



# The University of British Columbia

## Staff Job Postings

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THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:18-NOV-2013

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

### THE UNIVERSITY OF BRITISH COLUMBIA

#### APPLICATION INSTRUCTIONS

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

#### INTERNAL APPLICANTS

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

#### EXTERNAL APPLICANTS

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

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

#### THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

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

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

#### VIEW OUR CAREER OPPORTUNITIES WEEKLY

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

#### VIEW YOUR APPLICATION STATUS

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

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

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

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



## Job Posting

**Job ID:** 17090  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** BCGEU UBC-Okanagan  
**Job Category:** Clerical - BCGEU  
**Classification Title:** Support Services Asst II **Business Title:** Support Services Asst II  
**Department:** UBCO - Intl'l Stdnt Initiative  
**Salary:** \$43,032.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-25  
**Job End Date:** 2014-03-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-22 **Available Openings:** 1

### Job Summary

Under the general direction of the ISI's Manager, International Recruitment, has primary responsibility for the day-to-day operations of the department. Works collaboratively with staff, students and external stakeholders. Provides advice and direction in the areas of financial management and budgeting, human resources, supply management and facilities management. Manages, coordinates and monitors all administrative activities of the department.

### Organizational Status

Reports to the Manager, International Recruitment and interacts regularly with management and staff within the department at both campuses.

### Work Performed

#### Administration

- Responsible for day to day management and efficiency of the office activities related to the ISI.
- Develops and implements policies and procedures for improving and streamlining administrative functions.
- Provide first level advice to the Manager, International Recruitment on human resources and UBC Okanagan agreements and handbooks.
- Responsible for coordinating the performance and merit review process, the attendance process, including leaves of absences, vacation schedules, holiday entitlements and sick leave for the department.
- Liaises with Supply Management, Facilities Management, IT Services and other support units regarding operations with the ISI unit. Under direction of the ISI Recruitment Manager, coordinates office moves.
- Manages incoming mail for the unit, and distributes to the appropriate ISI staff member.
- Undertakes the management of special projects.
- Coordinates and or assists departmental or institutional meetings or activities involving staff, faculty and local, national and international visitors
- Provides administrative support to departmental initiatives such as recruitment yield activities and programs
- Conducts research and presents background material and reports on various activities for the Manager
- Liaises with UBC departments, students, faculty and staff with whom ISI engages with to carry out its operations.

#### Financial

- Under the general direction of the Manager, manages the financial operations of the ISI's Okanagan operations.



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- Manages financial records for ISI's Okanagan unit ensuring timeliness and accuracy of account transactions, which includes analyzing financial information and forecasting budgetary needs.
- Liaises with both the UBC Okanagan Financial Services departments and colleagues within ISI Vancouver and Accounting Services (in Enrollment Services) to ensure guidance and consistent direction.
- Ensures compliance with Financial Services policies and procedures. Under the direction of the Manager oversees, coordinators, and prepares budget material and documentation.
- Research and negotiate purchases of equipment and services for departmental projects.
- Coordinates the Purchase Card program for the department.
- Directs and oversees reconciliation of payroll and benefits for staff in the department, identifies and rectifies any discrepancies.
- Responsible for preparing financial paperwork for Manager's signature, including requisitions for payment, journal vouchers, travel expense claims, purchase orders.
- Performs other related duties as required.

### **Supervision Received**

The position reports to the Manager, International Recruitment, Okanagan.

### **Supervision Given**

No supervision of staff.

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

Must exercise judgement based upon a thorough knowledge of procedures, guidelines and regulations. Actions and decisions are critical in ensuring the operational health of the units. Errors in judgement may cause financial hardship or missed opportunities for the effective delivery of services and support to students and staff. The position has access to sensitive information; the untimely release of which could cause acute embarrassment to the University's reputation. Information for budget and forecast modelling and report are used for making significant management decisions on the allocation reallocation of resources. Financial errors and negative operational impacts (service and costs) could result in inaccurate financial position reports. Work is not checked on a day to day basis.

### **Qualifications**

Grade 12 and two years post-secondary education with background in business or finance or relevant experience and training. . Minimum of 2 years experience in office administration, budget management or accounting. Two years experience in a post secondary environment preferred. Ability to work effectively independently and in a team environment. Demonstrated financial, analytical and budgetary skills. Good listening skills with ability to sense underlying issues and or concerns. Effective problem resolution and analytical skills. Ability to exhibit tact and diplomacy. Effective oral and written communication, interpersonal and organization skills. Ability to maintain attention to detail. Demonstrated customer service skills. Thorough knowledge of computer programs.

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:** 17073  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Food Services - CUPE 116  
**Classification Title:** General Worker (Heavy)-F/S **Business Title:** General Worker (Heavy), Sage Restaurant & Catering  
**Department:** Food Services  
**Salary:** \$ 16.26 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-11-19 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-18 **Available Openings:** 2

### Job Summary

Positions in this classification perform cleaning, stockroom, dishroom and assigned kitchen duties that may require heavy lifting and physical exertion and assist in food preparation and serving.

### Organizational Status

Reports to unit Manager or Supervisor.

### Work Performed

Washes and handles dishes and pots up to 25 kg. in weight.

Performs stockroom duties, such as, , receiving products in loading bay, counting items to match with corresponding paperwork, shelving products up to 25 kgs. and filling in paperwork as required; assists with inventory responsibilities.

Performs a variety of cleaning duties, such as, cleaning tables, kitchen preparation and seating areas, and kitchen equipment, mopping floor and cleaning washrooms and other areas as required, ensuring that proper cleaning substances are used and that areas are marked hazardous as required.

Recommends food inventory levels and calls in approved orders.

Busses tables.

Assists cooks in the preparation of food by pulling out and re-storing supplies, assisting in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items and portioning, plating, wrapping and packing food items.

Plates, portions and dispenses food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.

Sets up service counters and replenishes supplies for sale, ensuring appropriate stock levels and stock rotation in refrigeration, storage and counter display units.

Assesses and ensures quality of finished product prior to serving customers.

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

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

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



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### **Supervision Received**

Works under general supervision and independently as required.

### **Supervision Given**

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

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

Minor decisions related to cleaning needs; impact of errors is minimal and can be easily corrected.

### **Qualifications**

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

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## Job Posting

**Job ID:** 17080  
**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:** 2013-11-19  
**Job End Date:** 2014-08-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-11-18                      **Available Openings:** 1

### Job Summary

Assists with the day-to-day running of the K.I.D. Studies Centre.

### Organizational Status

Works under the direction of the Lab Director. Provides guidance to undergraduate students and volunteers working the lab.

### Work Performed

Assists with running experiments involving undergraduates and young children, in the lab and in the local community (e.g. at local childcare centres). This typically involves administering questionnaires, telling participants a series of short stories (following a set script) and documenting their answers to a set series of questions.

Schedules appointments for research participants.

Some data entry involved using MS Excel or SPSS software. Training in data entry and relevant software provided.

Distributes work and provides initial training to undergraduate students and volunteers who are working with research participants.

### Supervision Received

Direct supervision is provided by Lab Director and non-routine problems are brought to that person's attention.

### Supervision Given

RA explains procedures to new lab members. May assign tasks and schedule their hours in the lab.

### Consequence of Error/Judgement

Work is routine in nature and follows established protocols. Performance is monitored regularly by the Lab Director. RA is



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expected to behave in a professional manner in carrying out all duties. Errors or faulty decisions may result in the loss of data and a waste of money used for participant payments as well as negatively impact the morale in the lab and the good will of participants.

### **Qualifications**

High School graduation. University degree in Psychology or Science preferred. Minimum of 1 year of related experience or the equivalent combination of education and experience. Experience involving experimental research in a research laboratory setting with a focus on young children. Computer experience required. Ability to effectively manage multiple tasks and priorities. Ability to communicate effectively verbally and in writing. Ability to provide quality service to customers in a courteous, patient manner. Ability to work effectively independently and in a team environment. Ability to develop and maintain positive relationships with research participants (both children and adults) in the lab and in the community.

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## Job Posting

<b>Job ID:</b>	17088		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 116(Service/Techs/Trades)		
<b>Job Category:</b>	Research/Technical - CUPE 116		
<b>Classification Title:</b>	Research Asst/Tech 1	<b>Business Title:</b>	Research Asst/Tech 1
<b>Department:</b>	Centre for Disease Modeling		
<b>Salary:</b>	\$37,932.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-11-11	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Self Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-11-19	<b>Available Openings:</b>	1

### Job Summary

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

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

### Organizational Status

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

### Work Performed

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

Duties include:

Demonstrating and explaining T1 duties and tasks

Assisting CDM Staff

Animal handling, feeding, watering and health monitoring

Daily census recording

Maintaining records

Maintaining inventory

Assisting in sample collection

Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general Participating in continuing education program

Shipping and receiving of animals

Operation of rack and tunnel washers

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

General Housekeeping, including:





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- Preparation and use of disinfectants and detergents
  - Operating a bedding vacuum system, bottle filling system, high pressure spray units and autoclaves
  - Removal of waste
  - Cleaning and general facility upkeep
- Assemble clean caging units  
Perform minor maintenance tasks on facility related equipment  
Performing other related duties.

### **Supervision Received**

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

### **Supervision Given**

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

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

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

### **Qualifications**

High School graduation. Minimum of 1 year of related experience or the equivalent combination of education and experience. Completion of a Veterinary Office Assistant program or equivalent preferred. Experience in an animal care facility preferred. Experience working in an animal care facility preferred. Required skills include: Ability to communicate effectively verbally and in writing; Ability to listen actively and attentively, and obtain clarification as required; Ability to work effectively independently and in a team environment; Ability to analyze problems, identify key information and issues, and effectively resolve; Ability to deal with a diversity of people in a calm, courteous, and effective manner; And the physical ability to perform the duties of the job including: working with high temperature steam equipment; exposure to animal dander and urinary proteins; performing repetitive tasks; and the ability to lift 25kg.

By applying to this job posting, you agree to voluntarily work Saturdays and or Sundays in succession without additional premium pay and acknowledge that you will be waiving the premium pay as per Article 19.07 of the CUPE Local 116 Collective Agreement.

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## Job Posting

**Job ID:** 17128  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Security - CUPE 116  
**Classification Title:** Parking Operations Supervisor      **Business Title:** Parking Operations Supervisor  
**Department:** Parking Services  
**Salary:** \$49,908.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-25      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-24      **Available Openings:** 1

### Job Summary

The Parking Operations Supervisor is a senior supervisory position responsible for the day to day administration and operation of Parking facilities and events. Responsibilities include scheduling and supervision of parking facilities service representatives, shift supervisors and other assigned staff and all aspects of the operations of facilities such as parkades. The Parking Operations Supervisor is responsible for ensuring area operational and budgetary goals are met.

### Organizational Status

Reports to the Facilities Manager

### Work Performed

- Supervises staff , assigns work and evaluates the performance of parking facilities service representatives, shift supervisors and other staff members assigned to his her supervision.
- Prepares staff schedules to provide coverage and maximize operational effectiveness within budgetary guidelines.
- Participates in the development of orientation and training programs for staff.
- Oversees all parking requests for events, ensuring departmental service targets are met while working within approved budget and liaises with other campus departments as required.
- Monitors and reviews Key Performance Indicators. Participates in setting performance and operational standards in conjunction with facilities manager.
- Regularly inspects parking activities to evaluate condition of facilities and evaluate maintenance requirements. Initiates basic maintenance requests to Building Operations. Oversees work performed by non-departmental staff such as Building Operations, contractors, equipment vendors, under contract to Parking Services, reporting findings to management.
- Reviews information such as meter logs and equipment failure reports to identify parking equipment requiring immediate attention and decides on corrective action with appropriate manager.



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- Conducts periodic inspection of parking lots to evaluate maintenance required. Schedules maintenance, service, installation and removal of equipment and parking signs
- Oversees the installation, maintenance and or operation for all equipment, signs, supplies and software related to the facilities. Reports any concerns or deficiencies to Manager, Operations and Technical Services
- Manages, configures, updates and troubleshoots all electronic devices, such as, gates, ticket dispensers, readers, coin machines, meters, antennas, loops, cash registers, using specialized software and tools; modifies and adapts equipment to meet specialized requirements; implements hardware and software upgrades for all devices when available; maintains technical data or records of equipment.
- Conducts periodic inspection of parking equipment to evaluate maintenance required
- Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

### **Supervision Received**

Carries out responsibilities independently within management approved guidelines and procedures. Reports to the Facility Manager regarding the attainment of goals and objectives.

### **Supervision Given**

Supervises employees at lower classification levels. Checks staff members' work and evaluates their performance to ensure they are meeting established goals.

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

Works within existing guidelines, procedures and policies, but exercises judgment in handling matters of a non-routine nature. Establishes priorities and applies knowledge to resolve complex operational problems. Errors in judgment may cause adverse effect on significant number of customers and staff through the interruption of parking facility operation. Error in procedures may cause monetary loss to either the department or customers.

### **Qualifications**

Graduation from a technical college or institute, such as B.C.I.T. and Valid B.C. Driver's License. 5 years relevant experience or the equivalent combination of education and experience. Supervisory experience required. Ability to communicate effectively verbally and in writing. Ability to schedule large staff group in accordance with operational needs, budget and collective agreement. Ability to communicate in a clear, attentive, and polite manner. Ability to make thoughtful, informed, and thorough decisions. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment. Ability to foster the long-term learning and development of staff through coaching. Ability to effectively recruit, train, supervise, and motivate employees. Ability to effectively use Microsoft Office.

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## Job Posting

**Job ID:** 17129  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Security - CUPE 116  
**Classification Title:** Parking Operations Supervisor      **Business Title:** Parking Supervisor - Business Operations  
**Department:** Parking Services  
**Salary:** \$49,908.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-25      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-24      **Available Openings:** 1

### Job Summary

The Parking Operations Supervisor (Business Operations) is a senior supervisory position responsible for the administration of the parking permit program and for the day to day parking office operations, including both parking and key desk functions. The Parking Operations Supervisor also oversees the Traffic Notice dispute hearing process and may act as a hearing officer as required. Responsibilities include scheduling and supervision of traffic office attendants and other assigned staff members. The Parking Operations Supervisor is responsible for ensuring area operational and budgetary goals are met.

### Organizational Status

Reports to the Business Operations Manager

### Work Performed

- Supervises staff; assigns work and evaluates the performance of traffic office attendants, hearing officer and other staff members assigned to his her supervision.
- Prepares staff schedules to provide coverage and maximize operational effectiveness within budgetary guidelines.
- Participates in the development of orientation and training programs for staff.
- Oversees all parking office activities ensuring departmental service targets are met while working within approved budget and liaises with other campus departments as required.
- Supports management with the development and implementation of parking permits programs within the established departmental permit strategy, ensuring business and service targets are met
- Monitors and reviews Key Performance Indicators. Participates in setting performance and operational standards in conjunction with Business Operations manager.
- Oversees the daily activities of access control activities, including customer service, record keeping and inventory management.



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- Reviews Parking Management systems utilization to ensure security and optimal use of information.
- Oversees Traffic Notice dispute process and amends procedures as necessary in keeping with University policies and guidelines
- Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

### **Supervision Received**

Carries out responsibilities independently within management approved guidelines and procedures. Reports to the Business Operations Manager regarding the attainment of goals and objectives.

### **Supervision Given**

Supervises employees at lower classification levels. Checks staff members' work and evaluates their performance to ensure they are meeting established goals.

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

Works within existing guidelines, procedures and policies, but exercises judgment in handling matters of a non-routine nature. Establishes priorities and applies technical knowledge to resolve complex operational problems. Error in judgment regarding equipment maintenance may cause adverse effect on significant number of customers and staff through the interruption of parking facility operation. Error in procedures may cause monetary loss to either the department or customers

### **Qualifications**

Graduation from a technical college or institute, such as B.C.I.T. and Valid B.C. Driver's License. 5 years relevant experience or the equivalent combination of education and experience. Supervisory experience required. Ability to communicate effectively verbally and in writing. Ability to schedule large staff groups in accordance with operational needs, budget and collective agreement. Ability to communicate in a clear, attentive and polite manner. Ability to make thoughtful, informed and thorough decisions. Ability to effectively resolve client complaints in a calm, non-confrontational manner and by exercising sound judgement. Ability to foster the long term learning and development of staff through coaching. Ability to effectively recruit, train, supervise and motivate employees. Ability to effectively use MS Office.

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## Job Posting

**Job ID:** 17076  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Painter **Business Title:** Painter  
**Department:** Housing-Facilities,Tbird Res.  
**Salary:** \$53,796.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-25 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-18 **Available Openings:** 1

Wednesday to Sunday 7:30am to 3:30pm

### Job Summary

Positions in this classification perform skilled painting work in surface and paint preparation and the application of paint, stains, vinyl and paper wall coverings, epoxy coatings and other protection and decorative coatings to buildings, fixtures and furniture.

### Organizational Status

Reports to Sub-head and or Head Tradesperson.

### Work Performed

Requests and obtains material and equipment required for the work assigned.

In preparation for painting jobs, matches and mixes paint and stains and performs surface preparation, such as, scraping, power washing, sandblasting, minor caulking and plastering.

Utilizing brush, roller and standard and airless spray painting techniques applies paint, stain, vinyl and paper wall coverings, epoxy coatings and other protective and decorative coatings and coverings to the interior and exterior of building structures and fixtures, such as, railings, doors, windows, lamp posts, fire hydrants, machinery, signs, curbs, flashings, vehicles, fire escapes and furniture.

Makes estimates and produces inspection reports as required.

Performs emergency call-outs as required.

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

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

Performs minor glass repairs and may be called on to assist glazier.

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

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

### Supervision Received

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



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### **Supervision Given**

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

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

Determines the sequence of work, the work methods and equipment to be employed and how best to complete the work based on technical knowledge of the trade and related departmental guidelines and policies; inappropriate decisions may result in minor service delays and or costs.

### **Qualifications**

A trades certification to journeyman level as a Painter and Valid BC Drivers Licence. Minimum 5 years of related experience or the equivalent combination of education and experience.

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**Job Posting**

**Job ID:** 17103  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Service Worker - Bldg Ops **Business Title:** Evening - Full-Time Service Worker  
**Department:** Building Ops - Custodial  
**Salary:** \$35,196.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-02 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-24 **Available Openings:** 1

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

**Job Summary**

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

**Organizational Status**

Reports to the Assistant Supervisor Head Service Worker.

**Work Performed**

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





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## Staff Job Postings

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### **Supervision Received**

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

### **Supervision Given**

None.

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

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

### **Qualifications**

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

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## Job Posting

**Job ID:** 17062  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Landscape Technologist **Business Title:** Landscape Technologist  
**Department:** Building Ops - Gardener  
**Salary:** \$51,888.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-06 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-18 **Available Openings:** 1

### Job Summary

Perform routine maintenance tasks related to soft hard landscape needs, gardening, and horticultural activities and perform skilled soft hard landscape practices such as design, construction, pruning, nursery work, propagation, pesticide and chemical application, asphalt and concrete repair.

### Organizational Status

Reports to the Manager, Municipal Services.

### Work Performed

Performs routine maintenance in all types of horticultural situations or in a specific field of expertise, such as, irrigation, playing field maintenance, landscape construction, tree maintenance.

Performs most or all specialized grounds keeping tasks, such as, design, soft hard landscape construction, on a small or large scale, pruning of trees and shrubs, propagation of plant material, pesticide and chemical applications, turf installations, asphalt and concrete paver installation and maintenance and the maintenance of accession records and inventories.

Assigns work to labourers, apprentices, and supervises the quality of their work.

Participates in the training of apprentices and labourers.

Evaluates planting beds, trees, lawns, specialty plantings and soil conditions to determine plant health, soil fertility and the general condition of the campus landscape; reports findings to supervisory staff and makes a joint determination of the correct course of action for proper care; initiates input into the plant accession system to endure the correct identification and labeling of plants in the gardens' plant collections.

May be responsible for special collections areas, such as, the Rose Garden or specialized landscapes such as the C.K. Choi Building or the athletic fields.

Operates standard power equipment, such as, walk behind mowers, line trimmers, blowers, hedge trimmers, pressure washers to perform soft hard landscape activities; carries out routine minor maintenance on small equipment and reports faulty equipment to the appropriate staff.

May be required to drive a truck and use specialty equipment, such as, large chain saws, power-spraying equipment, riding mowers, tractors, bobcat, high lift, tree climbing equipment, asphalt roller and other equipment needed for specialized tasks. .

May design, install and maintain landscape drainage, sprinkling and irrigation systems excluding piping from the main water line to the backflow prevention device; maintains irrigation, and landscape drainage as-built documentation.



# The University of British Columbia

## Staff Job Postings

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Acquires materials and equipment as required for the job in coordination with Assistant Head and Head and with Stores or the Tool Crib.

Works in the Nursery in areas of maintenance, propagation, pruning and spraying and assists in maintaining inventories.

Keeps written records of fertilizer and pesticide use as necessary for documentation for the government, department and the University and for future reference.

Communicates to the clients about work intentions and considers client needs in order to establish a good working environment and to provide knowledge wherever possible.

Works in a correct and safe manner and follows established policies and procedures.

Performs work, such as, power line vegetation management program, in coordination with other trades.

Acts upon trouble calls as directed by supervisory staff.

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

### **Supervision Received**

Works under general supervision and from written or oral instructions, blue prints, drawings and work orders.

### **Supervision Given**

Assigns and monitors the work of labourers and apprentices as the need arises.

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

Determines the sequence of work, the work methods and equipment to be employed and how best to complete the work based on technical knowledge of the work and related departmental guidelines and policies; inappropriate decisions may result in minor service delays and or costs.

### **Qualifications**

Completion of a diploma in practical horticulture or trades qualification that relates to grounds keeping, BC Pesticide Applicator's Certificate and Valid BC Drivers Licence. Minimum of 4 years of related experience or the equivalent combination of education and experience.

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**Job Posting**

**Job ID:** 17072  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Landscape Technologist **Business Title:** Landscape Technologist  
**Department:** Building Ops - Gardener  
**Salary:** \$51,888.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-06 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-18 **Available Openings:** 1

**Job Summary**

Positions in this classification perform routine maintenance tasks related to soft hard landscape needs, gardening, and horticultural activities and perform skilled soft hard landscape practices such as design, construction, pruning, nursery work, propagation, pesticide and chemical application, asphalt and concrete repair.

**Organizational Status**

Reports to the Manager Municipal Services.

**Work Performed**

Performs routine maintenance in all types of horticultural situations or in a specific field of expertise, such as, irrigation, playing field maintenance, landscape construction, tree maintenance.  
Performs most or all specialized grounds keeping tasks, such as, design, soft hard landscape construction, on a small or large scale, pruning of trees and shrubs, propagation of plant material, pesticide and chemical applications, turf installations, asphalt and concrete paver installation and maintenance and the maintenance of accession records and inventories.  
Assigns work to labourers, apprentices, and supervises the quality of their work.  
Participates in the training of apprentices and labourers.  
Evaluates planting beds, trees, lawns, specialty plantings and soil conditions to determine plant health, soil fertility and the general condition of the campus landscape; reports findings to supervisory staff and makes a joint determination of the correct course of action for proper care; initiates input into the plant accession system to endure the correct identification and labeling of plants in the gardens' plant collections.  
May be responsible for special collections areas, such as, the Rose Garden or specialized landscapes such as the C.K. Choi Building or the athletic fields.  
Operates standard power equipment, such as, walk behind mowers, line trimmers, blowers, hedge trimmers, pressure washers to perform soft hard landscape activities; carries out routine minor maintenance on small equipment and reports faulty equipment to the appropriate staff.  
May be required to drive a truck and use specialty equipment, such as, large chain saws, power-spraying equipment, riding mowers, tractors, bobcat, high lift, tree climbing equipment, asphalt roller and other equipment needed for specialized tasks. .  
May design, install and maintain landscape drainage, sprinkling and irrigation systems excluding piping from the main water line to the backflow prevention device; maintains irrigation, and landscape drainage as-built documentation.



# The University of British Columbia

## Staff Job Postings

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Acquires materials and equipment as required for the job in coordination with Assistant Head and Head and with Stores or the Tool Crib.

Works in the Nursery in areas of maintenance, propagation, pruning and spraying and assists in maintaining inventories.

Keeps written records of fertilizer and pesticide use as necessary for documentation for the government, department and the University and for future reference.

Communicates to the clients about work intentions and considers client needs in order to establish a good working environment and to provide knowledge wherever possible.

Works in a correct and safe manner and follows established policies and procedures.

Performs work, such as, power line vegetation management program, in coordination with other trades.

Acts upon trouble calls as directed by supervisory staff.

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

### **Supervision Received**

Works under general supervision and from written or oral instructions, blue prints, drawings and work orders.

### **Supervision Given**

Assigns and monitors the work of labourers and apprentices as the need arises.

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

Determines the sequence of work, the work methods and equipment to be employed and how best to complete the work based on technical knowledge of the work and related departmental guidelines and policies; inappropriate decisions may result in minor service delays and or costs.

### **Qualifications**

Completion of a diploma in practical horticulture or trades qualification that relates to grounds keeping, BC Pesticide Applicator's Certificate and Valid BC Drivers Licence. Minimum of 4 years of related experience or the equivalent combination of education and experience.

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### Job Posting

**Job ID:** 17125  
**Location:** Vancouver - Other  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 2 (Gr3)      **Business Title:** Administrative Support 2 (Gr3)  
**Department:** Cont. Professional Development  
**Salary:** \$38,148.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-09      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-22      **Available Openings:** 1

### Job Summary

Performs a combination of administrative secretarial duties for the Conference Services Director with emphasis on syllabus preparations, preparing conference kits, and provides assistance answering the registration "main line" phone when needed as back up support. Travel is required to course sites. Ability to work some weekends and additional hours when required.

### Organizational Status

Reports to the Conference Services Director.

The incumbent assists in an administrative capacity to both the Conferences Unit and Assistant Dean.

Includes tasks such as: assistance in filing, data entry, general administrative support, taking conference registrations, preparing conference syllabus for printing, maintaining mailing lists, assisting with workshop conference prep such as kits, evaluation data entry, and conference registration onsite.

### Work Performed

General Administrative Support to the Conferences Unit and Assistant Dean

- Supports and works with the Conference Services Director, and Conference Coordinators on small projects
- Assists with meeting scheduling, sending agendas, and recording and drafting minutes for the CPD unit
- Orders catering and helps with educational session logistics
- Supporting the Assistant Dean with his online meeting schedule and some administrative tasks

Handles Registration

This position is shared with another position, which includes overall conference registration duties and reception duties. These duties include, but are not limited to:

- Taking telephone registrations a minimum of 3 days per week and entering them into registration database
- Handling telephone reception duties for vacation coverage
- Communicating registration changes clearly with Registration Coordinator and other registration staff
- Attending registration update meetings with Conference Coordinators and Registration Clerks
- Handling registration issues and queries



# The University of British Columbia

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- Communicating with prospective registrants to inform them of vacancies in limited registration courses if on waiting list; that a limited registration course is full etc;
- Mailing, or e-mailing brochures and information to individuals requesting information on a course.
- E-mailing and mailing of receipts
- Assisting the Registration Clerks with general duties as required.

### General Project Support

- Assembles conference kits under the direction of designated Registration Clerks
- Assembles all conference materials for shipping to conference sites. Ensures accuracy and completeness of shipping materials. Ensures venue receipt of materials.
- As requested, provides assistance onsite at conferences and events - distributing participant kits, greeting guests, providing directions, packing and unpacking supplies etc.

### Accreditation Support

- Assistance in filing and preparing paperwork for the accreditation application portfolio

Ability to work some weekends and additional hours when required.

### Miscellaneous

- Must have a high-level understanding of our EVMS online registration system so that complex registration data is entered carefully and correctly (ongoing EVMS training will occur on the job).
- Must understand policies and procedures of CPD's third party payment system (UBC e-payment).
- Must communicate and liaise clearly and proactively with program assistants in regards to changes, adjustments or registration issues with individual programs
- Maintains and updates forms and photocopies various materials as required.
- Provides back up to other secretarial positions in the division in time of absence due to illness, vacation and regularly scheduled days off.
- Sorts and distributes incoming mail to CPD staff (as needed).
- Handles couriered items for the CPD staff (as needed).
- Assists with computation and summary of conference evaluations and reports where needed.
- Performs other related duties.

### Supervision Received

Direction and work is assigned by the Conference Services Director. Authorization of any expenditure is referred to the Conference Services Director. Any unusual problems are referred to Conference Services Director.

### Supervision Given

Minimal, to Part time students for assistance in kit and evaluation preparation.

### Consequence of Error/Judgement

The Division of CPD is responsible for the overall presentation and success of the various courses. Handles routine inquiries and regular "business as usual" duties. New or unusual problems or situations are referred to the Conference Services Coordinator.

Failure to work cooperatively and collaboratively with CPD staff and course coordinators could lead to lower office productivity.

### Qualifications



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High School graduation and one year of related training. Training in bookkeeping and office procedures and practices preferred. 2 years of related experience or the equivalent combination of education and experience. One year UBC experience preferred. Experience in conference or event planning is an asset.

Computer experience required (Word, Excel, Internet, MS Publisher and databases preferred). Effective oral and written communication, interpersonal, customer service and organizational skills. Ability to type 50 w.p.m. and to operate a normal range of office equipment. Ability to use word processing, spreadsheet and internet email applications at an intermediate level. Familiarity with Microsoft publisher or other desktop publishing software an asset. Ability to be polite and pleasant on the phone and in person. Ability to prioritize work, and to meet deadlines. Ability to be accurate with attention to detail. Ability to work both independently and in a team environment. Ability to lift and move boxes, up to 10 kg. Ability to learn new software programs. Ability to effectively use Word, Excel, Outlook, Internet, MS Publisher, and databases preferred at an intermediate level. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to take and transcribe accurate meeting minutes. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to anticipate problems and issues and plan ahead.

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## Job Posting

**Job ID:** 17081  
**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:** Grant Application Clerk  
**Department:** Research Services  
**Salary:** \$40,752.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-18      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-18      **Available Openings:** 1

### Job Summary

The incumbent will be responsible, under the supervision of the Research Awards Manager, for activities related to the grant contract application and awards processes. Specialized information regarding all aspects of research applications and awards will be received, assessed and acted upon. The position will provide clerical and administrative services to the Director of Research Services in areas such as ensuring compliance with research policies and procedures and problem resolution.

The incumbent will also be responsible, under the supervision of the Research Awards Manager, for updating and maintaining the RISE database in support of new and existing grant programs. The position will provide comprehensive services to members of faculty regarding technical and time guidelines for research grant applications.

### Organizational Status

Reports directly and works closely with the Research Awards Manager in all aspects of grant information support as well as the research grant application process including obtaining authorization for research applications.

The incumbent will have continuous and frequent contact with members of academic and non-academic staff to provide and receive specialized information on grant funding opportunities and to provide and receive information, investigate problem situations and initiate problem resolution.

### Work Performed

Research Application Processing

Assist the Director of Research Services or designate in all aspects of the Grant Contract application process including:

- Receive, review and maintain research grant applications requiring approval in accordance with the university research policies.
- Review and verify compliance of all applications to internal procedures and processing requirements including human ethics, animal care, biohazard reviews and Conflict of Interest Conflict of Commitment.
- Update and maintain the RISE database for all grant applications.
- Liaise with the Director of Research Services or designate, to obtain required authorization on all research applications, and control turnaround time of applications according to internal guidelines.



-Interpret, investigate and formulate responses to all enquiries for information regarding application processing, policies and requirements and the status of grant applications.

### Grant Information

Assist the Research Awards Manager in all aspects of grant information support including:

- Communicating in-person or in-writing to routine and non-routine enquiries for information, including responding to enquiries directed towards other staff during their absences.
- Provide specialized information regarding granting agency deadlines, policies and application requirements and detailed information on application guidelines and forms.
- Assist and educate faculty and staff members, both over the phone and in person, in the use of on-line database of granting agencies and application information including RISE, COS etc.

### Grant Contract Award Processing

Assist the Research Awards Manager in all aspects of Grant Contract Award processing including:

- Interpreting the financial implications of granting agency award notices and establishing appropriate accounts in FMS using the RISE electronic interface;
- Investigate and resolve a variety issues as identified by the incumbent or the Research Awards Manager. This will entail both written and verbal communications with faculty and staff members at all levels as well as the exercising of good judgement and diplomacy.
- Receive all information for input into the RISE database; review information to identify and locate relevant file and take appropriate action i.e. circulating to appropriate staff members
- Prepare requisitions and journal vouchers.
- Identify and process cash receipts for all contract and grant files, attach relevant file and distribution to appropriate staff members utilizing FMS cash receipts system.

### Website and Research Information Service (RISe)

- Maintains and updates ORS website.
- Preparing content including user and client guidelines and manuals for website and RISe.
- Maintaining RISe database to ensure timely and accurate data integrity
- Responds to queries or escalate as required on all ORS systems.
- Other duties as required.

### Supervision Received

The incumbent will be supervised directly by the Research Awards Manager and Director of Research Services as required, however, it is expected that the position will operate generally in an independent manner with the individual taking responsibility for their own control, review and monitoring of accuracy and quality of work. This will require the individual to be thoroughly informed on all matters relating to the regulations, guidelines and processing of applications and grant awards. Therefore, instructions would be received only on new and unusual problems requiring policy decisions.

The incumbent must possess a considerable amount of initiative and judgement in managing workload demands under pressure to meet deadlines. The incumbent must also maintain individual responsibility for organizing and communication of information relating to all grant applications, awards and forms inventories.

### Supervision Given

None. The incumbent may also explain work procedures to junior employees who function in related areas.



# The University of British Columbia

## Staff Job Postings

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

In the performance of the position, the incumbent is granted a considerable degree of independence and latitude in exercising initiative and judgement. If mistakes were made they would not be readily apparent but could have a major impact on the position, department or faculty member if not identified early in the process.

Ongoing communication requirements with members of faculty and staff at the university for the purpose of grant application processing and assistance must be handled with professional maturity. Errors in judgement could have a significant impact on the incumbent's ability to carry out the functions of the position effectively and could have adverse consequences on continued positive relationships with faculty and staff.

Information that is accurate and timely is absolutely essential for the support of faculty applications for research. Information and advice given to faculty regarding grants and the application process must be of the highest quality and accuracy.

The incumbent works under well established departmental or university policies, guidelines or regulations or the direction of the Research Awards Manager Director of Research Services to carry out the responsibilities of the position.

### **Qualifications**

High School graduation and 1 year post-secondary education. Training in bookkeeping and office procedures and practices. 4 years related experience or the equivalent combination of education and experience. Minimum three years of related experience or three years of relevant UBC experience. Computer experience required (Word, Excel 2, Access, Outlook, Drupal, HTML and RISE preferred).

- Effective oral and written communication, interpersonal and organizational skills.
- Ability to type 50 w.p.m. and to operate a normal range of office equipment.
- Ability to use word processing, database and internet applications at an intermediate level.
- Ability to prioritize work and to meet deadlines.
- Ability to maintain accuracy and attention to detail.
- Ability to exercise tact and discretion.
- Ability to work both independently and within a team environment.

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### Job Posting

**Job ID:** 17120  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 4 (Gr7)      **Business Title:** Admin. Support, Corporate & Foundation Relations  
**Department:** Development Office  
**Salary:** \$42,072.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-27  
**Job End Date:** 2015-01-26  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2013-11-22      **Available Openings:** 1

### Job Summary

Responsible to provide complex senior administrative and confidential secretarial support to the Corporate and Foundation Relations Unit.

### Organizational Status

Reports to Director of Corporate and Foundation Relations.

### Work Performed

Oversees the administration support of the Corporate and Foundations Relations Unit.

Provides complex senior level administrative support for the Corporate and Foundations Relations Unit, including the Director of Corporate and Foundation Relations, Associate Director, Corporate and Foundation Relations and our regional office in Toronto.

Prepares, edits and maintains correspondence including complex letters and reports to meet the needs of the unit.

Maintains the quality and timeliness of donor information on the Development Office's central database, Viking, and is responsible for generating reports to create various datalists prospect lists.

Prepares data and reports on research funding for distribution to faculties and for entry onto Viking database as requested by manager.

Responds to both written and oral enquiries of a sensitive and confidential nature.

Organises agenda and pertinent materials, catering etc for meetings including Donor visits, stewardship events, administration and business meetings.

Attends unit, administrative and business meetings as required to take, transcribe, edit, and distribute minutes and debriefing notes.



# The University of British Columbia

## Staff Job Postings

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Proofs invitation lists for UBC donor events as required.

Organizes, maintains, and communicates schedule and calendars.

Makes travel accommodation and catering arrangements as required.

Receives and processes expense claims including journal vouchers and travel reconciliation.

Ensures processing of donor gifts, pledges and receipts.

Develops and maintains processes and procedures as needed.

Performs filing and processes faxes.

Performs other duties as required.

### **Supervision Received**

Works under the day to day supervision of the Director of Corporate and Foundation Relations.

### **Supervision Given**

N A

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

Exercises initiative, tact and judgment in handling matters of a routine and non-routine nature. Works with conflicting demands and determines priorities. Must respect confidentiality of information handled (i.e. personal financial information of donors) and anonymity of anonymous donors. There could be embarrassment to the University if the incumbent does not deal tactfully with the foundation and business community. This in turn could affect the level of donation by the person or company to the University. Damage to the department's campus reputation may occur if the incumbent does not deal tactfully with other campus departments.

### **Qualifications**

High School graduation and two year post-secondary diploma. Alternatively high school graduation plus minimum one year of post-secondary education with training in secretarial and office procedures and practises. 4 years related experience or the equivalent combination of education and experience. 4 years relevant experience or the equivalent combination of education and experience. Alternatively three years of relevant UBC experience.

Computer experience required (MS Office Suite, and Internet preferred) at an intermediate to advanced level. Ability to communicate effectively and tactfully with faculty, staff, the general public and the business community. Must be able to deal with corporate executive secretaries with the highest tact and discretion. Proficiency in the use of English grammar, spelling, and punctuation. The ability to check correspondence for accuracy is critical. Ability to handle material of a highly confidential and sensitive nature in an appropriate manner. Ability to perform word processing at 60 words per minute. Ability to operate the normal range of office equipment such as, calculators, copying machines, and data entry systems. Ability to compose correspondence and reports and to plan and to complete work assignments without ongoing direction. Ability to prioritize and work effectively under pressure to meet deadlines. High degree of accountability and ability to multi-task as position requires working with members of a large team. Ability to use a spreadsheet package for compilation of data for reports. Knowledge of the fundraising field would be an asset



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## Job Posting

<b>Job ID:</b>	17097		
<b>Location:</b>	Vancouver - Hospital Site		
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)		
<b>Job Category:</b>	CUPE 2950 Editorial & Marketg		
<b>Classification Title:</b>	Marketing & Comm Asst (Gr5)	<b>Business Title:</b>	Marketing & Comm Asst (Gr5)
<b>Department:</b>	Cntr for HealthEducatnSchlrshp		
<b>Salary:</b>	\$39,492.00 (Annual)		
<b>Full/Part Time:</b>	Part-Time (60%)		
<b>Desired Start Date:</b>	2014-01-06		
<b>Job End Date:</b>	2015-01-05	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-11-20	<b>Available Openings:</b>	1

### Job Summary

The Communications & Administrative Coordinator will provide support for the communications and administrative initiatives of the Centre for Health Education Scholarship (CHES).

### Organizational Status

The position:

- Is accountable to the Manager, Communications & Office Administration for assignment of duties. May also receive direction from the CHES Director, senior faculty, and the Research Coordinator.
- Reports on a day-to-day basis to the Manager, Communications & Office Administration.
- Interacts and coordinates duties with administrative staff within CHES.

### Work Performed

Assist with the production and maintenance of a consistent look and feel throughout all communications and marketing materials created on behalf of CHES.

Provide support for internal and external communication initiatives, including the monthly e-messages and quarterly newsletter to the CHES community. This includes collecting information, creating drafts, and coordinating approvals.

Assist in website maintenance including monitoring content to ensure that it's current and meets web and marketing guidelines (UBC Common Look & Feel); drafting and adding new content; arranging for I.T. support when necessary; and monitoring web statistics. This also includes participating in planning for and implementation of website design and layout updates.

Generate content for and maintain the CHES twitter page.

Coordinate with printers suppliers to solicit quotes, send proofs, transfer graphic files and review proofs. Other support responsibilities may include scheduling students faculty for photo shoots.

In a very busy environment, support the planning and coordination of various recurring functions and special events. Events can be concurrent and include workshops, retreats, receptions, and staff events. Tasks associated with those events may include



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## Staff Job Postings

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coordinating room reservations, attendance tracking, catering, equipment, accreditation, I.T., recordings, and supporting speakers, etc. Create appropriate resource materials, specific to the function. Liaise as required with Department Heads, School and Centre Directors within the Faculty, the Dean's Office, Public Affairs, and external agencies such as the BC Health Authorities, and Teaching Hospitals.

Support media relations efforts of the Centre, this may include tracking and filing of media clippings, preparing media summaries for website and maintaining news bulletin boards.

Coordinate the application process for the CHES membership program, and maintain the related databases and website resources with input and oversight from the Research Coordinator.

Create and maintain databases and directories, including CHES mailing lists.

Manage inventory storage and distribution of marketing materials such as photo library, banners, folders and other collateral, and respond to requests for photos and logos.

Assist with maintaining project files in support of the unit, including organizing and filing estimates, briefs and costs related to each project.

Provide general clerical support to the Centre, such as filing, scheduling, photocopying, archiving of graphic files and images.

Perform other related administrative tasks as required.

### **Supervision Received**

Supervised by the Manager, Communications & Office Administration

### **Supervision Given**

None

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

This incumbent will be expected to exercise considerable good judgment and initiative in prioritizing and scheduling work. Events hosted by the Centre and communications materials which are not well organized and presented could be serious for the Faculty and or the University since it concerns the public image and profile of the Centre, Faculty and the University.

Also, the consequence of error in this position could be serious for the Faculty and or the University since it concerns the public image and profile of the Faculty and the University.

### **Qualifications**

High School graduation and two years post-secondary education. With training in office procedures and practices. 3 years of related experience or the equivalent combination of education and experience. Related communications experience required; writing, social media skills, website maintenance.

Computer experience required: Word, Excel, PowerPoint, Outlook. Intermediate working knowledge of WordPress and graphic desktop publishing software, such as Photoshop and Adobe InDesign, Dreamweaver. Intermediate knowledge of HTML and CSS. Knowledge of UBC Policies and Procedures (preferred). Effective oral and written communication, interpersonal and organizational skills. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to use the normal range of office equipment. Ability to perform word processing at 60 words per minute, spreadsheet, presentation, electronic mail and internet applications at an intermediate level. Ability to effectively manage multiple tasks and priorities. Ability to anticipate issues and problem-solve. Ability to maintain accuracy and attention to detail. Ability to prioritize and





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work effectively under pressure to meet deadlines. Demonstrated ability to take initiative. Ability to work effectively both independently and in a team environment. Must maintain a high level of confidentiality, tact and discretion at all times.

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### Job Posting

**Job ID:** 17119  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Financial Proc. Spec 3 (Gr4)      **Business Title:** Residency Finance/Admin Program Assistant  
**Department:** Pathology  
**Salary:** \$38,808.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-02  
**Job End Date:** 2014-12-01      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-22      **Available Openings:** 1

### Job Summary

The position provides financial and administrative assistance to the Residency Program Coordinator in the Department of Pathology and Laboratory Medicine, University of British Columbia. The Residency Finance Admin Assistant is responsible for day-to-day financial processes of 7 programs within the Residency Programs. In this role, the Finance Admin Assistant monitors and reconciles all Residency Program account activities in accordance with the policies and procedures of the UBC and Ministry of Health Guidelines.

### Organizational Status

The position reports directly to the Residency Program Coordinator. The position is based at the Vancouver Hospital VGH Site.

The position interacts with UBC Finance, Residents, Program Chairs or academic representatives in the Department, Site Program Directors, External Program Directors, Associate Deans - Postgraduate Medical Education, College of Physicians & Surgeons of BC, Royal College of Physicians and Surgeons of Canada, and others.

### Work Performed

Finance:

- Prepares and processes requisitions for payment, journal vouchers and travel requisitions; verifies and ensures accuracy and compliance with the policies and guidelines, such as UBC Financial Policy and Ministry of Health Guidelines
- Monitors, reconciles, and investigates errors on requisitions of payments, journal vouchers, and travel requisitions
- Produces various finance reports as requested by faculty, management and external departments for the Programs to assist in developing and monitoring department budgets and to verify revenues and expenses
- Conducts ledger and P-card reconciliation, including tracking pending expenditures, follow-up on outstanding items and rejected transactions, identifying and resolving errors when needed
- Processes residents and Program Directors' expenses and ensures that expenses have been approved by appropriate parties prior to processing
- Verifies expenses are assigned to the appropriate accounts following the specific Ministry of Health Guidelines, UBC Financial Policy, and Saudi Fund Policy
- Reports unusual cases to the Residency Program Coordinator, such as financial discrepancies or complex issues
- Purchases for the Program: supplies, equipment, textbooks, and etc.



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- Prepares cost analysis for equipment, i.e. cameras, printers
- Updates the Program's inventory list of equipment
- Responds to financial inquiries on departmental and UBC financial policies and procedures
- Assigns pagers to residents, collects deposits, and keeps a record of cash flow
- Maintains accurate financial records
- In consultation with the Residency Program Coordinator, updates financial and administrative procedure manual

### General:

- Provides administrative support for the Residency Program, including Internal Reviews and incoming evaluations; prepares necessary paperwork for the review process (i.e. filling out necessary forms)
- In collaboration with the Residency Program Coordinator, assists in coordinating Residency Program events, such as interviews during CaRMS, resident orientations, Academic Half Days, annual events, and etc. Books rooms, arranges for catering, prepares materials for events, and etc.
- Inputs data into One45
- Prepares and maintains personnel files on residents and fellows
- Handles requests from residents for confirmation of appointment letters
- Organizes, attends and takes minutes at Residency Program Committee meetings; collects and distributes agenda, takes minutes and follows up on action items
- Corresponds with IT on resident related IT issues as needed
- Performs other related duties

### Supervision Received

Work is performed under the guidance of the Residency Program Coordinator. Works with the Finance Manager on finance related matters.

### Supervision Given

No supervision given.

### Consequence of Error/Judgement

This position must exercise good judgment and initiative to handle matters based on the knowledge of the UBC, VGH, departmental and Royal College policies and procedures. Failure to work appropriately and maintain a high level of accuracy could lead to loss of program accreditation. Scheduling errors could result in loss of valuable pathologist and trainee time.

### Qualifications

High School graduation and Completion of one year post secondary education in a related field. 3 years of related experience or the equivalent combination of education and experience. Training in office procedures and basic accounting procedures is required. Computer experience required (Word, Excel, Access, FMIS). Knowledge of the requirements, policies, and procedures for Resident recruitment (CaRMS) and for Royal College reports & evaluations preferred. Effective oral and written communication, interpersonal and organizational skills. Ability to type 60 w.p.m. and to operate a normal range of office equipment. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to use word processing, spreadsheet, database and graphic presentation applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Ability to compose correspondence or other documentation using clear, concise business English. Ability to prioritize work and to meet deadlines. Ability to work independently and as a member of a team.

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



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



## Job Posting

**Job ID:** 17089  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Grad Student Support  
**Classification Title:** Grad Student Support 1 (Gr3)      **Business Title:** Graduate School Application Assistant  
**Department:** Earth and Ocean Sciences  
**Salary:** \$ 20.91 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2014-01-02  
**Job End Date:** 2014-03-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-26      **Available Openings:** 1

### Job Summary

Our world renowned graduate program is one of the largest in the Faculty of Science. Every year over 150 students apply for a place at our school. You'll support our work by using your eye for detail, and your ability to plow through the mountains of paper work that form the application process.

This hourly position will start at 25 hours over a 5 day week from January to the end of March. Hours per week will increase as the number of applications grow up to a total of 350 hours worked.

### Organizational Status

Graduate Coordinator > HR Manager > Director of Resources and Ops > Head of Department

### Work Performed

- Printing applications and reference letters.
- Updating access database.
- Filing application materials.
- Evaluating transcripts and TOEFL scores.
- Compiling application packs and uploading them on to our secured website.
- Issuing acceptance and rejection letters.
- Updating applicants on the progress of their applications.
- Sending recommendation for admission to Graduate Studies.
- Troubleshooting any issues that arise.
- Any other duties as required.

### Supervision Received

This position reports to the Graduate Coordinator. The incumbent will be expected to work with minimal to moderate supervision, and receive instruction only on new or unusual problems.

### Supervision Given



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None

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

Errors may negatively impact an applicant's chances of entering graduate school. Unusual problems can be referred to the Graduate Coordinator.

### **Qualifications**

High School graduation and one year of related training. 2 years of related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to efficiently and effectively coordinate tasks. Ability to effectively use Excel, Word and Outlook at a moderate to advanced level. Ability to communicate effectively verbally and in writing. Must be able to follow instructions. Previous experience of synapps and SISC an advantage but can train. Ability to work with minimal to moderate supervision required.

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## Job Posting

**Job ID:** 17084  
**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:** Computer Science  
**Salary:** \$40,752.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-08      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-22      **Available Openings:** 1

### Job Summary

Provides assistance to the Graduate Program Administrator, Associate Head, Graduate Affairs, the Chair of Graduate Admissions and the Special Projects Coordinator as well as faculty, staff and grad students in the Department of Computer Science. Responsible for a variety of tasks in connection with the graduate student program. Provides reception for the Graduate Program and, in partnership with the Undergraduate Program Assistant, provides general reception coverage. Duties also include some financial support and data analysis.

### Organizational Status

Reports to the Graduate Program Administrator. Functionally also reports to the Special Projects Coordinator, the Associate Head, Graduate Affairs, and the Chair of Graduate Admissions. Works closely with main office staff. Interacts with FoGS, Finance and Payroll. Works with students, faculty and staff.

### Work Performed

Graduate Program

- Responds to a variety of written, email and oral inquiries of a repetitive and or interpretive nature, requiring a thorough and up-to-date knowledge of the Graduate Program, University policies and procedures.
- Oversees day-to-day management of the admissions process: updates and monitors status of graduate applications; assesses applications for completeness and eligibility based on established UBC and Departmental policies and follows up as appropriate; responsible for overseeing application completeness, evaluates transcripts; manages files regarding admission decisions.
- Advises students on graduate issues, particularly grad admissions.
- Assists in course & student registration and responds to related inquiries
- Accesses SISC to track and maintain student registration and FSC to input grades, ensures that grades are submitted



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- Assists the Graduate Program Administrator in the orientation of new graduate students.
- Assists in orientation and training of temporary and student staff in the Graduate Program under the direction of the Graduate Program Administrator;
- Administers some of the awards related to the Graduate Program
- Responsible for thesis binding; teaching evaluations; textbook ordering
- Administers Access Control for graduate students; maintains inventory of graduate labs, offices and keys
- Books seminar rooms for graduate courses, meetings, tutorial sessions and events
- Maintains inventory of the various graduate packages; assists the Graduate Program Administrator in preparing recruitment material and application packages;
- Responsible for posting information; notifies graduate students of news and events.

### Reception

- Performs reception duties including telephone and walk-in enquiries; ensures smooth operation of reception area;
- Assists in signing out equipment (projectors, etc.) transparencies, closet keys etc.; keeps records and maintains log sheets;
- Processes incoming and outgoing mail and distributes faxes;
- Performs other duties related to the qualifications and requirements of the job

### Special Projects Coordinator Support

- Works with the Special Projects Coordinator on approved projects
- Administrative support to the Tech Trek summer camp program
- Collects and compiles applications
- Responds to workshop inquiries and handles registration
- Prints brochures and handles mail outs
- Website updates, requisition processing, data collection and analysis

### Committee and General Support

- Provides secretarial support for committees; (schedules meetings, books room, takes, transcribes, edits and distributes minutes, and provide other support as required)
- Provides support for the Graduate Program Administrator, the Associate Head Graduate Program (related to the Graduate Program), the Chair of the Grad Admissions Committee, and the Special Projects Coordinator on an as needed basis





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- Handles rsvps, catering, requisitions and room-booking for events and workshops
- Updates website
- Files, faxes, photocopies and mails out materials as required

### Finance

- Responsible for timesheets and related reconciliation; assists with appointment forms and other payroll duties
- Responsible for processing vendor payments, travel and expense claims; maintaining related spreadsheets

### Data Collection & Analysis

- Looks up and compiles data such as enrolment statistics, alumni records, volunteering lists
- Updates and maintains the Faculty of Graduate Studies online application system, Department databases and paper file system; extracts and compiles data for distribution
- Prepares statistical reports under the direction of the Graduate Program Administrator

Performs other duties related to the position and consistent with scope and classification level of position.

### Supervision Received

Work is done under general supervision. Receives instructions on new assignments or changes in procedures. Performs familiar duties independently and in accordance with established procedures. New or unusual problems are referred to the Graduate Program Administrator.

### Supervision Given

None

### Consequence of Error/Judgement

The impact of errors in this position is serious in that it can adversely affect student admission to the graduate programs, university standing, entry to the course, and degree completion as well as financial hardship for students. Such errors may also impact on administrative efficiency within the Department and on its interaction with the Faculty of Graduate Studies. Errors of judgment could reflect negatively on the Department and UBC.

### Qualifications

High School graduation and two year post-secondary diploma. completion of a 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 politely screen calls, direct as appropriate, and take accurate messages. Ability to effectively use of Word, Excel, PowerPoint, FSC, SIS, Filemaker Pro, FMS and HRMS preferred at an intermediate to advanced level; experience in Smart Forms preferred. Ability to anticipate problems and issues and plan ahead. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. 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



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efficiently and effectively coordinate tasks. Ability to identify and correct missing and incomplete data. Ability to create and accurately maintain record and filing systems. Ability to gather, record, and organize information. Ability to prepare and complete job-related documents using relevant content and appropriate format (e.g., forms, letters). Ability to operate job-related equipment (e.g., multi-line phone switchboard) (e.g., fax machine, photocopier). Ability to take and transcribe accurate meeting minutes. Ability to effectively manage multiple tasks and priorities. Ability to accurately create and maintain records. Ability to accurately proofread for spelling, grammar, and punctuation. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to perform word processing at 55 words per minute. Ability to review, analyze, and synthesize complex information into summaries and reports. Ability to communicate effectively verbally and in writing. Ability to provide quality service to customers in a courteous, patient manner. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion.

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### Job Posting

**Job ID:** 16515  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Human Resources  
**Classification Title:** HR Admin Clerk 4 (Gr7)      **Business Title:** HR Admin Clerk 4 (Gr7)  
**Department:** Family Practice  
**Salary:** \$42,072.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-18      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-21      **Available Openings:** 1

### Job Summary

The purpose of this position is to provide Human Resource & General Administrative support to the Family Practice Director of Administration and Department Head.

The position maintains a positive public and personal relationships for the Department and the Department Head. The position is usually the first point of contact for any human resources inquires. The position is also a liaison position between the Core Administrative Office and the rest of the Department and, as such, is a key to building and maintaining good internal relations with clinical faculty, staff, faculty and students who are dispersed throughout the Province. Courtesy, clear and concise communication, and tact and discretion is an essential part of the position. The position reports to the Family Practice Director of Administration and may supervise student assistant projects.

### Organizational Status

The Department of Family Practice is a dispersed department with 12 Divisions, Undergraduate and Postgraduate Programs, and an increasingly active and distributed research program. In the Lower Mainland, the Postgraduate Program has teaching sites in St Paul's and in Children's and Women's Hospital. Additional residency sites exist in Prince George, Victoria Chilliwack, Nanaimo and Kelowna as well as a more dispersed rural program throughout the Province and Yukon. The Undergraduate program has teaching sites spread throughout the Province. Currently, over 1200 clinical faculty members teach students and the number of clinical faculty members is expanding as the medical school expands. The Department has approx. 75 staff members, and 19 faculty members. Recruitment of new staff and faculty will continue over the next 3 - 5 years as the medical school expansion continues.

This position works with the Department Head and Director of Administration to realize the vision, mission and goals of the Department.

### Work Performed

Assists with planning, developing, organizing, and implementing human resource activities within the department, such as posting positions on eRecruit and HRMS;  
Maintaining current knowledge of general human resources policies and procedures and applicable faculty and staff collective agreements to provide advice and assistance on HR Issues (e.g. hiring process)  
Provides information to faculty and staff on current UBC human resource policies and practices, such as employee development and



performance management, ie, performance review, merit midpoint probationary increases, vacation and sick leave entitlements, orientation package, contact information sheet, hiring guidelines, immigration process, transfer and severance, leave of absence, benefits, and direct deposit.

Prepares human resource paperwork, such as timesheets, transfer and severance forms, salary merit increases; follows up on discrepancies, appointment & reappointment forms for staff and faculty; preparing and coordinating advertising process for staff vacancies - working with internal units and external agencies.

Edits and processes Position descriptions for classification approval.

Coordinates faculty annual reviews by performing duties such as scheduling meetings, collecting CVs, preparing files, and preparing appointments and reappointment forms.

Developing and maintaining various statistical spreadsheets, employee term end dates, years of service notice.

Deals with general inquiries

Assist with Department Event Planning

Maintain the Department contacts database

Update the Department organizational chart

Creating and maintaining filing system archiving as required

Updating maintaining on-line UBC Phone directory for Department

Attending and participating in various meetings

Maintains personnel files

Performing other related duties as required

### **Supervision Received**

Reports directly to The Director of Administration.

### **Supervision Given**

May explain work procedures to new or inexperienced staff.

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

Errors in judgement could result in short term consequences of adverse relations between the Core Administrative Office and the rest of the Department or in public relations; may require the intervention of the Family Practice Director of Administration to deal with the repercussions; lack of attention to detail could present a poor public image and reflect on the work of the Department.

### **Qualifications**

High School graduation and two year post-secondary diploma. 4 years relevant experience or the equivalent combination of education and experience. Experience with HRMS, eRecruit and STAR. Ability to maintain accuracy and attention to detail. Ability to communicate effectively verbally and in writing. Ability to determine the nature and urgency of inquiries and issues, and triage appropriately. Ability to interpret and apply collective agreements in a complex, unionized environment. Ability to develop and maintain cooperative and productive working relationships. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to 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.

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### Job Posting

**Job ID:** 17049 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Program Assistant 1 (Gr3) **Business Title:** Program Assistant - Alternate Format  
**Department:** Access and Diversity  
**Salary:** \$38,148.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-26  
**Job End Date:** 2014-05-31 **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-20 **Available Openings:** 1

### Job Summary

The Access & Diversity Program Assistant - Alternate Format is responsible for the A&D Volunteer Program. This program includes over 130 volunteer narrators consisting of community members, alumni, staff and students. Volunteer narrators convert materials required by UBC Students, Staff and Faculty with print disabilities into alternate format [AF] by narrating print materials to digital audio.

### Organizational Status

Reports to and works closely with the Operations Manager of Access and Diversity and takes direction from other senior staff in the office; works collegially with and receives work flow from the Alternate Format Production Coordinator and Alternate Format Collections Coordinator. Access and Diversity works with the University to create an inclusive and welcoming living and learning environment at UBC. The goal is to build educational communities where students of all genders, abilities, racial and ethnic backgrounds, sexual orientations and gender identities thrive. Access and Diversity provides UBC students, faculty and staff access to alternate format materials.

### Work Performed

- Coordinates the A&D volunteer program which includes 130 volunteers who narrate text materials to a digital audio recording system. Tasks include training, scheduling shifts, presenting workshops, organizing events, responding to inquiries via phone email in person, quality assurance checks, providing feedback, volunteer recognition and ensuring there are materials for processing.
- Works on pre- and post-production process tasks including book splicing binding outsourcing, scanning and OCR conversation; circulation master copy labeling, packaging, and Braille printing and labeling in preparation for delivery to clients shelving.
- Provides coverage for front desk reception, AF Production Coordinator and AF Collections Coordinator during breaks and vacation
- Assists and collaborates with a variety of programs in the unit such as CampOUT!, UBC QPR, Early Alert and the Seasonal Donation Program for Single Parent Students.
- Produces alternate format exams such as large print, electronic text and accessible PDF
- Edits and formats electronic text materials and associated files
- Processes approved requests forms for production of alternate format materials and duplication of existing materials as required.
- Works on Crane Library projects such as record cleanup, collection shifts and shelf reading; covers Crane Library client



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services desk as required.

- Enters collection and production information into electronic database(s) and record keeping systems, including AMICUS, and internal tracking Filemaker database.
- Performs general stack maintenance and re-shelving as required
- Performs other duties as required.

### **Supervision Received**

Works independently with minimum supervision from the Operations Manager. Receives workflow from the Alternate Format Production Coordinator and Collection Coordinator.

### **Supervision Given**

Provides direction to volunteer narrators

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

Errors or decisions made by the Access & Diversity Program Assistant - Alternate Format will directly impact the quality of alternate format materials, of which a cascade effect would be to hinder Access and Diversity clients' academic success and will directly affect the reputation of the unit and the University.

### **Qualifications**

High School graduation and 1 year post-secondary education. 2 years of related experience or the equivalent combination of education and experience.

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### Job Posting

**Job ID:** 17063  
**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:** REAP Program Assistant  
**Department:** Family Practice  
**Salary:** \$39,492.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2014-01-13  
**Job End Date:** 2014-03-31 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-11-23 **Available Openings:** 1

### Job Summary

The Rural Education Action Plan (REAP) is a collaboration between the Ministry of Health Services (MoHS), the British Columbia Medical Association (BCMA) and UBC Faculty of Medicine (UBC FoM) focused on attracting, training, recruiting and retaining physicians for rural BC. This is accomplished using a variety of educationally-based strategies. With a budget of nearly three million dollars and the hard work of over 20 faculty and staff members as well numerous student and resident volunteers, REAP supports the training needs of physicians in rural practice, provides undergraduate medical students and postgraduate residents with rural practice experience, increases rural physician participation into the medical school selection process and promotes rural medicine to audiences from high school students to experienced practitioners. The far-reaching effects of these strategies have led to positive relationships with rural communities, health authorities, other health organizations and training institutions. The program has had considerable impact on rural communities by supporting physician engagement and the rural communities have had immense impact on trainees by exposing them to different options for life and practice. REAP was established as a result of the Subsidiary Agreement for Physicians in Rural Practice (RSA), and is managed by the Joint Standing Committee on Rural Issues (JSC).

### Organizational Status

Working closely with the Administrative Manager, the REAP Program Assistant supports the administration and coordination of the REAP activities and strategies. The Program Assistant acts as the main contact for students, residents and physicians inquiring about funding and training opportunities offered through the Program.

### Work Performed

- Facilitates effective communication between Ministry of Health, British Columbia Medical Association, UBC Faculty of Medicine Undergraduate Office, UBC Faculty of Medicine, Department of Family Practice Rural Training Site preceptors, medical students and REAP program trainees. Is required to handle sensitive and confidential information.
- Responds to complex inquiries and fields unusual problems. Is required to communicate with applicants in a direct, yet tactful, way.
- Contributes to quarterly and yearend reports on program usage, including areas of training and locality of trainees.
- Designs and runs queries on Access database to provide data regarding program usage for analysis by the Evaluation and Quality Improvement Unit.
- Promotes REAP by attending conferences and rural-focused events.



- Organizes promotional materials for distribution at rural-focused events and conferences, determining suitable materials based on the audience.
- Coordinates travel, accommodation and conference registration for sponsored students and residents (up to 45) and REAP Faculty and Staff.
- Negotiates reduced accommodation rates for group bookings.
- Plans student, resident and rural preceptor social events at conferences.
- Orders business cards and office supplies.
- Attends and organizes meetings including meeting planning, faculty responsibilities, preparing meeting materials, circulating agendas, transcribing and distributing minutes and arranging catering.
- Provides confirmation of all commitments of BCMA paid REAP strategies for BCMA's yearly external audit.
- Tracks utilization of REAP strategies using Access database and spreadsheets.
- Communicates claim procedures to eligible rural physicians involved in Undergraduate Medical School Admissions, Undergraduate Teaching and Mentorship and provides approvals for claims processed at BCMA.
- Communicates vacancies of REAP Undergraduate Admissions Representatives to Rural Issues Committee for reappointment of representatives.
- Informs UBC Family Practice Undergraduate office of deadlines regarding submission of lists containing REAP eligible rotations to ensure timely payment of student claims. Liaises between BCMA and UBC to investigate any inaccuracies in the list provided.
- When extensions to student rural rotations are requested, determines if there's funding available to support it, requests approval from the REAP Director and communicates outcome to student, Undergraduate office, and BCMA Finance. Maintains accurate records of any changes to the Master list provided by Undergraduate office.
- Answers inquiries from students and residents regarding funding details, deadlines and eligible communities.
- Coordinates a group of up to 10 medical student volunteers from across the Province to ensure effective communication occurs between them. Delegates volunteers to arrange for materials to be printed and assembled for presentations.
- Responds to requests for funding rural-focused projects occurring throughout the Province and provides advice regarding application process. Brings requests forward to appropriate REAP Faculty for review, feedback and approval.
- Provides guidance to students, residents and physicians writing proposals to the JSC for funding of new projects. Communicates outcome back to the students, residents, and physicians.
- Answers inquiries from physicians regarding eligibility for REAP skill enhancement training, CME and bursary programs as well as other CME programs within BC. This requires a thorough knowledge of the training programs within the Province and how REAP can possibly work alongside these.
- Guides physicians through the application process informing them of required documentation. Discusses educational goals and how to achieve them. Gathers appropriate information from physicians and RGPLP to determine program eligibility.
- Monitors, reviews and processes requests for funding and communicates outcome to applicants and BCMA and or MOH. Tracks committed funds for each training program.
- Arranges REAP Trainee educational experiences which may be at hospitals or private medical offices. This may involve researching and recruiting new training sites by performing cold-calls or by using documented Rotation Contacts. Introducing REAP program to possible preceptors and providing necessary information regarding REAP trainees.
- Initiates application process for temporary hospital privileges for trainees by communicating with appropriate hospital staff. Sometimes this involves investigating who the contact is.
- Communicates regularly with trainees to track the progress of their training. Providing guidance to trainees as to required documentation and following up so that it is received. Reviews Trainee and Site Evaluations and identifies potential issues for REAP Director's knowledge and possible follow up. Provides guidance to trainees regarding appropriate use of training time and approved funding. Communicates with REAP trainees as a group to inform them of new developments or new requirements of the program.
- Creates Return of Service Agreement, when necessary, and arranges for completion by applicant, Health Authority Representative, and MoHS. Tracks progress of Agreement and payment of bursary.
- Monitors return of service commitments, when appropriate, by communicating with trainee and confirming ROS with RGPLP or local Hospital Chief of Staff.
- Communicates status of training to BCMA to ensure timely payment of claims. Liaising with BCMA regarding unusual claims or applicant situations.
- Runs queries on Database to track program usage, or to answer questions regarding past training experiences. Makes changes to the Database design when additional information needs to be tracked.





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- Creates and maintains manuals: Rotation Contacts; Hospital Privileges Contacts; Health Authority Contacts; Training, Procedural, and others as required.
- Reviews, approves and processes requisitions, journal vouchers and travel reimbursements.
- Reviews invoices submitted by Faculty for activities performed for REAP. Ensuring activities are within the REAP mandate and claims are compliant to UBC and REAP policies. Approves and processes requisitions.
- Coordinates payment to Site Visitor Faculty (34+ sites) and ensures claims fall within established policies. Communicates discrepancies back to Faculty when they arise.
- Provides guidance to faculty, staff, and applicants regarding program policies and claim procedures.
- Monitors payment of requisitions and investigates delays in payment, providing additional information, if required.
- Ensures that expenses comply with UBC and REAP policies and are legitimate for REAP mandate and within the approved budgeted figures.
- Monitors, tracks expenses and reconciles the REAP budget monthly to ensure strategies are within approved budget.

### **Supervision Received**

Supervised by the REAP Administrative Manager.

### **Supervision Given**

N A

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

- With respect to the handling of confidential and delicate matters, inappropriate action may result in breaches of confidence and or would negatively reflect on the program and could potentially lead to the withdrawal of a teaching site.
- Error in judgment or ineffective communication may lead to inefficiency of operation or unmet deadlines.

### **Qualifications**

High School graduation and 1 year post-secondary education. Training in office procedures and practices. 3 years of related experience or the equivalent combination of education and experience. Familiarity with UBC Financial Management Information System and UBC accounting preferred. Ability to communicate effectively verbally and in writing. Effective interpersonal and organizational skills. Ability to use word processors, spreadsheets, databases, e-mail, and teleconference and videoconference equipment at an intermediate level. Ability to type 50 wpm and operate office equipment. Ability to prioritize work, multitask, and organize workload. Ability to work under pressure and meet deadlines. Ability to maintain accuracy, attention to detail and keep accurate records. Ability to work independently with minimal supervision.

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### Job Posting

**Job ID:** 17101  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Public Serv Library  
**Classification Title:** Pub Svc Library Asst 2 (Gr4)      **Business Title:** Pub Svc Library Asst 2 (Gr4)  
**Department:** Library - Borrower Services  
**Salary:** \$ 21.28 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-11-24  
**Job End Date:** 2014-04-30  
**Funding Type:** Budget Funded  
**Other:** Sessional  
**Date Closed:** 2013-11-20      **Available Openings:** 1

Working Hours: Sunday 6:00pm-10:15pm; Monday, Tuesday, Wednesday: 3:00pm - 10:15pm

#### Job Summary

Performs Circulation, Stacks Maintenance, Equipment Maintenance, Public Service, Office Service, Mail Room assistance and Safety and Security functions in Borrower Services, Koerner Library.

#### Organizational Status

Works under the direct supervision of the Circulation Supervisor and the general direction of the Circulation Manager. Works cooperatively with branch staff when assigned circulation shifts at other library branches. Evenings and weekends, works in tandem and cooperatively with an accompanying Library Assistant to coordinate and supervise the work of evening junior Library Assistants and Library Student Assistants and to ensure building, user, and collection safety and security. Works closely with the public.

#### Work Performed

1. Charges and discharges library materials, creates brief item records, suspends and reinstates borrowers, adds and changes barcodes, performs renewal and trace requests, approves extension of Reserve loans, retrieves items held at the circulation desk for users and couriers, clears the hold shelf, and acts as the initial contact for overdue inquiries.
2. Issues and renews all categories of library cards by ascertaining eligibility of applicant, verifying applicant's identity according to institutional standards, matching applicant to an appropriate library card category, determining if payment is required, and creating or amending the borrower's library record. Responds to all library card and borrower record problems by resolving the issue or referring the patrons appropriately. Responds to student library record issues by verifying status on SISC. Responds to faculty and staff library record problems by verifying status on HRMS.
3. Operates the Circulation Desk cash register and debit machine accepting payments for library fines and other services, processing credit debit card transactions and journal voucher payments, and answering general queries about invoices; takes readings from cash register and debit machine and ensures cash floats are deposited in safe at closing.
4. Provides information, direction, and reception services in person, by telephone, and by written or electronic messaging. Answers questions regarding general library policies and procedures including Reserve, Extension, Video Bookings, Interlibrary Loans and Document Lending services. Assists patrons with routine catalogue searches, and refers library users to other resources or appropriate branches.



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5. Functions as primary contact person for evening and weekend Library branch staff seeking circulation system assistance by providing basic diagnosis and troubleshooting of circulation systems problems and reporting circulation problems to Library Systems as necessary.
6. Provides special access assistance to disabled users, couriers, and University personnel.
7. Assists borrowers with copiers, printers, change machines, copy card vending machines, workstations, and video equipment; ensures photocopiers and other equipment are maintained by performing duties such as adding toner, releasing paper jams, and ordering required supplies.
8. Provides assistance to others units: discharges and sorts materials for Stack Maintenance; searches missing items, files appeal forms and accepts phone payments for Overdues, assists with routine tasks in the Mail Room, and files paperwork, shelves and shelf reads for Reserves.
9. Records and reports work statistics. Compiles unit statistical data.
10. Monitors security systems and building alarms. Deals with borrowers who have activated the security gates at the Circulation Desk; responds to all Library problems and or emergencies (e.g., fire alarms, drills, or power outages, etc.) that may occur when working as the sole or as one of two evening and weekend staff members; receives reports of thefts and incidents in the Library; contacts Plant Operations to deal with Trouble Calls; contacts Patrol and RCMP when dealing with difficult patrons or building security problems; contacts 911 when dealing with health emergencies.
11. Performs the evening security checks between Borrower Services and the branch libraries where branch library staff are working alone and investigates when contact is not forthcoming.
12. Assists with opening and closing the library.
13. Performs other related duties.

### **Supervision Received**

Reports directly to the Circulation Desk Supervisor and Circulation Manager, Borrower Services, Koerner Library. Receives general supervision from Stacks Maintenance, Reserves and Overdues Units supervisors.

### **Supervision Given**

Explains work procedures and assists in the training of new or inexperienced staff and or Student Assistants. Oversees the work of Library Assistants and Student Assistants during evenings and or weekends.

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

Works within established policies and procedures. Guidelines include the Library's policies on patron behaviour, Circulation Manual, UBC Eligible Borrowers and Loan Regulations, and divisional directives. Independent action may be required as one of only two desk staff members on duty during evening and weekend shifts. Must occasionally make difficult decisions based on best personal assessment of the situation at hand. Opportunity to exercise good judgement and diplomacy in responding to public service situations. Consequence of inappropriate judgement are adverse patron relations requiring the intervention by the Circulation Desk Supervisor or the Circulation Manager to deal with repercussions. Error of judgment in emergencies could result in delays or an escalation of the situation. Failure to secure the library could leave the building, the collection and its users vulnerable.

### **Qualifications**



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High School graduation and two year Library Technician diploma. 2 years relevant experience or the equivalent combination of education and experience. Knowledge of Library policies, procedures and circulation services. Ability to understand and apply library policies and procedures. Knowledge and experience with on-line searching protocols and bibliographic records. Ability to effectively use email, word processing, spreadsheet and library database applications at an intermediate level. (MS Office and Voyager preferred). Ability to operate the normal range of library equipment. Ability to communicate effectively verbally and in writing. Ability to develop and maintain cooperative and productive working relationships. Ability to provide quality service to customers in a courteous, patient manner. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment. Ability to effectively manage multiple tasks and priorities. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Physical ability to lift up to 20 kgs of boxed materials and to push fully loaded book trucks. Ability to work evenings and weekends as required.

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## Job Posting

<b>Job ID:</b>	17046		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)		
<b>Job Category:</b>	CUPE 2950 Student Info Support		
<b>Classification Title:</b>	Student Info Support 3 (Gr5)	<b>Business Title:</b>	Reception and Examination Centre Registrar
<b>Department:</b>	Sauder - Real Estate Division		
<b>Salary:</b>	\$39,492.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2014-01-06	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Self Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-11-20	<b>Available Openings:</b>	1

### Job Summary

This position is the first point of contact for the Licensing Education group at the Real Estate Division, and also performs registration and administrative duties for the onsite Computerized Examination Centre (CEC). The position is responsible for providing comprehensive program information and advice to prospective students and for the CEC registration, scheduling, invigilating and grading processes, and for defusing sometimes tense situations with sometimes difficult or challenging individuals.

The position is also responsible for processing receipts for student payments, reconciling and resolving discrepancies with any financial receipts, maintenance of student data and files, monitoring related communications on the program's web site and assisting with general day-to-day program administration. May conduct over-the-counter sales and deal with various office functions such as coordination of office repairs and health and safety monitoring.

### Organizational Status

Reports to the Director or Associate Director: Licensing Education Programs, or to a designated Manager of Examinations. Formally trains new staff on work procedures, and oversees work of temporary staff. This position works closely with both the Licensing Course Representatives and also with the Examinations Coordinator.

### Work Performed

#### Student Services:

Collects applicants' qualifications and eligibility information for the Real Estate Council of British Columbia's and the Financial Institution Commission of British Columbia's Licensing programs. Assists with individual circumstances and provides guidance and direction to these admission inquiries from students based on a thorough knowledge of admission policies and procedures and sections of the Real Estate Services Act and Mortgage Brokers Act. Composes written correspondence. Assists the Course Representatives and other staff with the student registration process by gathering information from applicants, advising on course and statutory regulations and required documents and fees; Supports student registration for courses and exams by interpreting and providing guidance on all aspects of the Real Estate Division's unique integrated customer relationship management (CRM) and learning management (LMS) system's registration process. Determines students' eligibility for exam registration and notifies students of any eligibility or scheduling issues. Investigates and resolves exam registration problems.



Responsibilities require keeping apprised of changes to policies and procedures related to scheduling, registration, student records, program requirements, and all Real Estate Division exam operations as well as changes taking place at the Real Estate Council of British Columbia, the Financial Institution Commission of British Columbia, the general university community, and amendments to the Real Estate Services Act and the Mortgage Brokers Act. Acts as a resource person for students and staff. Must have detailed knowledge of Disability Resource Centre procedures and will have a working relationship with Disability Resource Centre staff.

Collects registration fees and processes receipts, and follows-up with students in arrears; assists with documenting, reconciling and resolving discrepancies with course financial receipts;

Performs other duties related to the qualifications and requirements of the position, as requested, and when required, including acting as backup for other staff members.

### Computer Examination Centre:

Determines applicant's eligibility for Real Estate Council of British Columbia and the Financial Institution Commission of British Columbia's Licensing examinations. Reviews individual circumstances and provides guidance and direction to these registration inquiries based on a thorough knowledge of policies and procedures and sections of Real Estate Services Act and Mortgage Brokers Act. Composes written correspondence.

Ensures CEC students show appropriate picture ID, Exam Admission Ticket and sign in at the CEC.

Receives information regarding formal complaints and collects information to discuss with the Associate Director, Licensing Education or the Manager of Examinations.

Reviews CEC registrations and student files to ensure that the requirements set out in the Regulations of the Real Estate Services Act and Mortgage Brokers Act are met and students are eligible for CEC examinations.

Schedules all eligible CEC examination candidates on available dates and contacts students whose choices are not available.

Ensures that all CEC examination candidates are sent an appropriate email notice with information regarding date, time, location and regulations governing examination procedures.

Monitors CEC exams in progress to ensure no cheating and to assist students who have questions.

Ensures all CEC exams have ended properly and results are produced.

Separates any hard copy exam contents into appropriate groupings and sends to markers for marking purposes.

Prepares CEC Licensing exam results and Exam Admission Tickets for submission to the Real Estate Council and Financial Institutions Commission of BC.

Compiles and sends exam grade results to students.

Schedules, delivers and picks up examinations that take place at the Access and Diversity office for students with disabilities who have been provided academic accommodations.

Represents the Sauder School of Business Real Estate Division at scheduled Licensing examinations in the Lower Mainland.

Responsible for registration and invigilation at security sensitive high-stakes examinations based on a thorough knowledge of examination policies and procedures.

Creates monthly exam attendance and statistical reports, as required.

Handles CEC requests for post examination reviews and exam remarking requests; rechecks accuracy of initial grades; forwards examination to internal and or external academic staff for review of grades; ensures post examination review is produced and sent to student.

### General and Additional Duties:

Monitors internal administrative procedures for efficiency and effectiveness making recommendations for process changes where necessary; creates and designs internal reports and makes recommendations to Director or Associate Director for changes in order to improve service.

Monitors students' course and exam selection to ensure program requirements are being fulfilled using knowledge of the Real Estate Council of British Columbia's and Financial Institutions Commission of British Columbia's Licensing and Registration requirements, including inter-provincial and cross-licensing recognition.

Knowledgeable about customer service principles and provides service that is excellent, efficient and accessible. Deals with and defuses customer anger and frustration in emotionally charged circumstances. Receives customer service complaints and resolves complaints or negotiates with senior staff in other areas to remedy the situation when complaints are provoked by service failure.

Liaises with Sauder School administrative units and acts as the Real Estate Division's customer service representative and floor



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warden, providing environmental and health and safety reports, as required.

Monitors the program's general voice mail and e-mail inboxes and answers or directs inquiries appropriately and in a timely and professional manner.

Monitors the program's web site and other external communications for accuracy and potential communication issues, and provides suggestions for content and or procedural improvements related to external communications

Ensures that CEC supplies, such as workbooks, are reordered when necessary, and generally performs shipping and receiving in support of the Shipping Clerk, as required.

Collects and receipts registration, retail purchase, and various course fees from students.

Enters student data on the RED Foxpro student database and maintains student files.

Assists with training and support for new or temporary staff

Other duties as required which are within the incumbent's qualifications and job classification.

Interruptions are an expected part of the work, and re-prioritization and rescheduling is required for work completion. Located at the Real Estate Division, Business Division, Room 247 of the Henry Angus Building.

### **Supervision Received**

Receives general instructions during orientation and on subsequent new projects or upon changes in procedures. Works independently under general supervision.

### **Supervision Given**

Formally trains new staff on work procedures and oversees work of temporary employees.

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

The Computer Examination Centre provides high-stakes examination services to multiple third-party clients. Any registration or invigilation error has severe negative impacts with significant financial results for the programs. Security of information and strict adherence to guidelines and procedures is imperative, but customer service requirements demand some judgment in responding to unusual circumstances (for example, witnessing unusual behaviour indicating possible examination irregularities or identification fraud). This position is expected to exercise initiative and judgment in establishing priorities, carrying tasks through to completion, and recommending appropriate systems or procedural changes to maximize efficiency, security and customer service. This position is a crucial component of the administration of the programs and requires tact and discretion in dealing with client's inquiries and requests. It sets the initial tone and first impression of the student's educational experience in the program and in so doing it upholds the integrity and validity of the licensing examination process.

### **Qualifications**

High School graduation and 1 year post-secondary education. 3 years of related experience or the equivalent combination of education and experience. Computer experience required in general business software (eg., Word, Excel, PowerPoint, Outlook and Fox Pro preferred).

Knowledge of UBC administrative systems is preferred. Knowledge of the various real estate licensing bodies' and professional organizations' entrance and accreditation requirements is an asset. Effective oral and written communication, interpersonal and organizational skills. Ability to use word processing, spreadsheet, database and electronic mail applications at an intermediate level and to operate a normal range of office equipment. Ability to prioritize work, multi-task and meet deadlines. Ability to maintain accuracy and attention to detail and to exercise tact and discretion. Ability to apply policies and procedures in a variety of circumstances. Ability to work independently and in a team environment.

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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:** 17078  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Student Info Support  
**Classification Title:** Student Info Support 4 (Gr7)      **Business Title:** Admissions Coordinator  
**Department:** Undergraduate Admissions  
**Salary:** \$42,072.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-25  
**Job End Date:** 2014-06-30  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-18      **Available Openings:** 1

### Job Summary

The Admissions Coordinator is responsible for the set of activities required to produce complete undergraduate admissions applications that are ready for evaluation, and undertakes relatively straightforward evaluations (Admissions Advisors undertake the more complex evaluations). She also performs activities to facilitate the admissions process and support applicants, including providing complex information to applicants and or their parents, many of whom are not familiar with the admissions process. The Admissions Coordinator also performs activities related to the control of documents and electronic records used in the admissions process. The documents and electronic records arrive in the Admissions office from a wide variety of sources including hard copy mail (which will be converted into electronic image files), EDI and other data files, faxes, e-mails, etc.

### Organizational Status

The Undergraduate Admissions office undertakes admissions on behalf of more than 30 undergraduate academic programs on both the Vancouver and Okanagan campuses. This involves communicating admission requirements to prospective students; processing applications for admission; compiling the information required to assess admissibility and advising students as they progress through the admission process; assessing admissibility; and communicating the outcome of admissions decisions to applicants. The Undergraduate Admissions office receives more than 35,000 applications each year from high school and post-secondary transfer students from BC (about 60% of applicants), the rest of Canada (about 20% of applicants) and countries around the world (about 20% of applicants). In addition to application information, students submit a number of other documents (including transcripts and other credentials) which must be assessed for applicability and authenticity.

Processing and evaluating applications for admission requires simultaneously interpreting and applying policies and procedures (and resolving conflicts and inconsistencies) in four different dimensions: 1) the academic institutions and curricula in which the applicant has previously studied, 2) the applicant's biographical characteristics (particularly as they may affect the admission process), 3) the admission processes and requirements of the UBC programs to which she is applying, which vary by year of entry, and 4) the relative priority or any special instructions assigned to applications from different applicant groups, programs and or sessions. Exercising judgment and applying policy and procedural instructions are therefore inherent to Admissions work. Processing of applications which are straightforward and which permit the consistent application of concrete rules has been automated, which means that the only applications processed by Admissions staff are those that do not fall neatly into categories or for which the application of straightforward rules is not possible.

The Admissions staff is organized into teams, each of which focuses on a particular segment of the prospective student applicant



pool. Team members work collaboratively to deliver the most effective application process possible for the applicant group with which they are concerned. Teams are encouraged by Admissions management to establish their own workflow and priorities, to the extent that this is compatible with larger departmental and University objectives.

Works as part of the Undergraduate Admissions team, and reports to the Manager of Applicant Services. Regularly liaises with faculty and staff from across campus as well as staff from other units within Enrolment Services, prospective students, applicants, students, and the general public.

### Work Performed

Undergraduate Application processing and admission:

- Serves as a member of the Admissions Team and one or more smaller "sub-teams" within Admissions dedicated to particular applicant groups, with the overall goal of assisting in achieving enrolment goals for the university.
- Establishes sub-team work priorities, business processes and procedures to maximize effectiveness. This is done in collaboration with sub-team coworkers and is under the overall guidance of Admissions management.
- Updates applications: Evaluates whether transcripts, test scores and other documents satisfy UBC Admissions document requirements and advises applicants accordingly; this involves authentication of transcripts (and other official documents) to determine whether they are official or fraudulent as well as analysis of the documents to determine whether they contain the information required to make an admission decision (for instance, the number, type and value of particular courses the student has taken and whether they are equivalent to admission requirements and prerequisites for the UBC programs to which the student is applying). Updates applicants' SISC-based application files accordingly.
- Acknowledges applications: interprets incoming electronic application files for completeness and advises applicants of required information to complete the application process; resolves inconsistencies in application files. Processing of routine application with no errors or ambiguities is largely automated and is generally not the responsibility of these staff; communication is often with young adult applicants (or their parents) who are unfamiliar with Canadian post-secondary admissions processes and requirements and whose first language may not be English - this requires the ability to clearly communicate complex admission requirements and processes.
- Evaluation: Makes admission decisions for some applicant groups. Consults with Admissions Advisor or member of Admissions management team regarding particularly unusual or sensitive cases.
- Assesses transfer credit.
- Undertakes background research on course offerings at a variety of institutions; this work is undertaken in support of acknowledging and updating when more information is needed to determine what transcripts and other information should be requested from the student and how the work the student has done at another institution compares with UBC's admission requirements. Interprets and applies results of research to particular files or situations.
- Keeps procedures up-to-date and writes new procedures; procedures are stored on a wiki that is used by all Admissions staff
- Searches SISC for previously entered but "unmatched" transcripts, test scores and other information and, if a match is found, updates applicants' SISC files
- Creates clear and concise transfer credit articulation rules, including formulas (this is subjected to management oversight only if errors are detected); coordinates transfer credit articulation process.

Document Control:

- Sorts all incoming documentation (transcripts, test results, reference letters, immigration documents, correspondence from departments, recommendations for admission, correspondence from students and prospective students etc.) according to category, priority and document process; uses discretion in identifying incoming documentation that should be "fast-tracked" or handled outside of normal procedures
- Scans incoming hardcopy documentation, attaches the electronic images to the appropriate applicant files in SISC and routes to appropriate workflow queues
- Maintains accurate and up-to-date statistics of incoming documentation and ensures documents flow through admissions process in a timely way
- Identifies bottlenecks and other issues affecting the smooth and efficient processing of incoming documentation. Advises the Manager of Applicant Services and other Admissions staff and proposes solutions where possible
- Undertakes periodic purging of outdated documents from storage according to established procedures



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- Fulfills requests for documentation under the Freedom of Information and Protection of Privacy Act
- Logs, files and distributes irreplaceable documents
- Files hardcopy documentation as appropriate; high accuracy is critical
- Locates misplaced documentation and, where this is not possible, contacts issuing institutions for replacements
- Sorts outgoing documentation according to urgency, category, and how and where document must be dispatched.
- Answers inquiries regarding receipt and tracking of documents, and scope and application of applicable policies. Advises departments about document status when necessary.

### Systems work and data analysis:

- Identifies problems with the SISC, AS, SSC, CRM and other relevant systems and forwards to appropriate staff (e.g., Admissions Business Analyst or Student Systems staff), with relevant documentation including required functionality and possible solutions (where appropriate)
- Participates in testing of new or modified information systems (e.g., changes to the online application for admission)
- Undertakes searches and analysis of applicant data according to established procedures and develops new procedures where appropriate

### Enquiries:

- Answers questions from prospective students, applicants, students, the public, and UBC faculty and staff related to admissions, including questions about undergraduate admission requirements or the admission process and specific questions about particular applications
- Explains evaluation decisions that she or he has made to the affected student and or his or her parents or allies
- Answers basic questions related to financial awards, housing and students records; refers more complex questions to appropriate Enrolment Services staff
- Identifies difficult or particularly promising admission cases and brings to the attention of the appropriate Admissions or Recruiting staff. Collects all relevant information before referring case. Proposes solutions strategies to resolve the situation whenever possible.
- Responds to e-mail and phone requests from on-line applicants regarding application procedures and provides assistance to applicants who are using online application, referring enquiries to IT Services or other Enrolment Services staff where appropriate

### Data Entry and Docket Control:

- Enters course and grade information from transcripts to applicant SISC files. High accuracy is critical.
- Enters all data from paper applications for admission into SISC. Checks paper applications for completeness. Follows up for missing information and enters missing information when received. High accuracy is critical.
- Determines whether applicant has ever applied attended previously by searching Student Information System according to established procedures.

Performs other related duties as required. Works in a shared office with individual modular workstation. Workspace has overhead fluorescent lighting, and task lighting. Normal office environment, equipped with PC and telephone.

### Supervision Received

Reports to and works under the general direction of the Manager of Applicant Services. Receives occasional guidance from Admissions Officers.

Works with minimal supervision. Receives detailed instructions on new assignments and is provided with comprehensive and accurate reference materials. Has authority and is expected to act within established policies and procedures. New or unusual matters, technical problems, and any issues which fall outside established policies and procedures are referred to senior staff but staff in this position are expected to fully investigate and document these matters and propose solutions whenever possible.

### Supervision Given



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Assists with the training of new staff, including providing one-on-one training in procedures and development and periodic updating of training and reference materials. Occasionally may oversee the work of student assistants or new staff as required.

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

Exercises judgement to establish sub-team work priorities, business processes and procedures to maximize effectiveness. Evaluates whether transcripts, test scores and other documents satisfy UBC Admissions document requirements and advises applicants accordingly. Interprets incoming electronic application files for completeness and advises applicants of required information to complete the application process; resolves inconsistencies in application files. Makes admission decisions for some applicant groups. Undertakes background research on course offerings at a variety of institutions and interprets and applies results of research to particular files or situations. Creates clear and concise transfer credit articulation rules, including formulas. Uses discretion in identifying incoming documentation that should be "fast-tracked" or handled outside of normal procedures. Advises the Manager of Applicant Services and other Admissions staff of bottlenecks and other issues affecting the smooth and efficient processing of incoming documentation and proposes solutions where possible. Identifies problems with the SISC, AS, SSC, CRM and other relevant systems and forwards to appropriate staff (e.g., Admissions Business Analyst or Student Systems staff), with relevant documentation including required functionality and possible solutions (where appropriate). Identifies difficult or particularly promising admission cases and brings to the attention of the appropriate Admissions or Recruiting staff. Collects all relevant information before referring case. Proposes solutions strategies to resolve the situation whenever possible.

Admissions staff are responsible for guiding students through the admission process which is often complex and lengthy. Provision of inaccurate information can create unwelcome obligations for UBC with respect to the application and evaluation processes, damage UBC's reputation, and discourage qualified applicants from attending UBC. Provision of incorrect information before a student applies may cause a student not to apply or conversely to choose to apply despite not having any chance of being admitted, leading to disappointment and frustration on the part of the student and his/her parents. Similarly, provision of incorrect information during the Admissions process can lead applicants to form inappropriate expectations about whether they will or will not be admitted. Provision of incorrect information concerning admission and or document requirements can result in avoidable delays in application processing and therefore admissions decisions. Because Admissions staff communicate admissions policies and procedures to other UBC staff, inaccurate information provided by an Admissions staff person may be disseminated across campus and outside UBC.

Interactions with applicants and students, other UBC staff including faculty representatives, staff at other academic institutions and the public are largely unsupervised, and tact and professionalism is required at all times. Negative interactions can result in damage to UBC's reputation and discourage qualified applicants from attending UBC. Judgement is required when an issue needs to be referred to another staff person or another office. Inappropriate decisions can result in someone feeling as if they have been "given the run-around" and generally poor service by UBC.

The Admissions Coordinator is expected to exercise judgement and discretion when possible and, when the advice or guidance of a more senior staff person is required, the Admissions Coordinator is expected to provide all relevant information as well as possible solutions when appropriate.

The improper release of confidential information can create liabilities for UBC with respect to its duties under the Freedom of Information and Protection of Privacy Act, damage UBC's reputation, and discourage qualified applicants from attending UBC.

### **Qualifications**

High School graduation and two year post-secondary diploma. With training in office procedures and practices and or basic accounting preferably at the university level. 4 years related experience or the equivalent combination of education and experience. Or three years of relevant UBC experience. Knowledge of the Undergraduate Admissions process and UBC's undergraduate programme offerings preferred. General knowledge of curricula, articulation, transcripts and grading systems for high schools and post-secondary institutions. General knowledge of the structure and organizations of higher education in Canada (other



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post-secondary institutions, educational systems of BC and the other provinces, key organizations like the BC Council on Admissions and Transfer) Ability to participate actively in team meetings and staff meetings and ability to work well and effectively in teams. Ability to make presentations and speak in public an asset. Demonstrated ability to efficiently and effectively solve problems. Proven multi-tasking skills; ability to work under pressure, to handle heavy volumes during peak periods, to meet demanding deadlines, and to work accurately with frequent interruption. Strong attention to detail. Ability to prioritize; strong organizational skills and time management skills. Knowledge of standard academic terminology, and an understanding of undergraduate education. Ability to read and comprehend from a variety of resources. Ability to answer wide variety of questions in clear and concise language. Strong intercultural communication skills. Ability to effectively deal with upset or irate clients. Ability to exercise tact and discretion. Ability to use good judgement. Excellent knowledge of word processing, spreadsheet, e-mail software and Internet navigation tools. Able to work competently with University systems such as the Student Information System (SIS), Student Information System Centre (SISC) and Admissions System (AS). Minimum typing speed: 50 w.p.m.

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## Job Posting

**Job ID:** 17082  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Student Info Support  
**Classification Title:** Student Info Support 4 (Gr8)      **Business Title:** Student Info Support 4 (Gr8)  
**Department:** Student Housing  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-02      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-18      **Available Openings:** 1

### Job Summary

Coordinates the assignment of the year round residence properties such as Marine Drive, Thunderbird and Fraser Hall as well as summer housing in Fairview Crescent. Also responsible for the assignment of early arrivals to the winter session residences. Co-ordinates the processing of all applications, and compiles and maintains complex waiting lists. Supervises the processing of all verbal and written inquiries concerning these properties. Co-ordinates the processing of all billings and payments, and then follows up on all rental arrears. Organizes the workflow needed to maintain full occupancy in all properties. Reconciles rent and damage deposit accounts where necessary. Initiates student status (registration) checks and takes appropriate measures to ensure residents comply with UBC residence contracts. Interprets housing policy and procedures as they apply to resident problems and in resolving disputes and stressful situations. Supervises all e-mail, telephone and reception counter services. Reviews and amends both procedures and forms currently in use to improve operating efficiency. Administers the residence contract between students and UBC.

### Organizational Status

Reports to the Manager, Residence Admissions and Assignments

### Work Performed

- Coordinates the assignment of rooms and units for year round and summer housing to qualified applicants and ensures eligibility criteria are met.
- Co-ordinates all contract offers, renewals and transfers for year round properties.
- Co-ordinates the processing of all rental payments. Ensures payments are collected and processed, sent to Financial Services or the bank, and then recorded in accounts database. Follows up on all rental arrears and makes appropriate decisions to terminate contracts for non-payment. Processes all credit card batches. Processes all refund batches.
- Co-ordinates processing of applications for year round and summer properties according to the department's priorities and policies. Analyses the impact of these policies and makes recommendations for changes. Supervises the residence waiting lists for year round properties. Coordinates the transfer application process. Co-ordinates the handling of written and verbal inquiries for applications and information.
- Follows up on all rental arrears (approx. 10-15% of monthly rental income) and delivers progressive reminder letters and contract termination notices when necessary. Investigates information received regarding violations of eligibility criteria and takes appropriate action.



- Oversees all inquiries regarding resident problems and complaints with rent billings etc. and contract conditions. Uses discretion in resolving problems and situations. May be involved in handling various crises.
- Terminates residence contracts upon departure and makes appropriate adjustments to accounts. Assists with the development of new computer systems to enhance service to clients or to better manage the residence properties.
- Reviews and files all monthly reports. Produces monthly statistics on vacancies, turnover, rental arrears and waiting lists.
- Calculates final billing charges for clients who have ended their contract. Sends notification with final amount owing to vacated residents still in arrears. Supervises collection of outstanding accounts from vacated residents, and sends appropriate cases to collections. Places residents on financial hold if they have significant arrears.
- Reconciles all rent accounts monthly.
- Receives NSF notifications from Financial Services. Notifies residents and follows up on receiving payment.
- Communicates with other divisions such as maintenance, building services and the front desk to ensure smooth admission of residents. May be required to contact residents during service interruptions during renovations and repairs.
- Initiates student registration check regularly and follows up on all residents who do not meet the eligibility criteria.
- Supervises the maintenance of all residence files.
- Maintains inventory of all housing forms and orders when necessary. Initiates and co-ordinates amendments and changes to forms as needed.
- Is initial contact for all appeals for priority access or special services, contract exemptions and eligibility issues.
- Sends contract termination notices to residents as required and follows up with contract termination process.
- Provides references to outgoing residents.
- Contacts residents about alleged contract violations (illegal sublets).
- Responds to all appeals for priority assignment consideration.
- Participate in annual review of assignment and contract documents and all online application and contract offer screens and documentation.
- Performs yearly job evaluations of support staff.

### **Supervision Received**

Reports to the Manager, Residence Admissions and Assignments.

### **Supervision Given**

Position involves a great deal of independent decision-making and requires a high level of initiative, tact and judgement. Supervises at least two full-time Student Information Support 3 positions as well as a Student Information Support 1 or 2 clerical support staff during the summer months. Initiates requests for short-term temporary assistance as workflow demands, and then directs and supervises their work. Is required to supervise the support staff (up to 5) of other support staff while their supervisors when they are on leave.

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

Error will result in the loss of revenue to the department, double bookings of units or loss of credibility and trust.

### **Qualifications**

High School graduation and two year post-secondary diploma. General accounting courses with strong background in UBC Financial Management Information Systems processes. 4 years related experience or the equivalent combination of education and experience. Preferred 5 to 6 years office experience, with relevant accounting experience and strong communication skills. Credentials in a recognized property management program or related experience are desirable. Ability to delegate work and supervise Word processing, operating all office equipment, computer basics and accounting skills Ability to work independently and use initiative and judgement in problem-solving and dealing with crises. Ability to organize workflow and meet deadlines Proven communication skills are required when dealing with tenants who are under a lot of pressure (i.e. financial, family, academic).



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### Job Posting

**Job ID:** 16203 (Repost)  
**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 4 (Gr8) **Business Title:** Monograph and Serial Orders Supervisor  
**Department:** Library - Technical Services  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-08-19 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-12-01 **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

Assists the Monograph and Serials Coordinators in all aspects of ordering and invoice receiving for non-Asian library resources, including monograph firm and approval materials as well as continuing resources in all formats. Supervises and oversees the non-Asian order invoicing production work performed in Central Technical Services (CTS). Completes EDI ordering and invoicing transactions via FTP servers and within the ILS. Resolves complex order, invoice and cancellation problems. Provides training and documentation related to orders and invoice receiving. Acts as back up to Monograph and Serials Coordinators, and Continuing Resources Orders Assistant.

### Organizational Status

Works under the general supervision of the Monograph and Serials Coordinators. Works in collaboration with senior Technical Services team members. Supervises ordering and invoicing production staff within Central Technical Services and provides functional supervision to order invoicing staff throughout the library system. Consults selectors and other staff as necessary. Works directly with vendors to place orders and resolve fulfilment or payment problems.

### Work Performed

1. Supervises, trains and coaches ordering and invoicing staff in current and emerging work assignments: e.g. firm and approval monograph processing, continuing resources invoicing and receiving, YBP Fast track.
2. Participates in the planning, coordination and scheduling of all work connected with the ordering, receipt and payment of non-Asian resources in Central Technical Services Liaises with the Monograph Coordinator and Serials Coordinator on daily control of acquisitions workflows.
3. Deals with vendors on a regular basis by solving problems with orders and invoices, investigating incomplete shipments, claiming missing material, returning defective materials, and other troubleshooting activities required to get the material ordered, including recording the results of that correspondence and relaying information to appropriate staff as needed.
4. Processes orders for new print and electronic resources; follows-up until they are received or cancelled.



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5. Facilitates EDI ordering and invoicing transactions within the ILS and assists with monograph and serial invoice and credit processing as required.
6. Reviews metadata supplied by vendors for accuracy and suitability; corrects errors and performs record enhancements as required.
7. Resolves order and payment problems contributing to the interruption or delay in access to online resources.
8. Responds to inquiries, problems and disputes brought forward by staff and vendors. Resolves problems or refers to supervisor as necessary.
9. Acts as back-up to Monograph and Serials Coordinators, and Continuing Resources Orders Assistant.
10. Interprets and ensures compliance with organizational rules, policies and procedures.
11. Participates in the development of CTS policies, projects and procedures.
12. Participates in the development and provision of system-wide staff training related to ordering and invoicing.
13. Assists in the consolidation of orders with contracted vendors (YBP and EBSCO) and consortia partners .
14. Completes order cancellations including vendor notification, ILS file maintenance and selector confirmation.
15. Participates in the on-going maintenance of the Library's online processing files, including the creation of documentation and updating of CTS web based services and tools (Shared drives, Confluence, website, blog etc.)
16. Advises in the development and implementation of system improvements related to Acquisitions records and reports. Troubleshoots and or identifies problems with new or revised software including vendor platforms.
17. Participates in maintenance of the vendor file, including setting up new vendor records and modifying existing ones.
18. Provides input and makes recommendations for recruitment and selection of staff and or students.
19. Represents the unit at library committee meetings and reports changes in policies and procedures to Supervisors.
20. Performs other duties related to the qualifications and requirements of the job.

### **Supervision Received**

Reports to the Monograph Acquisitions Coordinator in relation to monograph workflows. Reports to the Serials Coordinator in relation to serials workflows. Position is accountable to the Serials Librarian who conducts performance reviews in consultation with Coordinators.

### **Supervision Given**

Supervises, trains and coaches CTS ordering and invoicing staff (3 FTE). Gives functional supervision to all classifications of staff regarding order and invoicing processes and data integrity.

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

Performs duties independently under minimal supervision. Makes decisions in accordance with broadly established guidelines,



library and university policies and procedures, requiring initiative to complete them independently. There are a variety of job tasks requiring on-going prioritization. Unusual or major problems are referred to reporting Coordinators in a timely manner. Good judgement is required in knowing when to refer an issue. Failure to place and receive orders invoices promptly could result in the collections budget being misspent and inhibit effective, timely access to the scholarly resources required by our University community. Problems in staff training and supervision may result in loss of productivity, inefficiencies and low staff morale.

### **Qualifications**

High School graduation and two year Library Technician diploma. 4 years relevant experience or the equivalent combination of education and experience. Familiar with and experienced in the use of the Library's commercial automated system. Knowledge of more than one major function of the Library. Must be familiar with the standard cataloguing rules for entry and bibliographic description. Must be able to work with invoices and financial statements and to interpret them. A reading knowledge of one or more foreign languages is an asset. Ability to effectively recruit, train, supervise, and motivate employees. Ability to effectively use word processing, spreadsheets, database applications at an advanced level (MS Office and Voyager preferred). Ability to maintain accuracy and attention to detail. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to deal with a diversity of people in a calm, courteous, tactful and effective manner. Ability to work effectively independently and in a team environment. Ability to exercise sound judgment. Ability to coordinate the work of other staff and meet deadlines.

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## Job Posting

**Job ID:** 17100  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level A **Business Title:** Financial Coordinator  
**Department:** Fac Med Financial Services  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-01 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-20 **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 cluster portfolio comprises 6 to 10 departments in FoM totaling \$100 to \$150m in annual expenditure. The cluster finance team provides financial, budget and reporting services to all departments in the cluster.

The Financial Coordinator is one of several M&P positions in a cluster finance team, reporting to the Cluster Lead (Associate Director, or Director Compliance), with a dotted line reporting relationship to the administrator, Medical Genetics for department specific issues.

This position will be responsible for performing and providing backup and support for all core accounting functions of the cluster, with a primary responsibility for the accounts receivable function and for support to researchers for their finances. The financial officer will work closely with the financial accounts manager of the team (Level B) to ensure that all transactions are correctly recorded, and that all accounts are monitored and reconciled. The position will also engage with the work of the Budget Officer (level C) as needed.

### Organizational Status

The Faculty of Medicine's financial structure is cluster-based. A cluster of Departments and or Academic Units form a portfolio which is supported on financial matters by an Associate Director or Director, Finance, and a team of finance staff. Each cluster finance team serves 6 to 10 departments and centres and has a budget of approximately \$100m to \$150m. Staff in cluster finance teams may be located grouped in a team setting, or in a department, and work together to ensure the finance needs of the departments in the cluster are met.

The Faculty of Medicine is an operation with an annual consolidated budget exceeding \$600 million including operating funds, endowments and research funds of over \$300 million or more than 50% of UBC total research. The Faculty is the largest and most complex at UBC with an intensive curriculum and research portfolio delivered by more than 600 fulltime, and over 3500 part time and clinical faculty members and 1800 staff within 19 basic science and clinical departments, two professional schools, and twelve Senate approved centres as well as related research institutes. With the expansion of the Faculty's MD undergraduate and postgraduate medical residency programs across the province of British Columbia, the Faculty now has three additional academic educational sites at the University of Victoria (UVic), the University of Northern British Columbia (UNBC) and UBC Okanagan (UBCO) as well as clinical instruction sites established through affiliation agreements with all provincial health authorities covering



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over 100 health care delivery facilities throughout the province.

### Work Performed

Accounts Receivable and cost-recovery

- Coordinates and oversees all accounts receivable activities (e.g. invoice generation, collections, dispute resolution, and accounts receivable management) for the Cluster, including supervising financial processing specialists in the generation of invoices and recording of revenue and in basic reconciliations
  - Monitors and reconciles complex PGs to various accounts receivable sub-systems
  - Reviews A R financial reports to identify potential issues and resolves issues with Administrators, Department Heads, and external clients such as Health authorities
  - Develops and prepares professional fee income reports
  - Develops annual financial reports and variance analysis
  - Develops and prepares budgets for PeopleSoft budget for fee for service accounts involving APP, salary and benefit and patient care recoveries
  - Directs and oversee department submission of MSP billings and recoveries from the Ministry of Health and other third party billings
  - Monitors and manages the outstanding accounts receivables in the various systems, by generating and reviewing aging reports (system generated or manually prepared)
  - Prepared monthly status reports on the outstanding accounts, and recommends course of action for all delinquent accounts
- General financial management and research support
- Working with, and providing backup for, the Financial Accounts Manager for the cluster, reviews expenditure transactions for completeness and correctness, approves and posts them in FMS (and is FMS certified to do so); monitors and reconciles expenditure accounts; guides and trains staff in expenditure and accounts payable policy; takes part in spot audits and checks.
  - Finalizes month and yearend transactions including accruals and ensure that financial statements accurately reflect the finances of the departments of the cluster.
  - Provides guidance to Principal Investigators and other research staff on financial rules and policies relevant to their grants and contracts; reviews transactions to ensure compliance with research-agency policies and procedures; monitors spending levels in research PGs and provides PIs with budget and financial information and forecasts enabling them to manage their accounts.
  - Takes part in requirements gathering, analysis, design and testing to develop improved accounts receivable and other financial systems
  - Designs and implements new or modified financial management systems as needed to meet operational requirements
  - Develops and implements appropriate internal control and budgetary systems
  - Manages service contracts and user programs
  - Documents and maintains procedural and training guidelines for accounts receivable and other accounting functions
  - Working with and providing support to the Budget Officer, prepares comprehensive financial reports and forecasts.
  - As a member of a cluster finance team, provides excellent customer service in the financial area to the departments of the cluster, including acting as a focal point for one or more departments and their staff, and providing comprehensive financial services to them.
  - As a focal point for one or more departments, has a detailed understanding of that department's budget and finances, and is able, with the guidance of the budget officer where necessary, to provide support and suggestions for all types of financing issues including how to finance new or continuing hires.
  - As a member of a cluster finance team, ensures that the work of the team is accomplished in a timely fashion and that deadlines and service agreements are met.
  - Performs all other related duties as directed by the cluster lead

### Supervision Received

Works independently in a team setting with other financial coordinator(s) and the budget officer of the cluster team. Reports to the cluster lead (Associate Director or Director of the cluster team), with a dotted line reporting relationship to the Administrator, Medical Genetics for department specific issues



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### **Supervision Given**

Provides guidance and gives instructions to financial processing specialists in accounts receivable, accounts payable and reporting functions.

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

The impact of error in this position is very high because the results of the information prepared by the position could affect the amount of future funding provided by the Ministry of Health as well as damage the relationships with the funder and cause the funder to lack confidence in the Faculty's ability to manage funds.

### **Qualifications**

Undergraduate degree in a relevant discipline and Completion of one year in an accredited accounting program (CGA or CMA or CA).

Degree in financial management preferred. Minimum of two years experience or the equivalent combination of education and experience. Experience in a similar role in a large complex organization.

Experience in dealing with internal and external stakeholders.

Experience with Microsoft Office programs, with advanced knowledge of Excel.

Experience with FMS or other ERP system.

Experience with UBC financial systems and policies and procedures preferred.

Experience working with people at senior levels and other professionals.

Experience working with different computer systems, accounts receivable systems in particular.

Experience in fund accounting, financial control and policy interpretation.

Experience working with large enterprise systems. UBC FMS certification will be required. Ability to work in a fast-paced multicultural environment. Ability to effectively use financial software applications at an advanced level. Ability to analyze problems, identify key information and issues and effectively resolve. Ability to analyze and reconcile accounts and to resolve discrepancies. Ability to perform complex analyses. Ability to prepare financial reports. Ability to apply generally accepted accounting principles in an appropriate manner. Ability to work effectively under pressure to meet deadlines. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous and effective manner. Ability to exercise sound judgment. Ability to maintain accuracy and attention to detail. Ability to be organized as this position manages large volumes and a wide variety of tasks. Familiarity with medical billing systems.

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## Job Posting

**Job ID:** 17066  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level C **Business Title:** Budget Officer  
**Department:** Fac Med Financial Services  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-09 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-19 **Available Openings:** 1

### Job Summary

A cluster portfolio comprises 6 to 10 departments in FoM totaling \$100 to \$150m in annual expenditure. The cluster finance team provides financial, budget and reporting services to all departments in the cluster.

This position manages the budget functions of the Dean's Office, reporting directly to the Director, Finance and Compliance and will help guide the work of the team as a whole. The C level budget officers in each cluster will form a cross-Faculty team, working together to prepare and consolidate the budgets of the Faculty as a whole.

### Organizational Status

The Faculty of Medicine's financial structure is cluster-based. A cluster of Departments and or Academic Units form a portfolio which is supported on financial matters by an Associate Director or Director, Finance, and a team of finance staff. Each cluster finance team serves 6 to 10 departments and centres and has a budget of approximately \$100m to \$150m. This position will be located at the Point Grey campus to work with the Cluster 3 Point Grey team the finance needs of the Dean's Office units in Point Grey location are met.

The Faculty of Medicine is an operation with an annual consolidated budget exceeding \$600 million including operating funds, endowments and research funds of over \$300 million or more than 50% of UBC total research. The Faculty is the largest and most complex at UBC with an intensive curriculum and research portfolio delivered by more than 600 fulltime, and over 3500 part time and clinical faculty members and 1800 staff within 19 basic science and clinical departments, two professional schools, and twelve Senate approved centres as well as related research institutes. With the expansion of the Faculty's MD undergraduate and postgraduate medical residency programs across the province of British Columbia, the Faculty now has three additional academic educational sites at the University of Victoria (UVic), the University of Northern British Columbia (UNBC) and UBC Okanagan (UBCO) as well as clinical instruction sites established through affiliation agreements with all provincial health authorities covering over 100 health care delivery facilities throughout the province.

### Work Performed

- As the expert in corporate information systems, plans and develops the annual budget and reporting processes for the cluster team, and for the Departments in the cluster.
- Enhance, evolve and develop reporting tools and information delivery processes through various process improvement initiatives



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and provides project leadership in working groups to do so. Using a high level of excel skills and knowledge of FMS, Integrated reporting, Hyperion and other systems, can drive best practices and innovative reporting to design new processes and systems that link the various accounting systems to improve strategic and operational decision-making.

- In consultation with department and unit heads, evaluate, manage and report on all variances to budget, providing business reasons and where applicable recovery plans for unfavorable variances.
- Manages the monthly or quarterly projections for departments and units within the Dean's Office. Identifies risks and resolves issues.
- As a member of the Faculty budget team, composed of other budget officers in other cluster teams, accountable for the development and the delivery of the tools, models and guidelines for each year's annual budget process, including costing, position budgeting, and other templates. Develops the standard reporting to be used for comparison across departments.
- Develop and lead the preparation of the annual budget, forecast and 5 year plans for the cluster by ensuring consistent assumptions, guidelines and practices between departments and within the Faculty as a whole.
- Provides strategic support to departments and units within the Dean's Office by critically evaluating and building different budget models such as the alternative funding plan, activity based budgeting, using complex models and performing detailed "what if" scenarios and sensitivity analysis. As part of the budget process, collaboratively works with departments on various funding arrangements and cost sharing agreements with external funding partners such as health authorities, ministry of health APP branch, foundations, and other external partners.
- In conjunction with departments and division leaders, develops complex financial plans that link strategic plans for multiples divisions within a department, or for multiple program areas.
- Provides professional financial advice and recommendations to department and division heads in the areas of financial management, including revenue generation.
- Supports costings for new hires, projects, programs and initiatives by evaluating funding requirements and availability and preparing complex cost-benefit and risk analysis to support new initiatives
- In conjunction with department and divisional heads, develop performance measures for the different programs to evaluate their effectiveness and sustainability. Uses financial tools and modeling to evaluate the success of individual programs or activities and to advice on ways to ensure these are sustainable.
- Develops and maintains relationships with representatives of various departments (i.e. Dean's office, UILO, RTA) and external organizations such as health authorities, foundations, ministries, etc. in facilitating the exchange of information, advising of various accounting policies and related matters, and resolving any payment or funding issues.
- Administers and tracks the Dean's commitments and provides recommendations on funding and sources for the Dean's Office. As part of the oversight of the Dean's Office budget, assesses the feasibility of supporting Faculty requests for funding allocations.
- Provides support and guidance to other staff in the cluster finance team, both CUPE and M&P on reporting and financial data analysis.
- Advises the Associate Director on issues requiring more serious attention, and supports the Director's work with the Department Heads. Acts as backup to the Director when required.
- As a member of a cluster finance team, provides excellent customer service in the financial and budget area to the departments of the cluster, including acting as a focal point for one or more departments and their staff, and providing comprehensive financial services to them.
- As a focal point for one or more departments, has a detailed understanding of that department's budget and finances, and is able to provide support, suggestions and advice in great depth for all types of financing and budgetary issues.
- As a member of a cluster finance team, works collaboratively to ensure that the work of the team is coordinated and accomplished in a timely fashion and that deadlines and service agreements are met.
- Performs all other related duties as directed by the cluster lead.

### **Supervision Received**

Cluster Lead, Director Finance & Compliance, of Cluster 3.

### **Supervision Given**

As the senior member of the cluster finance team, works closely with and guides the other members of the team in all aspects of the financial processing, in particular, budget management and development, forecasts, and reporting. The position will supervise





two Financial Processing Managers, one specific to MedIT, and an Accounts Receivable Manager. Works closely with departmental administrators and provides information and guidance to them in budget and financial areas, as well as to Heads of the departments. Works independently to meet Faculty deadlines and guide others in doing so. Supports the cluster lead in managing the needs of the departments of the cluster.

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

This financial management of the cluster and especially the Dean's Office is critical for enabling the units to sustain it financially and meet its strategic objectives. The impact of error in this position is very high because the results of the information prepared or provided by the position could affect the decisions made by a Department or Unit Head or the Dean. Errors could result in poor financial decisions and misallocation of resources, resulting in an adverse impact on a Department's or unit's budget and relationship issues with the multitude of stakeholders to a Department. As this position advises departments, schools and centres throughout the Faculty, errors could have a significant impact throughout the Faculty.

The accountability of this position requires the incumbent to deal effectively with the appropriate personnel, both professional and non-professional, at all such levels of involvement and responsibility, both within and outside the University.

### **Qualifications**

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). University degree in financial management, business administration, economics, commerce or accounting preferred. Minimum of five years experience or the equivalent combination of education and experience. Experience in fund accounting, budgeting and management of accounting systems.

Experience in financial analysis and budget management.

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

Experience managing staff and ideally working in a team or virtual team setting.

Experience working with different computer systems.

Financial management experience with the ability to analyze and synthesize financial information.

Experience with UBC financial systems, research operations and Supply Management procedures including FMS, EBOS, HRMS and Hyperion. UBC FMS certification will be required. Ability to develop and monitor complex budgets. Ability to manage complex financial matters and perform complex analysis. Financial management skills; including strategic and multi-year planning, forecasting, budgeting, oversight and report preparation. Knowledge of and ability to utilize principles, methods, techniques and systems of financial management. Ability to develop, apply and adjust financial plans to attain objectives. Ability to manage staff performance by establishing standards and goals, evaluating performance, providing feedback and taking corrective action. Comfortable working with senior management. Able to communicate financial concepts to non-financial managers and scientists, as well as to guide and mentor financial staff at different levels. Demonstrates good judgment and initiative in decision making and in resolving complex financial problems not clearly covered by guidelines. Ability to analyze and interpret data, determine implications and provide recommendations. Ability to apply generally accepted accounting principles in an appropriate manner. Comfortable working in a fast-paced multicultural environment. Advanced Excel user, comfortable with pivot tables and other analytical tools. Thorough knowledge of UBC administrative policies, procedures and guidelines. Strong administrative management skills with a demonstrated ability to take initiative. Strong organizational and analytical skills, good problem solving and conceptual skills. Ability to work independently under minimal direction using sound judgment and decision making skills and in a team environment. Must be flexible and work well under pressure to meet deadlines and be able to prioritize a varying number of tasks and must be able to demonstrate a high degree of accuracy. Knowledge of University, Hospital and Health Authority accounting systems. Effective oral and written communication and interpersonal skills. Ability to exercise judgment, tact, discretion and confidentiality in all matters and to maintain effective working relationships with internal and external contacts. Knowledge of contracts, government and UBC policies and regulations, grant administration and procedures related to finance, payroll and audit.

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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:** 16669 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level C **Business Title:** Revenue Monitoring Manager  
**Department:** Mining Engineering  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-10-15  
**Job End Date:** 2017-10-14 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-11-21 **Available Openings:** 1

### Job Summary

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

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

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

### Organizational Status

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

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

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

### Work Performed

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



international travel.

### Planning, Budget and Control

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

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

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

### Financial Reporting

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



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

### Accounting

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

### Administration

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

### Supervision Received

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

### Supervision Given

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

### Consequence of Error/Judgement

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

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

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

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

### Qualifications



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

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

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

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:** 17035  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level H **Business Title:** Director, Financial Reporting  
**Department:** Fincl Rprtng & Revenue Acctng  
**Salary:** \$90,789.00 - \$113,487.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-02 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-28 **Available Openings:** 1

### Job Summary

The Director, Financial Reporting provides leadership, strategic direction and guidance for the University's external Financial Reporting portfolio. This position is responsible for the overall effective reporting of all university financial data including operating, capital, endowment and ancillary enterprise transactions. Current annual budget of UBC totals \$2.0 billion in revenue with in excess of four million transactions recorded annually. Total assets are over \$4.2 billion.

The Director will lead, develop and maintain a strong and motivated team that is accountable for Financial Reporting and Revenue Accounting. Responsible for providing coaching, mentorship, consistent performance management, and career path development in order to achieve the goals and objectives of the University.

### Organizational Status

Directly reports to the University Comptroller. The Director is a senior level position and an integral part of the overall financial leadership team. The Director provides managerial oversight and leadership responsibility for 8 direct reports. The Director liaises with other Directors in the Finance, Resource, and Operations portfolio as well as with senior faculty, staff and partners internal and external to the University.

### Work Performed

1. Accountable for ensuring all significant transactions, transaction processes and relevant agreements are accounted for in accordance with Canadian public sector accounting standards and standards set by the Canadian Association of University Business Officers (CAUBO). Accountability includes overseeing the production of financial statements and accompanying reports which will be approved by the Board of Governors and submitted to the Office of the Comptroller for inclusion in the financial statements for the Province of British Columbia. Reports are used for analysis, decision making and are reviewed internally by the Board of Governors, senior management and by departments and are used externally by university granting agencies, donors, government, key stakeholders, and by concerned citizens.

2. Scope of responsibility spans five major funds (Operating, Sponsored Research, Capital, Endowment and Specific Purposes) plus affiliated related organizations such as UBC Properties Trust, UBC Foundation, American Foundation for UBC, TRIUMF, WCUMSS, Great Northern Way Campus Trust, and UBC Investment Management Trust Larger ancillary operations include Bookstore, Student Housing and Hospitality Services, and Athletics and Recreation. These related entities produce their own financial statements which then must



be consolidated into the parent entity (UBC) and included in the consolidated package produced for the Board of Governors and government. Consolidating financial statements can be quite complex from a technical accounting perspective as related party transactions must be eliminated and specific accounting standards must be followed depending on the legal structure of the entity being consolidated. This position is accountable for setting the accounting standards across the entire consolidated entity which includes all areas listed above.

3. Leads and finalizes the overall presentation of quarterly and annual financial statements of the University by guiding a team of qualified accountants through the phases of preparation, verification and analysis. The resulting statements are then presented to various groups including the Board of Governors, senior management and the Province of British Columbia.

4. Responsible for audit liaison and audit responses for both internal and government audits. This involves working directly with our external auditor (KPMG). Activities include reviewing UBC's policy and procedures with the auditors, researching and answering audit queries and responding to any perceived weaknesses identified. Findings of the auditors are typically reported to the Board of Governors and to the external organization requesting the audit. The form of the report could include a report on audit findings and control weaknesses or it could be a bill for payment (as is the case with revenue audits).

5. Responsible for ensuring internal financial controls, policy and procedures for capital, endowment and financial reporting. Continuous review of controls to ensure they maximize efficiency and that they satisfy all regulatory and reporting requirements. Constant communication of all policies and changes to those policies to the campus community to ensure compliance. Prepare and present training sessions on "Understanding Financial Risks and Internal Controls".

6. Accountable for the successful operation of the Revenue Accounting department. Provide direction and leadership to the team in order to meet the objectives of the function, to ensure completion of all accounting entries for all incoming funds for the University. Oversee that adequate controls are in place to safeguard the University's funds.

7. Consults and leads discussions with faculties and departments to identify, analyze and resolve financial management and reporting issues. To maximize the use of existing tools, such as PeopleSoft nVision, Query and FMS nQuery, and assist in the development of new tools to better meet the needs of the user.

8. Advise senior university personnel on the impact of major business decisions to the financial statements and bottom line of the university. Normally this involves advising the VP Finance, Resources and Operations and the Comptroller as to how a large item will flow through the financial statements and what impacts it will cause. Assess the impact of proposed externally mandated changes on the financial operations and reporting of the university.

9. Lead the implementation of required financial changes due to government legislation or changes in public sector accounting standards. This position will provide leadership in the implementation of changes required to ensure the University's statements comply with any new accounting standards and will be responsible for redefining reports and the underlying information system structures to support all required external reporting and the training of key finance staff on public sector accounting.

10. Represents the Financial Reporting Portfolio on senior University committees and task forces, inter-University committees and associations, and government bodies related to financial reporting (NUBO, CAUBO, Payment Card Industry (PCI) Working Committee, Personal Information etc.). As well as other external organizations and corporations. Supports the VP Finance, Resources and Operations and the Comptroller at meetings of the Board of Governors, Audit Committees and Senate meetings.

11. Provide leadership in the endowment accounting area. Current market value of the endowments of the University are approximately \$1.0 billion. This department is accountable for the accounting records of three thousand deeds entrusted to the university, as well as ensuring that fiduciary responsibilities over expenditures are being monitored. The endowment area has a number of challenges including monitoring significant underwater accounts and is accountable for the proper implementation of the endowment management policy #113.





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12. Responsible for capital accounting at the University. Currently, in excess of \$1.5 billion worth of capital projects are being undertaken with additional projects planned. This position is responsible for policy development, overseeing the maintenance of accounts, consolidating construction costs from entities such as UBC Properties Trust, and assisting in the completion of the capital projects update report for the Board of Governors.
13. Review semi-annual (Dec 31 and Mar 31) financial statements prepared for Killam trusts and support Comptroller by attending meetings with Killam trustees
14. Accountable for daily authorization of all University bank wire transfers and stop payments on HSBCnet (HSBC's on-line banking application)
15. Responsible for accurate and timely external reporting, such as the CAUBO report, Financial Information Act (FIA) report, and the University tax returns (Canadian and US). Responsible for reporting the University's financial statements in accordance with US GAAP as required by regulation.
16. Performs other related duties as required.

### **Supervision Received**

Reports to the University Comptroller. Works under broad direction.

### **Supervision Given**

This position provides strategic leadership, supervision and expertise to 8 direct management reports. Hires, trains, evaluates and disciplines.

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

Accounting errors could cause serious inaccuracies in the University's records perhaps resulting in errors in the financial statements. Financial statement errors could lead to incorrect decisions by the executive and the Board and could damage the reputation of the University, adversely affecting its ability to raise funds. Due to the senior level of this position, the decisions or recommendations made will have a significant effect on University standards, operations and finances. Ineffective systems may result in errors, delays and costs to users.

### **Qualifications**

A postgraduate university degree in Finance or Business Administration and a professional accounting designation preferred. Completion of an accredited accounting program (CA or CGA). Over ten years experience at a senior finance level in a complex organization, with several years' senior financial planning, systems development, business process reengineering, and budgeting and control experience.

Experience in a university environment and or private public sector. Plus systems experience culminating at a senior management level. Financial computer system development, policy analysis, writing management reports and assessing the adequacy of internal controls, engagement with senior levels of management in an organization. Effective interpersonal and communication skills. Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support. Ability to work within strict deadlines. Excellent written and oral communication skills and skills in problem identification and analysis. Knowledge of PeopleSoft preferred.

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



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



## Job Posting

**Job ID:** 16955  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level H **Business Title:** Facilities Mngr Maintenance Safety&Sustainability  
**Department:** Athletics and Recreation  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-09 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-19 **Available Openings:** 1

### Job Summary

Is responsible to plan, implement and coordinate projects, building maintenance and safety protocols for select facilities managed by UBC Athletics and Recreation: including initially the UBC Aquatic Center, War Memorial Gymnasium and Student Recreation Center. Maintains good relationships with facility managers, coaches, REC managers, facility users and students to resolve complaints and issues related to facilities managed by UBC Athletics and Recreation. Works closely with the RMS (Risk Management Services) department to develop, update and manage Health and Safety policies.

Works in an office environment, but occasionally travels between buildings to perform inspections of facilities or to meet with colleagues within the properties managed by UBC Athletics and Recreation. Is required to wear appropriate business dress. Flexible hours, including occasional weekends, are required.

### Organizational Status

Reports to the Senior Facilities Manager. Maintains positive, close working relationships with all facility managers especially with the Senior Manager, Programs and Operations, UBC Aquatic Centre Manager.

### Work Performed

- 1) Arranging for all aspects of building maintenance such as renovations, projects and housekeeping, using input from departmental managers. Assembles specifications, drawings and cost estimates. Manages general building maintenance for select buildings managed by UBC Athletics and Recreation including initially: UBC Aquatic Center, War Memorial Gymnasium and the Student Recreation Centre.
- 2) Oversees procedures and maintenance relevant to pool chemistry in the UBC Aquatic Centre.
- 3) Oversees and implements all safety protocols including: work safe standards, participant safety, facility safety plans, policies and training.
- 4) Checks to ensure that work is completed in accordance with requirements and specifications.
- 5) Works closely with and supervises custodial staff for associated facilities
- 6) Works closely with Building Operations on associated maintenance
- 7) Manages risk management requirements and protocols for select UBC Athletic facilities.
- 8) Is responsible to ensure that all employees work in a correct, safe manner, and are trained in regard to all necessary safety and environmental regulations, standards, practices and procedures.



- 9) Manages processes in place to safeguard master keys or other keys controlled by the Facilities division, and that building security systems are promptly maintained, and provide reasonable protection for residents, guests, visitors, staff, and the university's assets from both fire and theft.
- 10) Provides leadership and guidance on policies, procedures, guidelines and standards on Operational Health and Safety procedures and protocols.
- 11) Identifies and documents patterns in reoccurring issues related to facilities, services and event coordination. Assesses and develops approaches for standardized processes, work flow and issues resolution. Resolves complex and sensitive issues on a regular basis.
- 12) Provides input and advice in the development and implementation of new and existing policies, procedures and guidelines related to health, safety, maintenance and custodial.
- 13) Provides valuable input and advice towards the management of facilities and services by participating in the monthly athletics facilities team meeting.
- 14) Has a thorough knowledge of the complex policies, procedures, guidelines, standards, protocols, work flows and systems used for maintaining facilities.
- 15) Coordinates efforts related to Climate Change Action Plan and identifies opportunities for Facilities to improve all aspects of sustainable operation.
- 16) Manages and executes the UBC Athletics sustainability strategy including all partnership management and project implementation.
- 17) Performs rigorous studies on user equipment, products, materials and furnishings. Makes recommendations to departmental managers.
- 18) Maintains departmental files, including blueprints, building manuals and warranty information. Coordinates provision and updating of files with consultants, vendors and contractors.
- 19) Coordinates scheduling of work with outside service providers and facility managers.
- 20) Expedites delivery of equipment and materials to support the completion or work requests within an established timeframe. Supports good customer service by providing timelines to departmental managers for special maintenance and small projects.
- 21) Works from oral and written instructions, drawings and specifications.
- 22) Assists facility managers with special projects or programs as requested.

### **Supervision Received**

Works under general direction. Selects methods and techniques to be followed in achieving objectives. Consults with the Associate Director, Facilities and Manager, UBC Aquatic Center for advice. Works in a strong team environment with the facility managers.

### **Supervision Given**

Exercises judgment and initiative in decision-making situations involving work methods and procedures within a defined area; in the selection and interpretation of information; in resolving issues not clearly covered by established guidelines; in coordinating staff and assessing performance. Coordinates and supervises custodial staff.

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

Work is subject to general checking by the Associate Director Facilities to ensure the desired goals and objectives are being achieved. Errors or incorrect decisions could impact job schedules and result in increased costs, and could negatively impact service to students, external users and faculty staff. Poor scheduling could lead to a loss of customer satisfaction and or a loss of revenue due to lost business opportunity.

### **Qualifications**

Technical School Diploma in Housekeeping Management. University degree plus successful completion of a building services management or building maintenance program at a technical institute or college, or an equivalent combination of on-the-job training and work experience. Knowledge of project management software and literacy in architectural drawings are required.



Knowledge and experience in maintaining or managing sports facilities is an asset. Minimum of three years experience or the equivalent combination of education and experience. Three years experience in project coordination, sport facility management, safety management and scheduling. Previous experience in a municipality or a university is preferred.

Must be tactful, diplomatic and have good interpersonal skills, fluent in both spoken and written English. Able to effectively plan complex tasks. Must possess excellent computer skills, and have a working knowledge of buildings, building systems and blueprints. Valid British Columbia Drivers license preferred.

Must agree to a criminal record search to document that no relevant criminal record exists.

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**Job Posting**

**Job ID:** 16969  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level H **Business Title:** Superintendent of Trades  
**Department:** Building Ops - Trades Admin  
**Salary:** \$90,789.00 - \$113,487.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-02 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-23 **Available Openings:** 1

**Job Summary**

Provides strategic leadership for the operations, maintenance, building automation, repair, and renewal of all the University's building mechanical, electrical, architectural, structural, control systems and components as well as the implementation of service maintenance management agreements for campus ancillary and external business units. This includes providing leadership in identification of systems and components in need of renewal or addition and the ongoing operation and monitoring of systems for optimal use to ensure UBC provides reliable, safe and sustainable services to the nine million square feet of academic space on the UBC campus.

Directs a workforce of approximately 225 staff. Prepares business plans and financially responsible for a budget of approximately \$22 million.

Responsible and accounts for mandated operational, maintenance, record keeping and personnel training to ensure compliance to the: Power Engineers, Boiler, Pressure Vessel and Refrigeration Act; BC Safety Authorities Act for any work on Pressure Vessels, Steam and HVAC related systems; BC Electrical Act and Regulations as per BC Safety Authority.

**Organizational Status**

Reports to Managing Director. Works closely with Associate Directors and other Superintendents as well as campus clients.

**Work Performed**

Provides strategic leadership to management supervisors and trades heads involved in building mechanical, electrical, architectural, structural, control operations, maintenance and renovation staff. Provides leadership to management of the: mechanical (heating, ventilation, air conditioning, refrigeration, plumbing, steam and Pressure Vessel); electrical (electrical lighting, power and distribution, Elevators, Fire Life Safety, Utilities systems); control (electronic DDC and pneumatic) systems and components, including the campus wide Building Management (BMS) and synchronized clock systems; and architectural and structural (roofing; glazing, lock and door hardware, interior finishes, sheet metal, exterior walls and doors, masonry, fixtures and flooring). Directs, plans, evaluates and controls all maintenance and renovations programs involving building trades. Checks job information and details, organizes and inspects work to ensure the best and most economical production within budget constraints. Through supervisors, ensures that a high standard of workmanship is attained by the trades, and that appropriate codes, regulations and safety standards are adhered to.



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Provides leadership to ensure the adherence and compliance to BC Electrical Act (BC Safety Authority), other regulatory Acts and regulations for all Pressure vessel's and registered equipment within eight million square feet of building envelopes.

Provides leadership and direction related to maintenance and alternation work intended to reduce costs or improve efficiency of operations. Ensures that the requirements of the customer are addressed and met including:

- managing and forecasting maintenance;
- recommending and approving related major maintenance and renovation work;
- identification and project management of approximately 4.0 million dollars of the remedial deferred maintenance;
- during all phases of design and construction in new projects, ensure necessary information is available to contractors and suppliers, efforts are coordinated, projects are expedited to satisfactorily complete jobs on schedule and within budget;
- the continual review of operating-maintenance programs and procedures, introducing new methods, materials and equipment required to provide the most effective and economical maintenance consistent with good engineering and safety practice;
- the efficient delivery of fee-for-service work requested of other departments.

Directs the implementation and efficient delivery of maintenance contracts, within terms and conditions, with ancillary and external customers, documents work and estimates and recommends identified repair work above and beyond scope of contract.

Provides leadership to ensure that preventative maintenance programs are in place and operating for all critical building systems; work with a team of engineers, supervisors, and trades heads and workers to identify and prioritize buildings and building systems maintenance requirements within realistic budget constraints

Provides direction to ensure building operators utilize the remotely operated and monitored automated building management systems to maximize energy efficiencies for all buildings on campus and identify systems that need repairs to ensure energy optimization. This includes implementation of the continuing ongoing management of preventative maintenance programs to ensure the energy efficient operation of building systems and equipment.

Develops medium to long-range strategic and business plans valued at 22M per year for the trades group.. Responsible for the implementation of these plans by developing specific goals, objectives, tasks and action plans. Ensures that the necessary resources are made available and monitors progress to ensure goals and objectives are being achieved within the required time. Ensures expenditures are within the budget appropriation; identifies budget over or under expenditures and takes timely corrective action. Identifies and implements new or improved procedures to avoid re-occurrence of budget problems.

Identifies needs, creates business plans and submits requests for funds and, if successful, implements new facility maintenance and operations projects that improve service and maximize system service life.

Liaises with Facility Managers, Project Managers, Superintendents of all Business Units, academic, ancillary and external clients to ensure that the facility needs of the campus are being met.

Develops projects intended to reduce costs, improve service or improve efficiency of all operations within the section in collaboration with the Associate Director, Operational Effectiveness.

Consults with architects and engineers regarding maintenance and operation requirements for new and existing facilities.

Acts as a steward for the University by working with Engineering Services to develop a performance based design guideline and standards for use by architects and engineers in the design of new or renewed University facilities.

Leads the unit-level and shop-specific safety programs. Participates proactively with various University Safety committees, University safety initiatives and WorkSafeBC. Acts as a Management representative on Trades Safety Committee.

Leads policy and procedure development to ensure the work is carried out to the highest levels of efficiency, code standards,



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personal safety, customer satisfaction, sustainability and minimal environmental impact.

Directs routine inspections, in conjunction with the zone managers of the physical plant within the assigned area of responsibility, to ensure equipment and facilities are operated and maintained in a satisfactory, safe manner; to foresee problems, and to initiate action through the appropriate staff to correct any problems.

Provides leadership on human resources matters as they arise. Administers union contracts as a representative of the University. To hire, promote, provide guidance, manage performance, and to develop and implement training and development programs (including safety and operational technology programs). Directing action to be taken on issues of employee misconduct and performance. Disciplines and makes recommendations on employment suspension and discharge. Provides leadership on human resources initiatives such as abilities management and attendance management programs..

Writes business letters, reports and makes presentations.

Represents UBC Building Operations on various University committees.

As a member of the Building Operations Leadership Team participates in the development of department's overall strategic direction.

Relieves various trades Superintendents on a temporary basis as necessary and will be required to respond to after hours building operational problems.

May act on behalf of Managing Director.

Other duties as required.

### **Supervision Received**

Works within broadly established University and Departmental policy and procedure to achieve overall goals and objectives. The position has wide latitude for decision making within the terms of the position and independence is encouraged and accountability expected. Consults with the Managing Director for strategic direction as required and on decisions that may effect other departments or sections.

### **Supervision Given**

Provides leadership and senior management to a staff of approximately 225 people including technologists, management supervisors, heads, sub-heads, and trades people. Works with Managing Director to establish departmental goals, objectives, priorities and standards that set overall direction for the work force. Job supervision and procedures are directed via management supervisors, through the heads and sub-heads. This position has direct supervisory responsibility over contractors in his her field. Personally makes continuous checks on work progress to ensure that objectives are being met. Ensures that all work carried out conforms to departmental policy and procedure.

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

Manages an annual budget of approximately \$22 million through weekly and monthly revenue and expense analysis. Can approve items up to \$5,000 in value.

For Pressure Vessels and boilers, refrigeration systems and equipment, electrical equipment, elevating devices, gas systems, and boilers and pressure piping under jurisdiction, is personally liable for up to \$100,000 in fines per incident or 18 months imprisonment or to both, and can make UBC liable for up to \$200,000 in fines per incident under BC Safety Standards Act, Bill 19 -2003.

The Superintendent is responsible for making professional judgments on the selection of consultants and contractors retained for maintenance, operational and design work, and the resolution of technical facility problems and issues.





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Attention to detail is required, particularly to assure that work is performed to U.B.C. standards. The consequence of decisions and errors where they occur could result in increased costs through wasted materials and labor, time, outages, increased energy costs and unsatisfied clients. Errors could potentially increase the operational costs of the University. This position oversees the mechanical, electrical and control building trades activities assuring that maintenance, operations, alterations, renovations etc. are carried out according to plan.

### Qualifications

Consideration will be given to those holding certification as an Applied Science Technologist or having Interprovincial Red Seal Trade Certification in combination with suitable skills and extensive experience.

Specialized training and accreditation in a recognized facilities management training program, project planning, construction management, computer applications and business management would be an asset. . - A minimum of 10 years progressive management experience in facilities operations and maintenance in a large institutional environment.

- Strong technical skills in facilities maintenance and operations. Well developed organizational, leadership and communication skills.
- Experience with labour relations in a heavily unionized setting.
- Experience in project planning and control, labour relations and conflict resolution.
- Demonstrated ability to write and present business reports.
- Must have good interpersonal skills and be a team leader.
- The position requires considerable planning, coordinating, expediting and priority setting skills together with a broad knowledge of the building and service trades. Many projects and tasks are required to be carried out simultaneously according to self established priorities.
- It requires a comprehensive knowledge of the organization and function of all parts of Building Operations Work must be considered in advance, materials obtained and time scheduled. A critical examination of job details is required to foresee and prevent field problems.
- Fluent in both written and verbal English, along with excellent communication skills are necessary.
- Broad understanding of construction and trades work.
- Specialized knowledge of building systems operations and maintenance requirements.
- Valid B.C. Driver's License in good standing Registration or eligible for registration as a Professional Engineer.

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## Job Posting

**Job ID:** 17121  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level B      **Business Title:** Programmer Analyst I (Web Programmer)  
**Department:** Arts ISIT  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-16  
**Job End Date:** 2014-12-15      **Possibility of Extension:** Yes  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-23      **Available Openings:** 1

### Job Summary

Arts Instructional Support & Information Technology (ISIT) is seeking a bright, eager Programmer Analyst I with strong client facing skills with experience in web development to support UBC's Flexible Learning Initiative. The Programmer Analyst I will be responsible for programming software application modules and codes, tests, debugs, documents, as well as maintaining those modules.

### Organizational Status

Reporting to the Associate Director of Technology-Enhanced Learning, the Programmer Analyst I will work with faculty and other instructional staff as well as an instructional support team including instructional designers, educational technologists, and senior programmers to develop, modify, and provide ongoing maintenance and support for websites and web applications for learning technologies.

### Work Performed

#### Specific Duties:

- Consults with users to determine website and web application needs and recommends solutions to business requirements or developing solutions which solve a current business technology problem for supporting teaching and learning in the Faculty of Arts
- Participates in web application projects or initiatives
- Develops or modifies web application modules using disciplined software development processes, quality standards and procedures
- Conducts testing of new or customized web application modules to ensure application meets specifications
- Develops, updates and maintains graphic design, content layout, and tools for internal web pages and sites
- Documents all code developed, creates test cases and perform quality assurance testing throughout the design and pre-production stages
- Documents error handling and backup recovery procedures. Ensures error handling backup recovery procedures. Awareness of security exploits and ensures that applications are patched accordingly
- Provides ongoing maintenance and operational support for web applications
- Makes recommendations on the sizing and capacity planning for web services and products. Provides suggestions on web technology improvements, services, guidelines and procedures
- Develops training materials and provides training for users in the use and configuration of software, hardware and peripheral equipment



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- Provides technical support and troubleshooting in the use of web application products and services. Runs analytical reports, analyzes information and recommends changes to web applications as a result
- Ensures that course sites follow W3C and accessibility standards
- Supports instructional design staff and provides support for online course development and maintenance
- Analyzes and troubleshoots issues related to learning technologies and tools
- Liaises and collaborates with Arts ISIT staff, the Faculty of Arts Liaison as well as additional UBC partners and support units
- Works with the following tools and systems: Connect (UBC Learning Management System, also known as Blackboard Learn), Wordpress Blogs, Wikis, Adobe Web CS5, Camtasia, ScreenFlow, Kaltura video platform
- Supports faculty in developing desktop and portable video and multimedia presentations

### Core Duties:

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

### Supervision Received

Works under the general direction of the Associate Director, Technology-Enhanced Learning with minimal supervision. Work is reviewed in terms of achievement of desired results.

### Supervision Given

May provide some supervision of undergraduate students working in the Learning Centre.

### Consequence of Error/Judgement

Makes decisions regarding the optimal application of computer systems and data processing applications to address commercial, financial and scientific problems. Errors in judgment may result in the inefficient use of resources, or the provision of substandard educational programming, and consequently may damage the image and reputation of the University, the Faculty of Arts, and Arts ISIT.

### Qualifications

Undergraduate degree in a relevant discipline. Preferably Computer Science. Minimum of two years experience or the equivalent combination of education and experience. Experience in web development and design, preferably within a university environment. Thorough knowledge of scripting languages such as PHP, JavaScript, HTML and CSS. Experience with software and database development. Work experience developing plug-ins and administering WordPress sites.

### Core Competencies:

- Strong communication skills (written, oral and listening)
- Ability to take initiative and handle competing and often conflicting demands under conditions of severe resource restraints
- High level of organizational skills and time management



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- Ability to prioritize and work on multiple projects in order to meet deadlines
- Exhibits a strong attention to detail including accurate documentation
- Must be flexible and perform well under pressure
- Excellent teamwork, customer service and interpersonal skills
- High level of motivation and enthusiasm about contributing to the learning environment of the University
- Effective problem solving skills and the ability to communicate results
- Strong analytical skills and accountability.

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:** 16911 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level D      **Business Title:** Systems Analyst II  
**Department:** UBC IT - UBCNETwrk& Inf Facil.  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-21      **Available Openings:** 1

### Job Summary

The Systems Analyst II implements, integrates and supports complex or campus-wide vendor supplied applications. This position is responsible for provision of second and third level technical and administrative support for the Network Management Centre (NMC). As a member of the NMC team, this position participates in the creation and support of the UBC data networking environment in alignment with the University and UBC IT's mission and customer business needs.

The Network Management Centre manages the UBC network and connections to external national and international networks. The NMC also manages the BCNET backbone, the Provincial Regional Network. BCNET provides Internet access for the University including access to CANARIE and international research networks. The Network Management Centre provides planning, design, engineering, analysis, support, configuration, troubleshooting, security, and implementation of the UBC voice, data, wireless, and video communication systems, including all UBC campus sites, and BCNET. This position is responsible for the orderly growth of these communication networks and ensures their reliable operation.

On-call after hours support and off-hours scheduled maintenance is required.

### Organizational Status

Reports to the Manager, Network Management Centre.

The position requires daily interaction with teams, both formal and ad-hoc, consisting of personnel from within UBC IT, from other campus IT units, IT units at other universities and institutions, the research community, and from communities of customers.

### Work Performed

Specific Duties:

- Resolve complex failures related to production systems and provide Tier 2 3 operational system support as required.
- Develop and manage lifecycle of scripts, applications, and tools including planning, development, implementation, and ongoing maintenance.
- These applications, tools and scripts support and streamline network operations such as (bulk) configuration changes, system health checks, and reporting.
- Install, configure, manage, and maintain network management servers, appliances, VMs and commercial software applications.



- Research and analyze technology trends and tools that would be beneficial in supporting network operations. Report on recommendations to the team and management.
- Solicit input and feedback on requirements and incorporate into development of tools, implementation thereof, and recommendations for new tools.
- Work with other UBC IT teams to ensure smooth integration of RADIUS and AAA systems with identity management systems and database repositories. Provide operational support for RADIUS and AAA systems and ensure smooth operations of authentication supporting campus network services.

### Core Duties:

- Researches and evaluates vendor supplied applications, develops recommendations, and implements accordingly.
- Analyzes and reviews existing or proposed system features and integration, security, scalability and performance requirements with clients, business analysts, and team members.
- Manages production and non-production application environments.
- Maintains core application infrastructure, including virtual servers, networks and firewalls.
- Plans and performs global configuration changes or module deployments for enterprise or complex applications.
- Integrates vendor supplied applications with existing infrastructure and applications through custom interfaces and components.
- Manages small to medium sized projects and related budgets.
- Provides technical expertise, training, and consultation to other staff.
- Develops or modifies software code to meet specifications or facilitate integration.
- Conducts testing of new or customized application modules to ensure application meets specifications.
- Develops application documentation requirements for functions, modifications, back-ups and operating procedures. Provides ongoing maintenance and operational support for applications.
- Supports application lifecycle and applies and follows appropriate change management methodologies and best practices.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools and provides input to strategies for ongoing support and upgrade of these systems.
- Builds and maintains good working relationships and collaborates with others to achieve client objectives.
- Performs other related duties as required.

### Supervision Received

Works under the general direction of the Manager, Network Management Centre. May work independently or as part of a team, either as team leader, technical lead, or as a team member, on assigned projects upon receiving general project guidelines.

### Supervision Given

As required, in order to ensure coordinated functioning of the Network Management Centre.

### Consequence of Error/Judgement

The actions of this position affect all academic faculties, departments on the UBC campus sites and clients on BCNET. This position deals directly with the availability, reliability and security of the campus network used for academic computing administrative computing.

High attention to detail is required, in addition to the need to maintain a broad knowledge of all aspects of networks and network operational procedures.

### Qualifications

Undergraduate degree in a relevant discipline. University degree in Computer Science preferred. 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. Demonstrated ongoing career development through active and self-motivated professional development.



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Working experience with network technologies preferred.

Working experience with network management and monitoring tools.

Solid understanding of network concepts, technologies

Working experience with network technologies preferred

Working experience with network management and monitoring tools

Strong UNIX, LINUX, and system administration skills

Basic Microsoft Windows administration skills

Strong working experience with RADIUS and AAA, especially wireless network authentication and protocols (e.g., PEAP-MSCHAPv2)

Working experience with EAD, LDAP

Strong scripting skills: Perl, Python, shell

Working experience with Oracle and MySQL. Strong SQL skills

Working experience with PHP, Java

Knowledge of QA methodologies

Nice to have: Web development skills, Cisco IOS

Good organizational and planning skills.

Ability to work on several projects at once and to change priorities quickly as needed.

Ability to work under pressure in time sensitive, mission critical situations, with a minimum of supervision.

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

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

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

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



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

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

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## Job Posting

**Job ID:** 17102  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level D **Business Title:** Programmer Analyst II  
**Department:** UBC IT - IT Application Devlp  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-06  
**Job End Date:** 2016-03-31 **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-21 **Available Openings:** 1

### Job Summary

The Programmer Analyst II designs computer application solutions for existing complex or campus-wide computer systems and will play an important role in the planning, implementation and integration of third party enterprise software products and the development of strategic solutions for Student Information Systems and Business Intelligence applications including Data Warehousing and also perform an important role in master data management of the Student Information System.

### Organizational Status

Interacts directly with other University technology professionals and with faculty, staff and students. Reports to the Senior Manager, Information Systems & Integrated Reporting. On a daily basis, the incumbent will work under the direction of a Project or Program Manager while assigned to a software project.

### Work Performed

#### Specific Duties:

- Writes, maintains and supports SQL query scripts, Oracle views and stored procedures.
- Designs, codes and oversees the Extract, Transform and Load (ETL) process to populate the Student Data Warehouse.
- Designs custom reports, analytical views and dashboards to meet user needs.
- Maintains and supports the Business Intelligence enterprise application platform.
- Works with the developers and architects to provide input into both the Application and Technical architecture as they relate to the Student Information System.
- Documents the data model including stored procedures
- Documents the data dictionary
- Understands and resolves data modeling changes across the suite of development projects
- Tracks and resolves data quality issues
- Assists in the definition of the data model for the SIS API and Enterprise Integration Platform
- Documents existing database views

#### Core Duties:

- Designs, develops and programs custom software, defines detailed application specifications, standards, and diagrams and



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develops coding logic flowcharts.

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

### **Supervision Received**

The position takes specific direction from the Program Project Manager for daily project-based activities and tasks. Results are reviewed for achievement of overall and long term objectives.

### **Supervision Given**

Provides guidance, coaching and technical support to less experienced Programmer Analysts. Conducts peer reviews of the designs and code. Also provides feedback on the performance of others and provides Programmer Analysts with recommendations for facilitating improvement.

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

The position takes a support role in ensuring the reliability and high availability of UBC mission critical 7x24 systems including integration of third party products, Business Intelligence application monitoring, tier 3 support, problem analysis and resolution, and ensuring services meet or exceed customer service levels at all times.

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

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science preferred. 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. In-depth knowledge of Student Information Systems is an asset. Experience designing, developing and implementing Web Services.

Demonstrated experience with implementing Enterprise web based solutions, some familiarity with designing and developing applications for mobile devices and experience with version control e.g. SVN are assets.

- Very strong SQL skills including experience with the current versions releases and an awareness of upcoming enhancements in the following technologies; TOAD, PL SQL, ORACLE and SQL Server database.
- Very strong knowledge and practical experience using many of the following:



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Crystal Reports, SAP Business Objects Enterprise Server, Oracle Business Intelligence Enterprise Edition (OBIEE), Data warehousing concepts; Extract, Transform and Load (ETL) process.

- Strong understanding and experience with Testing best practices concepts and testing tools (e.g. concepts, SQL, data modeling and database design).

- Strong project management skills including a working knowledge of Software Development Lifecycle (SDLC) methodologies, preferably Agile methodologies (e.g. Scrum).

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

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

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

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

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

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

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## Job Posting

**Job ID:** 17111  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level E **Business Title:** Manager, Service and Solutions  
**Department:** UBC IT - Comunctn&ColbartnTech  
**Salary:** \$76,415.00 - \$95,518.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-14 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-21 **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

The Manager provides service and solutions management and technical leadership of a functional area including multiple lines of products and services.

The Incumbent manages and mentors staff in the day-to-day performance of work, participates in the development of resource plans, oversees service and solutions projects and provides leadership within various product and service lines. The incumbent is responsible for the planning, implementation and management of the Communication and Collaboration technologies service and solutions; this includes architecture and design, automation, employing best practice standards, developing processes, procedures, and policies, ensuring compliance, communication documentation, managing contracts and service level agreements commitments, demand management, configuration management, continual service delivery improvement.

### Organizational Status

UBC IT Communication and Collaboration technologies provides a suite of communication and collaboration services to the University community, including voice (telecom), contact centre, email, calendaring, document and enterprise content management, digital signage, emergency notification system, and unified communication systems.

The Service and Solutions Manager reports to the Senior Manager, Communication and Collaboration Technologies and works closely with the Operations Manager, Communication and Collaboration Technologies, the other managers, UBC IT personnel, campus stakeholders, and vendors. He she supervises a team of systems administrators, and network analysts.

### Work Performed

Specific Duties:

- Lead the Service and Solutions team in developing the necessary skillsets, training regimens, processes, toolsets, and best practices to deliver service enhancements and cost-effective solution options for enterprise services across UBC and partner organizations.
- Managing people and project resources in the delivery of service and solutions projects
- Develop and implement the service and solutions strategy of Communication and Collaboration Services
- Provide guidance to other senior managers within UBC IT on best practice and processes.
- Work collaboratively with key customers, internal stakeholders, and other entities to plan and deliver the Communication and



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Collaboration portfolio of services to the broader UBC community.

- Lead the development of implementation plans, policies, and standards for Communication and Collaboration services.
- Using a wide range of tools and techniques, create and maintain a collaborative, motivated and positive team atmosphere.
- Research and implement solutions and service enhancements.
- Work in conjunction with technical staff and management to facilitate common understanding of technologies, designs, strategies and projects.
- Work with peers and various stakeholders to determine, document and communicate service design and service transition in accordance with requirements and best practice.
- Assist in negotiation of vendor contracts. Acts a liaison with vendor and hardware software specialists to plan, coordinate and complete implementations and upgrades.
- Engage in the development of proposals as participant or owner; demonstrating a strong ability to represent requirements of each, as appropriate to individual proposals.
- Maintain a high-level understanding of their work area's current technical tools sets and architectures and future strategic directions.
- Knowledgeable of the wide spectrum of technologies available within the industry and application of such technologies within UBC.
- Lead infrastructure service design and transition, and continual service improvement. The work and analysis of the Operations team will feed into the research and development work of the Service and Solutions team.
- Manage and prioritize work and objectives that meets customer groups needs for the right infrastructure services - performance, availability, backup and recovery, security and capacity.
- Analyze and establish good management practices for infrastructure systems security, integrity, audit, backup and recovery for systems and data repositories.
- Ensure that the Service and Solutions team employs best practices in incident, problem, event and demand management processes and uses effective methodologies and toolsets in the unit.

### Core Duties:

- Works with business partners and or IT leadership to understand and anticipate business and IT project needs of a reporting unit.
- Develops strategies, operating plans, targets and measures for unit and leads the day to day delivery of its programs, services and activities.
- Ensures cost efficiencies.
- Develops and implements procedures, methods, standards and controls are created and followed to foster operational efficiency, monitor compliance, mitigate risks, and achieve unit results.
- Develops and manages reporting professionals and other staff including selection, training, coaching, performance management and all other people practices.
- Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.
- Anticipates and analyzes trends in technology and assesses the impact of emerging technologies on the business.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### Supervision Received

The Service and Solutions Manager, Communication and Collaboration Technologies has interdependencies with the Operations Manager, Communication and Collaboration Technologies. The Manager works under the general direction of the Senior Manager, Communication and Collaboration Technologies and has considerable latitude in the execution of his her duties consistent with the goals and objectives for the functional area.

### Supervision Given



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Manages staff directly.

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

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Manager will have a direct impact on how efficiently and effectively the department performs and functions. Directly as Manager or indirectly through subordinates, errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community. Failure to meet service level obligations for performance and availability of the Communication and Collaboration services 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. It will also damage the reputation of UBC and UBC IT.

### **Qualifications**

Undergraduate degree in a relevant discipline. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience.

Ability to develop and maintain cooperative and productive working relationships.

Demonstrates effective interpersonal skills including conflict resolution and change management.

Demonstrates the ability to recognize and appreciate various stakeholder points of view, including clients, peers and management.

Demonstrate a complete understanding of Information Technology at UBC, with a basic understanding of the function and purpose of the multiple areas and the Oversight committees through leading cross-functional initiatives and presenting status to leadership.

Knowledge of UBC Information Technology infrastructure and how systems fit into the larger picture of technology at UBC preferred.

Ability to translate client solution statements into infrastructure requirement statements in order to provide the right solution.

Ability to analyze and redesign work flow business processes to make them more efficient and effective.

Lead process improvement for complex technical architectures: Data Base Administration, Operating Systems, Database, Data Communications and Network Support.

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

Ability to effectively facilitate groups to achieve appropriate outcome.

Ability to develop and deliver effective presentations and workshops.

Ability to maintain accuracy and attention to detail.

Strong organizational and planning skills.

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



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

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

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

Developing Others - Provides guidance to others on ways of increasing their contribution to the mission, objectives, and values of the organization. Involves individuals in identifying developmental opportunities and provides feedback and recommendations. Involves others in setting development plans. Allocates resources for learning. Responds to requests for solutions to developmental problems.

Strategic Technology Planning - Investigates technology practices, priorities, and direction. Uses the strategic technology plan to set objectives and action plans for a specific work area.

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:** 17110  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level E **Business Title:** Manager, Operations  
**Department:** UBC IT - Comunctn&ColbartnTech  
**Salary:** \$76,415.00 - \$95,518.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-14 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-21 **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

The Manager provides operational management and technical leadership of a functional area including multiple lines of products and services.

The Incumbent manages and mentors staff in the day-to-day performance of work, participates in the development of resource plans, oversees operational projects and provides leadership within various product and service lines. The incumbent is responsible for the design, planning, implementation and overall management of the operations of Communication and Collaboration technologies, including day-to-day support, patching, on-Call and Code 3 support, incident and problem management, demand management, change management, risk management, lifecycle management, service onboarding, and service delivery.

### Organizational Status

UBC IT Communication and Collaboration technologies provides a suite of communication and collaboration services to the University community, including voice (telecom), contact centre, email, calendaring, document and enterprise content management, digital signage, emergency notification system, and unified communication systems.

The Operations Manager reports to the Senior Manager, Communication and Collaboration Technologies and works closely with the Service and Solutions Manager, Communication and Collaboration Technologies, the other managers, UBC IT personnel, campus stakeholders, and vendors. He she supervises a team of systems administrators, and network analysts

### Work Performed

Specific Duties:

- Lead the Operations team in developing the necessary skillsets, training regimens, processes, toolsets, and best practices to deliver Tier 2 3 support for enterprise services across UBC and partner organizations
- Develop and implement the operations strategy of Communication and Collaboration Services
- Management of people and project resources in the delivery of operational projects
- Provide guidance to other senior managers within UBC IT on best practice and processes.
- Work collaboratively with key customers, internal stakeholders, and other entities to plan and deliver the Communication and Collaboration portfolio of services to the broader UBC community.
- Lead the development of implementation plans, policies, standards, and pricing models for Communication and Collaboration





# The University of British Columbia

## Staff Job Postings

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services.

- Using a wide range of tools and techniques, create and maintain a collaborative, motivated and positive team atmosphere.
- Provide recommendations for change and problem resolution.
- Work in conjunction with technical staff and management to facilitate common understanding of technologies, designs, strategies and projects.
- Work with peers and various stakeholders to determine, document and communicate standard operational processes, functional requirements for systems, and maintenance schedules system refresh in accordance with requirements and best practice.
- Assist in negotiation of vendor contracts. Acts a liaison with vendor and hardware software specialists to plan, coordinate and complete implementations and upgrades.
- Engage in the development of proposals as participant or owner; demonstrating a strong ability to represent requirements of each, as appropriate to individual proposals.
- Maintain a high-level understanding of their work area's current technical tools sets and architectures and future strategic directions.
- Knowledgeable of the wide spectrum of technologies available within the industry and application of such technologies within UBC.
- Lead infrastructure incident and problem management, and needs analysis. The resulting work will feed into the research and development work of the Service and Solutions team.
- Manage and Prioritize work and objectives that meet customer groups needs for the right infrastructure services - performance, availability, backup and recovery, security and capacity.
- Analyze and establish good management practices for infrastructure systems security, integrity, audit, backup and recovery for systems and data repositories.
- Ensure that the Operations team employs best practices in incident, problem, event and demand management processes and uses effective methodologies and toolsets in the unit.

### Core Duties:

- Works with business partners and or IT leadership to understand and anticipate business and IT project needs of a reporting unit.
- Develops strategies, operating plans, targets and measures for unit and leads the day to day delivery of its programs, services and activities.
- Ensures cost efficiencies.
- Develops and implements procedures, methods, standards and controls are created and followed to foster operational efficiency, monitor compliance, mitigate risks, and achieve unit results.
- Develops and manages reporting professionals and other staff including selection, training, coaching, performance management and all other people practices.
- Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.
- Anticipates and analyzes trends in technology and assesses the impact of emerging technologies on the business.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### Supervision Received

The Operations Manager, Communication and Collaboration Technologies has interdependencies with the Service and Solutions Manager, Communication and Collaboration Technologies. The Manager works under the general direction of the Senior Manager, Communication and Collaboration Technologies and has considerable latitude in the execution of his her duties consistent with the goals and objectives for the functional area.

### Supervision Given

Manages staff directly.



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

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Manager will have a direct impact on how efficiently and effectively the department performs and functions. Directly as Manager or indirectly through subordinates, errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community. Failure to meet service level obligations for performance and availability of the Communication and Collaboration services 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. It will also damage the reputation of UBC and UBC IT.

### **Qualifications**

Undergraduate degree in a relevant discipline. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience.

Ability to develop and maintain cooperative and productive working relationships.

Demonstrates effective interpersonal skills including conflict resolution and change management.

Demonstrates the ability to recognize and appreciate various stakeholder points of view, including clients, peers and management.

Demonstrate a complete understanding of Information Technology at UBC, with a basic understanding of the function and purpose of the multiple areas and the Oversight committees through leading cross-functional initiatives and presenting status to leadership.

Knowledge of UBC Information Technology infrastructure and how systems fit into the larger picture of technology at UBC preferred.

Ability to translate client solution statements into infrastructure requirement statements in order to provide the right solution.

Ability to analyze and redesign work flow business processes to make them more efficient and effective.

Lead process improvement for complex technical architectures: Data Base Administration, Operating Systems, Database, Data Communications and Network Support.

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

Ability to effectively facilitate groups to achieve appropriate outcome.

Ability to develop and deliver effective presentations and workshops.

Ability to maintain accuracy and attention to detail.

Strong organizational and planning skills.

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

Communication for Results - Conducts discussions with and writes memoranda to all levels of colleagues and peer groups in ways



that support troubleshooting and problem solving. Seeks and shares relevant information, opinions, and judgments. Handles conflict empathetically. Explains the context of interrelated situations, asks probing questions, and solicits multiple sources of advice prior to taking action when appropriate.

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

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

**Developing Others** - Provides guidance to others on ways of increasing their contribution to the mission, objectives, and values of the organization. Involves individuals in identifying developmental opportunities and provides feedback and recommendations. Involves others in setting development plans. Allocates resources for learning. Responds to requests for solutions to developmental problems.

**Strategic Technology Planning** - Investigates technology practices, priorities, and direction. Uses the strategic technology plan to set objectives and action plans for a specific work area.

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### Job Posting

**Job ID:** 17123  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Conf, Accom, Cerem & Events  
**Classification Title:** Conf,Accom,Ceremonies, Level C      **Business Title:** Events Coordinator  
**Department:** Ceremonies Office  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-01  
**Job End Date:** 2015-01-31  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2013-12-01      **Available Openings:** 1

### Job Summary

To develop, coordinate and execute plans for a variety of academic ceremonies and events on behalf of the President and or the Chancellor, in keeping with the protocol standards expected of a university.

To oversee the development, implementation and evaluation of Congregation and associated committees and programs. To act as an advisor and administrator for all staff and volunteers associated with Congregation.

To research and analyze clients' needs before advising on all aspects of event management; developing budgets for events; negotiating contracts with on and off-campus suppliers; coordinating and participating in various committees; planning and managing events occurring simultaneously; consulting with and advising President's Office, Board of Governors and other university clients on matters of protocol, event planning, etc.; and performing other related duties.

### Organizational Status

Reports directly to the Director, Ceremonies Office.

### Work Performed

Develop, implement and evaluate all aspects of Spring and Fall Congregation; to educate and engage the faculty, students and administrative units across campus and to enhance the image of the university in the external community.

Initiate and maintain active liaison with other campus departments such as Enrolment Services, Chan Centre, Building Operations, Bookstore, Food Services, Campus Security, Alumni Affairs, President's Office, Office of Board of Governors, to provide a streamlined, effective and efficient Congregation ensuring a positive experience for students & their families; faculty; senior executive and external constituents.

Coordinate and produce all Congregation materials for Senior Executive; Board of Governors; Chancellor; Honorary Degree Recipients; and other dignitaries, such as Congregation Book of Words (script), each of which is unique to the 31 ceremonies staged each year.

Coordinate all aspects of Honorary Degree Recognition and Stewardship Program, working closely with Tributes Committee



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administrator, closely monitoring the budget required for same on an on-going basis.

Oversees the graduation website [www.graduation.ubc.ca](http://www.graduation.ubc.ca), ensuring accurate information is provided for students, faculty, visitors, etc., including online rsvp system for graduation ceremonies.

Support and provide ongoing assistance to the University Marshal for all Congregation ceremonies.

Recruit, support and provide ongoing assistance to Macebearers, Marshals and Ushers for all Congregation ceremonies.

Plan and implements special academic ceremonies, such as the installation of a new Chancellor or President; preparing timelines, budgets, for approval by the Director.

Evaluate and recommend changes for the Congregation programs and activities through the Director and University Marshal to the Chancellor, President, and if necessary, the Senate.

Develop and monitor Congregation budget for approval by the Director, ensuring costs come within planned budget. Negotiate contracts with on and off-campus suppliers;

Responsible for care, maintenance and inventory of Academic Regalia (President's Chancellor's, Board of Governors, Honorary Degree gowns, etc.) owned and stored by Ceremonies; monitoring condition of regalia and purchasing new regalia, when required.

Advise the President's Office, Board of Governors and other university clients, when required, on matters of protocol in dealing with the Lieutenant Governor, the Prime Minister, visiting ministers, royalty and other VIPs.

Provide leadership and guidance to institutions across North America on policies and procedures related to congregation planning and implementation.

Coordinate graduation-related events such as the Staff Awards Reception, Killam Teaching Prize Reception, and other events, as agreed.

Provide assistance to Office with other events, when necessary, including events outside of regular working hours.

Other duties as assigned.

### **Supervision Received**

This position requires independent decision-making and problem solving. The Coordinator has regular meetings with the Director to discuss major projects and to identify challenges and solutions; however, s he determines day-to-day tasks, timelines, and deadlines based on the prioritization of projects.

Work is reviewed for achievement of objectives, soundness of judgement, quality and effectiveness of results. Deviations from practices, finalization of budgets and delicate matters of protocol are referred to Director, Ceremonies Office.

### **Supervision Given**

Supervise staff for Congregation-related duties & responsibilities, including office support staff, faculty and staff volunteers (approx. 100) and occasional temporary staff on assignment. Also supervise Summer Campus Tour student guides.

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

Due to the level of protocol and the prominence of the individuals involved in the majority of events arranged by the Ceremonies office, as well as the high visibility of these events, errors made in planning, budgeting or managing events could result in



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serious embarrassment to the university.

### Qualifications

Two year diploma in Hotel Management, Hospitality, Tourism, or Event Management. Undergraduate degree, or equivalent in education and experience. Minimum of four years experience or the equivalent combination of education and experience. Community college certificate in event management an asset. Knowledge of university policies and protocol, with experience in an academic setting an asset.

Minimum of four years' experience in the planning and implementation of events, with experience in budget development and control. Excellent organizational, planning, project management and interpersonal skills are required. Must be able to communicate effectively, both orally and written, with a wide range of people, including senior executive, deans, directors, faculty, staff, and students. Diplomacy, tact and understanding of and adherence to confidentiality are required at all times. Must be able to meet multiple demands with corresponding deadlines. Requires flexibility to work long hours, sometimes evenings and weekends. Experience with social media and website management an asset.

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## Job Posting

**Job ID:** 17131  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B      **Business Title:** Senior Education Manager  
**Department:** Interprofessional Cont. Educ.  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-25      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-22      **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

Interprofessional Continuing Education (IPCE) is a self-supporting unit at UBC that develops; plans and hosts interdisciplinary conferences about various health issues. The Program Manager is responsible for the development, planning and managing of local, national and international continuing education conferences offered through IPCE. In addition the incumbent is responsible for providing operational and management support to the whole unit of IPCE.

### Organizational Status

Reports to the Director, IPCE. The position works closely with all members of IPCE team both providing support to and receiving information from program assistants, financial and registration clerks. The Program Manager also works with administrators and faculty from various departments on campus, external specialists, funding agencies and government bodies to ensure that educational programs meet standards of the field. This individual is also responsible for building and maintaining strong relationships with key individuals, i.e. committee chairs in order to continue current programming and to gain new business. This position manages the registration clerk and marketing co-op.

### Work Performed

Educational Programming Conference Management

- Responsible for managing and planning multiple educational initiatives for a multidisciplinary audience
- Participates in meetings, providing leadership and expertise to the Planning Committees. Each planning committee has up to 15 representatives from various organizations with a wide range of professionals such as faculty members, senior policy makers, health professionals (i.e. physicians, nurses, social workers, early childhood educators, dentists, dietitians) and representatives from national and international health organizations.
- Selecting instructors presenters, negotiating honoraria and fees; working with instructors presenters to finalize content
- Develop program evaluation and summary report
- Responsible for preparing project plans including timeline for initiatives
- On-site management
- Participates in strategic planning for the department
- Responsible for obtaining educational credits from accrediting bodies professional organizations (for specialized professions such as physicians).



# The University of British Columbia

## Staff Job Postings

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- Manages registration desk and all staff on site during specific IPCE initiatives
- On-site management during educational events.
- Makes recommendation changes to existing procedures and systems to improve efficiency
- Ensuring that deadlines are met and that deadline conflicts between among conferences are resolved

### Financial Administration

- Develops and leads funding strategies for particular conferences by researching, identifying and pursuing suitable funding opportunities
- Cultivates and maintains important contacts with potential current sponsors
- Completes funding paperwork that includes applications and post-conference reports
- Develops project budgets
- Maintain specific project budgets and addresses concerns with the Director
- Prepares written financial statements for specific conferences
- Evaluates and configures financial resources for maximum effectiveness, including staff requirements and project thresholds
- Assist in developing annual budgets
- Assists in development of long-term funding strategies for IPCE
- Manages year end procedures to ensure accurate financial representation for IPCE

### Marketing

- Establishes marketing strategy that involves mailing, emailing, web and print advertising, distribution of marketing materials and other applicable activities pertaining to specific initiatives
- Develops marketing messages and copy for print and or electronic media
- Oversees the execution of established strategy
- Responsible for maintaining and expanding marketing database
- Determines accreditation needs of potential conference participants, completes applications to obtain required accreditation for the conferences through professional association and markets conferences using the acquired accreditation

### Human Resource Management

- Manages sick leave and vacation records for all staff at IPCE
- Advises employees on UBC HR policies and procedures
- Responsible for identifying staffing needs, writing job descriptions, interviewing, managing and disciplining positions reporting to the Program Manager
- Assists the Director in hiring and terminating staff members

### Operational Systems Administration - Registration Software

- Initiating projects related to the design and efficiency of interdisciplinary education
- Coordinating implementation and evaluation of policies and procedures for the computerized systems
- Oversees the database server and registration software program for IPCE
- Provides operational and management support to the whole unit of IPCE

### Supervision Received

This position operates under minimal supervision. Receives guidance from the Director, Interprofessional Continuing Education. This position is expected to resolve problems arising in any area of responsibility.

### Supervision Given

This position is responsible for ensuring that effective support services are provided both in planning and delivering of Interprofessional Continuing Education Initiatives. The position works closely with all members of IPCE team both providing support to and receiving information from program assistants, financial and registration clerks. Responsible for hiring, performance evaluation, firing and direct supervision for one CUPE 2950 member (the registration clerk).





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

Works independently. This position makes decisions in all areas of responsibility and if errors result in not managing the budgets properly or the inability of fulfilling the program(s) mandate, this will be cause a financial loss to both the client and more importantly to the self-supporting. Failure to deliver services as agreed could jeopardize the reputation and future revenues of IPCE.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Minimum of four years of relevant experience in adult education or continuing education programs. Ability to conduct needs analyses, plan, organize, manage, monitor, complete and evaluate educational initiatives within allocated time and resources. Ability to prioritize and work effectively under pressure to meet deadlines. Experience in financial management and budget preparation. Ability to prepare effective funding applications. Effective oral and written communication, interpersonal, leadership, negotiation, conflict resolution, analytical and organizational skills. Ability to develop and maintain cooperative and productive working relationships with colleagues, partners and others involved in the delivery of educational initiatives. Ability to deal with individuals from diverse backgrounds in a calm, courteous, and effective manner. Ability to accept responsibility, to supervise and to resolve problems. High level of proficiency in MS Word, Excel, email and internet required. Experience in project management, event planning and experience working with unionized staff preferred. Ability to work weekends, evenings, early mornings when managing the conferences off campus. Some travel involved.

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:** 17132  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B                      **Business Title:** Senior Education Manager  
**Department:** Interprofessional Cont. Educ.  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-02  
**Job End Date:** 2014-12-05                      **Possibility of Extension:** Yes  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-22                      **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

Interprofessional Continuing Education (IPCE) is a self-supporting unit at UBC that develops; plans and hosts interdisciplinary conferences about various health issues. The Program Manager is responsible for the development, planning and managing of local, national and international continuing education conferences offered through IPCE. In addition the incumbent is responsible for providing operational and management support to the whole unit of IPCE.

### Organizational Status

Reports to the Director of IPCE. The position works closely with all members of IPCE team both providing support to and receiving information from program assistants, financial and registration clerks. The Program Manager also works with administrators and faculty from various departments on campus, external specialists, funding agencies and government bodies to ensure that educational programs meet standards of the field. This individual is also responsible for building and maintaining strong relationships with key individuals, i.e. committee chairs in order to continue current programming and to gain new business. This position manages three work study students and works closely with program assistants regarding processes and procedures.

### Work Performed

Educational Programming Conference Management

- Responsible for managing and planning multiple educational initiatives for a multidisciplinary audience
- Participates in meetings, providing leadership and expertise to the Planning Committees. Each planning committee has up to 15 representatives from various organizations with a wide range of professionals such as faculty members, senior policy makers, health professionals (i.e. physicians, nurses, social workers, early childhood educators, dentists, dietitians) and representatives from national and international health organizations.
- Selecting instructors presenters, negotiating honoraria and fees; working with instructors presenters to finalize content
- Develop program evaluation and summary report
- Responsible for preparing project plans including timeline for initiatives
- On-site management
- Negotiates and reviews contracts with venues and other service suppliers
- Participates in strategic planning for the department
- Responsible for obtaining educational credits from accrediting bodies professional organizations (for specialized professions)



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such as physicians).

- Manages registration desk and all staff on site during specific IPCE initiatives
- On-site management during educational events.
- Responsible for space allocation, negotiation reg. F&B
- Makes recommendation changes to existing procedures and systems to improve efficiency
- Ensuring that deadlines are met and that deadline conflicts between among conferences are resolved

### Financial Administration

- Develops and leads funding strategies for particular conferences by researching, identifying and pursuing suitable funding opportunities
- Cultivates and maintains important contacts with potential current sponsors
- Completes funding paperwork that includes applications and post-conference reports
- Develops project budgets
- Maintain specific project budgets and addresses concerns with the Director
- Assists in development of long-term funding strategies for IPCE
- Prepares written financial statements for specific conferences
- Evaluates and configures financial resources for maximum effectiveness, including staff requirements and project thresholds

### Marketing

- Establishes marketing strategy that involves mailing, emailing, web and print advertising, distribution of marketing materials and other applicable activities pertaining to specific initiatives
- Develops marketing messages and copy for print and or electronic media
- Oversees the execution of established strategy
- Determines accreditation needs of potential conference participants, completes applications to obtain required accreditation for the conferences through professional association and markets conferences using the acquired accreditation

### Human Resource Management

- Hire and terminate staff members supervised by PM
- Advises employees supervised by PM on UBC HR policies and procedures

### Operations

- Initiating projects related to the design and efficiency of interdisciplinary education
- Coordinating implementation and evaluation of policies and procedures for the abstract speaker management systems
- Oversees speaker management for IPCE
- Develops and implements policies and procedures to improve administration functions and ensure adherence to effective operation practices
- Provides operational and management support to the whole unit of IPCE

### Supervision Received

This position operates under minimal supervision. Guidance from the Director, Interprofessional Continuing Education. This position is expected to resolve problems arising in any area of responsibility

### Supervision Given

This position is responsible for ensuring that effective support services are provided both in planning and delivering of all Interprofessional Continuing Education Conferences.

The position works closely with all members of IPCE team both providing support to and receiving information from program



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assistants, financial and registration clerks.

Is responsible for hiring, performance evaluation, termination and direct supervision for 3 works-study students.

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

Works independently. This position makes decisions in all areas of responsibility and if errors result in not managing the budgets properly or the inability of fulfilling the program(s) mandate, this will be cause a financial loss to both the client and more importantly to the self-supporting. Failure to deliver services as agreed could jeopardize the reputation and future revenues of IPCE.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Minimum of four years of relevant experience in adult education or continuing education programs. Ability to conduct needs analyses, plan, organize, manage, monitor, complete and evaluate educational initiatives within allocated time and resources. Ability to prioritize and work effectively under pressure to meet deadlines. Experience in financial management and budget preparation. Ability to prepare effective funding applications. Effective oral and written communication, interpersonal, leadership, negotiation, conflict resolution, analytical and organizational skills. Ability to develop and maintain cooperative and productive working relationships with colleagues, partners and others involved in the delivery of educational initiatives. Ability to deal with individuals from diverse backgrounds in a calm, courteous, and effective manner. Ability to accept responsibility, to supervise and to resolve problems. High level of proficiency in MS Word, Excel, email and internet required. Experience in project management, event planning and experience working with unionized staff preferred. Ability to work weekends, evenings, early mornings when managing the conferences off campus. Some travel involved.

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## Job Posting

**Job ID:** 17093  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level C2                      **Business Title:** Flexible Learning Liaison  
**Department:** Center for Teaching, Learning&Tech  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-15  
**Job End Date:** 2015-12-14                      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-20                      **Available Openings:** 1

### Job Summary

The Flexible Learning Liaison is responsible for facilitating the planning, development, administration and evaluation of educational projects within and across a Faculty (or Faculties). Working closely with a designated Faculty Lead and present within the academic units supported, the Liaison is the key point of contact between the Centre for Teaching, Learning and Technology (CTLT) and a designated Faculty. The incumbent facilitates program management and operational support for Flexible Learning (FL) projects and surfaces additional educational services needs that align with the strategic direction of the Faculty. Using an evidence-informed approach, the Flexible Learning Liaison will proactively engage faculty to collaboratively design and integrate technology into instructional programs, curricula and courses, and initiate and will ensure instructional design support and resources are in place to support faculty to achieve this goal.

### Organizational Status

The Flexible Learning Liaison reports jointly to the Director of Sauder Learning Services, and the Senior Associate Director, Flexible Learning in CTLT. The Liaison works closely with Faculty members, Sauder Learning Services staff and Centre for Teaching, Learning and Technology staff.

### Work Performed

The primary responsibilities of the Flexible Learning Liaison are partnership services, project management and instructional design.

#### Instructional Design

- Perform instructional design functions: work with faculty to plan and improve instructional delivery, including strategic planning, student assessment, content development, instructional materials design and production, evaluation of delivery methods, test design, and methods assessment;
- Proactively coordinate the activities of and providing support to the Sauder School of Business technology-enhanced faculty learning communities, as well as divisional assistants, research assistants and teaching assistants.
- Provide design, training and assistance services to faculty on blended online learning and instructional applications; orient faculty, staff, and students to instructional materials, equipment and training; design face-to-face and online training courses and documentation in partnership with Sauder Learning Services.
- Provide leadership in implementation and administration of new learning technologies, including course management, social media,



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and other emerging approaches; develop and documents system procedures;

- Oversees the provision of leadership to faculty in mediated-learning issues, assessment validity, etc.
- Participate in team management of the Sauder Learning Services' Flexible Learning web presence; Analyze needs; identify and articulate short term and long range goals for instructional design and blended distance learning activities; assist with the evaluation of new and upgraded software applications; examine software applications in terms of training implications.

### Partnership Services.

- Serve as the primary contact, liaison and resource between the Faculty and CTLT, ensuring that resources and services are made available to support flexible learning program needs.
- Develop relationships with faculty and support specialists within Sauder School of Business departments and academic units, acting as a primary contact and resource; - Establish and maintain relationships with partners in other Faculty support organizations, academic service areas and technology providers in order to facilitate knowledge-transfer, best practice development and community-building.
- Consult within Academic Divisions and Program areas within the Sauder School of Business to identify needs and expectations for Learning Services, and where appropriate, CTLT services;
- In consultation with the Director, Sauder Learning Services, the Manager, Learning Design and Innovation, the CTLT Academic Director, CTLT Senior Associate Director, Flexible Learning and Faculty-based support staff, facilitates the development of a Teaching and Learning Support Plan for the Sauder School of Business.
- Build and maintain strong partner relationships with key stakeholders.

### Project Management

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

### Supervision Received

Works independently under broad directives set by the Director, Sauder Learning Services and the Senior Associate Director, Flexible Learning. Works with considerable latitude and minimal supervision. The incumbent must be self-directed and able to manage and work independently. Work assessed periodically to assess validity.

### Supervision Given

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

### Consequence of Error/Judgement

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

### Qualifications

Master's degree in Education. Ph.D. preferred. A minimum of 7 years of experience or the equivalent combination of education and experience. Relevant experience in the management, design, development and evaluation of courses, curriculum and other projects in research-intensive universities; Demonstrated experience as designer of online learning and technology enhanced education. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and



resources; Ability to analyze problems, identify key information and issues, and effectively resolve; Familiarity with a wide variety of instructional methods and the technologies used to support those methods; Ability to work collaboratively and to communicate effectively with all levels of faculty and staff; Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support; Highly effective communication and skills in both individual and group situations; Ability to guide parties with differing opinions to consensus. Demonstrated track record of educational facilitation and consultation. Ability to facilitate consensus amongst diverse project teams (e.g., faculty members, professional staff, researchers and students) who bring multiple perspectives to a project.

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**Job Posting**

**Job ID:** 17047  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level B      **Business Title:** Associate Director, Digital Marketing  
**Department:** The Sauder School of Business  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-02      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-20      **Available Openings:** 1

**Job Summary**

The Associate Director, Digital Marketing leads, directs, and manages digital communications, online marketing and user experience strategies as part of the Sauder School of Business' integrated marketing program. The position plays a strategic role in building and expanding the school's digital presence and establishing its strategic positioning with global target audiences across digital, mobile, social media, and other online channels. It also provides digital communications strategic counsel to the school's various business units, departments, and academic divisions in support of their business goals and objectives.

Reporting to the Director of Marketing and Communications, the Associate Director is responsible for the school's web strategy and strategic digital marketing and communications projects. The position also oversees the quality, consistency, and measurement of interactive projects across the school's portfolio. Projects would include user experience, content strategy and publishing, web marketing and advertising, social media strategy, and digital measurement analytics.

The Associate Director provides strategic counsel to the Director of Marketing and Communications in ensuring digital initiatives are executed to modern standards and best practices and in alignment with brand standards. The role provides leadership over the development and launch of new strategies and liaises with UBC on campus-wide online initiatives.

**Organizational Status**

The Associate Director reports to the Director of Marketing and Communications. The position supervises 2-3 direct reports including the Web Editor, Online and Social Media Specialist, and a part-time student Web Marketing Assistant.

The position works closely with the Associate Director Brand & Marketing, the Associate Director Communications and Media Relations, and staff in the Marketing and Communications Department. The position regularly liaises with Associate Deans, Directors and department heads, faculty members, program managers, and marketing staff from other business units within the school.

The position collaborates with the Business Technology Management Office team of the school (including the IT Portfolio Manager, project managers, business analysts), as well as the UBC IT Web Services Development team as required.

The role is responsible for managing digital agencies, suppliers and vendors, and selects and directs the work of contractors and consultants as needed.





### Work Performed

#### Digital Strategy and Interactive Marketing

Work with the Director of Marketing and Communications to shape the direction of the school's digital strategy. Coordinate input from Associate Deans, senior managers, and staff faculty members; formulate objectives and provide recommendations on priorities. Plan, develop and execute digital strategies for the school as well as individual business units. Perform ongoing analyses and monitoring to ensure alignment with objectives. Projects include websites, microsites, social media channels, and other interactive marketing initiatives. Responsibilities also include developing and reviewing RFPs, selecting and retaining digital agencies and vendors, writing project charters, managing timelines, budgets, and resources.

Provide ongoing recommendations for the continuous improvement of Sauder's website and digital properties identify needs, challenges, and solutions. Establish policies and processes to elevate digital standards within the school and ensure digital communications are effectively managed.

Participate in the Web Governance Committee, which stewards web strategies and policies for the school.

Contribute to the school's marketing and communications annual plan and budget. Prepare and manage the digital marketing component of the plan and budget.

Act as the digital counsel in developing and launching the school's annual brand campaign by providing input and recommendations to attain optimal results.

Maintains awareness of and foster alignment with UBC-wide strategies, representing Sauder on UBC web social media advisory committees as needed.

Keep up to date with digital trends, emerging technologies, and innovative practices in digital communications and promote awareness of them within the organization.

#### User Experience

Oversee and continuously improve user experience and information architecture across the school's web properties and online campaigns in alignment with brand standards, business and communications priorities, and industry best practices for user-centred design.

Monitor and recommend effective solutions impacting site structure, navigation, and information design decisions.

Provide planning and counsel on UE design standards for the development of landing pages, e-marketing collaterals, social media, and online advertising.

Lead and manage user experience research, including defining requirements, retaining UE suppliers, overseeing testing and analyses, establishing goals, and coordinating UE deliverables such as wireframes, prototypes, task flows and sitemaps.

Provide guidance on usability and accessibility standards (W3C, WCAG), functionality technology, and platform considerations.

#### Content Strategy

Lead strategies for content publishing, distribution, and governance across the school's digital communication channels.

Participate in planning the creation and development of content.

Supervise the Web Editor in implementing content strategy deliverables including content inventories, audits, editorial calendars, content lifecycle, and management processes.

Supervise the Social Media Specialist in managing the school's social media channels, ensuring that strategies are aligned with Sauder's online goals. Oversee the tone quality of social media communications, planning and audits, and performance measurement.

Provide guidance to content producers to ensure they are in line with the school's content and social media strategies. Promote best practices in storytelling and content delivery to optimize audience engagement.

#### Analytics and Performance Measurement

Lead analytics and reporting processes and systems and establish metrics framework. Monitor and analyze website and digital analytics, manage reporting of metrics to senior management.

Manage the reporting of the performance of the school's digital channels, including staff training. Oversee the measurement of digital and social media communications by key analytic systems (Sysomos, Google Analytics); make recommendations on new evaluation tools systems as needed.



Guide campaign marketing managers with identifying objectives, performance measurements, and KPIs. Provide support on tracking analysis of metrics for campaign effectiveness, ROI and engagement.

### **Supervision Received**

The Associate Director, Digital Marketing reports to the Director of Marketing and Communications and works independently under the directives of the Director. The Associate Director may also receive direction from Senior Associate Deans.

### **Supervision Given**

The position manages 2-3 direct reports and supervises the following employees: Web Editor, Social Media Specialist, and part-time Web Marketing Assistant. This position directs the work of service providers.

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

Decision-making is based on a thorough knowledge of the policies and procedures of the marketing and communications department, the Sauder School of Business, and UBC. The role exercises judgment in establishing priorities, and needs to demonstrate sound judgment, tact and discretion. Incorrect decisions will have an impact on operations and potential financial implications.

Errors in judgment and decision-making will directly impact the school's image and reputation among external audiences and the business community. The consequence of error in this position could be very serious for the Faculty and or the University since it concerns the public image and profile of the Faculty and the University on a provincial, national and international level. Incorrect or insufficient information and advice could have significant consequences.

### **Qualifications**

Undergraduate degree in a relevant discipline. Prefer degree in a relevant discipline such as digital media, e-business, interaction design, information systems, communications, marketing or a related field. Minimum of five years experience or the equivalent combination of education and experience. Experience in a progressive online marketing communications or digital web project management capacity.

Demonstrated proficiency and a successful track record in digital web project management at an enterprise level. Project Management Certification (PMP) or equivalent combination of training experience is an asset.

Experience managing an institutional web and digital presence that interfaces with multiple target audiences, preferably with 1,000,000+ visits a year. Experience using enterprise-wide CMS systems and knowledge and exposure to content creation and publishing.

A thorough understanding of the current digital media landscape and best practices in digital strategy, web development, interactive marketing communications, usability, content strategy, online branding, web marketing, mobile, and social media.

Experience in establishing and managing relationships with digital firms and other creative suppliers such as content strategists, web editors writers, front-end web designers developers, and user experience interaction designers, etc.

Experience developing and overseeing integrated marketing campaigns including digital display, SEM, e-marketing, mobile, and engagement strategies. Knowledge understanding of video production is an asset.

Advanced knowledge of community and social media platforms: networking, blogs, mobile, etc. and demonstrated ability in leveraging them to drive performance.

Experience working with tools such as Google Analytics and other web metrics analytics. Experience working with social media measurement tools such as Hootsuite Enterprise, Sysomos, Radian 6.

Working knowledge of Adobe Creative Suite software, HTML, or CSS, is an asset.

Excellent verbal and written communication, interpersonal and organizational skills. Ability to think strategically and creatively, build consensus, act proactively, and exercise sound judgment.

Experience working in a complex organizational structure or large multiple stakeholder environment is required. Experience in the higher education or public non-profit sector is preferred.

A keen interest in digital trends, new web technologies, and continual learning upgrading of skills.



# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 17096  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Marketing & Sales  
**Classification Title:** Marketing & Sales, Level A  
**Business Title:** Marketing and Business Devel, (BCC)  
**Department:** The Sauder School of Business  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-02  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-27  
**Available Openings:** 1

### Job Summary

This job is responsible for managing and initiating short and long term employment postings for students at the Sauder School of Business. Specifically, this job has 2 main responsibilities: 1) initiating new job postings from new recruiting partners for the Business Career Centre, and 2) using social media to connect with recruiting partners and solicit job postings.

### Organizational Status

Reports to the Assistant Dean, Hari B. Varshney Business Career Centre.

Within the Business Career Centre, this position works closely with other Business Development Managers and Business Career Center staff, Directors, Career Managers, Program Managers and support staff.

Externally, this position engages with local and national organizations (employers) ranging from human resources staff to departmental hiring managers.

### Work Performed

Evaluates and follows the social media activities of recruitment partners to source employment opportunities for students

Responds to recruitment needs of employers who reach out to the business career centre

Develops and maintains new and existing relationships with employers by actively networking and attending appropriate events

Conducts sales campaigns and does market research to optimize existing marketing programs and increase number of job postings

Acquires an assigned quota of relevant job opportunities for Sauder School of Business students via internet-based research, and personalized outreach initiatives such as cold calling, face-to-face meetings and email.

Works closely with recruitment partners to provide opportunities for employers to connect with students on campus

Helps organize and manage employer participation in student Treks to Toronto, Calgary, and China. Helps with Industry Insight and



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## Staff Job Postings

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### employer events

Conducts market analysis on growth industries and geographic regions, hiring trends, and competitive skills requirements to identify new opportunities for student and alumni employment and business partnerships

Enhances the Sauder brand perception established by the Sauder Marketing Communications Department through day-to-day, on the ground interaction with employer organizations

Identifies an assigned quota of relevant and high quality paid work experiences for Sauder's MBA candidates, BCom undergraduates, Co-op students, ECM students, FOM students:

through the use of internet-based research, industry publications, newspapers and personalized outreach initiatives such as cold calling, email, business networking events, trade shows, career fairs and conferences.

### **Supervision Received**

Works independently under general guidance from the Assistant Dean.

### **Supervision Given**

Occasional supervision of student and event volunteers. .

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

This position represents the Sauder School of Business, the students and the University. Incorrect decisions judgment will directly affect the Sauder School of Business and UBC's reputation with the employer community and future alumni of the faculty

### **Qualifications**

Diploma in Marketing. Undergraduate Degree in a relevant discipline. Minimum of one year experience or the equivalent combination of education and experience. Prefer two years experience in business development.

Ability to work on a team and very good communications skills are necessary for speaking and presenting to employers and the community.

Experience using social marketing tools like Linked In, Twitter, and Facebook.

Computer skills required (Word for Windows, Excel)

Familiarity with a university or recruiting environment an asset.

Valid Driver's License and regular access to a car required.

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### Job Posting

**Job ID:** 17060  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Human Resources  
**Classification Title:** Human Resources, Level A      **Business Title:** Human Resources Coordinator  
**Department:** Human Resources  
**Salary:** \$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:** 2013-11-21      **Available Openings:** 1

### Job Summary

The Human Resources Coordinator role focuses primarily on providing HR advice and support to UBC IT management and staff on all aspects of recruiting, overseeing and maintaining various electronic HR systems and assisting with UBC IT's change management initiatives.

This role provides advice and recommendations on a wide range of human resources management issues for UBC IT. Coordinates and assists managers with the classification and recruitment processes including drafting job descriptions, overseeing the electronic recruiting and Job Description Library systems (E-Recruit and Position Management) as well as providing support in implementing change management initiatives. Provides general advice in regard to interpretation of collective agreements, other agreements and handbooks governing conditions of employment. Responds to enquiries from client departments, union representatives and employees. Assists the Senior HR Coordinator in performance management issues and or review of organizational structures.

### Organizational Status

Reports to the Human Resources Manager for UBC IT, and works collaboratively with UBC IT staff and management as well as the FRO HR team; is a member of the Human Resources Advisory Services team

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

### Work Performed

- Coordinates and assists managers in drafting job descriptions. Facilitates the job classification process. Consults with the HR Manager on new positions and internal promotions. Works with Compensation Associates Consultants in Human Resources where appropriate. Responsible for oversight of all UBC IT recruitment including: reviewing and approving HR paperwork, creating job postings, management of UBC IT Careers webpage, participating in and coordinating the interview process and assisting Recruiting managers in the design of interview questions and conducts references where appropriate.

- Provides advice and assistance to management in recruiting matters: reviews relevant recruitment provisions and processes (per employment group) ensuring processes are objective and inclusive; confirms core competencies; assists in the development of interview questions; participates in interviews; evaluates candidates against identified core competencies; makes selection recommendations; advises Recruiting managers on reference checks and letters of regret, as well as job offers of employment, verifying internal equity and candidate qualifications. Creates and maintains an ongoing reserve of candidates. Advises and coaches on posting deadlines, Staff



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Finder's requirements and the recall internal external recruitment processes. Ensures accurate preparation of all documents related to employment offers and payroll.

- Advises client department on salary administration for all staff groups, union and non-union including authorization of salary increases up to the midpoint.
  - Oversees and maintains the electronic recruiting system and Job Description Library (E-Recruit and Position Management). Provides ongoing feedback to technical support. Participates in the development of training materials.
  - Provides information and general advice to UBCIT regarding University policies, procedures and practices, and the interpretation of collective agreements, other agreements and handbooks governing conditions of employment. Refers matters which are more than moderately complex to the Senior HR Coordinator or Human Resources Manager.
  - Provides information and general advice to UBC IT management and staff, regarding legislation affecting the work place (e.g. Employment Standards, Human Rights Code, and Freedom of Information).
  - Oversees and manages the online Absence and Vacation tracking system and provides regular reports.
  - Assists the Senior HR Coordinator in the oversight and management of online Talent Management software applications.
  - Assists departments with hiring foreign workers and facilitating application process for labour market opinions.
  - Participates in the development and the delivery of Human Resources training programs.
  - Attends and participates in regular UBC IT Managers and Leadership Meetings, as well as FRO HR team meetings.
  - May serve on various University committees as a representative of Human Resources.
- Performs other duties as required.

### **Supervision Received**

Works under the general supervision of the Human Resources Manager for UBC IT and in accordance with established principles and methods. Works closely with UBC IT Management team.

### **Supervision Given**

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

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

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

### **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:** 17092  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Human Resources  
**Classification Title:** Human Resources, Level B                      **Business Title:** Human Resources Coordinator  
**Department:** Human Resources  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-25  
**Job End Date:** 2014-09-30                      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2013-11-27                      **Available Openings:** 1

### Job Summary

The Human Resources Coordinator provides advice and recommendations on a wide range of human resources management issues for the Building Operations and Infrastructure Development portfolios. Manages the classification, recruitment and compensation 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. Coordinates the return to work of employees by meeting with the manager, employee, union and the Return to Work Coordinator where appropriate. 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 Secretary 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. Audits and writes recommendations regarding reclassifications for the Departments. Consults with Compensation Associates Consultants in Human Resources where appropriate.

Coordinates compensation matters and advises Building Operations and Infrastructure Development on salary administration for all staff groups including progression to midpoint increases and annual approved merit increases. Advises on and authorizes all relevant forms. 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.



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## Staff Job Postings

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

Coordinates the return to work of employees by meeting with the manager, employee, union and Return to Work Coordinator. Where employees cannot be accommodated in their existing position identifies vacancies across the department and liaises with department manager, employee, union and Return to Work Coordinator. Where employees cannot be accommodated within Building Operations and Infrastructure Development works with Human Resources Associates to seek accommodation outside of Building Operations.

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**



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Monitors the work of the Administrative Secretary, 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 three years 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:** 17127  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level A      **Business Title:** Research Scientist  
**Department:** Department of Wood Science  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Part-Time (90%)  
**Desired Start Date:** 2014-01-01  
**Job End Date:** 2014-06-30  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-11-22      **Available Openings:** 2

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

### Job Summary

To guide and conduct research on molecular, biochemical and chemical assessments in woody plants; phenotyping of secondary cell walls of trees.

### Organizational Status

- Reports to Principal Investigator.
- Work with UBC faculty, graduate students, postdoctoral fellows, staff and external researchers.
- Aid in supervising co-op students and summer students who work on this project.
- Provides guidance to graduate students and other technicians working on this project.

### Work Performed

Major responsibilities include:

- developing concepts and hypothesis and improving procedures and techniques for molecular, biochemical, and chemical investigations on phenotyping of secondary cell walls of trees.
- overseeing and conducting experiments; reviewing, analyzing and developing conclusions from data;
- reviewing field work;
- assisting in advising on direction of future work;
- working as an author or co-author on publications; recommending lab equipment and supply purchases; overseeing and managing lab operations;
- supervising and training students; and performing other related duties.

Working conditions:

Office and laboratory. Located in the plant cell wall characterization lab in the Faculty of Forestry.

### Supervision Received

Working independently. Reporting to Principal Investigator



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### **Supervision Given**

Training graduate, undergraduate, and co-op students working on the project. Overseeing the work of co-op and summer students as needed.

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

Responsible for assessing and developing new techniques and procedures. Responsible for making decisions regarding daily operation of the laboratory and taking initiative in determining experimental time frames. Provides input into the direction of the research program. Must ensure that precise and accurate data can be obtained. Mistakes in experimental data could lead to false results being published, misleading scientific conclusions and work needing to be redone. This position is relied upon to make interpretations, recommendations and conclusions from experimental findings.

### **Qualifications**

Undergraduate degree in a relevant discipline. Masters preferred. Minimum of two years experience or the equivalent combination of education and experience. Experience in performing research, analysis and reporting data. Experience in molecular, biochemical and physiochemical phenotyping of tree cell walls including experimental and analytical investigations on variation in plant cell wall characterization. Computer experience required. Effective oral and written communication. Effective interpersonal skills. Effective project management skills. Effective report writing and presentation skills. Effective analytical skills. Ability to work effectively independently and in a team environment.

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## Job Posting

**Job ID:** 17108  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level E      **Business Title:** Director, RES'EAU WaterNET  
**Department:** Chemical&Biological Engineering  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-01  
**Job End Date:** 2018-06-30  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-11-21      **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

#### BACKGROUND

According to the WHO statistics, More than 3.4 million people die each year from water, sanitation, and hygiene-related causes. 1.4 billion people (more than one fifth of the world population) are affected by clean water shortage and do not have an adequate supply of potable drinking water. More than five million Canadians do not have access to a reliable source of safe drinking water. Many of these individuals live in rural or First Nations communities.

RES'EAU-WaterNET is Canada's first and only multi-disciplinary organization approved by NSERC that brings together over 150 researchers, experts from over 25 national and international public and private organizations, and more than 25 distinguished international scientists from prestigious scientific institutions world-wide to tackle drinking water challenges in small and rural communities.

RES'EAU-WaterNET carries out research and offers services covering topics within the entire area of small water supply systems as follows:

- Innovative & Integrated Treatment Processes
- Water Health Assessment & Monitoring
- Governance, Risk Management & Compliance

Supporting these activities include over \$10M (cash and in-kind) investment from major national and international public and private organizations and companies.

#### JOB SUMMARY

To provide vision, direction, strategic plan, roadmap, and advise on multiple national and international scientific collaborations, research projects and six Living-Labs at RES'EAU-WaterNET. In addition, provides vision, set direction for the operation of six Living-Lab facilities across the country. Living-Lab facilities involve a consortium of government agencies, NGOs, private sector and multi-disciplinary scientific expertise from several universities working towards addressing site-specific challenges associated with each facility. At the heart of each Living Lab facility, there is a community of small to 7000 people.



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### **Organizational Status**

Reporting to the Scientific Director and the Board of Directors of the RES'EAU-WaterNET. Manages professionals and senior researchers, research project managers, research assistants and administrative staff, provides advice and leadership to Highly Qualified Personnel (HQP),

Works with the Board of Directors, internal and external scientific and advisory committees, directors and executives of public and private partner organizations. Acts as liaison with several national international research collaborators, centres and scientific institutions. Works closely with the Office of Research Services (ORS), University-Industry Liaison office (UILO), Research and Trust Accounting (RTA), NSERC Program Officer, and various other departments, faculties and staff. In addition, the position acts as liaison with several end-user receptor communities and manages multiple Living-Lab sites facilities. Each Living Lab site facility involves multiple project managers that represent their respective partner organization. This position, on behalf of the primary proponent that is RES'EAU-WaterNET, oversees and directs the work of all project managers involved in the Living Lab facilities across Canada

### **Work Performed**

Major responsibilities include:

- Provide vision, strategic plan, on multiple international scientific collaborations and research projects at RES'EAU-WaterNET
- Provide functional supervision and operational direction to multiple international scientific collaboration and research projects;
- Provide vision and set direction for the operation of Six Living Lab sites facilities, in different provinces across Canada
- Oversee and provide advice on the work of several project managers involved in Living Lab facilities
- Provide vision and direction for HQP professional development, and manage implementation of HQP advanced professional training and educational programs
- Provide vision and set direction for Data Management and Monitoring operations
- Provide vision and advise on the Information and Communication Technology (ICT) enterprise architecture supporting research and administrative activities
- Seek funding from national and international public and private agencies, and foundations
- Develop strategic partnership with other national and international comparable programs, national and international scientific institutions, and other public and private organizations and research agencies.
- Develop research proposals, letter of intent, media press releases and article for publications; prepare presentations, progress reports and final reports;
- Identify and rectifying weaknesses;
- Ensure compliances with applicable policies and different levels of privacy legislation.

### **Supervision Received**

The work will reviewed and measured in terms of achievement of RES'EAU-WaterNET goals approved by the Board of Directors otherwise work with full latitude.

### **Supervision Given**

The position provides functional and operational supervision to over 10 lead researchers, and over 10 research collaborators. In addition, manages a number of project managers conducting research and development at 6 Living Lab facilities across 3 provinces in Canada.

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

Given the public and political prominence of the research on drinking water quality for small and rural communities, international



multi-disciplinary and multi-user nature of the research projects, and considerable amount of activities and substantial investment by stakeholders geared towards Living-Labs, this position is accountable for setting the direction and executions of plans for RES'EAU-WaterNET

### Qualifications

Post-graduate degree in a relevant discipline or an equivalent professional designation. A scientific engineering background; a Masters degree in applied science and engineering is preferred. A minimum of 7 years of experience and extensive experience in method development, research, and facility management and ethical and other legal and regulatory requirements. Internationally recognized level of specialist expertise. 7 years proven record of accomplishment in Program Management or Strategic Planning at large-scale, multi-Institutional programs is desired. Proven track record of industrial and government engagement and fundraising is desired. Proven track record of building community engagement is desired. -Proven track record of success in engagement with senior officials and representatives of public, private and communities

-Proven track record of success in engagement with national and international academic institutions and other professionals

-Proven track record of success in strategic fundraising

-Possess a strong understanding of Academic Research, Public and Private Environment

-Broad and inclusive perspective of issues important to public- and global water and health with interest in establishing collaboration with partners across disciplines

-Experience in dealing with crises, and sensitive public issues

-Expertise in Information and Communication Technologies

-Exhibit excellent judgment

-Thinks big

-Has passion and convictions and the innate ability to inspire passion in others

-Never satisfied with status quo

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## Job Posting

**Job ID:** 17117  
**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:** 2014-01-06      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-22      **Available Openings:** 1

### 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



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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 organizational 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.



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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:** 17118  
**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:** 2014-01-06      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-22      **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).



# The University of British Columbia

## Staff Job Postings

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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:** 17106  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Media Services  
**Classification Title:** Media Services, Level A      **Business Title:** Video and Digital Media Specialist  
**Department:** MedIT  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-02      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-29      **Available Openings:** 1

### Job Summary

Working with the Educational Technology team in the Technology Enabled Learning (TEL) unit within the Faculty of Medicine's IT group (MedIT), this position is responsible for participating in the design, development and implementation of digital media projects for the purposes of health and education. The range of produced materials may include videos, audio, and multimedia materials for the web and print graphic design.

This position works to ensure that faculty, staff and students within all regions of the Medical Education Distributed Program (The MED Program encompasses undergraduate, postgraduate and continuing medical education.) - Vancouver Fraser Medical Program (VFMP), Island Medical Program (IMP) and the Northern Medical Program (NMP) - have access to video production resources.

The position works closely with other members of the Educational Technology team and educational stakeholders such as the Associate Dean, MD Undergraduate Education to ensure that video-based educational resources are created to appropriately, effectively, consistently and sustainably support the educational objectives of the MED Program.

### Organizational Status

The Video and Digital Media Specialist reports directly to the Producer, Video and Digital Media within the Educational Technology portfolio of MedIT.

### Work Performed

The Video and Digital Media Specialist supports the development of video and digital media in an academic health environment. As part of their role, this individual:

- Participates in the conceptualization, filming, editing, sound editing, and 2D 3D animation of digital videos and other multimedia projects.
- Offers informed advice on the continuous improvement of video and digital media offerings.
- Offers informed advice on purchase of audio, visual and post-production equipment and software.
- Assists in planning and developing projects for various clients for the online delivery of video and digital media, via multiple platforms.
- Researches new technologies and methodologies in the realm of digital and video-based media, and monitors trends in the industry that may be of benefit.



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- Coordinates source files and multimedia artifacts with a local hard drives and databases.
- Works collaboratively with team members, including instructional designers, web programmers and video producers.

### Supervision Received

The Video and Digital Media Specialist works under the supervision of the Video and Digital Media Producer, and under the greater guidance of the Manager of Educational Technology within MedIT. This position, through the Educational Technology Senior Manager, receives guidance and direction from the Associate Dean, MD Undergraduate Education, or delegate, on pedagogical components of Educational Technology.

### Supervision Given

This position may be expected to supervise work-study students; is expected to operate with wide latitude.

### Consequence of Error/Judgement

Errors may result in inappropriate usage of video resources; inadequate Faculty of Medicine organizational preparation for adaptive and changing learning needs; missed deadlines and cost overruns; miscommunications between students, faculty and staff members relating to learning resources; learning session or service disruptions; frustration for faculty, staff and students relying on training and services to support their video projects; breakdown in collaborative video efforts with other Faculties.

### Qualifications

Two year diploma in media and broadcast production. An undergraduate degree in Film, Media Design, Interactive Arts and Technology or similar is preferred. Minimum of three years experience or the equivalent combination of education and experience. A minimum of five years of related experience, or the equivalent combination of education and experience is required.

The candidate will have experience in the following:

- Filming, editing and producing digital videos for the web.
- Conceptual plans: scripting and filming plans and other related logistical planning.
- Operating various broadcast and prosumer HD video cameras, sound equipment and microphone deployment.
- Working independently in post-production to film, edit and sound edit, export to various video and audio formats for delivery to the client.
- Video production for broadcast standards.
- Final Cut Pro Studio, Adobe Premiere, or other Mac-based video editing software.
- Streaming media, video encoding formats.
- Some knowledge in graphic design tools (Photoshop, Adobe CS5, or similar) to create brochures and other physical media would be an asset.
- A background in 3-D animation (Cinema 4D, After Effects, etc.) and compositing would be an asset.
- Working with learning management systems, virtual patients and other learning technologies an asset.
- Working within a post-secondary educational environment, creating or overseeing the creation of educational videos and digital media projects is preferred.

The successful candidate will possess a strong work ethic with excellent interpersonal and time management skills.

The candidate must demonstrate the ability to communicate logically and effectively both verbally and in writing. A highly motivated self-starter, the candidate will be expected to solve problems in a challenging environment with limited supervision and direction. The ability to effectively manage changing and competing priorities is essential. In addition, the successful applicant must thrive in a team setting in a diverse, complex, distributed and fluid environment.

The candidate must be able to:

- Compose correspondence, reports, presentations, workshops and other materials using clear concise business English in a way that maintains accuracy and attention to detail.
- Work with executives, physicians, senior academic leaders and community members.





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- Initiate ideas and propose creative solutions.
- Have a broad understanding of educational processes and adult-learning theories.
- Possess an ability to understand and implement audience-specific requirements.
- Gather client requirements and recommend services based on assessed needs.
- Impart technical information to audiences at all skill levels.
- Demonstrate well-developed interpersonal skills including a high level of integrity, ethics, trustworthiness, professionalism, diplomacy, tact and patience.
- Commit to continuous learning and skills upgrades.
- Take initiative and exercise judgment when seeking input and advice from others.
- Constructively challenge the status quo, in the pursuit of service excellence.
- Demonstrate experience and or interest in a healthcare academic environment.

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### Job Posting

**Job ID:** 17122  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level A      **Business Title:** UBC Community United Way Campaign Coordinator  
**Department:** Ceremonies Office  
**Salary:** \$39,076.00 - \$46,912.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-06      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-12-01      **Available Openings:** 1

### Job Summary

#### Overview:

The UBC Community United Way Campaign is an employee-focussed fundraising campaign for the United Way of the Lower Mainland. The campaign is held annually in the Fall and donations are primarily made through payroll-deduction and awareness events on campus. The University's relationship with the United Way extends over 30 years and, as well as the employee campaign, UBC provides three staff to be seconded to the United Way campaign as Loaned Representatives. More recently, links and partnerships have been formed with UBC researchers and United Way, strengthening the relationship and strategically aligning it with the community engagement goal of Place and Promise, the University's strategic plan.

The UBC Community United Way Campaign Coordinator is situated in the UBC Ceremonies and Events Office and provides communications support within the unit. The division of time between these two roles varies throughout the year. The UBC Ceremonies and Events Office coordinates the University's ceremonial, recognition, and university-wide special events. The Office maintains the University's traditions and protocol, coordinates events relating to high-level visitors, and is the main office responsible for Spring and Fall Congregation ceremonies.

#### Position Function:

To coordinate and manage the administrative functions in support of the annual UBC Community United Way Campaign; to analyse financial information and prepare detailed reports; to support the vision of the senior administration for the campaign and implement the vision through the year; to create communication pieces in support of the campaign; to provide program support to develop, implement and coordinate programs and services year-round related to the UBC Community United Way Campaign.

To coordinate communications pieces in support of Ceremonies Office initiatives; to develop and implement a Ceremonies Office communications plan, in consultation with Ceremonies Office Staff and key stakeholders; to create and manage various social media channels; to update and maintain components of the Ceremonies Office website.

### Organizational Status

Reports to: Director, Ceremonies; Volunteer Campaign Chair(s).



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

Contacts: UBC staff, faculty and students, donors, community groups, United Way of the Lower Mainland, United Way of Central Kelowna; the President's Office, units within the Communications and Community Partnership Portfolio and the Development and Alumni Engagement portfolio, UBC Communications Professionals.

### Work Performed

#### United Way-Specific:

- Liaise with and support the Campaign Chair and other campaign participants to develop and record action plans, communications plan, contact lists, etc.
- Maintain campaign work plans and action lists and other documentation that supports department or group activities, thereby making sure events and programs are successful;
- Assist with event coordination, facilitate implementation, troubleshoot, and liaise with event organizers and participants;
- Arrange volunteer meetings, , communicate regularly to various UBC staff groups;
- Create and distribute communication tools including flyers, newsletters, memos, e-mails, posters and brochures that are consistent with UBC's strategic plan, 'Place and Promise', and the UBC Brand;
- Maintain and update web site content using Wordpress;
- Prepare plans and reports, including analyzing research, and preparing subsequent updates based on outcome of meetings with Campaign Team
- Maintain leadership donor contact and activity list; ensuring accurate information is recorded and updated;
- Liaise with donors through-out campaign, handling enquiries and issues sometimes of a sensitive and confidential nature;
- Ensure that appropriate donor recognition, acknowledgement and stewardship programs are in place;
- Develop and maintain a deep understanding and expert use of the United Way's online donation program (training and support will be provided);
- Ensure processing of donor gifts, pledges and receipts, liaising with UBC Payroll and United Way to ensure that information is shared in a timely and accurate fashion;
- Analyse campaign progress and summarizes analysis in a report for individual faculty departments and or unit campaigns; Conduct analysis and reporting for end of campaign, for submission to senior management and other interested parties;
- Establish and track metrics to quantify campaign successes and set goals for future campaigns;
- Control annual budget for office, tracking expenditures and reconciling month-end statements;
- Prepare posting for Loaned Rep positions; ensuring job posting is circulated to the appropriate departments on campus; coordinate and conduct interviews;
- Coordinate space and resources for campaign staff; liaising with HR and Advancement IT on access to computers, buildings, etc.;
- Develop and maintain processes and procedures as needed;
- Need to accommodate flexible hours, attending events;
- Maintain campaign office, respond to phone enquiries, mail, visitors;
- Perform other related duties as required.

#### Ceremonies Office-Specific:

- Assess communications strengths and weaknesses in consultation with Ceremonies Office staff and key stakeholders;
- Develop and implement a communications plan to support and further Ceremonies Office goals;
- Create and distribute communication tools including flyers, newsletters, memos, e-mails, posters and brochures that are consistent with UBC's strategic plan, 'Place and Promise', and the UBC Brand;
- Maintain and update web site content using Wordpress;
- Maintain and update social media presence, including Facebook and Twitter;
- Research software and online tools relevant to event planning, and make recommendations based on this research;
- Prepare plans and reports, including analyzing statistics and research, and preparing subsequent updates
- Assist with event coordination and implementation, troubleshoot, and liaise with event organizers and participants, as needed;



# The University of British Columbia

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- Perform other duties as required.

### **Supervision Received**

Works independently, under general direction from Volunteer Campaign Chair and Director of Ceremonies, to achieve objectives. Work is reviewed for achievement of objectives, soundness of judgement and quality of work.

### **Supervision Given**

May supervise temporary staff and or volunteers.

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

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

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of up to 1 year of related experience or the equivalent combination of education and experience. Experience in data management research and event planning. Knowledge of the University, its organizational structure and strategic goals and values. Experience partnering with units across campus and knowledge of other units. Experience with website design, content management, and social media. Superior skills with Microsoft Office, particularly with managing multiple lists using Excel. Ability to effectively manage time and to work well under pressure. Strong organizational and analytical skills; solutions-oriented mindset. Excellent customer service, interpersonal and relationship-building skills. Excellent verbal and written communications skills. Excellent attention to detail. Agility in team environment and in working with a wide range of people. Ability to manage multiple priorities and complex tasks, and to meet deadlines. Creative thinking and problem-solving abilities. Comfort with consultative processes. Experience with Adobe Creative Suite an asset.

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



## Job Posting

**Job ID:** 17042  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level B      **Business Title:** Development Coordinator, Faculty of Medicine  
**Department:** Development Office  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-06  
**Job End Date:** 2015-01-23  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2013-11-19      **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. Minimum one to two years experience in development or related field. Excellent verbal and written communication skills. Strong organizational, analytical and interpersonal skills. Effective computer skills. Proven ability to interact effectively and positively with staff, managers and donors.

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**Job Posting**

**Job ID:** 16944  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level D3      **Business Title:** Associate Director, Development  
**Department:** UBCO - Development  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-25      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-20      **Available Openings:** 1

Salary range: \$66,969.00 to \$96,478.00

**Job Summary**

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

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

**Organizational Status**

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

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

Contacts: Donors and outside community groups and organizations.

**Work Performed**

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



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

### **Supervision Received**

This position works under general direction according to broad objectives.

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

### **Supervision Given**

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

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

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

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

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

### **Qualifications**

Undergraduate degree in a relevant discipline. A graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred. A minimum of 5 years of experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. Thorough knowledge of the University environment and academic structure is preferred. Experience working with a centralized fundraising system an asset. Ability to work independently while exercising good judgement at all times. Well-developed analytical and problem-solving skills are required, along with strategic thinking and skills in conflict resolution. Strong conceptual abilities combined with high attention to detail. Ability to work simultaneously on a variety of complex projects with imposed deadlines; ability to formulate strategic plans; effective communication skills, verbal and written; strong interpersonal and negotiation skills required in liaising with major donors, corporate executives and senior university administration; proven ability to work with the University's senior-most donors to advance the University's mission; tact, diplomacy, discretion and sound judgment required.

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





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### Job Posting

**Job ID:** 17064  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Business Development  
**Classification Title:** Business Development, Level A      **Business Title:** Corporate 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:** 2013-11-23      **Available Openings:** 1

### Job Summary

The Corporate Relations Officer will work with the Executive Director of Government and Corporate Relations, and other corporate oriented teams and units responsible for engaging private sector partners (i.e. UILO, Strategic Partnerships, the Corporate and Foundations unit in DAE) to maximize UBC's ability to engage the private sector, including corporations, entrepreneurs and business associations, with a particular but not exclusive focus on the West coast.

The principle aim of the unit will be to foster greater coordination within the University while supporting UBC efforts to develop long-term, productive relationships with private sector partners. Importantly, the Corporate Relations unit is a service-oriented entity, the aim of which is to facilitate relationships between the university and the private sector but not to act as lead interlocutor in those relationships.

With this understanding, the Corporate Relations Officer two main activities is 1) a relationship broker, whose principal aim is to build connections between the university community and potential private sector partners and 2) an effective communicator, conveying presence and partnership opportunities to a private sector audience.

### Organizational Status

Reports directly to the Executive Director, Government and Corporate Relations

### Work Performed

- Under the supervision of the Executive Director of Government and Corporate Relations, supports the President, the Vice-President, Communications and Community Partnership, the Vice-President, Research & International, the Vice-President Development and Alumni Engagement, Deans and faculty members in coordinating private sector engagement
- Collaborate with lead VP offices, designated Faculty representatives, researchers, and others as appropriate, to develop and implement strategies to enhance private sector engagement.
- Develop and manage a university-wide corporate tracking system that will, overtime, be the leading mechanism by which the university community can access and understand a specific corporation's activity with the University and identify which university partners are actively engaged with said corporation.



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- Due consideration for other on-campus tracking tools is critical, including those administered by DAE, SPARC and the UILO.
  
- Develop and manage a portal whose principal audience will be private sector partners. The portal is intended to act as a virtual concierge service for interested private sector partners wanting to engage with university researchers, operations or leadership. Over time, key components of the portal will include:
  - Searchable faculty consultants
  - Individual Faculty entry points, highlighting priority areas specifically aimed at private sector collaboration
  - Social Responsibility link (for DAE)
  - Landing sites for key university partners, including:
    - Strategic Partnerships
    - SPARC
    - e UBC
    - co-op
    - etc.
  
- Work towards fostering great coordination and collaboration among University partners. While the corporate tracking system will be a significant resource, considerable effort in liaising with faculty and key administration units is essential. As such, the unit will establish and coordinate regularized meetings of key University partners to discuss and plan corporate engagement strategies.
  
- Support the Executive working group charged with advancing broad private sector engagement (VPs VPRI, C&P, DAE)
  
- Monitor trends in university private sector collaboration to improve on best practices and inform university strategies and decisions on how to advance corporate engagement.
  
- Develop and implement strategies designed to both coordinate and heighten the presence of university leadership within the private sector community, with a particular focus on events organized by private sector associations, such as the Vancouver Board of Trade, the BC Chamber of Commerce, the BC Business Council, BC Innovation and Technology Association, LifeSciences BC, etc.
  
- Build relationships with corporate staff among current and prospective private sector partners
  
- Provide advice and engagement support to University community members engaging with or wanting to engage with private sector partners - leveraging existing university tools and efforts
  
- Performs other related duties as required.

### **Supervision Received**

Reports directly to the Executive Director, Government and Corporate Relations

### **Supervision Given**

None

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

Special care must be taken to deal with existing and potential private sector partners as failure to do so can negatively impact the University's reputation, ability to successfully advance initiatives with external partners and or result in a financial loss to the university.

### **Qualifications**



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Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Including experience in corporate, government or donor relations. Job experience with a University involving corporate private sector relations will be highly valued. Ability to effectively use job-specific software at an intermediate level (e.g., Outlook, MS Word, MS Excel). Ability to work effectively with minimal supervision. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to communicate effectively verbally and in writing. Ability to exercise tact and discretion. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to effectively manage multiple tasks and priorities. Ability to develop and implement strategic business plans. Ability to exercise sound judgment. Ability to develop and maintain cooperative and productive working relationships.

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## Job Posting

<b>Job ID:</b>	17079		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Management&Professional (AAPS)		
<b>Job Category:</b>	Business Development		
<b>Classification Title:</b>	Business Development, Level B	<b>Business Title:</b>	Sr. Manager, Business Development, LSIPMI
<b>Department:</b>	Life Science Institute		
<b>Salary:</b>	\$62,010.00 - \$74,441.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2013-11-15		
<b>Job End Date:</b>	2014-11-14	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2013-11-18	<b>Available Openings:</b>	1

### Job Summary

The Sr. Business Development Manager's primary responsibility is to identify new opportunities and grow existing business through interaction with key players within academic institutions, government and industry who operate within the life sciences sector.

The incumbent will work to increase awareness and enhance and increase collaboration and opportunities for research for the BCPMI. Involves a large variety of tasks including familiarity with the concepts of Personalized Medicine, identifying new business partners, developing new opportunities and developing relationships both internally and externally to achieve the goals of the BCPMI. Ensures long-term, productive client relationships, and drives and manages business processes, operations, and prepares key tools to conduct business.

Industry partners include local, national and international businesses.

The role requires strategic leadership in developing and implementing comprehensive strategies and tactical plans for identifying, cultivating and stewarding major research opportunities to enhance the prestige and research revenues of the BCPMI and associated Institutes.

The candidate should be comfortable meeting with senior level management both in a one on one basis as well as in a presentation format.

### Organizational Status

The position is at a senior level to facilitate and to manage interaction between BCPMI, members of the LSI, various other UBC groups including UILO, senior management in Industry and Government and other stakeholders in the Life Sciences and Personalized Medicine sector.

The incumbent reports to the Director and works closely with other LSI Staff including HR & Operations Manager, Associate Director - Personalized Medicine, Sr. Manager- Business Development & Commercialization, Department Heads and the Principal Investigators within the Institute.

### Work Performed

1) Proactively identify, develop, manage and be accountable for research or educational partnerships with industry and government for the benefit of BCPMI and associated Institutes through:

- (a) Research and identify potential partners and associated funding opportunities,
- (b) Develop business plans for new initiatives,
- (c) Define goals and activity outcomes,



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- (d) Propose implementation plans,
  - (e) Organize, plan and lead implementation, and
  - (f) Develop and nurture ongoing partnerships;
- 2) Lead the establishment of new business opportunities involving multiple business partners and or stewarding major interdisciplinary research projects.
  - 3) Advise requesters from Universities and teaching hospitals, government and non-government agencies and community groups; to identify and focus research questions, determine project feasibility, scope and time frame, and advise as to eligibility for government and Institute funding programs.
  - 4) Foster collaborative relationships with Principal Investigators and diverse constituencies (provincial funders, national and international partners) through presentations and interaction to identify research needs, opportunities and challenges pertaining to BCPMI.
  - 5) Participate in and lead the development of BCPMI's market presence through active participation in targeted industry communities as well facilitate market communications collateral and online presence.
  - 6) Organize and manage events to foster productive interaction of the faculty with industry and government laboratories.
  - 9) Promote and facilitate a culture of innovation and entrepreneurship among faculty members and graduate students, including identifying business opportunities, and organizing events featuring successful entrepreneurs

### **Supervision Received**

The position works primarily under his/her own direction and initiative on all projects. Consults with the LSI Director, and Associate Director, LSI PMI. Agreements are reviewed and approved in accordance with the signing resolutions of the University. Work is reviewed against LSI objectives.

### **Supervision Given**

While the incumbent does not have direct supervisory responsibilities, he/she is required to work with numerous groups on and off campus to achieve the required outcome. This would include such tasks as leading a team to organize and deliver a conference or monthly event with government, industry and faculty through to initiating and managing the delivery of interdisciplinary proposals to industry government granting agencies. In some cases, it requires assigning task work to others, defining expected outcomes, reviewing the outcome quality of this work and providing coaching and mentoring. They may delegate some clerical tasks to support staff as required and in conjunction with the Operations & HR Manager

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

The candidate is required to make decisions on the validity of the opportunities and the effective long-term impact/benefit to the BCPMI and associated Institutes. Also required is "character judgment" and financial assessment of potential partners, in some cases providing recommendations on how best to strategically, and tactically manage these collaborations. These decisions and recommendations affect the initiation, structuring and implementation of new programs within BCPMI and the LSI. Decisions and recommendations provided by the incumbent concern the effective and efficient operation of the BCPMI. The incumbent will formulate recommendations to effectively manage the activities that develop as a result. Lapse in judgement could adversely affect the ability of BC Personalized Medicine Initiative to achieve research and financial goals, which subsequently could undermine the future collaboration and sustainability of the initiative.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in the Life Sciences (MSc, PhD preferred), and ideally a master's degree in business (MBA) or equivalent. A minimum of 5 years of experience or the equivalent combination of education and experience. Knowledge of the university, life sciences research, personalized medicine concepts, biotech and pharmaceutical sectors in BC and North America. Proven experience with producing detailed business plans, budgets, and forecasts.

Excellent research skills in market research and survey methodology, detailed data analysis and related computer software; ability to produce publishable marketing materials and business reports with sound rationale and financials.



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Computer skills including Word, Excel, MS project.

Excellent written and oral communication skills are essential, along with the ability to negotiate contracts and business dealings between institutions and Academic & Industry clients.

Knowledge of relevant law and legal issues of fee for service contract research, ability to work in conjunction with legal personnel to produce sound contracts.

Ability to develop and deliver effective presentations and workshops. Ability to communicate effectively with the media and public relations agencies. Ability to effectively generate business opportunities. Ability to develop and implement strategic business plans. Ability to effectively manage multiple tasks and priorities. Ability to analyze and interpret data, determine implications, and provide recommendations.

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### Job Posting

**Job ID:** 17112  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level C      **Business Title:** Manager, Undergraduate Affairs  
**Department:** Mechanical Engineering  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-10-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-21      **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

The Manager, Undergraduate Affairs & Advising, ("the Manager"), serves 450 undergraduate students, and prospective students. The Manager determines deadlines, schedules, and priorities for several distinct areas of responsibility, balancing operational requirements, and strategic considerations. The Manager develops processes and policies to manage all aspects of undergraduate student services, provides advising, and oversees all services. The Manager is responsible for developing and managing a strategic recruitment and outreach program for undergraduate students, and for envisioning, developing, and executing special events, particularly those related to community building. Working within a team of faculty, staff, and student staff located in the Undergraduate Affairs Office, the Manager also oversees the non-instructional components of the award-winning Mech 2 program, a mandatory full-year taken in second year Mechanical Engineering that provides a holistic educational environment and extends studies far beyond the classroom. The Manager is responsible for developing and tracking the budget (\$50,000), strategically developing messaging and preparing all key communications pieces, and hiring, supervising, mentoring, and training a team including the Mechanical Engineering Program Assistant and Co-op, Work Study, and Work Learn student assistants.

The incumbent typically works a standard day; however, flexibility is required as some responsibilities require an irregular schedule, including evenings or weekends.

### Organizational Status

The Department of Mechanical Engineering is a CEAB accredited engineering program that is well known for excellence in both teaching and research. Our undergraduate program has won several awards for curriculum design, and is often used as an example when other programs examine their teaching. Our department values community. Significant resources are dedicated to both curricular and extra-curricular activities to build community and connect staff, faculty, and students.

The position reports directly to the Department Head of Mechanical Engineering. Works closely with the Mech 2 Faculty Coordinator, the Associate Head for Teaching, the Associate Head for External Matters, Undergraduate Advising Faculty, Option Coordinators, and the Curriculum Chair in matters relating to their specific initiatives.

In addition, the Manager liaises with a wide variety of UBC and external units, other educational institutions, outreach and professional groups, as well as the general public in execution of duties.

Recruits, supervises, coaches, and evaluates the Mechanical Engineering Program Assistant, student volunteers and student employees (Work Learn & Co-op) within the Undergraduate Affairs portfolio.





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### Work Performed

Determines deadlines, schedules and priorities for several distinct areas of responsibility, balancing operational requirements and strategic considerations. Develops annual plans to ensure that priorities are clearly communicated and understood. Provides leadership, management, coaching, monitoring, and direction to one CUPE 2950 staff and two to three student staff, to ensure that staff are accountable for their responsibilities and have the skills, education, and training to execute their responsibilities and achieve key performance targets. Assigns work, reviews progress, and co-ordinates work for project completion.

Evaluates and makes recommendations regarding budgets and staffing needs for the undergraduate portfolio, estimating costs for all activities, tracking annual spending, and adjusting as required.

Plans and executes events and activities related to the undergraduate portfolio, recruitment, and alumni engagement.

Acts as a resource for the Head, faculty, and staff on a variety of issues related to teaching and students, including the interpretation of University and Department policies and in the application to situations not covered by existing policies.

#### Undergraduate Student Services

Develops processes and policies to manage all aspects of undergraduate student services.

Redesigns existing initiatives to better meet departmental and University needs and goals.

Manages student team relations with the Department, sets policies and procedures relating to safety training requirements, physical space allocations, and makes recommendations regarding funding support.

Oversees recruitment and admission to the Undergraduate Options programs (Mechatronics, Thermofluids, Biomedical).

#### Student Advising:

Facilitates a holistic view in students of academic and career plans in order to balance academic, professional, social, and personal demands, initiating regular dialogue with students on issues such as the number of hours a student works, how many classes s he takes, the number of hours of study needed while balancing other social and personal commitments.

Assesses student academic and personal goals and determines appropriate programs; provides advice on Mechanical Engineering degree and program requirements, program availability, and admission criteria. Interprets and advises on University, Faculty of Applied Science, and Mechanical Engineering policies and procedures as they apply to individual student programs.

Identifies students in crisis, either personal or academic, and advises on available academic options and personal support services. Refers to appropriate campus units including Counseling Services, Engineering Student Services, Student Health Services, Disability Resource Centre, tutoring, and mentoring. Works with Early Alert to both report concerns and offer reach outs.

Approves exceptions and special permissions, or make recommendations to the Associate Head, Teaching (faculty member).

Develops, implements, and evaluates policies and procedures relating to student advising. Develops improvements in advising function policies and procedures in order to improve services to students and establish priorities within existing resources.

Performs graduation adjudication, and graduation checks.

Identifies and recommends candidates for a variety of undergraduate awards.

#### Courses and Curriculum:

Responsible for all aspects of course scheduling within the Department. Serves as the Departmental Timetable Representative (TREP); administers all matters pertaining to courses including coordination and negotiation with other departments and Faculties regarding registration restrictions, seats released, and scheduling.

Makes recommendations to the Department Head on course offerings, sectioning, and instructor assignments.

Designs undergraduate and graduate course schedules, both Standard and Non-Standard Timetables, through comprehensive and integrated planning (involves resourceful organization of courses and liaison with other Departmental TREPs). Ensures that classrooms and other facilities are utilized efficiently, including space allocated through Classroom Services and space held by Department.

Oversees all matters related to curriculum, working with the Associate Head for Teaching (faculty member) on curriculum planning which include curriculum planning, changes, and meeting the requirements of the Canadian Engineering Accreditation Board of Engineers Canada and internal and external reviewers.

#### Events and Communications

Represents the Department, as required, at formal internal and external events, including open houses, on and off campus



information sessions, and special events. Plans and executes events and activities, including student feedback sessions, student recognition events, outreach activities, department activities, and recruitment events.

Responsible for all departmental communication through web and print-based channels, relating to the undergraduate advising and recruitment portfolio. Sources, purchases, and distributes Department promotional items and swag.

Develops strategic approaches, key marketing messages, audience identification, and evaluates measures for undergraduate student recruitment initiatives. Identifies and responds to emerging opportunities to promote UBC Mechanical Engineering to prospective students.

Strategizes, envisions, develops, manages, and executes events for a variety of purposes, and arranges department participation in faculty-wide events. Evaluates and analyzes effectiveness of events and strategies for the future.

### Mech 2:

Manager of non-instructional aspects of the Mech 2 program, a cornerstone of the Department curriculum with over \$500,000 in resources dedicated to it on an annual basis.

Manages the E3 (Enriched Educational Experience) components of Mech2, including Community Service Learning and fieldtrips, by identifying and developing appropriate community and industry relationships, creating and executing experiences within the scope of our curriculum and the needs and abilities of our partners, creating agreements, managing teaching assistants, and overseeing the execution of the activities.

Organizes all Mech 2 related scheduling, ensuring E3 components are properly integrated into academic schedules. Manages the arrangements and logistics of all Mech 2 off campus activities, including lab fieldtrips, industry tours, and team-building events.

Designs and leads Mech 2 community-building co-curricular activities, such as the Welcome Day event.

Stewards the creation and application of Mech 2 program policies and procedures by drafting and recommending changes to the committee.

Oversees grading practices of 40+ teaching assistants, ensuring established standard is consistently followed.

Represents Mech 2 to the public; manages external communications (web, social media and correspondence).

### Supervision Received

Works autonomously with no direct managerial supervision. Has considerable latitude. Work is reviewed in terms of achievement of specific goals.

### Supervision Given

Supervision of a full time Program Assistant, a variety of Co-op and Work Study Work Learn student assistants (2-3). Manages and trains student volunteers for various departmental events. Responsible for hiring, training, career development, and evaluation.

### Consequence of Error/Judgement

Advising decisions can directly impact the quality of the student undergraduate experience. Misinterpretation of policies or program requirements could cause serious problems for students in reaching their educational objectives, may delay advancement and graduation, and damage the reputation of the department. An advising decision taken contrary to UBC policy or Canadian Engineering Accreditation Board requirements could cost the Department its accreditation. Misjudging the severity of a student issue can mean a lost opportunity for intervention and support (academic or personal). Errors in planning for course delivery could impact students' academic plans, or result in double-booking of rooms or instructors' time. This position interacts directly with many stakeholder groups, in many different formats, and with a broad reach. Inaccurate, misleading or confusing communication affects the reputation of the program and university.

### Qualifications

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

Very strong written and oral communication skills are required, including persuasive writing, writing for publications, and



communication with major stakeholders. Ability to work both independently and within a team environment. Strong interpersonal skills and experience working with people from different backgrounds is required.

### Planning and Organizational Skills

Strong organizational, planning, and time management skills. Ability to effectively manage multiple priorities, tasks, and demands. Ability to work well under pressure, prioritize work, and meet deadlines.

Ability to analyze problems, identify key information and issues, and effectively resolve them. Ability to exercise good judgment and initiative in handling non-routine matters.

Attention to detail, and a high degree of accuracy in work. Ability to exercise tact and discretion.

Experience in coordinating schedules and timetables, and planning events.

### Computer Skills

Required computer skills: Microsoft Office (advanced), Microsoft Excel (advanced to expert), Microsoft Outlook, Microsoft PowerPoint. Must be able to adapt to new software programs.

Preferred computer skills: Wordpress, knowledge of HTML CSS, Adobe CS5 Design Standard, visual basic, Liferay, Microsoft Access.

Experience using the Student Information Service Centre (SISC) and Ad Astra (FSC) systems is preferred.

Ability to learn new technology quickly via self-exploration and experimentation.

Ability to type 60 words per minute. Ability to synthesize and interpret information from several sources to provide answers to student queries. Ability to analyze and interpret university policies and regulations related to undergraduate programs and students.

### General

Knowledge of the Mechanical Engineering program and engineering student culture is preferred.

Ability to lift up to 25 pounds (eg, a box of paper). Ability to work in a busy environment with many distractions. Ability to communicate with students via telephone and Skype. Ability to work outside of the normal working day working week when required.

A cover letter is required when applying for this position so we can assess your written communication.

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:** 17038  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level C      **Business Title:** Aboriginal Student Coordinator  
**Department:** Science, Dean's Office  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-19      **Available Openings:** 1

### Job Summary

The Aboriginal Student Coordinator is responsible for developing, providing, and evaluating academic advising services and programs for the Faculties of Science (FoS) and Land & Food Systems (LFS) in order to support the recruitment, academic success, personal development and retention of Aboriginal students. The coordinator also facilitates and oversees Cedar summer camp, a science engagement program for Aboriginal children ages 8-12 years.

This position is jointly funded by the Faculty of Science (FoS) and the Faculty of Land & Food Systems (LFS). It was established to specifically address the needs of Aboriginal students in the two faculties as well as strengthen connections and develop partnerships with the indigenous communities of British Columbia. The First Nations House of Learning (FNHL) serves as a key partner in this initiative, and thus the Aboriginal Student Coordinator works out of all three locations on a regular basis, participating collaboratively in the work at all of these sites. This requires flexibility and tact, a high level of independence and collaboration skills, as well as superb organizational and time management skills. As strategic plans and initiatives may differ between faculties, the successful candidate can expect requests for data and other information by supervisors to serve a variety of purposes.

Operating within the advising offices of both FoS and LFS, the Aboriginal Student Coordinator works toward the success of students with regard to academics, extra-curricular activities, and overall wellbeing. This requires a high level of understanding of UBC policies and guidelines, resources and support services, as well as academic requirements for students in both FoS and LFS. Additionally, it requires a thorough knowledge of Aboriginal student issues, and the ability to work effectively with Aboriginal students, communities, and organizations as well as with UBC faculty and staff.

This is a demanding position that will be rewarding and fulfilling to an individual who thrives in a collegial and collaborative work environment, who enjoys managing a demanding schedule, and who is keen to influence the academic lives of Aboriginal students and prospective students at UBC.

### Organizational Status

The Coordinator reports jointly to the Director of Student Services in Faculty of Science (FoS) and to the Associate Dean Academic in the Faculty of Land and Food Systems (LFS). Additionally, the Coordinator works collaboratively with and receives guidance from the Associate Director of the First Nations House of Learning (FNHL). The Coordinator's day-to-day activities are integrated into the advising offices of each faculty as well as the FNHL team. Additionally, the Coordinator works in close collaboration with FoS and LFS Associate Deans, staff and faculty, and with the Aboriginal Student Recruiter-Advisor in Enrollment Services. The



# The University of British Columbia

## Staff Job Postings

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Coordinator interacts regularly with current students in FoS and LFS, prospective students, other faculty-based Aboriginal coordinators, and advising staff in both faculties. In addition, the Coordinator works externally with schools and Aboriginal communities and organizations. The position contributes to the development of policy and priorities of the units, but is also aligned in accordance with the UBC Aboriginal Strategic Plan.

### Work Performed

#### 1. SERVICES FOR CURRENT STUDENTS

- Provides timely and well-informed academic advising services and other forms of support to Aboriginal students in FoS and LFS. Refers individual students to appropriate resources (e.g., counselling, financial, band funding, etc.)
- Working closely as a member of the advising teams in FoS, LFS, and FNHL, ensures that advice given to students is accurate and that the needs of Aboriginal students are met. This involves working with Aboriginal Coordinators in other units, as well as with advising staff in FoS and LFS, and Enrolment Services Professionals, as appropriate.
- Acts as an advocate for students in obtaining appropriate services from other units and in the resolution of difficulties. Maintains effective relationships with other campus units that will support the timely referral of Aboriginal students to appropriate services and resources.
- Works to acquaint incoming students, on and before their arrival, with university resources; works with other staff to develop and maintain orientation programs; assists students with registration and program planning, and generally works with students to resolve difficulties prior to the commencement of classes.
- Develops, implements, and coordinates peer mentoring and tutoring programs for continuing Aboriginal students. Ensures effective liaison with FNHL staff in the provision of these services.
- Supports the formation of an active community of Aboriginal FoS and LFS students; supports and organizes as necessary social academic activities for students.
- Performs other tasks related to the support and development of student advising.

#### 2. STUDENT RECRUITMENT

- Works collaboratively with the Aboriginal Student Recruiter-Advisor, the FoS and LFS Associate Deans, other aboriginal coordinators, and faculty and staff in FoS and LFS to maintain and implement an effective undergraduate strategy for recruitment and admission of Aboriginal students to FoS, LFS, and their programs.
- Contributes to the success of UBC's aboriginal recruitment strategy by recruiting prospective students to FoS and LFS through participation in education career fairs, recruitment and outreach events for prospective students, high school counsellors, and college counsellors; responding to queries from prospective students, high school counsellors and college counselors; and coordinating FoS and LFS participation in national and international organizations for Indigenous students in relevant fields.
- In collaboration with UBC's Aboriginal Student Recruiter and other staff, coordinates and participates in campus visits for prospective Aboriginal students.
- Collaborates with faculty, administrators, and other staff to develop and maintain direct entry and transfer programs into FoS or LFS for aboriginal students from secondary and post-secondary institutions.

#### 3. COMMUNITY ENGAGEMENT

- Maintains awareness of current UBC Science and LFS engagement programs for Aboriginal students in Grades 6-12.
- Oversees the operations of the annual science Cedar summer camp for Aboriginal learners aged 12-18, including hiring of staff as required. In collaboration with camp coordinators and volunteers, organizes camp activities, recruits campers, manages volunteer staff, manages camp budget, and maintains continuing relationships with past campers.
- Develops and maintains relationships with Aboriginal communities and organizations to facilitate engagement with FoS and LFS and support mentoring relationships with Aboriginal students at UBC and prospective students, including those involved in UBC outreach and engagement activities.

#### 4. ADMINISTRATIVE RESPONSIBILITIES AND STRATEGIC INITIATIVES

- Contributes to the implementation of UBC's Aboriginal Strategic Plan as it applies to the recruitment, retention, and support of Aboriginal students in FoS and LFS.
- Works in collaboration with others to produce, collect, and maintain data to support evidence-based practice and decision-making in support of UBC's Aboriginal Strategic Plan, as it relates to FoS and LFS.
- Working with supervisors, develops and adheres to an annual budget.
- Works in collaboration with communications and advising staff in FoS, LFS, and FNHL to develop, implement and maintain an



effective strategy for communication with stakeholders, including Aboriginal students, faculty, staff, and community groups. Using UBC's aboriginal portal, develops and maintains an active web presence, linking Aboriginal science students in FoS and LFS to resources and opportunities both on and off campus.

- Represents FoS and LFS on relevant university committees and at public functions.
- Manages and develops special projects as assigned.

### **Supervision Received**

Due to the joint funding model for this position, the Coordinator works under the joint supervision of Director of Student Services in FoS and Associate Dean Academic in LFS, as well as under the general direction of the Associate Director of the First Nations House of Learning.

### **Supervision Given**

The Coordinator will supervise Work Study students, tutors and volunteers engaged in the delivery of Aboriginal initiatives and programs.

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

This position is expected to exercise judgment in establishing priorities, carrying tasks through to completion, and in referring issues to more senior staff. Decisions made will have a direct impact on student experiences, program offerings, and the success of the Aboriginal Strategic Plan in the FoS and LFS. The successful candidate must exercise tact and diplomacy in interacting with students, staff, alumni and faculty from UBC, staff at Aboriginal community organizations, and prospective and current students. The Coordinator must be aware of the need to minimize risk to students and it is imperative that accurate and appropriate information is always provided. Errors in delivery of academic student services could severely impact a student's academic success, including possibly jeopardizing the student's graduation. Since the Aboriginal Student Coordinator deals with confidential information, he/she must understand and respect the principles of confidentiality. Errors in judgement or the disclosure of confidential information could have public consequences, affecting the student and the reputations of the Faculty of Science, the Faculty of Land and Food Systems, and the First Nations House of Learning, which would result in embarrassment to the University of British Columbia and its senior administration. Failure to develop and maintain collaborative relations with FNHL staff, other student services staff, and faculty members within FoS and LFS, will severely compromise the functionality of this position and efforts in the areas of its responsibility.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline, with preference to a Science or LFS discipline. Demonstrated effectiveness in post-secondary advising and working with Aboriginal students or communities. Minimum of three years experience or the equivalent combination of education and experience. Knowledge of Aboriginal cultures and issues, preferably within British Columbia or Canada. Functional understanding of Science and LFS curricula and the challenges they can pose for Aboriginal students. Excellent time management and organizational skills. Ability to plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Exceptional communication skills, both oral and written. Exceptional interpersonal skills (creative, diplomatic, patient, tactful, acts with discretion). Good decision-making abilities. Ability to make thoughtful and informed decisions. Ability to take initiative and direction, and to work effectively independently and within a team environment. Ability to handle stress within a multifaceted work environment. Information technology skills, including word-processing, spreadsheets, report design, managing web content, communications (www and e-mail). Ability to travel outside UBC.

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



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## Staff Job Postings

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



### Job Posting

**Job ID:** 17048  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level D      **Business Title:** Business & Enrolment Analyst  
**Department:** Applied Science, Deans Office  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-25      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-24      **Available Openings:** 1

### Job Summary

This position acts as a functional Business Analyst with respect to the implementation, enhancements, upgrades and ongoing operations of information systems and processes that support student enrolment in the Faculty of Applied Science including, but not limited to, course scheduling, standard timetables, program placement, registration and academic standing.

This position works closely with UBC IT on the effective design, testing and development of specific systems and represents the Faculty of Applied Science on systems-related projects. This position ensures that new and existing information systems and processes are designed, developed and maintained to meet user requirements. Responsibilities include business analysis, project management, process design and documentation, training, system support and testing. Requires a working knowledge of enrolment cycles, as one of the major responsibilities of this position is process streamlining. Due to pressures from strategic enrolment targets, multiple departments across two campuses, changing admission, progression and graduation policies and procedures, and new technological developments, the ability to multi-task and to manage several projects simultaneously is critical.

The incumbent will work in close collaboration with all departments and programs in the Faculty of Applied Science, other units in Enrolment Services, the Office of Planning and Institutional Research, and other Faculties.

The position is responsible for providing advice to students, particularly non-routine and "exception" issues related to University and Faculty of Applied Science degree and program requirements and admissions criteria; and facilitating in students a holistic view of their academic and career plans.

This position is also responsible for the very complex scheduling and timetabling for over 3,700 students in 11 undergraduate engineering programs and for the supervision, training and mentoring of all staff involved in advising in the Engineering Student Services Office.

### Organizational Status

The Faculty of Applied Science is one of the largest Faculties of the University with 250 FT faculty members, over 250 staff members, 1500 grad students and 4000 undergraduate students in six Engineering Departments, another six Engineering Programs, the new School of Engineering at UBC Okanagan as well as the School of Nursing and the School of Architecture & Landscape Architecture. The Engineering Student Services Office is responsible for all engineering undergraduate students.

### Work Performed





### 1. Information Systems Development & Support

- Maintains current knowledge of all information systems employed by Engineering Student Services staff, including but not limited to Ad Astra, Standard Timetable development software, SISC, FSC, OAMS, Degree Navigator, Document Imaging and Management software, eforms and program placement tools.
- Analyzes, monitors, prioritizes, authorizes, and communicates details regarding information systems change requests to UBC IT and or Enrolment Services.
- Reviews and participates in the design usability of changes and enhancements to information systems to ensure they are intuitive and complete.
- Analyzes and assesses potential changes to business processes and reviews required design changes with appropriate faculty and staff.
- Maintains working knowledge of enrolment cycle processes and procedures.
- Serves as the Faculty of Applied Science project manager for system changes and developments, monitoring project scope, resources and completion deadlines.
- Provides specialized technical advice to Engineering Student Services staff and academic departments on the configuration of information systems.
- Designs, develops, implements and evaluates end-user training.
- Ensures that the development of user documentation for various system components meets the needs of users.
- Responsible for communicating with Engineering Student Services staff and academic departments regarding information systems changes that impact the functionality or reporting within other units.
- In collaboration with UBC IT, analyzes testing requirements and conducts functional and quality testing on new developments to information systems.
- Investigates technical issues, determines their priority and validity, and communicates relevant information to UBC IT.
- Trains, coordinates and supervises software testing teams made up of Engineering Student Services and academic department faculty and staff.
- Works collaboratively with UBC IT to identify and resolve student-facing system issues, problems and procedures.

### 2. Course Scheduling, Standard Timetables and Registration

- Determines undergraduate Engineering program teaching requirements including the number of sections, the section sizes, and the allocation of faculty and their teaching schedules based on multiple complex variables.
- Negotiates course scheduling for Engineering students with administrators and faculty members across multiple faculties and all Engineering departments and programs.
- Creates all Engineering Standard Timetables (STTs), optimizing course combinations within STTs to meet the needs of students and academic departments while minimizing conflicts.
- Problem-solves with Engineering and non-Engineering departments providing service courses required by Engineering students when conflicts arise.
- Oversees the room scheduling process, ensuring that classrooms and other facilities are utilized efficiently, including space allocated through Classroom Services and space held by individual engineering departments.
- Provides leadership, training and guidance to other ESS and departmental staff and faculty.
- Serves as the TimeTable Rep (TTR) for the Faculty of Applied Science.
- Provides consultation to UBC IT regarding next-generation enterprise-wide scheduling and timetabling solutions.
- Seeks opportunities for systems and process improvements and innovations in order to improve service to students and collaboration with departments inside and out of the Faculty of Applied Science.
- Advises senior management team regarding undergraduate Engineering program teaching requirements and scheduling outcomes.
- Resolves systemic and non-routine Engineering Standard timetable (STT) and individual course scheduling conflicts.
- Oversees specific course and STT waitlists.
- Corresponds with Faculty and Department Heads regarding program space availability throughout student registration process.
- Adjudicates student records and assesses academic progress of undergraduate Engineering students to determine academic year standing and promotion, including eligibility for graduation.
- Works with and maintains student records through Degree Navigator system.



### 3. Data Management and Analysis

- In collaboration with UBC IT, Enrolment Services and the Office of Planning and Institutional Research, analyzes and monitors report generation to ensure data integrity.
- Conducts research and prepares proposals related to project initiatives identified by the senior management team.
- Retrieves and assesses enrolment data to inform undergraduate Engineering program course scheduling and the creation of Engineering Standard Timetables (STTs).
- Analyses and interprets historic yield, retention and progression rates to optimize student course enrolment.
- Compiles reports for senior management team and Dean's Office.

### 4. Project Management

- Acts as Team Leader on projects related to student enrolment in the Faculty of Applied Science from the conceptual stage through planning, designing, procurement, testing, implementation and on-going maintenance.
- Prepares project proposals, including defining project objectives, resource implications (both human and financial), and timelines.
- Prepares regular progress reports on project development and initiates action to assure that project objectives and schedules are met and that work is being performed within budget and according to specifications.
- Plans and coordinates project support activities.
- Analyzes risks that threaten project success and initiates appropriate action.
- Engages other Engineering Student Services staff, faculty departments and staff from other units outside of Applied Science as needed in relation to project work.
- Communicates directly with students, as required, as a part of project initiatives.

### 5. Other Duties

- Reads and assesses applicant personal profiles for broad based admission decisions.
- Provides support for second year placement process for the 11 Engineering programs; assesses impact on scheduling and timetabling needs.
- Provides support for term and sessional evaluation; assesses impact on scheduling and timetabling needs.
- Ensures unit compliance with University Board of Governors policies and practices with respect to the retention of student documentation and personal information, both hard copy and electronic.

### **Supervision Received**

Reports directly to the Director of Enrolment, and works closely with the Assistant Dean, Students. Works under general direction, both independently and as part of a team. Work is reviewed for overall effectiveness.

### **Supervision Given**

Oversees the involvement of Engineering Student Services M&P and CUPE staff on student and faculty information systems projects. Networks with, and provides guidance and training to, staff across the Faculty who require knowledge and understanding of information systems and associated reports. The position coordinates Engineering Student Services staff assignments during the testing of information systems.

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

This is a key functional position within the Faculty of Applied Science with responsibility for streamlining and improving applicant and student services through systems improvement and for providing accurate statistic reports and data analysis that will be used in Faculty and institutional decision-making, policy development, and evaluating the effectiveness of policies and processes. Errors in design, interpretation or analysis of research could have far-reaching consequences; for example, failing to meet enrolment targets, insufficient or ineffective resource allocation, and the continuation of poor policies and or practices. Failed projects can result in the loss of funds and or staff resources, and incorrect actions or decisions may damage the careers of students and can lead to academic appeals or lawsuits, which could negatively affect the reputation of the Faculty and the



# The University of British Columbia

## Staff Job Postings

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University.

### **Qualifications**

Undergraduate degree in a relevant discipline. Graduate level degree preferred. Minimum of four years experience or the equivalent combination of education and experience. Demonstrated ability in project management, including the ability to manage multiple projects simultaneously. Demonstrated analytical and logical ability, coupled with the ability to prepare and interpret statistical reports using appropriate software tools. Demonstrated experience with quality assurance, system testing, documentation, and system usability. Advanced hands-on computer skills relating to spreadsheets, presentation and word processing. Demonstrated supervisory skills with the ability to organize resources and establish priorities. Proven ability to work effectively and communicate with all levels of technical, clerical, professional, management and other personnel. Excellent communications skills (oral, written and presentation). Proven ability to adapt to and work effectively in a multi-tasked environment, under pressure of high volume and critical deadlines. Experience with UBC systems (SISC, FSC, Ad Astra, and ISIS) would be an asset. Comprehensive understanding of university governance, structure, policies and operations.

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:** 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:** 2013-12-14 **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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## Staff Job Postings

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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.

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:** 17085  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 1                      **Business Title:** Research Asst/Tech 1  
**Department:** Biomedical Research Centre  
**Salary:** \$37,581.00 - \$39,420.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2013-11-16  
**Job End Date:** 2014-11-15                      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2013-11-25                      **Available Openings:** 1

### Job Summary

To work within The Biomedical Research Centre's specific pathogen free animal unit monitoring the health status of animals and participating in daily routines of animal husbandry, cleaning and sterilization.

### Organizational Status

Reports to the Manager of the Animal Unit and works closely with other members of the animal unit.

### Work Performed

Duties include:

- Animal husbandry - ensuring food and water for the lab mice
- Operates cage washer, autoclave, generator, bedding disposal unit, bottle washer and gamma cell irradiator
- Animal husbandry in the BRC Biobubble containment facility as required
- Cleans and disinfects animal cages, rooms and equipment daily
- Receives and stocks animal food, bedding and cleaning chemicals
- Performs other related duties as required

### Supervision Received

Operates independently, checking with supervisor when animal welfare is in question.

### Supervision Given

May provide training and instruction to seasonal staff as required.

### Consequence of Error/Judgement

Incorrect euthanasia techniques will result in animal suffering. Failure to input correct data into the BBMouse database will result in incorrect stock and breeder records. Failure to complete required cleaning and sterilizing protocols will result in contamination of the unit and the mice which will delay research results and publications.



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### Qualifications

High School graduation. Animal Health Technology diploma preferred but not required. Minimum of 1 year of related experience or the equivalent combination of education and experience. Experience in an animal research facility, hospital environment or veterinary clinic would be an asset, as would CALAS certification (ARLAT). Previous animal handling husbandry experience an asset. Have the ability to work with lab mice with no known allergies to fur-bearing animals. Computer experience required. Ability to lift 20kg bags of food or bedding. Effective oral and written communication, interpersonal, organizational skills required; ability to prioritize, multitask, and work effectively under time pressure; ability to maintain accuracy and attention to detail; ability to work both independently and with a team environment. Required to work Thursday through Saturday, (with some possibility of change).

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## Job Posting

**Job ID:** 17087  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 2                      **Business Title:** Neuroscience Research Asst/Tech 2  
**Department:** Medical Genetics  
**Salary:** \$39,656.00 - \$43,456.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-01  
**Job End Date:** 2014-12-02  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-11-22                      **Available Openings:** 1

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

### Job Summary

The research assistant will be part of a team responsible for translating genetic insights in Parkinson's disease and neurodegeneration into in vitro, ex vivo and in vivo functional assays for compound screening and subsequent molecular therapeutic development. Research will be performed in partnership with other academic groups and the Pharmaceutical industry.

The research assistant will be joining a dedicated, experienced and highly motivated team of neurogeneticists and neurobiologists. The work and environment is fast-paced and exciting, at the cutting edge of molecular insights into this devastating disease. Current neuroscience and therapeutic development is focused on alpha-synuclein and leucine-rich repeat kinase 2 (Lrrk2), as the two most prominent protein implicated in Parkinson's disease, in addition to mutations in two novel genes we have recently identified.

The research assistant will be expected to think creatively in the design of medium throughput assays of protein and mutant-specific function for which a background in protein biochemistry, molecular and cell biology is necessary.

### Organizational Status

The research assistant will report to a Research Associate, who will be under mentorship and supervision of Dr. Matthew Farrer. Reporting Status: Dr. Farrer - Research Associate - Research Assistant

### Work Performed

The research assist will assist with and be actively engaged in ex vivo, in vivo and in vitro neuroscience research. Duties responsibilities include but are not restricted to: mammalian cell culture, protein extraction, immunoblotting, immunocytochemistry, co-immunoprecipitations, bacterial cultures, cloning, and DNC expression in cell cultures. The research assistant will also support animal genotyping, behavioural testing analysis and immunohistochemistry. Other duties may include regular maintenance of laboratory equipment and updating the reagents inventory.

### Supervision Received

The research assistant will be part of a team that includes Graduate students, Technicians (Level 2-4), a Laboratory Manager and



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several Postdoctoral Research Fellows. The research assistant will report to a Research Associate who reports to Dr. Farrer. Where required, or desirable, training in advanced techniques will be provided that will help in career advancement.

### **Supervision Given**

The research assistant will work as part of a team. The research assistant will have joint responsibility to help supervise and train graduate students, postdoctoral fellows and visiting scientists.

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

The research assistant will be directly responsible for errors in their work, for reporting problems and mistakes in a timely way, and for correcting those errors. Aspects of the research will be reviewed and potentially overseen by more experienced Technicians, Senior Research Fellows, the Research Associate and Dr. Farrer.

### **Qualifications**

High School graduation. Graduation from a technical college or institute, such as B.C.I.T. is preferred. Undergraduate degree such as BSc in Biochemistry, Neuroscience or a relevant discipline is an asset. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience in virus generation to induce the expression of target proteins in neuronal primary cultures as well as in animal models is an asset. A strong background in cell biology, physiology and or biochemistry is necessary. Excellent communication skills, be self-motivated and highly collaborative. Ability to work effectively independently and in a team environment. Ability to provide hands-on assistance to trainees, primarily graduate students.

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## Job Posting

**Job ID:** 17077  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 2                      **Business Title:** Research Asst/Tech 2  
**Department:** Animal Laboratory  
**Salary:** \$ 20.34 - \$ 22.29 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-12-01  
**Job End Date:** 2014-11-30  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2013-11-18                      **Available Openings:** 2

### Job Summary

Maintaining daily care of laboratory animals; feeding, watering, cage changing, sanitizing animal rooms and equipment. Health monitoring, record keeping, breeding, medicating and minor procedures. Observations of animals and collection of data, documentation, utilization of standard operating procedures in compliance with JBRC, UBC and CCAC regulations.

The incumbent will be working at the Jack Bell Research Centre. They will also be working with small and large animals as well as some chemicals such as anesthetics and disinfectants. Must be able to lift objects that may weigh up to 25kg.

### Organizational Status

The position will work along side other animal technicians, and report to the assistant manager or the facility manager who reports to the Director. Will also be communicating and interaction with investigators and or their technicians, or students.

### Work Performed

- Daily care of laboratory animals, husbandry, and observation of health status, working under guidelines and standard operating procedures in compliance with CCAC regulations.
- Animal handling as well as some minor laboratory procedures such as blood collection, euthanasia, medical treatments, anesthesia, sample collection, etc.
- Interacting and assisting investigators and or their technicians.
- Record keeping, such as animal census, health and breeding records, documentation
- Changing and sanitizing animal cages, bottles, racks and other equipment, using cage washer and autoclaves and other such equipment.
- General upkeep of facility, sanitizing, disinfection, disease control, following procedures outlined. Floor mopping and re-stocking of supplies also required



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### **Supervision Received**

The incumbent will work with little supervision in direct consultation with the department supervisor and facility manager and in conjunction with other animal technicians.

### **Supervision Given**

Position works in conjunction with other animal technicians and will not be supervising any other staff.

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

Judgment must be exercised to alleviate pain or suffering by the animals. Provision of the necessary elements to make the animal's environment as enriched as possible.

The facility manager oversees work; incorrect decisions could result in deterioration of animal health and or disruption or ruination of a research study.

### **Qualifications**

High School graduation. Animal Health Technology or Canadian Association for Laboratory Animal Science Registered (RLAT) preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Physical ability to perform the duties of the job (e.g., lifting a minimum of 25kg). Willing to work weekends and statutory holidays. Ability to exercise sound judgment. Ability to work effectively independently and in a team environment

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## Job Posting

**Job ID:** 17099  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 2                      **Business Title:** Research Asst/Tech 2  
**Department:** Physical Therapy  
**Salary:** \$ 20.34 - \$ 22.29 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-11-13  
**Job End Date:** 2014-11-30  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-11-22                      **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.

Note that position is part-time, variable hours, and averages approximately 6-10 hours per month.

### Job Summary

Assists with conducting clinical studies, performing near infrared spectroscopy monitoring during hand grip protocol on control subjects, and those with mitochondrial or fatigue-related disorders. Performs data acquisition, data input, and assists in analyzing and interpreting experimental results by summarizing statistical and other data. Position is part-time, variable hours, averaging approximately 6-10 hours a month.

### Organizational Status

The Muscle Biophysics Laboratory is located within the Vancouver Coastal Health Research Institute at 828 West 10th Avenue in the Vancouver General Hospital complex. The position will report to the Principal Investigator, Dr. Darlene Reid. Individual tasks may be assigned by the Principal Investigator and supervised by lab research trainees. The Muscle Biophysics Laboratory is a clinical lab with current computer and research equipment.

### Work Performed

- perform research activities as directed by the Principal Investigator adhering to specific research protocol and data collection requirements.
- set up of research participants, near infrared spectroscopy (NIRS) and hand grip equipment, and data acquisitions systems.
- applies NIRS optodes to participants, and explains procedure.
- performs baseline experimental data acquisition and ensures data acquisition is carried out properly during baseline, testing, and recovery.
- summarizes data collected, in consultation with the Principal Investigator.
- liaises with study coordinator, supervisor, and participants to schedule testing
- prepares documentation as required
- administers forms and questionnaires, and records and or codes data and observations
- operates, maintains, and troubleshoots problems with standard lab equipment.
- other related duties as assigned by Principal Investigator.



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### **Supervision Received**

Supervised by Principal Investigator. Works from oral and written instructions according to pre-established procedures.

### **Supervision Given**

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

Inappropriate judgment would compromise the quality of research studies and related data acquisition and the reporting of research outcomes. Inappropriate judgment would compromise research success and ethical approval, thus affect the credibility of the Principal Investigator. All criteria regarding the screening and testing of subjects is discussed with the position. Principal Investigator is available for discussion before the testing of all subjects, and will be present during testing.

### **Qualifications**

High School graduation. Preference given to university education in a health care related field. Minimum of 2 years related experience or the equivalent combination of education and experience. Ability to compassionately communicate and work with patients. Able to meticulously follow near infrared spectroscopy experimental protocol. Able to handle patient information in a confidential manner. Basic proficiency Microsoft Office Suite software and the internet to carry out tasks that have been developed by the Principal Investigator.

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## Job Posting

**Job ID:** 17115  
**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:** Biomedical Research Centre  
**Salary:** \$41,814.00 - \$45,600.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-11-25  
**Job End Date:** 2014-11-24                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2013-11-22                      **Available Openings:** 1

### Job Summary

To assist in research programs aimed towards characterizing adult stem cells and their function in tissue regeneration, cancer and aging, located within The Biomedical Research Centre.

### Organizational Status

The technician will report to Drs. Rossi and Underhill and will interact with faculty, staff and students.  
 Organizational Chart: Faculty Members, Drs. Fabio and Michael Underhill, Various Members of the laboratory and this Research Assistant Technician position. This position works in the laboratory areas at the Biomedical Research Centre and must adhere to established protocols. The laboratory areas are in a beautiful modern building which has many windows. The Centre is very safety conscious where all hazards - chemical, radioactive and bio-hazardous are handled following established protocols. It is a very dynamic and interactive work environment.

### Work Performed

- Perform tissue culture, and carry out molecular biological experiments including qPCR, RNA isolation and characterization, chromatin immunoprecipitation and next generation sequencing
- Familiarity with Illumina next generation sequencing platform and or strong molecular biological skills is required
- Analyze data and perform other related duties
- Perform other related duties as required

### Supervision Received

Must report daily to supervisor for daily instruction of tasks and priorities. However, the individual filling this position must be able to work independently with minimum supervision.

### Supervision Given

May provide training and instruction to seasonal staff and students as required.

### Consequence of Error/Judgement



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Will be part of a dynamic research team and provide technical assistance when needed. Each person on this team plays an essential part and therefore must be able to perform their duties and responsibilities reliably, efficiently and accurately. Errors are very costly both in waste of valuable materials and in lost time of other technicians, trainees and researchers.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Prefers High school graduation plus a University degree or Graduation from a technical college such as BCIT. Minimum of 3 years related experience or the equivalent combination of education and experience. Prefers a minimum of 3 years practical experience. Experience in tissue culture and molecular biology required. Familiarity with Illumina NGS platforms and or strong molecular biological expertise is required. Computer experienced is required. Effective oral and written communication, interpersonal and organizational skills required; ability to prioritize, multi-task, and work effectively under time pressure; ability to maintain accuracy and attention to experimental detail; ability to work both independently and within a team environment. Organized and dedicated individual who can work independently with minimal supervision is required.

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