experience. Experience in public relations is an asset. Must have demonstrated ability to work with community members. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities under tight deadlines. Ability to develop and deliver effective presentations and to effectively facilitate groups to achieve appropriate outcomes. Ability to communicate effectively verbally and in writing. Ability to make thoughtful, informed, and thorough decisions. Ability to gather, record, and organize information. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to effectively use Microsoft Office applications at an intermediate level(e.g., Outlook, MS Word, MS Excel, Powerpoint). Ability to effectively use Creative Suite and other desktop publishing software at an intermediate level.

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



Job Posting

Job ID: 16876
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Government Relations Officer - Research
Department: Government Relations
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-21 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-17 **Available Openings:** 1

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

Job Summary

To work with the Director of Government Relations in advancing and enhancing the government relations' program at UBC. Specific duties include research and policy analysis, preparing confidential and substantial documents, contact management and preparing specific reporting requirements. The GRO - Research will have an in-depth understanding of government and government-related PSE issues with which to support the unit in enhancing university-wide government relations' strategies and initiatives.

Organizational Status

Reports to the Director, Government Relations

Work Performed

- Works closely with Government Relations' staff, UBC faculties and units in the strategic planning, development and implementation of government relations' policies and events.
- Researches information on government related activities and politically sensitive issues, identifying and, where appropriate, preparing policy memos on salient developments.
- Carefully monitors and analyzes policy developments in other jurisdictions, nationally and internationally, and makes recommendations based on analysis of the policy's strengths
- Conducts primary research into key sector issues, establishing contact with key government officials, and briefing leadership to ensure a comprehensive understanding of sector issues.
- Supports all aspects and logistics of meetings between the President and government officials on politically sensitive issues by conducting extensive research, calculating statistics and gathering support documents, preparing briefing binders, liaising with the parties, securing venues etc.
- Monitor local, provincial and national media daily for sector issues and matters relating to the University's relationship with government.
- Gather information, analyze and prepare reports and materials for the Director and the Vice President for presentations to Board of Governors and UBC Executive
- Research for a broad variety of appropriate communications materials using all media (i.e. video, publications, and Internet);
- Prepares briefing notes for Senior Administration at UBC in advance of meetings with various government officials.
- Contributes to the Government Relations communication including media campaigns, publications, web management and any related



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communications products.

- Works with the Director of Government Relations on the preparation of major documents for presentation to internal and governmental bodies.
- Jointly administer a comprehensive contact management database of university relations with various levels of government.
- Other related duties as required.

Supervision Received

Works independently with general direction from the Director. The Officer contributes to the Government Relations Office's general mandate and objectives.

Supervision Given

None.

Consequence of Error/Judgement

The nature of the work requires a high level of judgment, decision-making and confidentiality. This position is important in the University's relationship with all levels of Government. In addition to the high level of tact and discretion, the incumbent must have a strong knowledge and understanding of the issues facing Government, the University and the post secondary education sector. Because this area is charged with building and maintaining relationships with Government, improper advice or actions could result in severe damage to the University's ongoing relationship with Government, which could have financial as well as political repercussions.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in relevant discipline, preferably in the Social Sciences. Minimum of five years experience or the equivalent combination of education and experience. A minimum of five years related experience, or the equivalent combination of education and experience. Strong familiarity with Canadian government (at all levels) and awareness of post secondary issues, relevant government structures and activities. Familiarity with the activities and culture of a major research university is desirable. Excellent written and interpersonal communication skills. Ability to write technical and theoretical articles. Capacity to respond quickly to changing demands and priorities under tight deadlines. Ability to exercise good judgment, tact and diplomacy. Strong working capacity and interest in modern communications technologies including MSWord, Excel and PowerPoint. Ability to perform quantitative and qualitative research. Interest in public affairs and public policy. Knowledge of French an asset.

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Job Posting

Job ID: 16873
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Government Relations Officer
Department: Government Relations
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-24 **Available Openings:** 1

Job Summary

To work with the Executive Director, Government and Corporate Relations in advancing and enhancing the government relations' program at UBC, particularly in light of the unit's community relations work. Duties include creating and preparing internal and external communication vehicles, web management, event planning, writing correspondence and preparing specific provincial and federal submissions. The Officer will work closely with University Relations at the Okanagan campus, UBC Public Affairs and UBC Communications and Marketing, faculties, portfolios and units in the development and implementation of university-wide government relations related strategies and events.

Organizational Status

Reports to the Executive Director, Government and Corporate Relations.

Work Performed

- Work closely with Government Relation team, UBC faculties and units in the strategic planning, development and implementation of government relations' policies and events.
- Liaise with faculties, portfolios and units to facilitate greater coordination and collaboration in University engagement with government.
- Develop, communicate and analyze a substantial calendar of local, provincial, national political and governmental events for the purpose of coordinating University advocacy, strategy and response
- Liaise with Deans, department heads, campus communicators, faculty, staff and students; referring them to experts or other sources of information, providing factual background information and actively promoting story ideas;
- Gather information, analyze and prepare reports and materials for the Executive Director and the Vice President for presentations to Board of Governors and UBC Executive
- Works with the Executive Director on the preparation of major documents for presentation to internal and governmental bodies.
- Conceptualise and develops the University's target government communications goals in consultation with the Executive Director;
- Write correspondence for senior administration on issues relating to the University's relationship with all 3 levels of government.
- Contribute to the Government Relations communication including media campaigns, publications, web management and any related communications products.
- Responsible for the Government Relations web strategy and management



- Manage event and event planning and liaise with Ceremonies Office as necessary for a variety of special events hosted by the unit, the Vice President's Office and or the President's Office;
- Liaise with senior university administrators, faculty, and staff to develop communications strategy to further their specific goals;
- Provide advice on government relations' events at UBC and off campus (i.e., ministerial visits, public consultations on current issues, announcements, etc.).
- Participate as an active member in broader UBC Communication strategies and groups, including the Communications Cardinals
- Jointly administer a comprehensive contact management database of university relations with various levels of government.
- Research and writes a broad variety of communications materials using all media (i.e. online, video, and print) Other related duties as required.

Supervision Received

Works independently with general direction from the Executive Director. The Officer contributes to the Government Relations Office's general mandate and objectives.

Supervision Given

N A

Consequence of Error/Judgement

The nature of the work requires a high level of judgment, decision-making and confidentiality. This position is important in the University's relationship with all levels of government. In addition to the high level of tact and discretion, the incumbent must have a strong knowledge and understanding of the issues facing government, the University and the post secondary education sector. Because this area is charged with building and maintaining relationships with all levels of government on often highly confidential issues, improper advice or actions could result in severe damage to the University's ongoing relationship with Government, which could have financial as well as political repercussions.

Qualifications

Undergraduate degree in a relevant discipline. Preferably in Political Science, Economics or Public Policy. Graduate degree preferred. Minimum of five years experience or the equivalent combination of education and experience. A minimum of five years related experience, or the equivalent combination of education and experience. Strong awareness of post-secondary and university research issues, Canadian government structures at all levels and current political activities. Familiarity with the activities and culture of a major research university is desirable. General knowledge of mass media operations and social media. Excellent written and interpersonal communication skills. Strong organizational and analytical skills. Capacity to respond quickly to changing demands and priorities under tight deadlines. Ability to write technical and theoretical articles. Ability to exercise good judgment, tact and diplomacy. Strong working capacity and interest in modern communications technologies including web technologies (XSL HTML CSS XML), Adobe Creative Suite, Web Services, MSOffice (Word, Excel, Access and PowerPoint). Ability to perform quantitative and qualitative research. Developed interest in public affairs and public policy. Graphic design and publication layout experience an asset. Knowledge of French an asset.

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Job Posting

Job ID: 16881
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Digital Communications Specialist
Department: StudentHousing&HospitalityServ
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-04 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-10-20 **Available Openings:** 1

Job Summary

The Digital Communications Specialist develops, implements, and manages digital communications and marketing strategies as well as projects that support the SHHS Communications Plan and reinforce the UBC brand.

As a key member of the SHHS Communications and Marketing team, the Digital Communications Specialist participates in the development of an integrated and coordinated approach to communications with primarily students, staff and faculty. Taking a lead role in planning and executing a new robust digital communications strategy for this large unit is a crucial responsibility of this position.

The Digital Communications Specialist oversees all SHHS digital channels, including websites, social media, blogs, digital signage and videos. The Digital Communications Specialist works with the SHHS Communications and Marketing Manager to generate appropriate marketing and communication ideas, and executes a wide-range of online marketing and communications campaigns and materials by liaising with staff, students, and departments. The Digital Communications Specialist will be able to move seamlessly between communications strategy, high impact marketing projects, and integrated communications all while building a strong community through UBC's digital media channels.

Organizational Status

This position reports to the Manager, Communications and Marketing, Student Housing and Hospitality Services (SHHS), and works closely with peers from both Vancouver and Okanagan campuses.

The Digital Communications Specialist will collaborate regularly with colleagues in the VP Communications and Student Communications Portfolio and others across campus as required.

Work Performed

- Plans and implements digital communications and marketing for a variety of digital projects and events. Creates and maintains project timelines, schedules and cost estimates that support the progress of initiatives, including post-mortem reports, analysis and recommendations for future improvements. Ensures that initiatives effectively promote the objectives and key messages of SHHS, and are aligned with the VP Students communications strategy and the branding and reputation of UBC.
- Manages SHHS social media and blog communications by crafting plans and editorial schedules, sourcing emerging channels beyond Facebook, Twitter and YouTube, and producing and actively participating in and monitoring communications. Engages in dialogues



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across community platforms in the SHHS voice. Monitors, listens, responds, refers and provides analysis and engagement metrics for all social media channels. Assists in Social Media planning and develops and implements a social media content calendar.

- Monitors and coordinates all SHHS campus digital communicators. Elevates communications through the development of central marketing communications resources, regular meetings and communications, professional development opportunities and collaboration on special projects.
- Provides advice and support to marketing and communications staff on both Vancouver and Okanagan campuses regarding digital marketing planning, execution, maintenance, monitoring, and brand standards.
- Updates, optimizes and maintains web content for SHHS Housing Vancouver and UBC Food Services websites, and works closely with SHHS Okanagan Housing website coordinator. Ensures content is of a high quality and consistent with the UBC brand. Provides analytic reports and makes recommendations.
- Provides expertise and industry best practice in all areas of digital marketing and communications, including websites, social media, email marketing, digital signage, blogging and other digital assets.
- Develops format concepts in consultation with internal and external design and production staff. Prepares text for transfer to designers in final and approved state. Coordinates client and manager approvals at all stages of the project, and incorporates client manager editor changes to produce final copy. Provides input to the overall digital marketing budget.
- Coordinates and oversees all video productions.
- Performs other related duties as required.

Supervision Received

Works independently within established guidelines. Work is reviewed in terms of achievement of goals. Reports to the Manager, Communications and Marketing.

Supervision Given

May give direction to external service providers.

Consequence of Error/Judgement

Failure to make appropriate decisions and exercise appropriate tact and judgment may have a significant adverse impact on the department's ability to provide accurate service and information to students, staff, and others. This could result in sub-standard guest service, lost revenue opportunities, and reputational damage to the department and University.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of five years experience or the equivalent combination of education and experience. Five years of marketing communications experience, preferably in large, complex organizations. Strong knowledge of digital and print marketing as well as communications, including analytics. Skills: Computer experience required using content management systems, email marketing systems, SEO, various social media platforms and analytics programs (such as Hootsuite and Google Analytics). CSS and HTML considered an asset. Strong writing and overall communications skills.

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

Change Management: Comfortable working within a rapidly changing environment and encouraging change in partners and stakeholders through relationship building, trust, and influence. Ability to juggle multiple priorities and deadlines in a fast-paced work environment.

Personal Attributes: Lives our team values by being a good listener and collaborator, consistently striving for excellence, being a creative problem solver and storyteller, innovative thought leader, entrepreneurial and resourceful, authentic and transparent.

Brand Alignment: Must have a deep understanding of branding. Exemplifies the attributes of UBC's brand, including being bold, open



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to new ideas, adventurous, and fun, with a global perspective.

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Job Posting

Job ID: 16820
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level C **Business Title:** Communications & Marketing Lead
Department: Mining Engineering
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-15
Job End Date: 2016-11-14 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-23 **Available Openings:** 1

Job Summary

The Communications Lead is responsible for communications leadership for a bilingual interdisciplinary, coalition-based, international Institute focused on building 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 École Polytechnique de Montréal (EPM).

Fluent in English and French, the Communications Lead is a key member of the development and communications team with responsibility for overseeing the development and execution of the strategic communications plan. The incumbent will provide ongoing strategic leadership and tactical advice on internal, national and international communications, including public relations, issues management, brand management, marketing, and business development.

The communications strategy development process - undertaken in a context of collaborative co-design and co-development - will reflect the Institute values of engagement, accountability, inclusivity, and sensitivity to gender equity, indigenous peoples and sustainability. This position will optimize communications activities to ensure the image and effectiveness of the Institute and its reputation is enhanced at every level. The incumbent will be masterful at managing numerous stakeholders in a dynamic global arena.

DESCRIPTION DE POSTE: Chef des communications et du marketing

DÉPARTEMENT: Norman B. Keevil Institute of Mining Engineering,
 Université de la Colombie-Britannique

RÉSUMÉ DES FONCTIONS

Le La chef des communications est responsable de la gestion des communications pour un Institut international bilingue interdisciplinaire, fonctionnant selon un modèle de coalition, qui œuvre pour l'amélioration de la capacité des gouvernements des pays en développement à optimiser la contribution de la production minière, pétrolière et gazière à leur croissance économique durable et à la réduction de la pauvreté. L'Institut est financé par une contribution de démarrage de cinq ans octroyée par



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Affaires étrangères, Commerce et Développement Canada (MAECD, auparavant MAECI) et exerce ses activités dans trois établissements universitaires membres de la coalition : l'Université de la Colombie-Britannique (UBC), l'Université Simon Fraser (SFU) et l'École Polytechnique de Montréal (EPM).

Parfaitement bilingue anglais-français, le la chef des communications est un membre essentiel de l'équipe de développement et des communications. Il Elle lui incombe de superviser l'élaboration et la mise à exécution d'un plan de communication stratégique. Le La titulaire de ce poste assurera sur une base permanente un leadership stratégique et fournira des conseils tactiques sur les communications internes, nationales et internationales, y compris pour les questions de relations publiques, de gestion des problèmes, de gestion de la marque, de marketing et d'expansion commerciale.

Le processus d'élaboration d'une stratégie de communication, reposant sur des principes de conception et développement collaboratifs, reflétera les valeurs de l'Institut, à savoir participation, responsabilisation, inclusion et sensibilisation à l'équité entre les sexes, aux peuples autochtones et à la durabilité. Le La titulaire de ce poste optimisera les activités de communication pour veiller à ce que l'image et l'efficacité de l'Institut, de même que sa réputation, soient mises en valeur à tous les niveaux. Il Elle maîtrisera la capacité de gérer diverses parties prenantes dans un contexte international dynamique.

Organizational Status

Reports to the Director, Institute Development and Management, and works closely with the Executive Director and Centre Directors. Provides communications expertise and guidance to a team of approximately 28 core personnel including 10 faculty and 18 staff, as well as numerous faculty, research associates and graduate students. Personnel are located across all three academic coalition member sites in Canada. Interacts collaboratively with program and communications staff across sites. Liaises with the communications, public affairs and development units within each Coalition university.

SITUATION AU SEIN DE L'ORGANISATION

Relève de la directrice, développement et gestion de l'Institut, et travaille en étroite collaboration avec le directeur exécutif et les directeurs des centres d'activités. Fournit une expertise et des conseils en communication à une équipe comportant un noyau d'environ 28 membres, dont 10 membres du corps professoral et 18 membres du personnel, ainsi qu'à plusieurs autres membres du corps professoral, à des associés en recherche et à des étudiants des cycles supérieurs. Le personnel travaille dans les trois établissements universitaires de la coalition au Canada. Collabore avec le personnel responsable du programme et des communications dans les divers établissements. Consulte les unités responsables des communications, des affaires publiques et du développement dans chaque université membre de la coalition.

Work Performed

- Provides oversight for the bilingual communication activities for the Institute writ-large, as well as for four Activity Centres: Advisory, Applied Research, Engagement and Dialogue, and Learning and Education.
- Leads the development and execution of the Institute's communication and marketing strategies and tools for national and international initiatives, including establishing a web presence, social media and global 'brand'.
- Develops a comprehensive five-year and annual communication plan with support across the coalition member sites to ensure an integrated, consistent and highly visible image across all platforms. Leads integrated marketing campaigns in both digital and traditional media environments.
- Oversees the development and use of targets, indicators, and tools to evaluate the success of communication approaches across a range of media, to support continuous improvement, and to ensure alignment with the mandate of the Institute.
- Oversees the development, maintenance and distribution of all print and digital communications, including website, public relations, reports, media releases, advertising marketing materials, and publications. Ensures that the Institute's online strategy and digital communication leverage leading technology and best communications practice to effectively represent the Institute.
- Provides senior communications counsel to the Institute's leadership team on strategic positioning, emerging trends and opportunities in extractive industries and development. Identifies and assesses critical issues and public relation opportunities (for the Institute and University coalition members) and develops proactive strategies to mitigate risk. Prepares briefs, speeches and presentation notes for executives and senior staff.



- Responds to media inquiries and coordinates Institute responses. Ensures executive team is trained in media engagement and international political protocol. Works with and cultivates professional relationships with local, national and global media to position the Institute as a global player.
- Oversees the development of comprehensive reports for funders, including writing, compiling and editing regular narrative reports to Foreign Affairs, Trade and Development Canada. Responds to requests for information from external sources.
- Sources and oversees the development of communication events to support and enhance the Institute's internal, national and international profile. Plans an annual Summit. Networks at events to develop professional connections and partnerships.
- Oversees a comprehensive internal communications strategy to ensure full awareness and connectedness across the Institute and its strategic partners. Sources and maintains a knowledge management system that enables communications tracking, document sharing and collaboration.
- Oversees communication outreach to a broad range of stakeholders (academia, developing country governments, NGOs, sponsors, associations, Institute alumni, etc) and implements targeted strategies to ensure awareness of opportunities for collaboration and cooperation.
- Liaises with coalition member universities' public affairs, communications and marketing units to identify opportunities and synergies. Ensures that communication plans and execution strategies align with coalition member university-wide brand and communications guidelines to enhance the reputation of each university.
- Collaborates with business development staff and faculty on fundraising and business development initiatives.
- Advises and supports the creation and publication of programmatic materials, such as training or educational materials.
- Manages the administrative functions of the role including budget management and human resource management. Oversees the management of communications consultants and external services including identifying suppliers and negotiating cost-effective agreements.

RESPONSABILITÉS

- Supervise les activités de communication bilingues pour l'ensemble de l'Institut ainsi que pour quatre centres d'activités : Conseils, Recherche appliquée, Participation et dialogue et Apprentissage et formation.
- Gère l'élaboration et la mise à exécution des stratégies de communication et de marketing de l'Institut ainsi que des outils requis pour les initiatives nationales et internationales, notamment en établissant une présence sur le Web, dans les médias sociaux et en créant une « marque » internationale.
- Établit un plan de communication exhaustif quinquennal et annuel avec l'appui des établissements membres de la coalition pour veiller à établir une image intégrée, homogène et très visible sur toutes les plates-formes. Mène des campagnes de marketing intégrées dans les médias numériques et traditionnels.
- Supervise l'établissement et l'utilisation d'objectifs, d'indicateurs et d'outils afin d'évaluer le succès des approches de communication dans divers médias de sorte à soutenir l'amélioration continue et à veiller à l'harmonisation avec le mandat de l'Institut.
- Supervise l'élaboration, l'actualisation et la distribution de toutes les communications imprimées et numériques, y compris pour le site Web, les relations publiques, les rapports, les communiqués de presse, les documents de publicité et de marketing ainsi que les publications. S'assure que la stratégie en ligne de l'Institut et que les communications numériques tirent le meilleur parti des technologies de pointe et des meilleures pratiques de communication pour représenter de manière efficace l'Institut.
- Offre des conseils avisés en matière de communication à l'équipe de leadership de l'Institut pour les questions de positionnement stratégique, tendances émergentes et opportunités dans les industries extractives et de développement. Identifie et évalue les problèmes cruciaux et les occasions de relations publiques (pour l'Institut et les membres de la coalition universitaire) ainsi que développe des stratégies proactives pour mitiger le risque. Prépare des dossiers, des allocutions et des notes de présentation pour la haute direction et les cadres supérieurs.
- Répond aux demandes de renseignements des médias et coordonne les réponses de l'Institut. S'assure que l'équipe de la haute direction est formée aux contacts avec les médias et au protocole des communications politiques internationales. Travaille de concert avec les médias locaux, nationaux et internationaux et cultive des relations professionnelles avec ceux-ci pour positionner l'Institut comme acteur mondial.
- Supervise la production de rapports exhaustifs pour les bailleurs de fonds, notamment en rédigeant, regroupant et éditant des rapports narratifs réguliers pour Affaires étrangères, Commerce et Développement Canada. Répond aux demandes de renseignements



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provenant de sources externes.

- Veille au sourçage et à la supervision de l'élaboration d'événements de communication pour soutenir et améliorer le profil interne, national et international de l'Institut. Planifie un sommet annuel. Fait du réseautage lors de divers événements pour établir des contacts et des partenariats professionnels.
- Supervise une stratégie exhaustive de communications internes pour veiller à ce que tous les membres de l'Institut et ses partenaires stratégiques soient pleinement informés en tous points et établir une connexité entre eux. Veille au sourçage et au maintien d'un système de gestion des connaissances qui permet le suivi des communications, le partage des documents et la collaboration.
- Supervise les communications destinées à un vaste éventail de parties prenantes (milieu universitaire, gouvernements des pays en développement, ONG, commanditaires, associations, anciens de l'Institut, etc.) et instaure des stratégies ciblées pour faire connaître les occasions de collaboration et de coopération.
- Établit le lien avec les unités responsables des affaires publiques, des communications et du marketing des universités membres de la coalition afin de cerner les opportunités et les synergies. S'assure que les plans de communication et les stratégies de mise en place sont harmonisés avec les lignes directrices de communication et de marque à l'échelle des universités membres de la coalition pour solidifier la réputation de chaque université.
- Collabore avec le personnel responsable de l'expansion des affaires et avec le corps professoral pour les initiatives de collectes de fonds et d'expansion.
- Offre des conseils pour la création et la publication de matériel programmatique, tel que du matériel de formation ou éducatif, et offre son soutien en la matière.
- Gère les fonctions administratives de son poste, dont la gestion du budget et des ressources humaines. Supervise la gestion des conseillers en communication et des services externes, notamment en trouvant des fournisseurs et en négociant des ententes rentables.

Supervision Received

The Communication Lead works within a broad mandate and objectives. Reports to the Director, Institute Development and Management, and works in close collaboration with Executive Director, Centre Directors and senior program staff across the coalition member sites. 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 communication strategies.

SUPERVISION REÇUE

Le La chef des communications travaille dans le cadre d'un vaste mandat et de larges objectifs. Il Elle relève du directeur, développement et gestion de l'Institut, et travaille en étroite collaboration avec le directeur exécutif, les directeurs des centres d'activités et les cadres supérieurs responsables du programme dans les établissements membres de la coalition. Il Elle bénéficie d'une grande autonomie et de beaucoup de latitude. Il Elle doit exercer son jugement et faire preuve d'initiative dans le cadre de ses fonctions et responsabilités. Son travail est évalué en fonction de l'atteinte d'objectifs plus vastes et du succès global des stratégies de communication.

Supervision Given

Co-manages a program assistant (CUPE 2950) and may manage student work-study positions. Directly manages consultants and external service providers.

SUPERVISION DONNÉE

Co-gère un(e) adjoint(e) du programme (SCFP 2950) et pourrait avoir à gérer des étudiants durant leur placement travail-études. Gère directement les experts-conseils et les fournisseurs de services externes.

Consequence of Error/Judgement

Effective communication is critical for the success of the Institute. Must be able to work independently and exercise extensive judgment and decision making in managing proactive and reactive communications needs and issues. Every action and decision made could have significant impact on the public image and reputation of the Institute and coalition members. Work requires diplomacy,



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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 DFATD and the federal government more broadly.

CONSÉQUENCE DES ERREURS

Des communications efficaces sont essentielles au succès de l'Institut. Doit être capable de travailler de manière autonome et d'exercer son jugement ainsi que de prendre de nombreuses décisions pour devancer et gérer les besoins et les problèmes de communication. Chaque action et chaque décision pourraient avoir des répercussions considérables sur l'image publique et la réputation de l'Institut et des membres de la coalition. Le travail exige de la diplomatie, le respect de la confidentialité et une compréhension des projets de formation et de recherche interdisciplinaires de même que de la gouvernance des universités.

L'Institut haussera grandement la réputation de l'UBC et des membres de la coalition. La mauvaise gestion de ce portefeuille pourrait avoir des conséquences graves sur la réputation des facultés et des écoles associées à l'Institut, pour les présidents des universités membres de la coalition ainsi que pour le MAECD et le gouvernement fédéral de manière plus général.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree (graduate degree preferred) with related senior professional experience in communications, marketing or a relevant discipline. Minimum six years' experience in a senior position managing the design, development and implementation of communication strategies in a fast-paced environment. Fluency in English and French mandatory. Experience working in a complex private or public sector organization, with international development and or in the extractive industries resource sector experience an asset.

Skills

- Excellent interpersonal, oral and written communication skills in English and French.
- Exceptional marketing and public relations skills including creativity and writing editing expertise.
- Demonstrated success in brand development, creative and media strategy, web development, and marketing.
- Demonstrated ability to develop an innovative team environment that fosters enthusiastic collaboration.
- Ability to set and accomplish goals, establish priorities and meet deadlines with minimal direction.
- Ability to work in a fast-paced environment, exercising mature judgment and high level of diplomacy, discretion and confidentiality. Demonstrated success in issues management.
- Demonstrated project management skills and ability to work under pressure and on multiple initiatives concurrently.
- High proficiency in word processing, content management and presentation applications.

QUALIFICATIONS

Diplôme de premier cycle dans une discipline pertinente. Diplôme de premier cycle (diplôme supérieur préféré) avec une expérience professionnelle connexe de haut niveau en communications, marketing ou dans une discipline pertinente. Un minimum de six années d'expérience à un poste supérieur responsable de la gestion de la conception, du développement et de la mise en œuvre de stratégies de communication dans un milieu très dynamique. Bilinguisme anglais-français obligatoire. Expérience de travail dans une organisation complexe du secteur privé ou public; expérience dans le secteur du développement international et ou du secteur des ressources dans les industries extractives un atout.

COMPÉTENCES

- Excellentes aptitudes interpersonnelles et en communication orale et écrite, en anglais et en français.
- Excellentes compétences en marketing et relations publiques, dont créativité et expertise en rédaction édition.
- Réussite démontrée dans la valorisation de la marque, les stratégies créatives et médiatiques, le développement Web et le marketing
- Capacité éprouvée de créer un environnement de travail d'équipe novateur, qui favorise la collaboration enthousiaste.
- Capacité d'établir et d'atteindre des objectifs, d'établir des priorités et de respecter les délais avec un minimum de supervision.
- Capacité de travailler dans un milieu au rythme très rapide, de faire preuve de jugement avisé et d'un haut niveau de



diplomatie, de discrétion et de confidentialité. Succès éprouvé dans la gestion des problèmes.

- Compétences éprouvées en gestion de projet et aptitude à travailler sous pression et à gérer de front plusieurs initiatives.
- Maîtrise des logiciels de traitement de texte et des applications de gestion du contenu et de présentation. Un minimum de six années d'expérience ou de services en communication ou une combinaison équivalente d'éducation et d'expérience. Minimum of six years experience or communications services or the equivalent combination of education and experience. L'UBC engage sur la base du mérite et s'engage à l'équité en matière d'emploi. Toutes les personnes qualifiées sont encouragées à poser leur candidature. Nous encourageons tout particulièrement les candidatures des membres de groupes de minorités visibles, des femmes, des autochtones, des personnes ayant une invalidité, des personnes ayant une orientation sexuelle ou une identité de genre minoritaire, et d'autres personnes ayant les aptitudes et les connaissances pour établir des relations productives avec diverses communautés. Nous accorderons la priorité aux Canadiens et aux résidents permanents du Canada.

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: 16782
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level D **Business Title:** Manager, Brand & Marketing Communications
Department: Communications & Marketing
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-28 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-14 **Available Openings:** 1

Job Summary

The Manager, Brand & Marketing Communications plays a critical role in the leadership and oversight of the UBC brand internationally, nationally and locally. The position provides overall account direction for on-brand, strategic initiatives and provides oversight for enterprise-wide marketing communications initiatives including digital and social platforms. Working with the Director and Managing Director, the position will optimize brand and marketing communications to ensure the image and reputation of the University are enhanced at every opportunity. To bring the inspiring story that is known on the inside to the outside - the Manager is a champion and voice for the UBC brand.

Organizational Status

Reports to the Director, Brand & Marketing under the oversight of the Managing Director, Communications and Marketing. Works closely with a management team including Design Creative Services; Web Communications and Marketing Intelligence. Provides overall account direction and is day to day liaison with Agency of Record partner, and all internal and external clients, consultants and vendors.

Work Performed

- Collaborates with internal partners and external agency partners to articulate and bring to life UBC's brand promise and positioning;
- Ensures brand experience and storytelling across multiple channels is connected and relevant;
- Develops and implements a variety of marketing communications projects including advertising, print and online publications, events, and digital media, as well as internal tools and resources to strengthen and enhance the UBC brand internally, across BC, nationally and internationally;
- Provides oversight and account direction for projects and initiatives that support Communications and Marketing strategic plan, including drafting creative briefs, project workbacks, and Take To Market Plans;
- Leads development and implementation of annual marketing communications plan for the Communications and Marketing team (C&M);
- Responsible for development and execution of a digital communications strategy.
- Ensures measurement of all strategies and tactics to determine success or opportunity for improvement.
- Works closely with enterprise-wide communications and marketing professionals in all main academic and administrative units, providing strategic marketing communications advice and branding recommendations for units;
- Develops and implements a brand management system working with internal partners and external vendors, ensuring a consistent



brand identity;

- Updates and manages web content for Brand Guidelines (brand.ubc.ca), communications professionals, and C&M team websites;
- Elevates internal campus communicators through the development of central resources, and chairing regular meetings and sub-committees, as well as professional development opportunities and special collaborative projects that strategically support the UBC brand.
- Builds brand education and inspiration programs for enterprise-wide communicators;
- Represents the UBC brand and engages our core audiences on major digital and social media platforms: on UBC's top-level site (ubc.ca), Twitter, Facebook, LinkedIn, YouTube, Google+, UBC community site (aplaceofmind.ubc.ca), including monitoring, listening, responding, engaging and providing monthly analysis and engagement metrics. Oversees the development of a digital media content calendar;
- Provides expertise and industry best practice in the areas of brand management, marketing, marketing communications, digital engagement, and social media;
- Reviews and manages agency partners and suppliers of record;
- Manage a brand and marketing communications budget;
- Represents the Director, Brand & Marketing as required.

Supervision Received

Works with autonomy under guidelines established by the Director, Brand & Marketing and the Managing Director, Communications & Marketing.

Supervision Given

Manages direct team of three (Digital Storyteller; Marketing Communications Specialist; Digital Signage Coordinator) and indirectly influences up to 350 enterprise-wide communicators. Responsible for selecting and supervising the most appropriate contractors and suppliers for specific communications projects and may also manage co-op and or work study student placements.

Consequence of Error/Judgement

Must be able to work independently and exercise extensive judgement and decision making in managing proactive and reactive brand and communication needs and issues. Every action and decision could have a significant impact on the brand equity and reputation of the University. Poorly designed programs can result in weak results and inefficient spending.

Qualifications

Undergraduate degree in a relevant discipline. University degree, Masters preferred, in marketing, business, digital communications or related field. A minimum of 8 years of experience or the equivalent combination of education and experience.

- A minimum of eight years of experience in brand and marketing communications positions in large and complex organizations, including five years operating at a strategic and managerial level, or an equivalent combination of education and experience;
- Proven track record of achieving results relative to stated objectives;
- Strong literacy in all aspects of digital and social media;
- Agency experience an asset. Communications and Marketing:

Proven experience developing brand and marketing communications strategies, as well as related project briefs, Take to Market Plans and all matter of executional tactics. Passion and track record for brand strategy and bringing a brand to life - internally and externally. An innovator when it comes to digital media and the use of social media to educate, engage and inspire. Strategic Thinking:

Ability to see the big picture opportunities and challenges, as well as the ability to manage down to the finest detail. The ability to balance creative thought and innovation with consultation and project oversight. An individual that looks outside the category for inspiration but can translate insight into the academic environment. Collaborative Leader:

Ability to work effectively and collaboratively within a team environment. Exceptional service orientation and interpersonal skills, including an advanced ability to facilitate and negotiate in a decentralized, complex environment. Change Management Skills:



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Thrives in times of organizational change and can mobilize teams and resources to ensure goals are met. Leads through influence and engenders trust from wide variety of people. Brings strong organizational and project management skills with a sense of humour and organizational flexibility. Personal Attributes:

Lives our team values by being a good listener and collaborator, consistently striving for excellence, being a creative problem solver and storyteller. An innovative thought leader who is entrepreneurial and resourceful, authentic and transparent. A person who can build up a team and has a wellspring of energy to make it happen. Brand Alignment:

Embraces and embodies UBC brand attributes of bold, open, adventurous, embraces a global perspective and fun.

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Job Posting

Job ID: 16867
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level A **Business Title:** HR Associate - Building Operations
Department: Human Resources
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-28
Job End Date: 2014-09-30 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-10-24 **Available Openings:** 1

Job Summary

The Human Resources Associate provides advice and recommendations on a wide range of human resources management issues for the Building Operations and Infrastructure Development portfolios. Manages the classification and recruitment processes overseeing the electronic recruiting system (E-Recruit Program). Provides general advice in regards to interpretation of the collective agreements and other agreements and handbooks governing conditions of employment. Responds to enquiries from client departments, union representatives and employees. Assists HR Advisor in performance management issues and or review of organizational structures.

Organizational Status

Reports to the Senior HR Manager, Finance, Resources and Operations. Assists Human Resources Advisor. Partners with client department. Works collaboratively with Administrative Assistant in Building Operations and with Human Resources Associates in Human Resources.

Work Performed

Reviews and evaluates job descriptions with department managers and recommends classification levels ensuring equity among positions in the Department of Building Operations and Infrastructure Development. Consults with Compensation Associates Consultants in Human Resources where appropriate.

Provides advice and assistance to management in recruiting matters: reviews relevant recruitment provisions and processes (depending on employment group) ensuring processes are objective and inclusive; confirms core competencies; assists in the development of interview questions; schedules and participates in interviews; evaluates candidates against identified core competencies; makes selection recommendations; conducts reference checks; issues letters of regret, makes offers of employment and verifies qualifications. Creates and maintains an ongoing reserve of candidates. Works with managers to create ensure career paths for current staff.

Advises and coaches client departments with regard to posting deadlines, Staff Finder's requirements and the recall internal external recruitment processes.

Manages all aspects of the on-boarding process for new employees in the department of Building Operations and Infrastructure Development.

Oversees electronic recruiting system (E-Recruit Program) by supporting clients with group or individualized training. Provides



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ongoing feedback to technical support. Participates in the development of on-line web support training manual.

Provides information and general advice to client departments regarding the interpretation of collective agreements and other agreements and handbooks governing conditions of employment. Refers matters which are more than moderately complex to Human Resources Advisor.

Provides information and general advice on University policies, procedures and practices, to client department.

Drafts termination letters for review. Identifies and refers more complex issues to Human Resources Advisor.

Assists Human Resources Advisor with research for grievances and may participate in grievance meetings with the Union.

Reviews and authorizes staff and student appointments, extension, transfers, etc.

Provides information and general advice to client departments, regarding legislation affecting the work place (e.g. Employment Standards, Human Rights Code, and Freedom of Information).

Advises and coaches client departments regarding performance management practices. Refers highly sensitive matters to Human Resources Advisor or Employee Relations Manager.

Assists departments with hiring foreign workers and facilitating application process for labour market opinions.

Participates in the development and the delivery of Human Resources training programs.

Attends regular Employee Council Meetings Administrator's Meetings and HR Manager Network Groups with Human Resources Advisor.

Participates in group discussion and assists Advisor in the delivery of information and training to client departments.

Attends weekly team meetings and participates in project work.

May serve on various University committees as a representative of Human Resources.

Performs other duties as required.

Supervision Received

Works under the general supervision of the Senior HR Manager, (FRO), and in accordance with established principles and methods.

Works closely with and takes direction from the Human Resources Advisor and Employee Relations Managers.

Supervision Given

Monitors the work of the Administrative Assistant, as required.

Consequence of Error/Judgement

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

Qualifications

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



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Job Posting

Job ID: 16827
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level B **Business Title:** Pension Analyst, Staff Pension Plan
Department: Pension Administration Office
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-12-02 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-10-24 **Available Openings:** 1

Job Summary

The UBC Staff Pension Plan is a defined benefit pension with over 10,000 members and assets in excess of \$1 Billion. As a member of the UBC Staff Pension Plan's (SPP) administration team this position is responsible for the technical and analytical support of the Plan's actuarial benefit calculations and processes. The position will provide actuarial expertise and recommendations to support the benefit processes as well as the year-end processes. The position will ensure the Plan's benefit operations are computationally accurate, are as efficient as possible and will constantly review processes for opportunities to mitigate risk.

Organizational Status

This position reports to the IT Manager. Provides technical guidance to the other members of the administration team with respect to the inputs and design of benefit calculations and operation of the in-house pension system. Provides technical analysis and recommendations to senior management on any identified issues. As a member of the SPP administration team the position works closely and collaboratively with other members of the team as well as members of the Accounting team. Will have contact with the Plan's service providers, such as the custodian and actuary. Also may have contact with CRA and the BC Pensions Standards Branch.

Work Performed

1. Reviews and authorizes benefit entitlements for terminations, retirements, marriage breakdowns.
2. Responsible for the full understanding of the actuarial design and inputs required for member benefit calculations and ensures that the in-house Pension Administration System (PAS) is functioning correctly with respect to the benefit calculation modules.
3. Responsible for ensuring other team members understand the actuarial calculation process and provides guidance and education where gaps exist. Must be able to explain complex mathematical concepts in basic terms.
4. Responsible for data integrity of the PAS computer system by ensuring the accurate update and maintenance of member records.
5. Responsible for the year-end data analysis, update and reconciliation of Plan records as well as all PAS output.
6. Works with the IT Manager and Plan actuarial provider in the preparation and reconciliation of the year-end PAS actuarial audit.
7. Responsible for the data analysis and calculation of PAs and PARs and the preparation of required filings.
8. Responsible for ensuring the accurate preparation of the annual member pension statements. Includes review of all output and analysis of any special or unique calculations.
9. Prepares and analyzes ad hoc reporting requests from senior management or the Pension Board.
10. Determines appropriate data for preparation of the Annual Information Return.



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11. Determines appropriate data and provides it to the Communications Co-ordinator for various reports, including the Annual Report and Administration Report.
12. Manages the data preparation and reconciliation for the Plan's triennial Actuarial Valuation. Works with the Plan Actuary to resolve any actuarial data issues or concerns.
13. Participates in system projects and enhancements that may impact the benefit calculation modules. Participates in required system testing as determined by the IT Manager and programmers.
14. Works with the administration team during implementation of administration changes, projects or system enhancements to ensure understanding and acceptance.
15. Keeps abreast of changes to pension legislation, including the Pension Standards Act and Regulations, and the Income Tax Act and Family Law Act, as they relate to pensions.

Supervision Received

Receives direction and guidance from the IT Manager. Works closely with other SPP and PAO team members and provides technical guidance when appropriate.

Supervision Given

Does not manage staff but provides guidance and education to benefits team with respect to the accurate calculation of member benefits.

Consequence of Error/Judgement

Accuracy of SPP benefit calculations is critical to the operation of the Plan. Any errors in calculation could cause the Plan significant financial and reputational risk.

All member information is confidential and staff must be familiar with the Freedom of Information and Protection of Privacy Act of British Columbia. All staff must be constantly aware that no one, including a member's manager, Director, Dean, or spouse is permitted to have access to any information. There is zero tolerance for a conscious breach of confidentiality.

Qualifications

Undergraduate degree in a relevant discipline. University degree, preferable in Actuarial Science or Mathematics. Additional courses in pension administration such as CEBS or investments such as the Canadian Securities Institute are an asset. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years working with defined benefit plans or the equivalent combination of education and experience. In-depth knowledge of defined benefit plans. Knowledge of target benefit plans is an asset. A demonstrated aptitude in mathematics and actuarial science is required. Knowledge of the provincial pension legislation and Income Tax Act is an asset. Ability to verify data output from the in-house pension system. A solid orientation in computerized administration systems. Proficient in the use of standard reporting tools used to access information from databases, including MS-Access. An understanding of relational database modeling. Proficiency with data extraction, organization and display products such as Crystal Reports, Reporting Services, Tableau or equivalent. An understanding of basic read SQL skills including reading and understanding queries and writing basic select statements. Ability to communicate effectively and concisely whether verbally or in writing. Ability to effectively manage multiple tasks and priorities. Ability to work effectively, independently and in a team environment. Ability to identify potential problem areas and communicate them clearly. Ability to read and interpret Plan documents. Strong computer skills, high level of experience in using a variety of tools, including Word and Excel.

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Job Posting

Job ID: 16853
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Advisor
Department: Journalism, School of
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-12-09
Job End Date: 2014-08-31 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other: Leave Replacement
Date Closed: 2013-10-27 **Available Openings:** 1

We would like to hire a full-time Research Advisor for maternity leave replacement for the period of December 09, 2013- August 31, 2014 with possible extension.

Job Summary

In accordance with the established mission, vision and principles, the Research Advisor will assist in program development research and coordination, academic advising assistance to the Program Director, faculty members, lecturers and students of the UBC School of Journalism. Also advises on thesis work including research funding and related grant writing activities. The incumbent is required to have extensive knowledge of procedures and guidelines of graduate programs, research and program development, and operations of the University. Responsible for specific tasks related to obtaining research funding as well as student management

Organizational Status

Reports and receives primary work direction from the Director. Works with faculty, staff, graduate students and representatives from industry, other departments, and other organizations. Provides research facilitation and support for faculty, staff and students. Acts as grant-writer coordinator, program development researcher and coordinator.

Work Performed

- Develop and manage working relationships with organizations from the external community
- Attend meetings to define strategy, goals, and scope of research projects
- Provide input into Investigate potential funding sources
- Generate revenue, equipment, and provide research assistance for projects
- Act as liaison with faculty, students, internal and external university departments and funding agencies or organizations.
- Recruit participants, conduct surveys, and extract data
- Oversee recruitment, registration and records activities for the School.
- Make recommendations to the Admissions Committee for fellowships, scholarships and awards.
- Prepare, compose, edit and proof read documents such as grant applications, contracts, academic proposals, and other forms of communications
- Manage processes such as adjudication of awards and scholarship applications
- Researching, writing and editing publications for faculty and student services related purposes
- Consult with FoGs, the Faculty of Arts, the Curriculum Review Committee and the Senate to ensure all curriculum changes are commensurate with policy and procedure.



- Provide programming and academic assistance to the Program Director, faculty members, lecturers and students of the UBC School of Journalism
- Research and advise on program development
- Lead special projects as required.
- Organize and facilitate guest speakers and other special events;
- Additional work as required

Additional guidelines

Use initiative and judgment to assist with the smooth operation of the Master of Journalism Program. Take independent action in performing the majority of work. Apply knowledge of procedures and policies and make decisions based on general guidelines and precedents and in consultation with the director. Exercise judgment and initiative in handling matters of a non-routine nature requiring the interpretation of University, Faculty of Graduate Studies, Faculty of Arts and departmental guidelines, procedures and policies. Maintain confidentiality. Must use extensive initiative in planning workload. Ability to work under pressure and work under tight deadlines.

Typical busy office environment. Work is based on campus, but also involves assisting with events, seminars and workshops on the UBC Campus and Downtown Vancouver. Some evening hours or weekends may be required.

Supervision Received

Works under the general direction of the Director of Journalism and within established policies, procedures and standards. Work reviewed against task objectives and conformity to standards.

Supervision Given

May assign and check work of support staff or students.

Consequence of Error/Judgement

Exercises judgment in work methods for assignments. Responsible for the completion of the task.

Qualifications

Undergraduate degree in a relevant discipline. Master's degree in a relevant discipline preferred. Minimum of two years experience or the equivalent combination of education and experience. Must be familiar with graduate programs. Experience in grant-writing, research-writing, and knowledge of or experience in journalism. Ability to maintain accuracy and attention to detail. Ability to accurately create and maintain records. Ability to prepare effective grant applications. Ability to compose correspondence and prepare reports for UBC Public Affairs Ability to communicate effectively verbally and in writing. . Ability to exercise initiative, tact and diplomacy. Ability to analyze problems, identify key information and issues, and effectively resolve. Capable of applying broad knowledge of policies and procedures. Ability to prioritize workload and multi-task to achieve positive outcomes in line with the strategic objectives of the program. Works well under pressure and responds to changing priorities and deadlines. Ability to work effectively independently and in a team environment. Ability to exercise integrity, good judgment, critical problem solving and resourcefulness. Ability to make thoughtful, informed, and thorough decisions. Ability to demonstrate innovative and independent thinking and to take a proactive approach especially when handling non-routine matters. Advanced computer experience required using Windows format in MAC and PC environment. Knowledge of Word for Windows, Excel, Powerpoint, Outlook, Adobe Photoshop or Elements, and some knowledge of basic html programming. Knowledge of database programs at UBC such as the Student Information Services Centre (SISC) and Faculty Services Centre (FSC) required.)

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



Job Posting

Job ID: 16852
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Coordinator, SARAHS
Department: UBCO-InstSpeciesatRisk&Habitat
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2013-11-01
Job End Date: 2015-10-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-22 **Available Openings:** 1

Job Summary

The Institute for Species at Risk and Habitat Studies (SARAHS) opened as a Centre in March 2006 at the University of British Columbia Okanagan. The institute's goal is to enable interdisciplinary research on the structure and function of habitats and populations of species at risk at local, national and international levels. The coordinator will be responsible for the planning and coordination of institute activities, communication and outreach with the community, and communication within the SARAHS Institute.

Organizational Status

Will report to the Director of SARAHS. Will interact with external partners of SARAHS and with members of the Development Office to obtain external funding.

Work Performed

1. Responsible for the planning, coordination, and communication within the SARAHS Institute by:
 - Organizing SARAHS conferences, workshops, training sessions, retreats and annual general meetings.
 - Preparing the Institutes annual activity reports
 - Preparing budgets and forecasting requirements
 - Developing an annual budget
 - Facilitating collaborative agreements involving researchers, granting agencies and departments within the institute
 - Promoting SARAHS research to the broader community, in collaboration with university media relations officers
 - Securing industry and other partners of SARAHS for long-term collaborations
 - Writing grants for SARAHS and working with the Development Office to secure external funding for SARAHS
 - Developing and maintaining the SARAHS web site
 - Coordinating and preparing a quarterly SARAHS newsletter.
2. Performing other duties as required.

Supervision Received



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Works with wide latitude under the supervision of the SARAHS Director.

Supervision Given

Occasionally may be asked to oversee a work study student.

Consequence of Error/Judgement

Exercises professional judgment and initiative in the overall coordination and management of SARAHS projects in collaboration with the Director.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience. A graduate level degree and experience working in a research environment would be an asset. Minimum of three years experience or the equivalent combination of education and experience. Formal training or experience working in ecology and conservation would also be assets. Computer skills: competency with most commercial office software including Microsoft Word and Excel is required. Excellent oral and written communication skills are essential, and preference will be made to candidates with experience in writing grants and scientific manuscripts.

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Job Posting

Job ID: 16878
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level C **Business Title:** Project Manager: CREATE (WoW) Training Program
Department: Michael Smith Labs
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Part-Time (20%)
Desired Start Date: 2013-10-16
Job End Date: 2014-10-15
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-20 **Available Openings:** 1

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

Job Summary

A Project Manager is required to organize and launch the 6-year, NSERC Collaborative Research and Training Experience (CREATE) Working on Walls (WOW) Training Program based in the Michael Smith Laboratories and the Department of Botany. WOW is a \$3.1M international project to strategically link the multi-institutional research environments in industry and academia working on cell wall biology. Researchers come from seven labs at UBC and the University of Victoria, and institutions in Sweden, France, the US, Japan, and Alberta. The CREATE program is a new and innovative approach to supporting the training of teams of highly qualified personnel (HQP) consisting of undergraduate summer students, MSc and PhD candidates, and postdoctoral fellows from Canada and abroad through the development of training programs that (1) encourage collaborative and integrative approaches, and address significant scientific challenges associated with Canada's research priorities; and (2) facilitate the transition of new researchers from trainees to productive employees in the Canadian workforce. The successful candidate will have proven management skills, with exposure to complex research environments and multi-institutional funding collaborations. Position is initially for 18 months with the possibility of extension.

Organizational Status

The Project Manager will assist the Program Director in all aspects of the roll-out of this innovative program and will play major roles in the development of recruitment strategies including, but not limited to, the development of a WOW website, posters to distribute at appropriate scientific meetings, and direct emailings to selected international societies and colleagues. The Project Manager is responsible for managing the administrative, organizational, financial, human resource, and communication aspects of this innovative project. This senior project management position is fundamental to the ongoing success of the full project. The successful candidate will have proven management skills, with exposure to complex research environments and multi-institutional funding collaborations.

Work Performed

Establish and coordinate research and training collaborations between the national and international WOW PI's and collaborators to achieve the goals set out for the project.
Liaising with all collaborators to ensure coordinated leadership.
Manage the project's long-range research and training workplan, including formulation and implementation of Phase II funding and oversight of additional international collaborations.



Develop an orientation package for new HQPs to establish the roles, responsibilities, and expectations of both HQPs and their co-supervisors.

Develop the suite of technical and professional skill workshops that will be an integral part of the HQP's experience.

Contribute to the ongoing performance management strategy to ensure the progress of programs toward their expected results.

Design and implement a strong advertising package to introduce the WOW project to potential students, post doctoral fellows and colleagues world-wide.

Oversee the design, maintenance, and updating of an attractive public web page including but not limited to the research interests of WOW PIs, program initiatives, application procedures, and current members.

Oversee budget to determine priorities and directions; assign financial resources accordingly.

Prepare quarterly income and expenditure estimates and annual reports for NSERC.

Represent the project at events with the WOW scientific communities (BC, Alberta and internationally) with the aim of raising the profile of the interdisciplinary training program.

Coordinate regular required meetings between BC, Alberta and the 5 international participating institutions.

Identify new opportunities to bring together the WOW environment from more traditional scientific training environments.

Complete the strategic planning and integration of complex training and research interfaces between sub-projects (including database development) to investigate, evaluate, and implement suitable approaches for automatically tracking project objectives, maintaining current records of all personnel, training, and publications.

Supervision Received

Self-directed within broad goals and objectives developed in conjunction with the Project Director, who is advised by a WOW Management Group. Will be expected to receive minimal direction from the Project Director and be a self-starter who demonstrates initiative in planning and carrying out the necessary start-up activities. Establishes policy and procedures in consultation with the Director regarding budgeting, recruitment and administrative concerns.

Supervision Given

Responsible for orchestrating integrated project management to meet the demands of the participating universities and funding agencies.

Consequence of Error/Judgement

Ongoing CREATE project funding depends on providing effective, new kinds of collaborative training and professional development opportunities for prospective researchers and reporting on these. This position is critical to the start-up and ongoing success of the project, and to the development of a fully-functioning network of HQPs. Poor Project Manager performance in any of the responsibility areas would undermine the coordinated research efforts, jeopardize continued funding, and threaten the future of the project as a whole. Prudent execution of this role will give the project the greatest chance for success. Since this project is breaking new ground with regard to training Canada's future researchers, competent project management leadership is essential to demonstrate the efficacy of this approach.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. Individual must have a post-graduate degree in a relevant discipline or the equivalent research experience and at least 5 years working in project management. Pedagogical qualifications are desirable. 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. Extensive experience working with budgets and reporting is essential. The individual must have strong interpersonal, communication, and problem resolution skills as WOW is an international collaboration and the Manager will be required to interact regularly with students and faculty from UBC as well as international collaborators and institutions. Excellent communication and problem resolution skills are required for bridging technical, linguistic and cultural differences so as to give all members of WOW the best possible experience. Lead change by creating a vision and taking appropriate action to ensure acceptance and support. Ability to develop and implement policies and procedures. Ability to identify



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key results from scientific, statistical, and quantitative research findings Required to assist in writing of scientific papers and effective grant applications. Coordinate and oversee work processes (e.g., multiple training and research projects). Conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources.

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Job Posting

Job ID: 16774
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level C **Business Title:** Manager
Department: Ethics
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-14 **Available Openings:** 1

Job Summary

The position is responsible for compliance related activities, educational activities and departmental support activities in research and specifically the Research Ethics Office, including overseeing the UBC Financial Conflict of Interest (FCOI) in US Public Health Service (PHS) funded research compliance program, and the Quality improvement and compliance program of on-site reviews and audits of ongoing human participant research at UBC and its affiliated hospitals.

Organizational Status

The position reports to the Director Research Ethics and collaborates with the Director, Research Services. The position works collaboratively with the Managers of the Research Ethics Boards, the REB Chairs and members of the REB's. The position provides advice and direction to all UBC faculty and research coordinators concerning compliance with national and international guidelines and regulations with particular emphasis upon the US and Canadian regulations pertaining to conduct of clinical trials and IRB operations.

Work Performed

Compliance Related Activities (60%)

- Run the Quality Improvement and Compliance (QuIC) program of directed audits and reviews for ongoing human participant research at UBC and its affiliated hospitals

o Conduct onsite reviews audits of studies in response to concerns or complaints lodged and as directed by the Director Research Ethics and or the Chair(s) of UBC's affiliated REBs

o Investigate concerns complaints brought to the attention of the Office of Research Ethics by study participants, study staff, or individuals external to the research process

o Collaborate with the UBC research community to assist in preparation for external audits by Health Canada, OHRP, FDA or commercial sponsors.

- Run the UBC Financial Conflict of Interest (FCOI) in US Public Health Service (PHS) Funded Research Compliance Program

o Manage the on-line educational content that addresses the training requirements set out by the US PHS

o Maintain the Significant Financial Interest (SFI) disclosure reporting forms

o Record and monitor all SFI disclosure forms and any resulting FCOI's

o Ensure compliance with the annual SFI disclosure requirements for individuals receiving or applying for PHS funding

o Liaise with the National Institutes of Health (NIH) to ensure that all FCOI's are reported and managed according to US policy



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- o Coordinate with institutional partners in the creation and administration of management plans for individuals found to have FCOI's
- o Work with the RISE technology team and the Conflicts of Interest office to develop a merged on-line system for maintenance of the FCOI requirements

Educational Activities (20%)

- In collaboration with other Research Ethics Office staff, provide education and training related to the ethical conduct of research involving human participants for members of the UBC research community
- Promote compliance with the TCS2, Health Canada Food and Drug Regulations Part C, Division 5, Canadian privacy legislation, the International Conference on Harmonization-Good Clinical Practice (ICH-GCP) Consolidated Guidelines, the US FDA regulations and the US DHHS regulations for clinical trials through both targeted and requested presentations
- Update Office of Research Ethics staff on issues central to compliance with the regulations; including offering guidance on matter relating to ongoing research as they arise, and on strategic matters of UBC-wide importance

Office of Research Ethics and Institutional Support Activities (20%)

- Work with the Director of the Office of Research Ethics to amend or introduce policies procedures related to the UBC Directive: Financial Conflicts of Interest (FCOI) in Public Health Service (PHS) Funded Research
- Be primarily responsible for the maintenance of UBC's Standard Operating Procedures (SOPs) for UBC's affiliated REBs
- Represent the Office of Research Ethics on various Boards and Committees including N2, BCCRIN, and the Clinical Research Professional Development Group.
- Lead the on-going evaluation of the functioning of the 6 affiliated UBC REBs with respect to review performance and turn-around times
- Help to maintain the Office of Research Ethics web-site

Supervision Received

Reports to the Director, Research Ethics, provides advice as needed to the Vice President Research on research ethics compliance and works collaboratively with the REB Chairs and Managers.

Supervision Given

Provides guidance, support and advice to REB staff, as well as to UBC Faculty and members of their research teams, concerning compliance matters.

Consequence of Error/Judgement

If the University and Affiliated Hospitals fail to comply with national and international ethics standards, research at UBC might be suspended for individual researchers, research groups or more broadly, which would have negative consequences on future research funding and opportunities. Compliance or non-compliance could enhance or damage the reputation of the University and Affiliated Hospitals and protect or expose them to legal liability.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. At least a Master's degree in a related area, but preferably a doctorate 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 of 4 years experience in an academic research environment. Experience in health research, particularly ethical and other legal and regulatory aspects. Ability to understand and interpret guidelines and legal documents relating to research ethics
Ability to read difficult or complicated text analytically and critically



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Knowledge of national and international research ethics standards and regulations

Knowledge of University and affiliated hospital's research ethics policies and procedures

Ability to communicate tactfully and effectively, in both verbal and written form, to provide and obtain information as required

Ability to develop contacts and deal with members of clinical and academic staff and employees of private and governmental organizations.

Ability to simultaneously manage a diverse range of projects and activities

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Job Posting

Job ID: 16734 (Repost)
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Statistical Analysis
Classification Title: Statistical Analysis, Level A **Business Title:** First Nations Perinatal Statistician/Data Analyst
Department: Obstetrics & Gynaecology
Salary: \$ 29.15 - \$ 34.99 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-10-07
Job End Date: 2014-03-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-15 **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 Statistician Data Analyst will work under the supervision of a faculty Epidemiologist, Principal Investigator, and Research Team for "Fetal and Infant Mortality and Morbidity among Status Indians in British Columbia" study.

The position will be part-time providing statistical support for data analysis of the "Fetal and Infant Mortality and Morbidity among Status Indians in British Columbia" study. The data analyst will assist with final data analysis and preparation of results sections of publications and presentation. Experience with statistics, data quality, publications, and routine reporting is essential; experience in the area of perinatal medicine will be an asset.

Organizational Status

The Statistician Data Analyst reports to the Principal Investigator of "Fetal and Infant Mortality and Morbidity among Status Indians in British Columbia" study. The incumbent will also work closely with Co-Investigator and Chair of the Aboriginal Perinatal Health Committee at the BC Perinatal Health and other members of the research team. As part of this role, the data analyst will also be corresponding and working with data stewards from Vital Statistics, BC Perinatal Health Program, and Population Data BC.

Work Performed

The position will involve data analysis of the above project and:

Communicates with the PI and Co-Investigators regarding quality of data

Oversees the extraction, entry, and linkage of data into the study database and the generation of queries (missing data, data outliers, errors)

Conducts complex data analysis as described in research proposal

Prepares results section (including tables) for publications presentations

Performs analyses of research, including: (a) preliminary analysis, (b) correlation analysis, (c) bivariate analysis, (d) multiple regression analysis, (e) categorical analysis, (f) hierarchical analysis, (g) reliability analysis, and (h) hierarchical survival analysis

Performs data analysis and statistical computation using statistical packages as appropriate



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Interprets and summarizes analysis and results for research reports and publications
Disseminates and presents analysis and evaluation information to research team
In conjunction with research teams assists in the writing and editing of research reports, and articles for publication
Prepares summary reports, tables and charts

Supervision Received

Most of the work will be done independently or in conjunction with the Principal Investigator and Chair of the Aboriginal Perinatal Health Committee.

Supervision Given

N A

Consequence of Error/Judgement

The Data Analyst 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 Principal Investigator and all other investigators. Any procedures or data recorded as part of the study must be accurate and must accurately reflect the work performed. Strict confidentiality of all data must be adhered to. All activities involving participants are accountable to the Principal Investigator, the Department Head, and the Data Analyst's governing professional organization. Release of data and results will be governed by Data Access Agreements and contracts between the Data Stewards and Investigator(s).

Qualifications

Post-graduate degree in Statistics. Experience with statistical applications in population clinical health services research and interest in statistical methodology for health research. Minimum of two years experience in research analysis or the equivalent combination of education and experience. Experience in a research environment including a thorough understanding of research methodology and knowledge of clinical data, advanced statistical methodology and computation research, high level of knowledge of statistical analysis software (e.g. SPlus, SAS and SPSS), and experience with working with large databases required. High degree of computer literacy and extensive experience with Microsoft Office (Word, Excel and PowerPoint)
Knowledge of statistical analysis software (e.g. SPlus, SPSS, SAS) and experience working with large databases preferred
Strong statistical skills, including ability to conduct multilevel modelling, longitudinal analysis and spatial analysis with Markov chain Monte Carlo methods, and other statistical techniques and computational skills
Demonstrated ability to design and take lead on new projects
Strong analytical, problem solving and decision making skills
Excellent communication (oral and written), interpersonal, organizational and time management skills
Familiarity in working with confidential information; maintaining professionalism, diplomacy, and tact under high pressure situations
Demonstrated ability to work and make sound decisions independently of supervisor
Ability to work with an interdisciplinary research team, including clinicians, epidemiologists, and laboratory staffs and scientists

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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;



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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.



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: 16866
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Cooperative Education
Classification Title: Coop.Education, Level B **Business Title:** Co-op Coordinator
Department: Coop Education Program
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-14 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-10-17 **Available Openings:** 1

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

Job Summary

Develops, markets, and promotes the Engineering Co-op programs to new and existing local, national and international employers, professional associations and other institutions. Coaches, counsels and prepares undergraduate and graduate Co-op students for the workplace

Organizational Status

Reports to the Director of the Co-operative Education (Engineering) Program. Works in close co-operation with other Co-ordinators, Faculty members and Department Heads to determine effectiveness of program curriculum in meeting client requirements. Liaises with Departmental Administrators and other University staff as appropriate for program delivery and promotion. Delegates work to Co-op Administrative staff and Technical Staff as needed.

Work Performed

- Researches and identifies potential partners in industry, government agencies and institutions (locally, nationally, and internationally)
- Initiates, builds, and maintains new employer relationships for co-op job development
- Develops academic-related work placements through assessment of technical engineering job requirements, engineering discipline, and academic level of placement
- Determines employer requirements and facilitates hiring processes
- Develops and prepares annual discipline-specific strategic marketing and site visit plan
- Advises employers on requirements and availability of government funding for Engineering Co-op placements
- Attends and networks at various events, locally and nationally, such as conferences, trade shows, career fairs, and information sessions
- Maintains involvement in professional associations in the area of engineering and Co-operative Education
- Researches, coordinates, and conducts employer marketing trips, both domestically and internationally
- Assesses admissibility and on-going participation of students in the Co-op program as per the Program's terms and conditions
- Designs, prepares, and delivers orientation and information sessions for new students (undergraduate and graduate; domestic and international) which outline all of the academic and technical work placement requirements for achieving a Co-op designation on their engineering degree



- Designs and delivers pre-employment training programs and assesses effectiveness of training programs by continually evaluating student preparation for the workplace
- Provides Co-op students with one-on-one and group employment counselling and coaching before, during and after each work term
- Advises students on technical suitability of work placements to their academic program, the selection of areas of specialization and requirements for their professional designation
- Conducts work term site visits to monitor and evaluate the technical requirements of the student placement and the employer environment with respect to working conditions, safety standards, and academic requirements of the position
- Evaluates student performance in the work place to ensure they are meeting employer needs and addresses issues as needed
- Evaluates and grades student work term reports
- Surveys, analyses and reports on Engineering Co-op student employment interests
- Researches international work permit requirements and directs students to follow all legal and immigration policies required
- Develops and delivers training for international university programs related to the design and delivery of Co-operative Education programs.
- Maintain and grow the Engineering Co-op Database with employer and student records
- Prepares weekly, monthly, quarterly, and annual reports on student placement statistics, employer profiles, local, national and international work placements and closure rates on posted positions
- Participates in Faculty, Departmental and Institutional meetings, committees, and events where required
- Reviews courses and programs with employers and faculty in the revision of Co-op programs to meet academic and industry requirements.
- Develops and maintains relationships with UBC Engineering Co-op alumni
- Oversees and manages Co-op program related projects and assignments, where required

Supervision Received

Works autonomously under the general direction of the Co-operative Education Director.

Supervision Given

No direct supervision given, but Co-ordinators are authorized to remove students from the work place if Terms and Conditions are not adhered to.

Consequence of Error/Judgement

Incorrect decisions can affect numbers and quality of student applicants to the program. Failure to adequately assess employers could result in students being placed in inappropriate work environments. Failure to assess and prepare students for appropriate technical work placements could result in loss of credibility of the program with industry. Failure to intervene and resolve student work placement performance problems could result in loss of working relationships between industry and the University. Failure to apply policies and procedures established by the Ministry of Skills, Training and Labour could result in loss of accreditation and or financial support.

Qualifications

Undergraduate degree in a relevant discipline. A University degree, and a thorough knowledge of and experience with either Co-op programs is required or Human Resource Management is preferred. Minimum of four years experience or the equivalent combination of education and experience. Engineering industry related experience, either locally or internationally, is preferred. The successful applicant will have excellent interpersonal, marketing presentation, oral and written communication skills, and organisational planning abilities. Strong computer (Word, Excel, database management) skills are required. Some experience having developed and delivered pre-employment training programs is desired. Travel is required. BC driver's license and access to a vehicle is required. Ability to design and deliver pre-employment training. Ability to effectively generate business opportunities. Ability to effectively market, promote, and sell products and services. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to provide effective and appropriate guidance and counsel (e.g., career counseling). Ability to approach interactions with an awareness of sensitive issues (e.g., issues concerning specific cultures).



Ability to identify and respond to contentious or sensitive issues with discretion. Ability to exercise tact and discretion. Ability to effectively deal with difficult people. Ability to develop and maintain cooperative and productive working relationships. Ability to assist in identifying appropriate courses of action. Ability to provide quality service to customers in a courteous, patient manner. Ability to effectively resolve complaints in a calm, non-confrontational manner, and by exercising sound judgment. Ability to maintain order and control. Ability to develop and deliver effective presentations and workshops. Ability to effectively facilitate groups to achieve appropriate outcome. Ability to communicate effectively verbally and in writing. Ability to listen actively and attentively, and obtain clarification as required. Ability to read and comprehend technical material. Ability to communicate effectively with engineering agencies. Ability to make thoughtful, informed, and thorough decisions. Ability to exercise sound judgment. Ability to remain calm, decisive, effective, and safe in emergency or crisis situations. Ability to recognize potentially dangerous situations and take appropriate action. Ability to maintain accuracy and attention to detail. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English Ability to efficiently and effectively coordinate tasks. Ability to gather, record, and organize information. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to review, analyze, and synthesize complex information into summaries and reports. Travel is required.

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Job Posting

Job ID: 16891
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level B **Business Title:** Development Coordinator, Land & Food Systems
Department: Development Office
Salary: \$49,226.00 - \$59,094.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-28 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Works with: UBC faculty and staff involved in fundraising

Contacts: Donors, outside community groups and organizations.

Supervises: No supervisory responsibilities

Work Performed

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



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- Participates in on-going fundraising planning and practice and process development;
- Needs to accommodate flexible hours, attending events;
- Performs other related duties as required.

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. The ideal candidate will have a University degree or an equivalent combination of experience or education in a related discipline. Minimum of one year experience or the equivalent combination of education and experience. Strong organizational, analytical and interpersonal skills. Proven ability to interact effectively and positively with staff, managers and donors. Effective computer skills. Excellent verbal and written communication skills.

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Job Posting

Job ID: 16451 (Repost)
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D2 **Business Title:** Associate Director, Alumni Relations
Department: The Sauder School of Business
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-18
Job End Date: 2014-11-14
Funding Type: Self Funded
Other: Leave Replacement
Date Closed: 2013-10-20 **Available Openings:** 1

Job Summary

Ensure the Sauder School of Business Alumni team meets its short and long term engagement goals.
Cultivate a culture of teamwork and collaboration among direct reports and colleagues within the Sauder School of Business and Central DAE.
Ensure valuable alumni services and benefits are available to and known by Sauder alumni, utilizing a variety of communication channels.
Steward and support the Sauder Business Club of Vancouver.
Responsible for alumni volunteers and engaging them as ambassadors and supporters.

Organizational Status

Reports to: Assistant Dean, External Relations and collaborates with Manager, External Relations
Senior Associate Director, Development
Director, Regional
Director, Faculty of Management
Centre directors
Faculty members
Sauder staff
DAE staff

Work Performed

Sauder Business Club of Vancouver
Manage and support a highly effective Alumni volunteer committee (VAR) to undertake "alumni for alumni" programs in the GVRD.
Provide stewardship to the SBCV volunteers and liaise between the Club, VAR, the School, other volunteers and UBC.
Responsible for overseeing the recruitment of volunteers to the Club Board and Executive.
Liaise with Club volunteers to ensure events are successful and achieve objectives.
Alumni Benefits and Services
Continual and ongoing review of best practices used by other universities to strategically add value to alumni.
Complete annual review, alumni satisfaction surveys, and liaise with Sauder units to ensure benefits and services remain valuable and relevant to alumni.



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Staff Job Postings

Ensure alumni are aware of benefits and services utilizing a variety of communication channels.

Liaise with UBC DAE to leverage UBC alumni services and benefits.

Volunteer Management Program

Manage and support a highly effective volunteer committee to undertake "alumni for alumni" programs in the GVRD, the VAR and the FAB Alumni Committees as needed.

Design, implement and maintain volunteer recognition programs.

Liaise with Sauder staff and faculty members to identify volunteer opportunities for alumni.

Manage alumni volunteer programs, connect volunteers with opportunities and ensure volunteers have a positive experience.

Develop and oversee "alumni preparation" programs that connect alumni to students and students to students to promote continuous engagement with the Sauder School.

Supervision

Hire, supervise, and evaluate Alumni staff.

Work with Coordinators to identify individual goals and targets annually.

Conduct annual performance reviews for Alumni Coordinators.

Liaise with staff, students and volunteers to ensure events are successful and objectives are achieved.

Planning and Leadership

Set annual alumni plan to achieve goals that will lead to a minimum of doubling alumni engagement with Sauder School by the completion of the campaign.

Recommend annual Alumni budget based on goals and objectives.

Participate in the creation and renewal of a compelling case for support.

Participate in overall strategic planning for the Sauder School of Business External Relations.

Collaborate with colleagues to ensure the intended results of the Sauder School of Business External Relations Department are achieved.

Other Responsibilities

Participate in overall Development and Alumni Engagement activities as required to support the mission of the Sauder School of Business.

Represent the Sauder School alumni staff on Central DAE and Sauder School initiatives as required.

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

Supervision Received

Works under general guidance of the Assistant Dean and Director, External Relations. Work primarily guided by the strategic plan for the Alumni area.

Supervision Given

Supervises Manager, Business Clubs & Regional Reps, Alumni Manager, Volunteer Programs, Alumni Coordinators, Communications staff.

Supervises the work of external contractors, junior development co-ordinators and clerical support staff by planning, organizing and reviewing work.

Consequence of Error/Judgement

Accountable to the Assistant Dean, Development & Alumni for the operation of all aspects of the Alumni Relations unit accurate knowledge of a wide range of faculty and university policies and procedures is required. Accurate and timely work by Alumni Relations staff is critical. Works under general direction according to broad objectives .

Qualifications

Undergraduate degree in a relevant discipline. Minimum of four years experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. Strong comprehension of a variety of commerce related disciplines. Experience leading successful alumni relations or a similar external relationship function in a major university. Alternatively, a leadership role in a not-for-profit, membership-based, or other comparable organization. A strategic



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thinker who can articulate a vision, develop a plan and build a new organization. Able to develop and implement policies, programs, and strategies to support the achievement of a vision. Can build relationships with and inspire diverse stakeholders including alumni, volunteers, students and university leadership, and those involved with provincial & national organizations. Excellent instincts for identifying creative, synergistic opportunities to maximize relationships. Sees the "art" of what's possible; is flexible, has an open approach, a positive solution-oriented attitude and is creative in formulating alternatives and new approaches if roadblocks are encountered. Capable of communicating with diverse populations in a collaborative, engaging and inspirational manner. Strong oral and written communications skills. An effective presenter who enjoys making presentations. A positive and effective team leader who enjoys leading a small team. Capable of working successfully with volunteers and liaising with a wide range of stakeholder groups in the university and external community. Strong administrative and financial management skills; able to identify and prioritize competing needs and handle multiple projects concurrently. Creative, mature, versatile. Brings a strong presence and an enthusiastic approach.

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Job Posting

Job ID: 16850
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D3 **Business Title:** Associate Director, Land & Food Systems
Department: Development Office
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-11
Job End Date: 2016-03-31
Funding Type: Budget Funded
Other:
Date Closed: 2013-11-06 **Available Openings:** 1

Job Summary

This fundraiser position is responsible for generating strategic prospect contact at the major gift level. The Associate Director is responsible for managing a defined development program at an average \$1.5+ million level, or resource development activity at an average \$1+ million annually. Responsible for managing a minimum of 75-150 prospects, making 20-25 solicitations and raising a minimum average of \$1+ M annually.

The Associate Director works in partnerships with senior management to facilitate maximum private and public sector support; develops and implements comprehensive and complex plans for identifying, cultivating, soliciting and stewarding major gift prospects and donors and develops and manages a portfolio of major gift prospects and meets potential prospects on a one-on one basis. The position will ensure appropriate donor recognition, acknowledgement and stewardship programs are in place and oversees the generation of donor prospect solicitation materials and correspondence, and will have some administrative responsibilities.

Organizational Status

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

Works with: UBC faculty and staff involved in fundraising including the VP, Development and Alumni Engagement, AVP Development, the President of the University and other senior administrators as appropriate.

Contacts: Donors and outside community groups and organizations.

Supervises: Normally Associate Directors do not have direct supervisory responsibilities, but may mentor junior development staff.

Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the University, with a Faculty unit specific individual annual dollar goal;
 - Develops and manages a portfolio of major gift prospects (75-150) making face-to-face visits (100-200 annually) for the purposes of discovery, cultivation and solicitation strategies for prospects at the major gift level (defined as \$25,000 and up).
- Responsible for coordinating and attending face-to-face prospect donor meetings, with an expectation to meet annual benchmarks for



these meetings;

- Develops and implements a comprehensive plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors. Responsible for management of a portfolio of relationships;
- Develops proposals and works with donors to generate gifts for priority projects. Develops and implements strategies for closing major gift solicitations, with an expectation to make solicitations (20-25 annually) at the major gift level;
- Ensures that appropriate donor recognition, acknowledgment and stewardship programs take place;
- Generates donor prospect solicitation materials and correspondence;
- Performs other related duties as required.

Supervision Received

The incumbent works under general direction according to broad objectives.

Works independently with discretion relating to donor negotiations, policy administration and interpretation, and administrative responsibilities. Overall strategic planning on global fund-raising initiatives is executed in consultation with manager.

Supervision Given

Normally Associate Directors do not have direct supervisory responsibilities, but may mentor junior development staff.

Consequence of Error/Judgement

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

This position is also critical in advising and ensuring proper interpretation and implementation of academic and fiscal policies for fundraising, senior administrators, and development staff. The Associate Director is responsible for a portfolio of donors and prospects, as well as for an individual goal per annum. If inappropriate advice, incorrect interpretation or improper financial analysis were conveyed to major donors or senior university administrators, millions of dollars could be incorrectly administered or unavailable for disbursement. UBC could be in direct violation of stewardship and trusteeship obligations to donors and for funds received through bequests.

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

Qualifications

Undergraduate degree in a relevant discipline. Minimum of an undergraduate degree in an applicable discipline; and a graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred. A minimum of 5 years of experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience.

A minimum of five years' related experience or an equivalent combination of education, training and experience. Proven experience in Major-Gift fundraising and skilled in strategy development. Thorough knowledge of the university environment and academic structure is preferred. Experience working with a centralized fundraising system an asset. Ability to work independently while exercising good judgement at all times. Well-developed analytical and problem-solving skills are required, along with strategic thinking and skills in conflict resolution. Strong conceptual abilities combined with high attention to detail. Ability to work simultaneously on a variety of complex projects with imposed deadlines. Ability to formulate strategic plans. Effective communication skills, verbal and written; strong interpersonal and negotiation skills required in liaising with major donors, corporate executives and senior university administration. Proven ability to work with the University's senior-most donors to advance the University's mission. Tact, diplomacy, discretion and sound judgment required. The incumbent should have the ability to plan, coordinate and supervise the work of others, in order to execute a variety of complex projects with imposed deadlines.



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Computer experience required; MS Windows environment, Microsoft Office preferred.

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Job Posting

Job ID: 16869
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Operations Mgmt
Classification Title: Business Operations, Level C **Business Title:** Merchandise Manager - Course Materials
Department: Bookstore
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-21 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-10-17 **Available Openings:** 1

Job Summary

The Course Materials Manager is responsible for managing the Course Material's department within the UBC Bookstores to ensure that it meets the evolving needs of students and faculty in a financially viable manner. This includes developing and implementing strategic business plans, especially around technological advancements and digital learning strategies; managing inventory and procurement; managing staff; and managing budgets. The Course Materials Manager is also responsible for Faculty outreach; to gain insight into new learning methods and tools and develop strategies to keep the course materials department relevant. The course materials business is in a state of transition and the manager of this department is required to keep current with new and emerging products and trends so that the department's operation can continue to meet the needs of UBC students and faculty on the Vancouver and Okanagan campuses.

Organizational Status

The UBC Bookstore is the 2nd largest University Bookstore in Canada with annual sales of \$30 million. Course Materials is the largest department within the store with annual sales in excess of \$16 million. The Course Materials department plays a vital role in the operation of the University and the success of students by ensuring that all of the required course materials are available for sale at the start of every term. Course materials currently include new and used books, custom course packages, ebooks and rental books.

As a member of the Bookstore's management team, the Course Materials Manager will have daily contact with the warehouse and retail floor to ensure the smooth operation of the department. The Course Material's Manager will also work closely with the Bookstore's Human Resources Manager, Finance Manager, Systems Manager and Marketing Manager to meet the objectives within their departments. The Course Materials Manager works with publishers and other vendors to ensure that orders arrive on time and in the correct quantity.

The campus store industry has a number of associations and professional networks that the Course Materials Manager will participate in and be exposed to over the course of each year.

Work Performed

Development and Implementation of Strategic Business Plans:



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Staff Job Postings

The Course Materials Manager is responsible for strategically managing campus relationships by maintaining and developing strong connections with faculty and departmental administrators, and as a result preparing appropriate business plans:

- . - Responsible for preparing and executing strategic business plans in consultation with faculty members, discussing their course material needs, exploring new technologies and identifying new operational processes to make the department more effective.
- . - Works with administrative staff in various faculties to coordinate the provision of book requests each term and assess customer satisfaction.
- . - Works with the Centre for Teaching and Learning Technology to identify opportunities to support the University's learning management system.
- . - Identifies the needs of departments and works as a credible advocate of course materials options for platforms, devices, formats and content
- . - Actively participates on the Bookstore Advisory committee to address any issues related to the provision and sale of course materials
- . - Accountable for meeting department goals and objectives as well as maintaining appropriate metrics to gauge success
- . - Provides metrics and reports that support the implemented initiatives and impact future decision making
- .

Procurement and inventory control of all course materials for the UBC Bookstore:

- . - The incumbent is responsible for establishing the correct order quantities for all course materials ordered for the UBC Vancouver and UBC Okanagan campuses and managing to budgeted inventory levels limiting any financial losses:
- . - Establishes the pricing policy, including dynamic pricing adjusted to market conditions, for course materials based on a thorough knowledge of the Bookstore's budget to ensure that financial objectives are achieved.
- . - Establishes ordering criteria for the course materials buyers based on an analysis of past sales history, current campus enrollments, competition and inventory budgets
- . - Implements new ordering methodology as available including electronic data interchange (EDI) and online purchasing from website companies.
- . - Actively promotes the acquisition and sale of used books and other cost effective course material options
- . - Develops and manages the processes to follow-up on orders to ensure student and faculty needs are met
- . - Establishes the policy and schedule to return excess inventory to the publishers and other vendors to meet inventory budgets
- . - Negotiates with vendors to address pricing and service issues as required
- . - Manages agreements with printers for custom course materials
- . - Is familiar with Blackboard and the University Library and the roles they play in course content development and related copyright issues.
- . - Researches and analyzes new and emerging course material formats (eBooks, online materials, rental, etc.) and trends, recommends changes and drives delivery of new services and products through all store transactional channels.



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Staff Job Postings

- .
- Searches out new opportunities to provide course materials for other institutions or businesses and to grow sales in the course materials department (eg private colleges, training companies, etc.)
- .
- Utilizes existing software applications (Visual Ratex) to attain efficient, profitable and successful department operations; and works with the systems group to implement new processes and procedures
- .
- Identifies marketing projects to support the course materials department and works with the Marketing department to create the events and promotions
- .
- Prepares and delivers presentations and reports for internal and external audiences
- .
- Reviews all processes annually to ensure the operation is using best practices

Management of Course Materials staff:

- The Course Materials Manager is responsible for directly managing a group of buyers and support staff using a coaching approach to achieve results:
- .
- Responsible for hiring staff to work in the course materials department and may participate in hiring staff for other positions within the store
- .
- Schedules staff based on operational requirements and approves vacation requests
- .
- Works with the staff to set annual performance goals in line with the Bookstore's budget and operational expectations and meets with the staff on a regular basis to ensure that goals are being met
- .
- Identifies training requirements and works with the Human Resources Manager to address any training needs
- .
- Addresses any performance issues within the department and follows up with performance management action discipline as needed

Financial Planning:

The Course Materials Manager is responsible for developing short and long term financial goals for the department:

- .
- Prepares financial projections, identifies new departmental initiatives and forecasts cost benefits for new projects or services as they relate to Course Materials
- .
- Drafts an annual budget and targets for sales, margins, inventory levels, staffing and marketing for presentation and approval by the Merchandise Manager
- .
- Monitors all aspects of the budget throughout the year and takes corrective action as necessary

Access and Copyright Guidelines

The Course Materials Manager works closely with the University Counsel, Vice-President Academic's office and the Library to

Supervision Received

This position reports to the Merchandise Manager and is responsible for the overall management of the course materials department. Work is reviewed by the Merchandise Manager to determine if goals are achieved. Receives instructions on special projects, with end results reviewed by the Merchandise Manager.



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The Course Materials Manager works with the Managing Director, University Community Services on strategic issues that impact the Bookstore's overall direction to identify appropriate approaches and direction.

In the absence of the Merchandise Manager, the Course Materials Manager will be responsible for all of the Merchandise Division.

Supervision Given

The Course Materials Manager supervises a group of buyers and clerical staff by:

·
Assigning goals and responsibilities

Reviews work performed to ensure that it meets established goals; uses a coaching style to address performance issues

·
Resolves personnel issues within the department

Has the authority to hire, train, evaluate, discipline and terminate staff as required

Consequence of Error/Judgement

Decisions made regarding merchandise selection, inventory, and margins significantly affect the financial viability of the Bookstore, the store's reputation as a credible source for course materials and, potentially, the University's reputation. The Course Materials Manager must set appropriate purchasing guidelines for the department to ensure that the store has enough inventory for students and that the store has the correct mix of new, used, custom, eBooks and rental books. Failure to set appropriate purchasing guidelines could cause significant loss of sales and public relations issues for the store. Decisions made regarding staffing and the monitoring of work performance can affect the morale and productivity of the department.

Decisions are reviewed by the Merchandise Manager to determine if they meet the Bookstore's budget, business plan and long term strategic goals for growing the business.

Qualifications

Undergraduate degree in a relevant discipline. A minimum of 5 years of experience or the equivalent combination of education and experience. At least five years' experience in retailing and retail management preferably in a campus bookstore, experience buying course materials for a University is strongly preferred, or any equivalent combination of education and experience

Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

Experience researching and advising on new learning technologies for instructional purposes an asset

Mathematical skill required to calculate figures; prepare and analyze spreadsheets; apply mathematical concepts to practical solutions; read and interpret financial data.

Ability to interpret an extensive variety of information; defining problems, collecting data, establishing facts, drawing conclusions, developing solutions and preparing reports.

Ability to supervise and train employees, using a coaching style to foster a cooperative work environment.

Ability to organize, prioritize and schedule work assignments.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse



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community.

Ability to foster a cooperative work environment.

Skill in the use of personal computers, and software including MS Office. Experience with the Ratex operating system, ideal.

Ability to communicate effectively, both orally and in writing.

Knowledge of retail floor merchandising and stock control procedures.

Skill in budget preparation and fiscal management.

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Job Posting

Job ID: 16770
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Planning & Engineer
Classification Title: Facilities Planning, Level A **Business Title:** Facilities Planner
Department: Facilities Planning
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: Budget Funded
Other:
Date Closed: 2013-10-17 **Available Openings:** 1

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

Job Summary

The facilities Planner works in collaboration with Senior Facilities Planners and is responsible for performing space programming and planning activities, including documentation, analysis, and recommendation, for the University's academic and support facilities.

Organizational Status

Reports to the Associate Director, Facilities Planning. Works collaboratively with Senior Facilities Planners. Liaises with campus departments and users.

Work Performed

Participates in the development of conceptual and schematic plans for various faculties, departments and administrative groups in response to requests from the departments, and as assigned.

Works with Senior Facilities Planners to develop master plans, master programmes, functional programmes and schematic layouts (including function, equipment and fittings) for planning purposes.

Works with space allocation standards to plan and or work on space layouts and functional programs.

Assists Senior Facilities Planners in planning department and faculty expansions as well as new space in accordance with master plan commitments campus wide. Makes recommendations to customers regarding space utilization.

Interviews representatives of UBC departments, identifies requirements, summarizes information into functional and programmatic information; writes planning reports on same. Presents space options with recommendations to departments; manages process of identifying best solution for client within university parameters and guidelines.

Applies space allocation standards, institutional planning experience, knowledge of building code and construction practice in order to test planning assumptions for relocation of various groups on campus.



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Formulates and recommends move options for campus constituents affected by major space renovations or new space construction.

Audits departmental space and classrooms, inventories equipment, furnishings and functions carried out within through ongoing site visits.

Performs other related duties as required.

Supervision Received

This position performs responsibilities under the general direction of the Associate Director, Facilities Planning.

Supervision Given

Manages resource people involved in planning or programming a capital project. Reviews work by others for conformity to predetermined standards.

Consequence of Error/Judgement

Error in judgment and planning can cause delay to the planning construction process, missed target dates for new occupants and result in faculty unable to teach carry out research as required. Error in application of programming standards can result in misuse of space; departments being unnecessarily inconvenienced or under over supplied; undermining of the University space planning process.

Qualifications

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc. Minimum of three years experience in design and planning or the equivalent combination of education and experience. Experience in layout and design of interior space. Experience interpreting building code. Experience using software planning programs Construction experience or in depth knowledge of construction practices preferred. Experience using planning programs such as Microsoft Word, Excel, and Powerpoint, and Span Archibus. Experience in functional programming for supporting units providing service to the University preferred. Experience gathering and assessing needs, applying creative planning skills and resolving space issues. Experience in working with clients, gathering and organizing information and assessing needs. Experience speaking and presenting to groups. High degree of skill in planning, organizing, and managing in a team environment. Technical skills including hand drafting, graphics. Proficiency in AutoCad. Advanced level computer skills. Strong interpersonal and oral and written communication skills. Strong listening and negotiating skills. Ability to summarize needs, determine priorities and necessities. Ability to develop creative solutions and to apply space utilization standards to unique user requirements. Effective organizational decision-making, and multi-tasking skills. Ability to exercise judgment. Ability to foresee, prevent and resolve conflicts and other project-related problems.

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Job Posting

Job ID: 16847
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Planning & Engineer
Classification Title: Facilities Planning, Level B **Business Title:** Planner: Space Planning & Facilities Management
Department: Fac Med Finance Office
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-15 **Available Openings:** 1

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

Job Summary

The SPFM (Space Planning & Facilities Management) team supports the Faculty's academic mission and strategic goals by ensuring that academic programs have the spatial and infrastructural requirements to support academic activities across the province. In consideration of the high costs of constructing, operating and maintaining academic and healthcare facilities, the efficient and effective planning, development and management of the Faculty's spatial resources is critically important. The Planner works towards these goals by working with Health Authority, University and Province of BC contacts, on a wide range of space initiatives and projects. The role of the Planner in managing FoM space and ensuring that its current and future space requirements are being met is critical to the success and growth of the Faculty.

The incumbent is located in the Faculty of Medicine's Offices at Point Grey Campus and will be required to travel to, and work at various campuses and academic sites throughout the Lower Mainland.

Organizational Status

The UBC Faculty of Medicine (FoM) provides innovative educational and research programs in the areas of health and life sciences through an integrated, province-wide delivery model, and has over 1,500,000 square feet of academic space located at Health Authority sites and at four University Academic Campuses. The Space Planning and Facilities Management (SPFM) Team is responsible for managing existing FoM Space, planning for future space requirements, and overseeing capital construction projects across all sites. At any given time, the Faculty may be involved in 20 to 30 major or minor capital projects across the Province.

Works with Health Authorities, Department Heads, Centre Directors, Administrators, University Departments and external vendors, contractors & consultants regarding Academic Space planning, management & policy development, capital construction projects, relocations & space acquisitions.

Work Performed

I. PLANNING

Works with Health Authorities, Hospitals, other clinical sites and universities in regards to academic space planning and utilization. Represents FoM interests at space and facility planning committees, forums and meetings.



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Develops strategic space plans and recommendations, including renovations, relocations and space acquisitions that support the FoM's academic mission and strategic goals, and to meet changing user needs and program expansion requirements.

Formulates and recommends swing space move options for FoM users affected by major renovations or construction projects to reduce operational impacts and costs.

Creates conceptual and schematic space plans. Documents and translates user requirements to functional and programmatic documents.

Develops Memorandums of Understanding, Letters of Agreement, and other documentation with partner agencies to define shared space use, operating and support agreements.

Collaborates on the development of business proposals, functional programming, strategic plans and other space and facility planning documents.

Responds to space requests, makes recommendations in regards to Academic Space assignments of FoM Departments, Schools and Research Centres, based on reports prepared by the Space Inventory Manager.

Monitors and assesses current & future Departmental and Faculty Academic Space requirements.

Monitors minor capital maintenance requirements from FoM Departments, Schools, Centres, Programs and Health Authorities, tracks priority projects as they arise over the year. Prepares capital planning reports.

Responsible for keeping up-to-date on facilities planning theory and best practices, through affiliation with professional associations, attendance at professional seminars and conferences, communication with professional programmers, architects, engineers, etc.

II. COMMUNICATIONS & STAKEHOLDER ENGAGEMENT

Leads user group meetings to identify space requirements, resolve space issues, and to communicate Health Authority and University initiatives.

Engages FoM stakeholders in space planning initiatives and ensures appropriate representation and participation. Guides stakeholders in identifying requirements and plans to achieving their goals.

Coordinates the review of draft plans and policies by a wide range of complex interests within the Faculty of Medicine, UBC administration, and Health Authority interests.

III. SPACE MANAGEMENT

Builds and maintains a network of relationships with contacts at Health Authorities, academic Departments & Programs, Research Centres, and University units at all provincial hospital and university sites. Represents FoM interests in Space Committee meetings and travels to various sites to establish working relationships and resolve academic space issues.

Works with stakeholders to ensure that FoM Space Utilization Guidelines are being met, and with Health Authorities to ensure that they adhere to the Academic Space Protocol (Section 45 of the Hospital Act) and to principles established in Affiliation Agreements.

Leads the design, implementation and maintenance of systems, policies and procedures to ensure optimal utilization and management



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of Academic Space.

Leads collaboration initiatives with Health Authority and University partners on the development, implementation and maintenance of shared space management systems and processes, including ARCHIBUS.

Oversees risk assessment reviews of space occupied by UBC Academic & Research Units at all sites.

Applies space allocation standards, institutional planning experience, knowledge of codes and construction practices.

IV. PROJECT MANAGEMENT

Manages minor capital funding requests from Departments, Schools, Centres, Institutes and Health Authorities and prepares submissions to the Ministry of Health, the University, and other funding agencies. Manages minor capital funding budgets. Keeps track of contingency funds and directs them to emerging priority projects.

Manages projects related to construction, relocations, acquisitions & space planning. Monitors capital expenditures over multi-budget years and ensures projects meet specifications, and are completed on time and on budget.

Coordinates and monitors the activities of internal and external resources at all times of during the project

Ensures communications & stakeholder engagement in projects. Chairs and Organizes user group meetings. Arranges for specialist participation, consultants in projects

Maintains project documentation. Ensures University & Health Authority standards and policies are met.

Represents FoM interests on Project Committee meetings. Negotiates, bargains, and conciliates agreements which are in the best interest of the project and the Faculty.

Supervision Received

Works independently, receives broad directives from the Director, Space Planning and Facilities Management and the Chief Operating Officer. Work is reviewed in terms of achievement of the Faculty and the Unit's strategic objectives and goals.

Supervision Given

Recruits, manages, provides performance appraisals and discipline for, and oversees the work of the Manager, Facilities and the Space Inventory Manager. May be required on occasion to oversee staff assisting with special projects. Manages external consultants as required.

Consequence of Error/Judgement

Work requires considerable leadership, judgment and initiative in developing and maintaining relationships required for effective use and development of the Faculty's spatial resources. Failure to do so will severely restrict the Faculty's ability to deliver its academic programs throughout the Province.

Inappropriate disclosure of confidential or sensitive information or of incorrect information pertaining to the Faculty could cause embarrassment, have a detrimental effect on Faculty operations, and potentially have legal consequences.

Failure to maintain a close working relationship with the Ministries of Health and Advanced Education would severely restrict the Faculty's ability to procure projects and staffing funds from either Ministry. This would be retrievable only with a major effort to rebuild the Faculty's credibility.



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The impact of error in managing the delivery and functionality of academic teaching space will seriously impede the delivery of the Faculty's educational programs and or affect accreditation status

The impact of error in managing the functionality of academic research space will seriously interfere with UBC's Research opportunities.

The consequence of the selection of unsuitable consultants is major, as improper project management could lead to issues of safety and excess expenditures for the Faculty due to delays and cost overruns.

Error in application of programming standards can result in misuse of space, departments being unnecessarily inconvenienced or under over supplied or undermining of the University academic space planning process. Government funding for projects relies on proof of responsible and accurate space utilization and compliance with policies and standards. The loss of funding to the Faculty is an additional potential consequence of any such error. Other potential consequences include damage to the reputation of the university and loss of economic and academic opportunity.

Qualifications

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a professional Institute or Association. Graduate level education preferred. Minimum of four years experience or the equivalent combination of education and experience. Experience managing staff.

Experience working in the University and or Health Care Sector an asset.

Membership or eligibility for membership in a relevant professional association or Institute an asset.

Project Management experience required, PMP certification an asset. Knowledge and understanding of Faculty goals and objectives, Health Authority, University, local and Provincial Government roles and relationships, applicable legislation, general planning principles. Demonstrated negotiation, facilitation, and interpersonal skills. Ability to work independently and in a team environment. Demonstrated management and mentoring skills. Ability to exercise considerable judgment and creativity in dealing with a variety of issues. Ability to use tact and diplomacy when handling sensitive issues. Excellent organizational skills.

Ability to prioritize effectively, manage multiple projects. Excellent oral and written communication skills. Ability to develop and maintain important business relationships. Proficiency in general office software (MS Office, Sharepoint) required. Experience using databases and drafting software required. Must possess a willingness for continuous learning and professional development.

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Job Posting

Job ID: 16720
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level B **Business Title:** Canaccord Learning Commons Manager
Department: The Sauder School of Business
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-29 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-10-23 **Available Openings:** 1

Job Summary

The CLC Manager will manage a portfolio of online and face-to-face programs and services, and continue to evolve the Learning Commons to help prepare Sauder School of Business students for the current demands of the academic and working world. The Manager will demonstrate knowledge of undergraduate student learning outcomes and learning styles; a strong commitment to delivering high quality student-centric co-curricular services; web publishing and technology skills; experience providing one-on-one and group consultation in an academic setting ; and basic familiarity with online information resources typically available within a business school.

Organizational Status

The Canaccord Learning Commons (CLC) Manager is a new role in the Canaccord Learning Commons. The CLC Manager will join colleagues at the UBC Library, Sauder School and throughout UBC to design and deliver co-curricular learning support for undergraduate and graduate students. Under the supervision of the Head of the David Lam Research Management Library, the CLC Manager will establish strategic relationships with CLC partners, Sauder colleagues, and UBC departments, likewise committed to the design of co-curricular learning activities aimed at supporting student success, engagement and demonstrable learning outcomes.

Work Performed

WORK PERFORMED

1. Initiates and implements policies, procedures and services that support the goals of the CLC;
2. Develops an ongoing assessment plan to measure the success of learning activities, programs and services; monitors effectiveness and prepares internal reports for identified audiences;
3. Writes and edits CLC collateral and publications, in print and online, to support students and programs of the Learning Commons;
4. Co-ordinates the ongoing development and delivery of co-curricular support and programming provided through the Canaccord Learning Commons (CLC);
5. Manages the day-to-day operations of the CLC, interacting with students, faculty, CLC partners, administrative staff, and service units such as Undergraduate, Master and MBA Offices, Sauder Learning and Technology Services (LTS), and Hari. B. Varshney Business Career Centre; ensures compliance with budgetary authorizations and assists with financial record-keeping;
6. Acts as administrative coordinator of the Sauder School Trading Room Wayne Deans Investment Analysis Centre, liaising with students and faculty to promote the use of, and facilitate activities relating to, financial datasets such as Bloomberg, SDC



Platinum, Datastream and Compustat; in collaboration with David Lam Library, troubleshoots and liaises with vendors of these financial datasets;

7. Co-develops with faculty and LTSSauder Learning Services, various online learning activities, resources, and supplementary academic workshops aligned with program and course-level learning outcomes;
8. Coordinates co-curricular service delivery for students, using a variety of formats and environments (e.g. integrated service desk, in-person workshops, online immersive learning activities, one-on-one consultations);
9. Creates and maintains relationships with the Commerce Undergraduate Society, UBC Writing Centre, Chapman Learning Commons, and UBC Centre for Teaching, Learning and Technology to complement the CLC service offering;
10. Oversees the ongoing evolution and maintenance of content for the physical and online Learning Commons using Wordpress, BuddyPress and other web applications and plug-ins as required;
11. Researches new learning and web-based technologies, in consultation with Sauder Learning Learning and Technology Services, to improve service delivery to students;
12. Works collaboratively, with reference librarians, library assistants and computer AV technicians within and outside the Canaccord Learning Commons, providing in-person and online information services;
13. Works closely with Sauder's Learning and Technology Services to understand the design and development of faculty learning priorities to drive CLC learning activity creation;
14. Participates actively on related committees, task forces, and working groups and serves as a resource for other library units and the development of new service models;
15. Recruits students and coordinates training to support CLC delivery including online moderation of learning activities, peer-assisted tutoring and in-person CLC inquiries at the integrated service desk;
16. Coordinates staff training for the integrated service desk with CLC partners including Student Services and Chapman Learning Commons;
17. Monitors developments in information technology, electronic information delivery, information literacy programs and communications, and applies this knowledge to the benefit of all users of the CLC;
18. Liaises with colleagues and peers across the UBC's Learning Commons, libraries, and faculties to achieve university best practices; monitors developments and trends in learning commons service models at business schools to achieve industry best practices.

Supervision Received

Position is accountable to, and receives supervision and performances reviews from the Head, David Lam Management Research Library.

Supervision Given

Recruits, trains, evaluates and manages students.

Consequence of Error/Judgement

Works independently under general policies and administrative framework. Work is reviewed in terms of quality and effectiveness in meeting Sauder School of Business academic and educational goals. Work involves decisions regarding processes, procedures, management of human and financial resources, contracts and administrative policies.

Qualifications

Undergraduate degree in a relevant discipline. Relevant education could also include a graduate degree from an ALA-accredited program in library and information science, or a graduate degree in business or education. Basic knowledge of major online business information resources, especially financial databases. Minimum of two years experience or the equivalent combination of education and experience. Demonstrated experience working with undergraduate and or graduate learners. Experience conducting workshops for groups and or individual consultation. Experience with social media, presentation software, and collaborative learning technologies and web content management tools. Demonstrated experience in customer focus, student consultation expertise,



and stakeholder engagement. Experience in nurturing partnerships and evidence of successful collaboration around the provision of learning programs and services is an asset. Familiarity with the business school environment is an asset. Ability to communicate effectively verbally and in writing. Ability to develop and maintain cooperative and productive working relationships. Ability to work effectively independently and as a member of a team to successfully manage a diverse set of responsibilities. The ideal candidate will be innovative, flexible, and possess a demonstrated commitment to the provision of learning and information services to benefit a wide and diverse community of students. Ability to communicate effectively verbally and in writing. Ability to develop and maintain cooperative and productive working relationships. Ability to work effectively independently and as a member of a team to successfully manage a diverse set of responsibilities. The ideal candidate will be innovative, flexible, and possess a demonstrated commitment to the provision of learning and information services to benefit a wide and diverse community of students.

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Job Posting

Job ID:	16828		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Student Management		
Classification Title:	Student Management, Level D	Business Title:	Student Engagement Advisor
Department:	Ctr Stud Involmnt & Careers		
Salary:	\$57,417.00 - \$68,929.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2013-11-01		
Job End Date:	2014-10-31	Possibility of Extension:	Yes
Funding Type:	Budget Funded		
Other:	Leave Replacement		
Date Closed:	2013-10-15	Available Openings:	1

Job Summary

Working with the Student Development & Services unit as part of the Centre for Student Involvement & Careers team, the Student Engagement Advisor is responsible for supporting student learning, professional development, promoting student engagement in career building experiences, and facilitating the development of a campus culture of involvement, characterized by student leadership and service.

Program co-ordination will include providing clear communication to students, alumni, faculty, staff, and parents across a variety of media, designing and delivering professional and evidence-based content to support student involvement, learning, the first year experience, mentorship, and leadership development for students; and, assessing the outcomes of a variety of programs. The Student Engagement Advisor will manage student-facing resources and programs of the Centre for Student Involvement and Careers. The Student Engagement Advisor will work strategically with students, student organizations (including student government and clubs), staff, and faculty in a variety of departments across Faculties and with other student service areas involved in the delivery of programs. Programs include orientation and first year experience programs, mentorship programs and initiatives, and the continued development of student leadership training and resources. Evening and weekend work may be required. Teamwork and collaboration are essential.

Organizational Status

This position reports to Manager, Student Engagement. Position requires a person capable of interpreting the position responsibilities and carrying them out with minimal supervision. May supervise staff and student employees. Must work cooperatively with other staff, students and faculty members to ensure that common goals are established and achieved.

Work Performed

1. Student Leadership & Campus Culture of Involvement

- Identify opportunities and propose initiatives to support and enhance a campus culture of student involvement and student-led initiatives.
- Coordinate the planning and implementation of numerous student learning and professional development programs, resources, and activities to bridge students' class and out-of-class experiences.
- Design, develop, deliver, and evaluate resources for students to support and enhance involvement, learning, leadership, and personal and professional development
- Consult and assist with the training and development of student leaders in a variety of programs and departments across campus



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- Assist in the development and delivery of new and existing programs
- Liaise with the AMS GSS and other student organizations to help to enhance the quality and range of experience available to student leaders
- Provide liaison, support and assistance to Faculties and other units for their programs
- Participate on cross campus committees to foster student involvement.

2. First Year Experience and Support for New Students

- Build resources and programs (both online and face to face) to support undergraduate learning, leadership and involvement
- Conceptualize, design and develop new peer led programs and activities to enhance the first year experience for students
- Assist in the development and delivery of new and existing programs
- Prepare student leaders to work with first year students

3. Personal & Professional Development

- Coordinate the planning and implementation of mentoring programs, resources, and activities across faculties and departments
- Oversee the development of volunteer and involvement opportunities through Careers Online
- Advise students and student organizations (i.e. facilitate group advising sessions and be available as a consultant to student organizations, etc.)

4. Center for Student Involvement and Careers

- Develop the Centre for Student Involvement & Careers as a core resource and hub of campus life, which effectively: (1) facilitates the involvement of new students in the UBC community, (2) supports the development and activities of student organizations and other student-driven initiatives, and (3) offers outstanding personal and professional development for students.
- Provide direction, support, and management to the Centre for Student Involvement & Careers operations and student staff and volunteers.
- Provide mentorship, instruction, and guidance to student staff and volunteers.
- Oversee service level; evaluate performance with respect to service and student learning objectives.
- Evaluate delivery mechanisms and service standards and propose systems that would enhance the student experience within the Centre for Student Involvement & Careers

5. Perform other related duties as required.

Supervision Received

This position reports to Manager, Student Engagement. Position requires a person capable of interpreting the position responsibilities and carrying them out with minimal supervision.

Supervision Given

May supervise staff and student employees.

Consequence of Error/Judgement

1. Decisions have a direct impact on the creation, revision and implementation of Student Development and Services programs and other peer-based educational support services
2. Decisions of a poor referral can directly affect students and the operation of Student Development and Services and impact on academic units across the university
3. Decisions have a direct impact on the quality of students' university experience
4. Poorly managed relationships across the university have a serious impact on the future partnerships for Student Development and Services
5. Research responsibilities impact on the future direction of Student Development and Services practice and targets



Qualifications

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Minimum of 4 years professional experience in a student affairs environment at a university. Past experience in evaluating program delivery and impact. Demonstrated outstanding oral and written communication skills and the ability to build rapport with staff, students, faculty, alumni and community partners. Knowledge of Student Development, Career Development, and Leadership Theory and best practices. Expertise and experience in designing and delivering workshops and learning programs. Past experience in evaluating program delivery and impact. Expertise and experience as a trainer, teacher, instructional designer, or learning specialist. Excellent interpersonal skills and cross-cultural sensitivity. Ability to envision and implement innovative programs and initiatives. Computer skills and willingness to learn new systems. Ability to manage the complexity inherent within a multi-faceted work environment focussed on broad outcomes for students. Technical skills and software skills (e.g. video, a v equipment, etc.?).

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Job Posting

Job ID: 16890
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Go Global Study and Research Abroad Advisor
Department: Go Global: Internl Lrng Prog
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-12-01
Job End Date: 2016-09-30
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-21 **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

Go Global, a systems-wide program, provides international learning opportunities for UBC and partner university students. UBC graduate and undergraduate students have the opportunity to study, research, complete internships, co-op placements and service learning placements around the world and learn from incoming partner students at UBC. Partner university students have an opportunity to studies and or research at UBC via student mobility partnerships. Working with UBC academic programs, Go Global creates partnerships with post-secondary organizations, non-government agencies and communities to provide these opportunities. Go Global SARA Advisor manages established learning opportunities with UBC academic programs through partner universities, develops learning curriculum, facilitates co-curricular workshops and advises students participating in international study, research and co-op, clinical or practicum placements. The SARA Advisor specializes in working with either incoming or outgoing students or with both populations. In addition the SARA Advisor represents Go Global on university project teams and committees. The SARA Advisor will have strong project management and educator skills, and be an exceptional communicator in a complex network of partners and UBC faculties.

Office at International House (UBC V) or University Centre (UBC O). Evening and weekend work, and international travel may be required.

Organizational Status

The Go Global SARA Advisor is a member of the Go Global: International Learning Programs unit in Student Development and Services. The incumbent interacts closely with UBC faculty, UBC students and students from partner universities, departmental and academic advising staff, enrollment services and student affairs staff at both campuses as well as student mobility and academic staff at partner universities.

Work Performed

1. Program Development and Management

- Works with UBC academic units to identify academic pathways to integrate study and research abroad learning experiences into UBC academic programs; determining opportunity, approach and process.
- Works with UBC academic units to establish the value and viability of international learning experiences for students.
- Provides annual review and assessment of student needs, learning outcomes and general trends to the program partners and stakeholders.



- Participates in the evaluation of UBC policy impacting international learning programs.
- Makes decisions with and recommendations to UBC academic programs and Student Development and Services units about international learning opportunities and support to students
- Provides information to Manager and academic units on the on-going suitability of university partners based on experience with partner and students
- Develops network within Faculties and across campus units to ensure that students get consistent and accurate information about study and overall learning experience

2. Curriculum Development

- Development of co-curricular modules for pre-learning sessions, mid-point and return programs with coordinated collaboration of all project stakeholders
- Development of student leadership, learning and transition, transfer of academic or co-curricular credit programs
- Facilitation of co-curricular sessions and works with UBC Faculty, as appropriate, in courses.
- Assessment of learning outcomes through the delivered curriculum
- Establishing learning objectives for each program
- Facilitation of assessment and evaluation tools for students, UBC staff and faculty.
- Ongoing communication with all stakeholders regarding the logistical and learning program elements
- Negotiation and follow through on key dates and timelines
- Working with student-led approach to programming

3. Advising:

- Advises students on suitability of program options in consideration of their academic program focus and learning goals
- Supports students prior, during and post exchange vis-a-vis learning goals, safety, wellness, citizenship and culture.
- Documents opportunities for students, including partner and discipline-specific information, awards, scholarships, health insurance, immigration, housing and safety.
- Ensures that information about the program is current and appropriately positioned to the different audiences including faculty, staff and students at UBC and partner universities
- Assist students in crisis and or facing complex situations including appeals, problems with cultural transition, mental health, family emergencies, accessing health care and insurance, academic concession; and refers as appropriate.
- Liaises and advocates with UBC staff, faculty and partner universities on behalf of students.
- Recruits potential participants through presentations, information fairs and marketing materials

4. Admissions and Course Program Registration:

- Manages selection and admission process for incoming students according to UBC admissions policy and UBC department capacity and policy
- Manages selection and acceptance process for outgoing students according to Go Global, UBC academic program and partner universities admission policies.
- Negotiation of space and registration of students into courses with limited capacity; and the documentation of program and faculty restrictions. Advises partners and students accordingly.
- Leads annual review of exchange admissions procedures and makes recommendations on current policy to the Manager and academic units.
- Reports annually on student activity and performance in program.

5. Coordination of Awards and Financial Support

- Liaison with Student Financial Assistance and Awards and external funding agencies
- Participate in adjudication committees in the selection of students for awards
- Maintenance of information on financial awards and assistance available through the programs

6. Administration

- Supervision of student staff: priorities, schedules, defines student roles and hires student staff
- Management of student participant and program opportunity information on the Go Global database.
- Creation and maintenance of operational manual for SARA procedures
- Development and tracking of project-specific budgets
- Represents Go Global SARA on university project teams and committees

Supervision Received



Reports to Manager, Study and Research Abroad. The incumbent exercises judgment and innovation in advising, working with partners and UBC community and in student development programming.

Supervision Given

Will manage student staff and volunteers on various projects. Works collaboratively with other Go Global staff and Advisors within the university. Responsible for timely evaluation of student staff. Provides direction to Student and International Programs Support staff. Will provide input into evaluation of Go Global staff.

Consequence of Error/Judgement

Error will have a strong negative effect on student experience, faculty partnerships and UBC's ability to maintain high performance international relationships with outstanding universities. Incorrect or incomplete information and or inappropriate communication with UBC departments will significantly damage Go Global: International Learning Programs, capacity to meet UBC strategic targets for international engagement and student learning and student opportunity, including student finances and delay of graduation.

Qualifications

Undergraduate degree in a relevant discipline. Preferably completion of a degree in International Education or equivalent. A Master's degree

would be considered an asset. Minimum of four years experience or the equivalent combination of education and experience. -Four years of experience in an educational setting or the equivalent.

-Demonstrated experience developing student programs in partnership with academic units and providing advice to students required. Experience in student mobility would be considered an asset.

-Demonstrated experience in project management with strong administrative and office management skills.

-Demonstrated curriculum development and facilitation skills.

-Knowledge of learning outcomes and ability to analyze and report on program data.

-Knowledge of computer office and educational software and willingness to learn to use new systems.

-Proficiency in more than one language would be considered an asset. Interpersonal skills and cross cultural sensitivity.

Ability to use these skills and sensitivity in working with students, staff, faculty and university partners throughout all stages of the program. Communication skills (listening, written and verbal), to effect positive student placement relations, facilitation and negotiation skills, organization and time management, and presentation skills. Ability to communicate credibly and persuasively with University personnel and members of the external public. Excellent judgment and decisionmaking skills to allow the assessment of needs, available resources and capabilities to resolve issues. Excellent computer skills and willingness to learn to use new systems. Professional attitude, demonstration of integrity, confidentiality and excellent work ethic. Ability to manage the complexity inherent within a multi-faceted work environment focused on broad outcomes for participants. Critical thinking and analytical skills. Understanding of the pedagogical value, theoretical and practical issues involved in international learning placements; ability to apply this understanding in the placement context. Proven expertise in designing and delivering educational workshops and information sessions. Ability to work as part of a team on projects as a member who will take initiative and support others in their initiatives.

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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: 2013-10-18 **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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Supervision Received

The incumbent will work under the general supervision of Principal Investigator, who is located in Victoria, co-investigators and Project Manager, who is located in Vancouver. New or unusual problems will be referred to a superior. The Principal Investigator will supervise and support all research activities. The research assistant will receive specific instruction on data collection procedures and techniques by the Principal Investigator and investigative team.

Supervision Given

The incumbent will not be responsible for supervision.

Consequence of Error/Judgement

The incumbent is required to conduct all research activities in an ethical manner, suited to the proper activities of the University of British Columbia and to the professional organizations governing themselves and those governing the activities of the Director and all other investigators. This work is performed within well-defined guidelines. Any procedures or data recorded as part of a study 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 Principle Investigator, the Department Head, and the candidate's governing professional organization.

Qualifications

High School graduation. University degree in a related field including social science research preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. This position provides an opportunity to receive significant training and experience in the administration of mental health assessments and epidemiological research. This position is well-suited for someone who has completed or is looking to complete graduate studies in Clinical Psychology or medicine.

Knowledge of clinical psychology and psychiatric disorders is preferred.

Knowledge of research design, implementation and outcome assessment is required.

Project management experience is preferred.

Interviewing experience, particularly administration of SCID-IV, preferred.

Experience interacting with new mothers or as a new mother would be ideal.

Excellent organizational skills.

High degree of motivation, enthusiasm and initiative.

Effective oral and written communication, interpersonal, and conflict resolution skills.

Excellent computer literacy, knowledge of Microsoft Excel, SPSS, and PowerPoint is highly preferred.

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Job Posting

Job ID: 16882
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Psychiatry
Salary: \$ 20.34 - \$ 22.29 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-10-28
Job End Date: 2014-10-27 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-21 **Available Openings:** 1

Job Summary

The "New mothers' thoughts of harm: Prevalence and relation to OCD and child harm" project is a BC-wide, multi-year study investigating the prevalence and nature of new mothers' unwanted thoughts of infant-related harm including the relationship between these thoughts and (1) aggressive parenting and (2) postpartum obsessive compulsive disorder (ppOCD).

This study is a BC wide investigation of perinatal mental health; the Research Assistant will facilitate recruitment activities for the Victoria region and administer standardized mental health assessments to participants via telephone, at participants' homes, and occasionally in lab space at Royal Jubilee Hospital.

Organizational Status

The Research Assistant will report to the Principal Investigator who is located in Victoria and the Project Manager who is located in Vancouver.

Approximately half of this position will consist of field interviews in participant homes. A vehicle is required for this position. This position will operate out of Royal Jubilee Hospital. Furnished office space at Royal Jubilee Hospital is available for the incumbent's work activities. There are no known hazards.

Work Performed

- Administer study interviews (specific training will be provided):
 - Portions of the Structured Clinical Interview for DSM-IV (SCID IV)
 - The Yale-Brown Obsessive Compulsive Scale (Y-BOCS)
 - The Postpartum Intrusions Inventory (PII)
- Score study assessment tools
- Consult with the Principal Investigator regarding assessment tool scoring, as needed
- Schedule study interviews
- Facilitate and monitor recruitment activities in Victoria
- Support project administration as needed
- Ensure accurate and detailed research records are maintained
- Liaise with hospital personnel and study participants



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- Assist in making mental health referrals for interested participants

Supervision Received

The incumbent will work under the general supervision of Principal Investigator, who is located in Victoria, co-investigators and Project Manager, who is located in Vancouver. New or unusual problems will be referred to a superior. The Principal Investigator will supervise and support all research activities. The research assistant will receive specific instruction on data collection procedures and techniques by the Principal Investigator and investigative team.

Supervision Given

The incumbent may assist with supervision of a small number of students.

Consequence of Error/Judgement

The incumbent is required to conduct all research activities in an ethical manner, suited to the proper activities of the University of British Columbia and to the professional organizations governing themselves and those governing the activities of the Director and all other investigators. This work is performed within well-defined guidelines. Any procedures or data recorded as part of a study 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 Principle Investigator, the Department Head, and the candidate's governing professional organization.

Qualifications

High School graduation. University degree in a related field including social science research preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. A minimum of at least 2 year of experience in a research setting or an equivalent combination of education and experience. This position provides an opportunity to receive significant training and experience in the administration of mental health assessments and epidemiological research. This position is well-suited for someone who has completed or is looking to complete graduate studies in Clinical Psychology or medicine.

Knowledge of clinical psychology and psychiatric disorders is preferred.

Knowledge of research design, implementation and outcome assessment is required.

Project management experience is preferred.

Interviewing experience, particularly administration of SCID-IV, preferred.

Experience interacting with new mothers or as a new mother would be ideal.

Excellent organizational skills.

High degree of motivation, enthusiasm and initiative.

Effective oral and written communication, interpersonal, and conflict resolution skills.

Excellent computer literacy, knowledge of Microsoft Excel, SPSS, and PowerPoint is highly preferred.

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Job Posting

Job ID: 16836
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: Medical Genetics
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-01
Job End Date: 2017-10-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-28 **Available Openings:** 1

Job Summary

We aim to recruit an enthusiastic, independent and conscientious RA Technician to join a newly established laboratory focusing on translational research involving preterm birth, with additional interests in the study of the genetics of rare diseases affecting children. The successful candidate will perform primarily molecular biology assays for a CIHR funded project (4 year operating grant) and contribute to the smooth functioning of the laboratory. The laboratory is located in the Child and Family Research Institute.

Organizational Status

The candidate will report directly to the principal investigator.

Work Performed

- Plan and perform experiments including optimizing and performing qPCR, RT-PCR, next generation library synthesis and validation, PCR Sanger sequencing to confirm variants, sub-cloning, Western blotting, immunohistochemistry, tissue culture establishment and maintenance, cell transfection, sample handling, troubleshooting, collecting, recording and analyzing experimental results. Experience with flow cytometry is a plus.
- Assist the PI with the design of experiments and or development of new techniques. Write reports, meticulously document methods and results, present research results at laboratory meetings and assist with the writing of grant applications.
- Provide training to students, new and lower level technicians in the use of equipment, techniques and procedures. Coordinate, monitor and ensure the implementation of laboratory safety rules and procedures. Set up, test, operate and maintain common laboratory and other equipment.
- Assist in running the laboratory, purchasing supplies and equipment and maintaining parts of accounts. Studies will be performed on various clinical human samples. There is no animal model work anticipated in the foreseeable future.

Supervision Received

The candidate will work under the direct supervision of the Principal Investigator (PI), with routine weekly reviews of progress, team discussions and assignment of new duties. As the PI has additional duties as a full-time physician, the ability to work independently is a must. The co-PI's in the lab are available for advice and mentoring.



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Supervision Given

The candidate may in the future manage and direct the work of one or two research assistants in the laboratory, overseeing the accuracy, production, and control of the work performed.

Consequence of Error/Judgement

We seek an independent individual, able to undertake work of a complex nature, fulfill assigned tasks, and plan his/her own schedule. Given the clinical information collected in our research and the use of patient samples, the highest level of discretion and confidentiality is required.

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. -Strong background in molecular biology

-Computer experience including skill with Microsoft Word, Excel and Power Point

-Effective oral and written communication, interpersonal and organizational skills

-Accuracy and attention to detail

-Ability to exercise tact, discretion and confidentiality

-Ability to work both independently and within a team environment

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Job Posting

Job ID:	16903		
Location:	Vancouver - Hospital Site		
Employment Group:	Technicians & Research Assists		
Job Category:	Research/Technical - Non Union		
Classification Title:	Research Asst/Tech 3	Business Title:	Autonomic Discovery Science Lab Supervisor
Department:	ICORD		
Salary:	\$41,814.00 - \$45,600.00 (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:	2013-10-21	Available Openings:	1

Job Summary

Oversees the day-to-day operations of a basic science laboratory. Assists with moderately complex research activities.

Organizational Status

Reports to Principal Investigator of the research group but may receive instruction from senior graduate students and post-doctoral fellows from time to time. Oversees the work of undergraduate Work Learn and directed study students as required.

Work Performed

The Lab Supervisor is responsible for the ordering, receiving and reconciling of lab supplies, antibodies, technical equipment, etc, and maintaining a well-supplied stock of the required solutions, chemicals and equipment necessary for the lab. He she is expected to maintain an accountable and well organized record of the lab finances and complete the monthly financial statement reports. Additionally, the Lab Supervisor oversees the proper functioning of the lab and promotes a professional and friendly environment. To ensure this, the he she will be expected to plan and execute monthly feedback sessions with coworkers at the lab to ensure continued improvement of the lab operations. He she will also assist in research activities that study regeneration after spinal cord injury in rodents.

Lab Supervision duties will include:

1. Placing all the orders for the supplies required for the effective operation of the research group
2. Reconciling all the monthly expenses of the lab, and completing the financial account statement at the end of each month
3. Biweekly reporting of payment schedules for hourly staff in the lab, and reconciliation with the duties performed.
4. Planning and executing monthly feedback sessions with lab members to ensure continued improvement of the lab operations .
5. Making all the necessary solutions for the techniques used in the lab, and making all the chemicals necessary available to all the members of the research group.
6. Ensuring that all the equipment in the lab is clean and in good working state
7. Providing or arranging staff to provide maintenance to technical equipment when required
8. Performing regular data backups to ensure all research information is protected and available at all times.

Research Assistance duties will include:



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1. Animal Surgery and post-operative care (including surgical prep, surgery, injections, monitoring post-surgical health)
2. Animal behavior (including filming animals while they perform certain tests)
3. Perform experiments using histological, molecular, in vivo and in vitro techniques. Histological techniques include, but are not restricted to, cryostat sectioning, immunohistochemistry, etc.
4. Necropsy (dissecting) and treating preparing the tissue for further analysis
5. Microscopy (light, fluorescence, confocal and electron microscopy)
6. Data analysis using digital imaging (Sigma Plot, Sigma Scan, Sigma Stat, excel, etc)

Performs other related duties from time to time as required

Supervision Received

The Tech 3 will work independently from day to day. Will attend weekly lab meetings. Depending on specific research task assigned, work may be checked daily, weekly or infrequently by the Principal Investigator, or by post-doctoral fellows or senior graduate students on behalf of the P.I.

Supervision Given

Although the Tech 3 does not actually supervise any other staff on a regular basis, he she will provide daily feedback to other lab members regarding lab safety, inventory, work schedules, etc. May act as a resource for undergraduate work study and directed studies students.

Consequence of Error/Judgement

If lab environment is not maintained in a clean and safe manner, injuries to staff and or students could result. If sufficient stock is not maintained or incorrect supplies are ordered, this could have a negative impact on research in the lab. If care is not taken during the performance of research duties to ensure that quality of research is maintained, this could have a negative effect on the lab's ability to ensure that current and future grant funding levels are maintained.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Bachelor of Science degree preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience in histology and basic molecular biology techniques. Knowledge of waste disposal methods. Experience working with animals. Strong organizational and record-keeping skills are required. Ability to create and carry forward a working budget and reconcile lab expenses. Required research skills include animal surgery and post-operative care, animal behavior, necropsy and tissue extraction, immunohistochemistry and image analysis. Effective oral and written communication, interpersonal and organizational skills, and attention to detail are required, as is the demonstrated ability to work independently and within a team environment. Demonstrated experience in animal handling and research is required. Computer experience required; experience in data analysis, particularly using SPSS statistical software is an asset. Demonstrated knowledge of MS office, Sigma Scan, Sigma Plot and Photoshop are an asset. Successful completion of UBC Chemical and Biohazard Safety courses an asset. Ability to perform basic hardware and software servicing of computer and other electronic equipments is an asset. Ability to communicate effectively verbally and in writing. Ability to perform research-related procedures (e.g., prepare solutions, perform animal surgeries, prepare specimens). Ability to locate required information using a variety of methods (e.g., online information sources, manuals, expert sources) Ability to work effectively independently and in a team environment

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



Job Posting

Job ID: 16900
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Psychiatry
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-04
Job End Date: 2014-11-03 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-21 **Available Openings:** 1

Job Summary

The Lab Administrator coordinates activities critical to the research of the Developmental Cognitive Neuroscience Lab. He or she oversees and participates in subject recruitment & scheduling; oversees and participates in data entry; participates in preparation and submission of research grant applications; conducts grant funding monitoring and reconciliation; participates in the preparation of manuscripts; prepares reference lists; participates in preparation of posters for scientific conferences; assists PI with scheduling, CV updating, travel arrangements; uses intricacies of Microsoft Office applications to do precise formatting and information searches; aids in planning, preparation, organization, and execution of a tri-annual international 5-day conference; aids in preparation of course materials including syllabus, copies of readings, and book orders; responsible for keeping track of supplies and equipment, placing orders for replacements when supplies run low; and other related duties.

Organizational Status

This position reports to and receives work direction from the Principal Investigator Director of the Developmental Cognitive Neuroscience Program and supervises junior laboratory members. The position works as part of the lab team that includes research assistants, postdocs, graduate students, undergraduate students and volunteers. The position liaises with the Department administration office and various granting agencies, collaborators, etc. on behalf of the Lab

The Developmental Cognitive Neuroscience Program and Laboratory is dynamic & interdisciplinary. It focuses on the 'executive functions' that rely on prefrontal cortex (these are critical for creative and flexible problem-solving, meeting unanticipated challenges, self-control, resisting temptations, focused attention, and the discipline to persevere). Research interests currently center on (a) classroom interventions to try to improve these skills in young children, (b) the roles of dance, music, storytelling, circus and physical activity in improving executive functions and academic and mental health outcomes, and (c) sex differences in young adult men and women in the effects of stress and genotype on the dopamine system in prefrontal cortex and therefore on executive functions. Learn more at: <http://www.devcogneuro.com>

Workspace is a furnished, brightly-colored office space in the Detwiller Pavilion. A therapy dog is in the office. It's a youthful environment; most people in the lab are undergraduate or graduate students or people between university and graduate school. Environment varies from quiet with little going on to what is more usual: many things going on and deadlines to meet. Equipment includes computers, printers, copier, VCRs, laminator, scanner, and fax machine.

Work Performed



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- Supervises junior lab members in subject testing (infants thru adults)
- Oversees and participates in subject recruitment & scheduling
- Oversees and participates in data entry
- Actively participates in submission of research grant applications to organizations such as NIH, IES, NSERC, CIHR, & SSHRC
- Performs grant funding monitoring and reconciliation
- Participates in manuscript preparation
- Prepares reference lists
- Participates in preparation of posters for scientific conferences
- Assists PI with scheduling, CV updating, travel arrangements
- Uses intricacies of Microsoft Office applications to do precise formatting and information searches
- Responds to queries from teachers and administrators, parents and children, journalists and policymakers about the lab's research; is often the voice of the Lab to the public
- Aids in planning, prep., organization, and execution of a tri-annual 5-day conference
- Aids in preparation of course materials (syllabus, copies of readings, and book orders)
- Researches vendors and arranges for purchase of equipment, services, and supplies, ensuring a competitive price
- Monitors supplies for program and laboratory; places orders to insure supplies are available when needed; follows up as required.
- Oversees, maintains, and updates a massive Endnote bibliographic database, creating reference lists in different styles as required by different academic disciplines
- Performs other related duties

Supervision Received

Works under the supervision of Prof. Diamond. Receives instructions for new assignments and for changes in procedures. Carries out duties and responsibilities with minimal day-to-day supervision. All final products should be checked by Dr. Diamond.

Supervision Given

Supervises junior lab members.

Consequence of Error/Judgement

Errors could have serious consequences and could compromise the research results, waste time and or materials, and could negatively impact funding for studies.

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. - Minimum three years of experience performing related duties in a high-powered, fast-paced academic, scientific setting, preferably in an experimental psychology lab. - Excellent interpersonal skills with people of all ages and backgrounds (including very young children).

- Expertise with email, word processing, spreadsheets, statistics, and database software programs (e.g., Word, Excel, Access, PowerPoint, Adobe Acrobat).

- Quick learner; able to grasp new tasks & terminology quickly & able to learn with minimal instruction.

- Extremely detail-oriented: able to maintain exceptional accuracy and attention to detail; excellent eye for picking up minor errors.

- Not intimidated by new projects or technical equipment.

- Able to work well and stay calm under pressure

- Extremely well-organized and efficient: able to effectively multi-task, prioritize and juggle multiple projects at the same time in a fast paced environment.



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- Excellent English oral and written communication skills; able to clearly and concisely communicate in a professional manner to non-experts, immediately getting to the point and the heart of the matter.
- Able to work independently and as part of a research team
- Able to interact effectively with all levels of the University and with agencies, institutions, and individuals.
- Able to exercise tact, discretion, and judgment.
- Knowledge of UBC policies, procedures, and environment preferred.
- Knowledge of different styles of grant applications for CFI, NIH, NSERC, CIHR, SSHRC, etc. preferred.

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Job Posting

Job ID: 16856
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: Nursing, School of
Salary: \$47,861.00 - \$52,040.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-16
Job End Date: 2014-08-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-10-16 **Available Openings:** 1

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

Job Summary

This position will provide support for a research project related to examining complex organizational and interpersonal factors that influence the health of people working in the commercial sex industry. This Research Assistant Position will have specific responsibilities pertaining to recruitment of study locations and study participants, data collection, facilitating team meetings including meetings with advisory committee, and the coordination of knowledge transfer and exchange activities within the project.

Organizational Status

This is part of CIHR-funded UBC study exploring the physical and organizational contexts of as factors influencing vulnerability to HIV infection among people working in the commercial sex industry in Vancouver, British Columbia. The title of the research project is: HIV Vulnerability and the Work Environment of the Off-Street Sex Industry.

Work Performed

- Develop guidelines for selection criteria. Participate in selection and recruitment of study sites and advisory committee members.
- Establish communications and organize recruitment of research participants and follow-up communications during the study (returning phone calls, maintaining blog updates, scheduling study visits, maintaining contact with participants).
- Participate in the design and modification of qualitative research approaches that are part of focused ethnography and provide input into data collection tools including interview guides and field note guidelines;
- Develop and write procedures during data collection;
- Carry out informed consent and safety procedures throughout data collection process; conduct in-depth, qualitative interviews in community settings as well as participants' homes, and data entry;
- Coordinate community-based public forums, including choosing forum sites, and selecting forum invitees
- Contribute to the writing and submitting of peer review manuscripts and final reports
- Supervise, schedule and train graduate student s assisting with data management, transcription and data analysis.
- Identify, retrieve, and analysis relevant policy and procedure documents.
- Participate in the management of data (transcription, coding, and storing) and preparing data for analysis.
- Troubleshoot problems in data collection and data management
- Conducts complex analysis and interpretation of data (including multiple in-depth interviews and participant using qualitative



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coding and analytic techniques, and summarizing the findings.
-Advanced knowledge of NVivo10 (qualitative software package)

Supervision Received

The Research Assistant works under the direct supervision of the Principal-Investigator in accordance with detailed oral or written instructions. The research assistant will be provided with an orientation to the project.

Supervision Given

The Research Assistant will provide supervision of staff at lower classifications. This may involve the training of research assistants for data collection.

Consequence of Error/Judgement

The position will require some decision making. The research assistant must possess understanding of the policies and guidelines of CIHR and have comprehensive and experiential research procedural knowledge working with sensitive topic areas (e.g., sex work). Understanding of complex multidisciplinary team-work is essential. All problems will be reported directly to the Principal Investigator. Errors or incorrect decisions could result in loss of credibility of the research and negatively impact the utility of research in the fields of sex work and health.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University level education in Health or Social Sciences discipline. Masters degree preferred. Minimum of 4 years of related experience or the equivalent combination of education and experience. - Knowledge and experience in qualitative research methods, including skills to conduct interviews.

- Post-graduate training and experience in qualitative research methods preferred, working with software such as NVivo.
- Excellent literature search and retrieval skills within health science and social science databases
- Demonstrated abilities to coordinate knowledge transfer and exchange activities
- Demonstrated experience working with confidential and sensitive material
- Demonstrated experience working with vulnerable groups
- Demonstrated knowledge and experience with knowledge synthesis including literature synthesis, research interpretation and translation
- Demonstrated experience preparing written reports - Computer proficiency (using MSOffice, Refworks, Adobe Acrobat Pro; use of health and social science library services, use of internet) - Excellent writing skills
- Excellent communication and interpersonal skills - Demonstrated experience of working and providing leadership with multidisciplinary teams

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