



# The University of British Columbia

## Staff Job Postings

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THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:20-JAN-2014

### 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:** 17417  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** BCGEU UBC-Okanagan  
**Job Category:** Clerical - BCGEU  
**Classification Title:** Clerk V **Business Title:** Clerk V  
**Department:** UBCO - Housing & Conferences  
**Salary:** \$ 20.60 (Hourly)  
**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:** 2014-01-20 **Available Openings:** 1

### Job Summary

The Housing & Hospitality Assistant supports Student Housing and Hospitality Services (SHHS) which includes student housing, maintenance, and residence life and conference & accommodation operations. In addition to the day to day responsibilities of the front desk (customer service, financial, administrative, communication and training) the duties and environment vary according to the time of year, particularly from May-August when the front desk is open 24 7.

### Organizational Status

The Housing & Hospitality Assistant report to the Front Office Manager, Student Housing and Hospitality Services. Staff will interact with all members of SHHS as well as the general public, and internal university community. Front desk staff train Guest Service Agents (GSA) seasonal BCGEU staff and will delegate general front desk tasks to the GSAs.

### Work Performed

#### 1. FINANCIAL

- Responsible for taking payments, posting payments and minor charges, and for ensuring accuracy of transactions for housing fees, student meal plans, visitor accommodations, guest parking, and other miscellaneous transactions accepted during the conference season.
- Balances cash receipts for all payments collected at the front desk and processes journal vouchers. Checks financial balances for accuracy and investigates account discrepancies. Corrects accounts in the case of incorrect financial posting.
- Responsible for balancing coin float, front office staff floats.
- Responsible for reconciling reservations for commission based transactions. Follows up on discrepancies and makes reservation corrections.
- Will determine the best course of action for guest refunds and or negotiate non rack rates to sell guest rooms working within defined parameters.

#### CUSTOMER SERVICE COMMUNICATION

- Ensures the front desk provides superior customer service for all guests, including students, parents, staff, and faculty, internal or external guests of the university.
- Provides student and conference guest check in and check-out services.
- Advises and recommends appropriate service options relevant to the inquiry for housing, meal plan, and guest accommodation



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services by email, phone and in person. Interprets housing contracts, meal plan options, guest room types and cancellation policies.

- Ability to use tact and discretion when resolving student and guest concerns. Assessing appropriate level of action to take. For example; customer service complaints, determining guest room refunds, lock outs, maintenance situations, salto and meal cards not working.
- Responsible for ensuring all incoming guest reservations have been allocated appropriate room assignments, by monitoring online reservation system, email, phone and fax reservations.
- Checks to ensure daily housekeeping report is prepared with detailed accuracy for A.M. pick up each day. Updates room status for student guest related rooms. Will be required to follow up with housekeeping on a daily basis to ensure appropriate service is completed.
- Responsible for reading daily incident reports, shift reports, and communication logs and following up to resolve identified issues. Delegates daily tasks to part time staff as per report outcomes. Refer extraordinary issues to appropriate SHHS area.
- Maintains, and recommends updates and changes to the front office manuals, GSA (guest service agent) training outlines, and procedures according to departmental requirements.
- Organizes staff in order to support the volume of inquires at move in and check in of large groups.
- Responsible for ensuring that the front desk area is equipped with appropriate communication materials, specifically related to student needs, and during the summer months related to tourism materials for the general traveller.

### 2. ADMINISTRATIVE DUTIES

- Maintains residence building key inventory and reconciles daily. Prepares key packages, signing out of keys to contractors and staff, follows up on unreturned keys.
- Responsible for various data entry, for example but not limited to guest reservations, lost and found, work orders, verifying time sheets and student parcels.
- Updates door and user information in Salto, the electronic lock system. Troubleshoots problems with access to buildings and rooms.
- On occasion, may be required to provide general tours of residence rooms.
- Maintains procedures for mail room and lost and found.

### 3. STAFF TRAINING AND SUPPORT

- Assists with training for new and returning staff by presenting work related sessions in the use of departmental technology, office equipment, customer service, SHHS policies, procedures and services as they relate to the front desk responsibilities. During the conference season (May-August) acts as a second point of contact at the front desk, providing guidance and support for seasonal GSA staff with the day to day interactions at the front desk. Delegates, following up with GSA staff to ensure completion of tasks. Once staff schedule is approved by Front Office Manager, front desk staff will approve minor staff scheduling changes.

### 4. OTHER

- In addition to the front desk day to day duties, each staff will be responsible for supporting a unique SHHS function, for example but not limited to; housekeeping initiatives, guest information tent, move in preparation, transition, etc.
- Required to work a variety of shift schedules including evenings and weekends during May-September.
- Performs other duties as required.

### Supervision Received

This position is supervised by the Front Office Manager and is expected to work independently setting work priorities to manage deadlines.

### Supervision Given

This position trains and delegates work for 13 seasonal BCGEU staff (10 - May - August, 3 -September - April) and 2 student staff (September - April).



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

Must exercise sound judgement, decision making and tact based on following policy, procedures and guidelines. Initiative is required for interpreting and adapting these guidelines, and providing options in order to resolve satisfactory outcomes. Errors and omissions will be identified by tracking of system information, financial discrepancies or customer feedback. Problems of extra-ordinary nature, for example, a breach of security and safety, lost master building keys, or an extremely critical customer complaint would be referred to the manager. Errors or incorrect decisions may result in lost financial opportunities, negative consequences for students and guests, and harmful to the reputation of services provided by UBC..

### **Qualifications**

- Completion of grade 12 or equivalent and graduation from a one (1) year post-secondary program. . Three (3) years of related experience, or an equivalent combination of education and experience. Experience working in a university environment an asset. Excellent oral, written and communication skills. Ability to demonstrate accuracy and attention with detail. Proven experience working with cash systems, and cash balancing, and ability to understand basic accounting. Proven customer service skills, and problem solving skills. Ability to work independently and within a team. Must exercise confidentiality, sensitivity and tact. May be required to lift or carry up to approximately 15 lbs. Ability to work evenings, weekends and holidays during varied operational environments. Intermediate level of data base proficiency and Microsoft office applications.

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## Job Posting

**Job ID:** 17449  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** BCGEU UBC-Okanagan  
**Job Category:** Clerical - BCGEU  
**Classification Title:** Support Services Asst I **Business Title:** Program Assistant, Year 1&2  
**Department:** UBCO - Southern Medical Program  
**Salary:** \$40,164.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-25 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-24 **Available Openings:** 1

### Job Summary

This position provides administrative program support to Years 1 and 2 of the Southern Medical Program: Foundations of Medicine (FMED), Doctor, Patient & Society (DPAS), Clinical Skills and Family Practice. The incumbent, working with the Year 1 & 2 Program Manager and Course Directors, liaises with faculty, tutors, staff and students of the Southern Medical Program.

Until the full four-year curriculum has been implemented, this position is in a state of evolution whereby duties may be added or removed as operational requirements are developed and refined. This position will require an individual who is comfortable in an atmosphere of ambiguity while systems and processes are being established.

### Organizational Status

This position reports to the Program Manager, Years 1 & 2 who provides direction on administrative and program development matters. In addition to the Program Manager, Years 1 & 2, the team includes: Course Directors, Instructors, and Program Assistants. The incumbent communicates and works effectively with SMP staff, faculty, instructors, tutors and students as well as individuals throughout the University of British Columbia Vancouver and Okanagan campuses, with representatives of partner universities (UNBC, UVic), and with representatives of the Interior Health Authority. The incumbent liaises with representatives of other external organizations as required. The incumbent assists in supporting Course Directors with program delivery. Travel between the Clinical Academic Campus (KGH) and the Health Sciences Centre (UBCO) may be required. Travel to other UBC Faculty of Medicine sites may also be required.

### Work Performed

1. Provides Program Coordination and Student Support by: (75%)
  - Working with the Program Manager, Years 1 & 2, Course Directors and UBC Faculty of Medicine staff to support the delivery of the Years 1 & 2 curriculum; including the development of first and second year course schedules, timetables, materials, resources and distribution to course directors, faculty, instructors, tutors and students.
  - Coordinating physician scheduling and ensuring available back up due to cancellation and emergencies.
  - Developing course schedules, a complex process involving a series of planned meetings for each of the courses. Ensuring the necessary rooms are booked, contacting local lecturers and tutors, creating contract letters, calculating and tracking payments, coordinating lecture presentations and supplemental materials, distributing to students, and postings to student faculty website by established deadlines.



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- Communicating with community leaders to coordinate and facilitate expanded educational opportunities for students.
- Editing, formatting and distributing course material, guides and manuals, making them site specific.
- Ensuring local and videoconference sessions are set-up for program delivery of academic teaching sessions and Years 1 & 2 course education committee meetings.
- Maintaining student groups and profiles; preparing and distributing to the appropriate end users.
- Creating and maintaining SMP databases for all information pertaining to physicians, health professionals, volunteer standardized patients, students and faculty participation for both HSC and CAC-KGH sites.
- Maintaining a strong understanding of course materials to support Course Directors, including maintaining the Years 1 & 2 course sections of the student faculty website for the SMP.
- Handling student and faculty enquiries as it pertains to all Years 1 & 2 courses.
- Developing and disseminating orientation packages for students that include reporting, academic teaching schedules, course objectives, relevant policies, reading lists, handouts, security passes, access codes and other logistics.
- Participating in learner orientations.
- Working with the Program Manager, Years 1 & 2 and other Program Assistants to establish new internal policies and procedures.
- Participating on Years 1 & 2 course education committees and other committees as required.

### 2. Provides Administrative Support by: (25%)

- Preparing and maintaining accurate confidential student files.
- Preparing and distributing agendas, providing materials, scheduling, taking and distributing minutes for Years 1 & 2 course education committees. Following up on all action items and ensuring ongoing issues are brought forward.
- Tracking and coordinating clinical faculty, non-clinical faculty and tutor payments as it pertains to all Years 1 & 2 courses; ensuring payments fall within the policies and procedures.
- Providing payment data to the Program Manager, Years 1 & 2 for review.
- Maintaining email and contact lists.
- Booking local rooms and planning events; arranging catering for events as per established policies and procedures.
- Setting up access and providing training to faculty and tutors in use of the student faculty web-based system.
- Procuring equipment, making travel arrangements and ensuring required documentation is provided to SMP Finance Clerk, including tracking Years 1 & 2 expenses pertaining to site visits.
- Working with faculty and staff in coordinating and supporting examination processes.
- Participating in Years 1 & 2 examinations; participating in Years 3 & 4 examinations as required.
- Attending UBC and or SMP meetings as required.
- Creating and maintaining site Standard Operating Procedures (SOP) manual and Records Classification System for this position.
- Providing program support to colleagues during absences.
- Acting as an invigilator for examinations.
- Supporting assessment, curriculum and program evaluation as required.

3. Performs other related duties as necessary in keeping with the qualifications and requirements of the job.

### **Supervision Received**

The incumbent reports to the Program Manager, Years 1 & 2. The incumbent is expected to work with a minimal level of supervision.

### **Supervision Given**

None.

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

Decisions where clear procedures are not available will be directed to the Program Manager, Years 1 & 2. The incumbent works within a high-performing team environment and will participate in finding solutions to issues. The incumbent must be able to work independently and set priorities. Errors in judgment or ineffective communication may compromise the effectiveness of the SMP and could have negative impacts amongst all stakeholders. Tact, diplomacy, confidentiality and excellent interpersonal skills are key



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skill requirements.

### **Qualifications**

High school graduation, plus a minimum of two years post-secondary education and three years' experience providing direct, high level relevant administrative program support in a University or large, complex health care organization, or equivalent combination of education and experience. . Superior skills in verbal and written communication. Advanced user of MS Office Suite (Word, Excel, PowerPoint), web browsers, MS Outlook and MS Access. Demonstrated strong interpersonal, planning, independent problem-solving and organizational skills. Ability to exercise high level of tact and discretion, project positive image and be diplomatic in stressful situations while maintaining confidentiality in dealing with students and faculty. Flexible, comfortable working in ambiguity, and high action orientation and invigorated by change. Planning experience, especially in the planning of events projects. Ability to work independently and within a team environment. Demonstrated ability to take initiative and to work under pressure to meet constant deadlines. Attention to high level detail must be maintained. Comfortable learning new technologies. Good understanding of University administrative processes, hospital health authority structure and functioning preferred and a demonstrated understanding of medical terminology. A broad and extensive knowledge of university policies and the UBC medical school's curriculum. Knowledgeable regarding communities within the Interior of BC. Experience with audiovisual videoconference equipment. Superior knowledge of file and records classification systems and processes. Ability to type 60 wpm, dictation transcription and ability to take minutes. Ability to work after regular hours as required. Ability to travel between sites.

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## Job Posting

**Job ID:** 17438  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** BCGEU UBC-Okanagan  
**Job Category:** Secretarial - BCGEU  
**Classification Title:** Secretary II **Business Title:** Assistant to the Dean and Associate Dean  
**Department:** UBCO-Education - Dean's Office  
**Salary:** \$ 20.60 (Hourly)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-03  
**Job End Date:** 2014-09-05  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2014-01-23 **Available Openings:** 1

### Job Summary

To provide a wide range of personal and confidential administrative and secretarial support to the Dean Associate Dean and the Director of the Okanagan Sustainability Institute in the Faculty of Education. This position requires a thorough knowledge of University and Faculty policies and procedures and office administration. Ability to work independently, professionally, and proactively. Must have outstanding judgment and be able to act with tact and discretion.

### Organizational Status

The Assistant to the Dean and Associate Dean works most closely with (and reports to) the Dean and Associate Dean, but also liaises with Faculty of Education coordinators, faculty, and staff as well as other administrative offices including the Office of the President, Office of the Deputy Vice Chancellor Okanagan (DVC), Senate, as well as government, industry, and community representatives.

### Work Performed

1. Provides secretarial support to the Dean and Associate Dean by:
  - Coordinating the Dean and Associate Dean's appointments and calendars.
  - Acting as liaison between the Dean and Associate Dean's offices and faculty and staff in the Faculty of Education and in other academic and administrative offices.
  - Coordinating Education Faculty Council meetings including logistics and correspondence with members; overseeing the compilation of background materials and ensuring the progress of action items. Preparing agenda, minutes and briefing materials.
  - Reviewing the Dean and Associate Dean's incoming mail and email and responding to routine inquiries. For non-routine inquiries, locates and provides the Dean and Associate Dean with background information as required.
  - Coordinating the Dean and Associate Dean's travel arrangements including airlines, car rental, and accommodations.
  - Planning, organizing and coordinating materials for the perusal of the Dean and Associate Dean in preparation for deadlines and meetings.
  - Providing presentation support to the Dean and Associate Dean which may include preparing PowerPoint slides.
2. Provides administrative support for the Dean's Office by:
  - Acting as initial contact for inquiries to the Dean and Associate Dean, researching and compiling background information as required and referring to the appropriate staff for response.





- Preparing correspondence, letters, memos, e-mail and regular and special reports for the Dean and Associate Dean.
- Assisting the Dean and Associate Dean in determining project implementation, ensuring all are consistent with the Faculty of Education mission, strategic plans, and policies.
- Developing and implementing record keeping and office routines and procedures for efficient and timely work flow, such as filing systems and information retrieval, systems, bring-forward systems, and timetables for submissions of regular and special reports.
- Maintaining a file of current University and Faculty of Education policies and procedures.
- Preparing expense claims for the Dean and Associate Dean.
- Preparing confidential material on student and personnel matters.

3. Provides administrative support to the Director of the Okanagan Sustainability Institute by:

- Preparing expense claims
- Preparing confidential materials
- Assist with planning events
- Assist with travel arrangements

4. Performs other duties as required.

### **Supervision Received**

This position reports directly to the Faculty Administrator in collaboration with the Dean, Associate Dean and the Director of the Okanagan Sustainability Institute, but works independently on a day-to-day basis with minimal supervision. Overall objectives are determined in consultation with the Dean. Within those guidelines, this position works independently, determining priorities as necessary. Guidance is received in matters of strategic significance.

### **Supervision Given**

None.

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

The Assistant to the Dean, Associate Dean and the Director of the Okanagan Sustainability Institute requires confidentiality, excellent communication skills, exercise extensive good judgment, strong organizational skills. Task-management skills are required to ensure jobs are executed efficiently, accurately, and in a timely fashion to meet stringent deadlines.

### **Qualifications**

High School graduation or equivalent plus up to and including two years post-secondary training (University graduation preferred).  
. A minimum 3 years of related administration experience or an equivalent combination of education and experience. Knowledge of UBC systems, policies and procedures is an asset. Ability to compose correspondence and prepare reports in clear, concise business English and to draft more complex correspondence for signature. Experience with Microsoft Office (Word, Excel, Access, PowerPoint, Outlook, internet skills essential) at an advanced level. Ability to type 60 wpm and to operate a normal range of office equipment. Excellent interpersonal skills; must have strong attention to detail, accuracy, and presentation of information; ability to manage multiple projects and tasks, to prioritize and organize effectively, and to meet established timelines without undue stress; ability to maintain confidentiality. Ability to take and transcribe minutes. Ability to exercise judgment, tact and discretion. Ability to work both independently and as part of a team environment. Available to work after regular office hours for occasional faculty meetings and or events.

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



## Job Posting

**Job ID:** 17439  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Food Services - CUPE 116  
**Classification Title:** Second Cook-Food Services      **Business Title:** Second Cook - The Point Grill and Food Truck  
**Department:** Food Services  
**Salary:** \$ 17.82 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2014-01-29      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-01-26      **Available Openings:** 2

### Job Summary

Positions in this classification cook, bake and prepare products in accordance with a menu plan production list and assume responsibility for an assigned area of meal preparation in a high volume commercial kitchen for restaurant dining and mobile-kitchen.

Responsible for cooking and preparing products for the Point Grill restaurant and the Food Truck, a mobile kitchen, that travels all over UBC Point-Grey campus serving a heavy volume of customers.

### Organizational Status

Reports to Commissary Cook, First Cook, Unit Supervisor or Manager. Reports to Manager and Commissary Chef.

### Work Performed

1. Cooks and or prepares main courses, salads, sandwich plates, pastry items, desserts, sweet & savory baking, specialty desserts, breads and other items on a large scale and as per production requirements & established menu plans.
2. Cooks and or prepares hand-crafted sandwiches and products as per established Food Truck menu plan. Assumes responsibility for a specific area (bakery) of food production as required by the unit, delegating tasks to assistant cooks and food service workers as required.
3. Executes recipes including reading, understanding, & following instructions.
4. Assesses and ensures quality and consistency of finished product prior to shipping out. Specifically, evaluates product, assesses whether it needs correction and or seasoning, and implements measures to ensure appropriateness of completed products.
5. Executes sophisticated recipes for menu plans that include West Coast cuisine & other ethnic cookery to meet the service standards of the department
6. Maintains high standards of sanitation and safety, ensures work is performed in compliance with Food Safe guidelines, UBC policy and UBC Food Services safety guidelines. Including organizing and cleaning kitchen, bakery, mobile kitchen and equipment.
7. Recommends food inventory levels and assists with maintaining inventory.
8. Responsible for the mobile kitchen including loading and unloading the truck with supplies and inventory; assists in checking and maintaining that the truck and equipment is in working order.
9. Relieves responsibilities of other food service workers as operationally required as well as provides direction to food service



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personnel on assembly preparation of food products.

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

### WORKING CONDITIONS

The Point Grill restaurant is a fast-paced and high volume commercial kitchen environment. The Second Cook assumes responsibility for an area that requires multitasking critical tasks as well as consistently ensuring the quality and detail of each item produced. Must be responsive and adaptive to the constantly changing environment of a commercial kitchen.

The Food Truck is a fast-paced and high volume mobile commercial kitchen environment. The Food Truck will travel across the University campus. The kitchen is a small, open environment with a small team working on board in very close quarters. The Second Cook requires strong organizational skills with the highest level of detail to the quality and timeliness of each item produced. Additionally, the Second Cook is responsible for maintaining a high-energy and fun culture for the customers. Acts as the public face of the Food Truck.

Must be able to work a flexible schedule including weekday, evenings and weekend shifts. May be required to work offsite for events. Presents in a professional and respectful manner and demonstrates strong customer service skills and knowledge.

### Supervision Received

Works under general supervision of Commissary Cook, First Cook, Unit Supervisor or Manager. Works independently as required.

### Supervision Given

May delegate work to assistant cooks and other food service workers as required.

### Consequence of Error/Judgement

Decisions relate to the sequence of food preparation; errors may result in minor delays or impact to food quality and quantity.

### Qualifications

Certificate in cooking from a recognized cooking institution and Food Safe Level 1 Certificate. 2 years relevant experience or the equivalent combination of education and experience. Prefer for experience to be in an upscale trendy dining & catering environment including experience with corporate catering & off-site events. Knowledge and experience with West Coast cuisine and other ethnic cuisines preferred. Excellent knife skills & good butchery skills. Effective oral and written communication, leadership, interpersonal and time management skills. Strong interest in self-improvement and further education in culinary arts. Ability to remain calm under pressure. Ability to maintain accuracy with great attention to detail. Ability to problem solve and to exercise resourcefulness and initiative. Ability to be responsive to urgent issues and situations.

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## Job Posting

**Job ID:** 17469  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Food Services - CUPE 116  
**Classification Title:** Sales Attendant-Food Services      **Business Title:** Sales Attendant-Retail  
**Department:** Food Services  
**Salary:** \$ 16.73 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2014-01-29      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-01-26      **Available Openings:** 2

Sub pool - Trek

### Job Summary

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

### Organizational Status

Reports to Supervisor or Manager of unit

### Work Performed

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

### Supervision Received

Works independently under general supervision.



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### **Supervision Given**

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

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

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

### **Qualifications**

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

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### Job Posting

**Job ID:** 17464  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Electrician **Business Title:** Electrician  
**Department:** Building Ops - Electrician  
**Salary:** \$62,232.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-03 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-26 **Available Openings:** 1

### Job Summary

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

### Organizational Status

Reports to Head Electrician, Trades Section, Building Operations.

### Work Performed

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

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

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

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

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

Continually monitors the operation of new and existing equipment.

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

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

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

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

Ensure compliance with all Occupational Health and Safety legislation, guidelines, standards, policies, procedures and practices.



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Responsible for performing the work in the safest manner possible.

### Detailed Duties

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

### Supervision Received

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

### Supervision Given

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

### Consequence of Error/Judgement

Work is performed within prescribed and accepted trade standards, in accordance with job requirements and specifications and external regulatory requirements; inappropriate repair maintenance decisions could delay resolution of problems and adversely affect user access to equipment system and possible safety of users.

### Qualifications

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

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## Job Posting

**Job ID:** 17435  
**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:** 2014-02-17  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-26  
**Available Openings:** 1

Monday to Friday; 6:00 P.M. to 2:00 A.M.

### Job Summary

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

### Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

### Work Performed

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



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### **Supervision Received**

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

### **Supervision Given**

None

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

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

### **Qualifications**

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

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**Job Posting**

**Job ID:** 17442  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 3 (Gr6) **Business Title:** Financial and Administrative Assistant  
**Department:** Fac.of Pharmaceutical Sciences  
**Salary:** \$40,752.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-28 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-20 **Available Openings:** 1

**Job Summary**

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

**Organizational Status**

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

**Work Performed**

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

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

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

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

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

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

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



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

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

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

Organizes special events, including catering services and room bookings.

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

Performs other related duties as appropriate to the classification.

### **Supervision Received**

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

### **Supervision Given**

None.

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

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

### **Qualifications**

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

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### Job Posting

**Job ID:** 17480  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 4 (Gr7)      **Business Title:** Receptionist/Administrative Support  
**Department:** Education, Dean's Office  
**Salary:** \$42,072.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-11      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-27      **Available Openings:** 1

### Job Summary

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

### Organizational Status

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

### Work Performed

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



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coordinates, and assembles project materials from a variety of sources.

7. Types a variety of reports, letters, and other miscellaneous documents from drafts. Assists with updating brochures, pamphlets, and guidelines.

8. Assists Administrative Assistants in a variety of Dean's Office and Faculty-wide events activities, including room bookings, equipment, caterers, and all other requirements which on occasion may mean working outside of normal office hours. This requires attention to detail and creativity. Maintains, manages and records loans of laptops, iPads, & AV (camera) equipment.

9. Acts as directory administrator for the Faculty of Education: initiates requests to Voice Services for setup and or change of new phones, call-display, voice mail, and long distance privileges. Provides updates to content on the UBC online directory and Faculty of Education website directory in an accurate and timely manner. Prepares and distributes the monthly Staff Directory for the Faculty of Education.

10. Updates the Dean's Office website and posts documents as required, including preparation of content, editing, updating links and, uploading documents in a timely manner.

11. Updates the Faculty of Education staff list-serves which entails set-up and removal of email addresses.

12. Orders stationery and office supplies for the Dean's Office. Ensures supply levels are maintained at the appropriate operational level and that the copy room area is kept orderly at all times.

13. Oversees the kitchen staging area for catering functions and ensure coffee tea supplies are adequate and that the area is kept orderly.

14. Forwards or relays all concerns about building conditions (plumbing, light, heat, and elevators) to Plant Operations Trouble Call Desk and keeps Executive Administrator informed of any emergency or out-of-the-ordinary situations.

15. Main resource for the Dean's Office photocopier. Troubleshoots operational problems, and promotes best practices for sustainable office procedures (i.e., secure print and double-sided printing), places service calls, orders consumables, and replenishes paper trays on a daily basis.

16. Provides back-up support to the Mail Room Clerk on occasion; assists with minor tasks such as internal mail distribution and processing of outgoing external mail.

17. Recommends and initiates improvements to office procedures and maintains office procedure manual on a regular basis. Assists with determining which equipment best meets the needs of the Dean's Office, including research, set-up, training, and upgrades. Trains personnel on office equipment use and troubleshoots usage problems.

18. Provides training for temporary staff.

19. Assists with travel arrangements for members of the DNSO Management Team when necessary. These arrangements are often of a complex nature and require a high level of coordination. Assists the DNSO Management Team in preparing reimbursement of travel expenses as required.

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

21. Ensures smooth function of the Dean's Office, this includes but is not limited to, overseeing the DNSO bulletin board on a weekly basis and ensures all postings are current; booking of the general meeting spaces in the Neville Scarfe Building and confirms books one week prior to booking; receiving and distributing mail, fax messages, and courier packages. Organizes courier service as required and is responsible for the general tidiness of the reception area.



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

### **Supervision Received**

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

### **Supervision Given**

May provide training to new staff on work procedures.

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

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

### **Qualifications**

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

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



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## Job Posting

**Job ID:** 17465  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 4 (Gr8)      **Business Title:** Administrative Support 4 (Gr8)  
**Department:** Physics & Astronomy  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-03  
**Job End Date:** 2014-05-02  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-22      **Available Openings:** 1

### Job Summary

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

### Organizational Status

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

### Work Performed

#### ADMINISTRATION:

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

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

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

Coordinates the CPRT process including the scheduling of CPRT meetings, taking meeting minutes, collating and delivering CPRT documents for review by committee members, taking department meeting minutes, drafting correspondence for the Head's signature and



participating in various other meetings as required.

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

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

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

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

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

#### EXAM SCHEDULING:

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

#### ASSIGNMENTS OF INVIGILATION MARKING DUTIES:

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

#### FINANCE:

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

#### SPACE ALLOCATION:

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

#### TA COURSE ASSIGNMENTS:

Allocates TA resources in conjunction with the TA Assignment Committee.

#### TA EVALUATIONS:

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

#### SECURITY & BUILDING MAINTENANCE:

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



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Performs other related duties.

### **Supervision Received**

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

### **Supervision Given**

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

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

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

### **Qualifications**

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

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## Job Posting

**Job ID:** 17434  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Editorial & Marketg  
**Classification Title:** Marketing & Comm Asst (Gr6)      **Business Title:** Marketing & Comm Asst (Gr6)  
**Department:** Chemistry  
**Salary:** \$40,752.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-17      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-21      **Available Openings:** 1

### Job Summary

To provide assistance in the development and distribution of marketing and communications material for Chemistry events, including developing promotional material, multi-media, direct mail e-mail, and newsletters. To provide support to the Outreach and Advancement Committee as necessary. Acts as a resource for, faculty and staff with regards to communications, web site content, event information, and outreach activities.

### Organizational Status

Reports to the Director, Administration. Works closely with the Outreach and Advancement Committee. Acts as a resource for, faculty and staff with regards to communications, web site content, event information, and outreach activities.

### Work Performed

- Assists Outreach and Advancement committee with the development and implementation of promotional materials; disseminates materials and information to faculty, staff, students, alumni, community, and general public.
- Coordinates, designs and produces marketing communications materials and templates; writes, edits and revises short communication documents for both internal and external distribution.
- Updates text and graphic content for department website.
- Designs graphics and layout for posters, banners, invitations, postcards (i.e., slide shows, multi-media CDs, newsletters).
- Provides photography for a variety of purposes; maintains photo and artwork archive.
- Updates event listings and news from the UBC Department of Chemistry through social media, other media outlets, online sources, and phone line.
- Assists in the organization and implementation of events such as Chemistry Magic Show, Alumni Weekend, Alumni Reunion, orientation, student recruiting,
- Responsible for handling incoming email correspondence dealing with department events.
- Conducts research on internet and gathers related materials for developing new demonstrations.
- Assists in special projects events such as event preparation, marketing, promotion and research activities, including scheduling, venue-booking, catering, and licensing as necessary.
- Coordinates between UBC Alumni Affairs and Faculty of Science Development office for contacting alumni donors and related correspondence.
- Responds to in-person, telephone and written inquiries



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- Liaises with graphics designer, printers and other vendors as required
- Maintains the buildings bulletin boards - removing old signs, posting new advertisements on a monthly basis.
- Prepares mail-outs for various initiatives such as holiday cards, thank you cards, special event correspondence.
- Schedules, plans, arranges, co-ordinates all associated activities, vendors, rentals, students and volunteers for events within the department (e.g. annual open house, undergraduate and alumni receptions).
- Liaises and confirms orders and deliveries with caterers and other vendors supplying various events.
- Designs publicity and promotional materials.
- Oversees the printing, dissemination and distribution of publicity materials
- Handles all inquiries and communications related to the events.
- Organizes set up and clean up of equipment and rooms for special events as required, ensuring necessary equipment is available and in good repair.
- Supervises the work of students and or volunteers assisting at events.
- Develops short articles and news items on the department website, Facebook and other Social Media tools, ensuring listed events are up to date and accurate.
- Coordinates the department alumni newsletter.
- Develops Alumni webpage, Facebook page, database and mail list.
- Oversees the purchase and sales of all departmental merchandise and promotional items.

### **Supervision Received**

Works independently under general supervision from Director, Administration. May receive direction from Department Head, and members of the Outreach and Advancement Committee.

### **Supervision Given**

May supervise up to five - 15 students and or volunteers at department events.

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

Communications, promotional materials, visual information, and web-based media are key components for information flow both internally and for the outside community. The Department of Chemistry communication materials including its website serve as important tools and vital links to promote ongoing activities and programs, and assist with student recruitment. Therefore, the accuracy, timeliness and presentation of information delivered have a direct impact upon the department's profile and reputation. Poor performance in this position would contribute to inefficient operation and low quality of service being provided to students, members of the university and the general public. This in turn affects the reputation and credibility of the Department and the University thereby affecting the recruitment and retention of students.

### **Qualifications**

High School graduation and two years post-secondary education. Background in Chemistry preferred. 3 years of related experience or the equivalent combination of education and experience. Photography, photo video editing experience and skills. Knowledge of Adobe Suite (including InDesign, Photoshop, Illustrator and Premiere), Microsoft Suite (including Powerpoint, Excel and Word), Dreamweaver, HTML, ChemDraw. Ability to anticipate problems and issues and plan ahead. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to efficiently and effectively coordinate tasks. Ability to effectively manage multiple tasks and priorities. Ability to communicate effectively verbally and in writing. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to accurately proofread for spelling, grammar, and punctuation. Ability to effectively market and promote events. Must be proficient with social media technology (ie. Facebook Twitter) Ability to work effectively with minimal supervision. Ability to work effectively independently and in a team environment.



# The University of British Columbia

## Staff Job Postings

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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:** 17452  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Financial Proc. Spec 4 (Gr5) **Business Title:** Payables Processor  
**Department:** Procure to Pay Client Services  
**Salary:** \$ 21.65 (Hourly)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-27  
**Job End Date:** 2014-03-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-22 **Available Openings:** 1

### Job Summary

The Payables Processor will deliver the service requirements expected by the University by providing comprehensive advice and guidance in a timely manner to UBC customers and external stakeholders on all procure to pay activities. The incumbent will act as the first point of contact for a department and faculty portfolio engaging customers to facilitate understanding of financial policies, payment protocols and enable customers to use UBC payments systems whilst resolving queries and outstanding issues. Responsibility includes verifying the authorization, spot checking transactions accuracy, requesting any outstanding data and recycling incomplete transactions through the Online Payables System for Requisition Payments and Purchase order invoice matching.

The Payables Processor from time to time will support secondary systems such as (Q-Req) and or Travel Requisitions (Travel-Req), Smart Forms.. The Payables Processor will ensure that transactions are in compliance with University policies, procedures, guidelines, government regulations and general accounting practices. Responsibility for ensuring that goods and services contracted by the University are recorded and payments are processed in an accurate, timely and auditable manner.

### Organizational Status

Reports to the Procure to Pay Assistant Manager.

### Work Performed

-Promote the use of the Online Payables System and other future procure to pay enhancements to the customer to promote and educate them on procure to pay processes and policies to enable the customers to pay for goods and services self-sufficiently.

-Verifies accuracy, adequacy, completeness and authorization of information provided on the Online Payables System primarily Q-Reqs, Travel-Reqs and Smart Forms (as required). Spotchecks transactions to ensure supporting documentation to the related information. Corrects minor errors where possible and for other errors, proactively contacts customers with an explanation and may recycle documents to originator.

-If required, will processes Q-Req, Travel-Req and Smart Forms based on the University policies and procedures with the explicit to convert customers to Online systems.

-Coordinate with Payroll, Revenue Accounting, and Research and Trust Accounting on Honoraria, withholding tax, and research project grant transactions.

-Verifies, calculates, and pays invoices according to Purchase Orders (POs) specifications. Ensures proper authorization and backup documentation is obtained prior to processing PO payments.

-Interprets contract terms, University policies, procedures, guidelines & Governmental regulations as they relate to PO payments.



# The University of British Columbia

## Staff Job Postings

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Examples include service contracts, equipment manufacturing agreements and GST HST and or PST self-assessment guidelines.

-Assesses the accuracy of GST HST and or PST on invoices and self-assessing such taxes where necessary. Assesses withholding tax, holdbacks, exchange rates and discounts. Ensures appropriate tax forms are issued in relation to the payments and withholding taxes are deducted.

-Investigates and rectifies discrepancies relating to Online Payment Systems, Purchase Orders, vendor invoices, Q-Req, Travel-Req, Smart Forms, General Ledgers, and Journal Vouchers (these discrepancies may be identified by departments, vendors and or the processor involved). Prepares and enters journal vouchers and cash receipts where necessary. Performs collection procedures for payments made to wrong vendor payee.

-Reconciles vendor account statements and prepares and inputs vouchers on adjustments.

-Liaisons with the bank and departments in regards to the required information (currency, beneficiary payee and bank account information) for wire transfer and bank draft requests from departments.

-Verifies and prepares payments for invoices in foreign currency ensuring correct vendor and banking details. Completes EFT forms for Wire Transfers and Bank Drafts for PO invoices.

-Performs other duties or projects related to the position.

### **Supervision Received**

Report to the Procure to Pay Assistant Manager. Organizes and prioritizes workload to meet service needs within guidelines.

### **Supervision Given**

NA

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

Failure to pay vendors in a timely and accurate manner or delay in requisition payment processing could result in goods and services being withheld from the University, interest charges assessed to departments for late payment, a damaged reputation for the University, and loss of funding from granting agencies or overspending PG funds.

Miscoding of Q-Req, Travel-Req and Smart Forms could result in cheques not being available to the payee on time, going to the wrong payee, or the wrong amount being paid. Undetected error in coding types of expenses could result in disallowed expenses by the grant contract agency and significant time-loss to the researcher scientist in explaining the error to the agency to get a correction processed.

### **Qualifications**

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

Proficiency in data entry required with a minimum keystroke rate of 10,000 cph. Detail oriented with analytical and technical problem solving skills. Must possess the ability to exercise tact and discretion. Effective communication and organizational skills required. Must be able to multi-task, set priorities, manage workflow effectively, and meet deadlines. Must be able to work independently and in a team environment. Competency in the use of Microsoft Word and Excel software required. FMS experience required. Knowledge of GST HST PST Tax laws is useful.

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

|                              |                               |                            |                   |
|------------------------------|-------------------------------|----------------------------|-------------------|
| <b>Job ID:</b>               | 17476                         |                            |                   |
| <b>Location:</b>             | Vancouver - Hospital Site     |                            |                   |
| <b>Employment Group:</b>     | CUPE 2950 (Cler/Secr/Library) |                            |                   |
| <b>Job Category:</b>         | CUPE 2950 Financial           |                            |                   |
| <b>Classification Title:</b> | Financial Proc. Spec 4 (Gr5)  | <b>Business Title:</b>     | Finance Assistant |
| <b>Department:</b>           | Fac Med Financial Services    |                            |                   |
| <b>Salary:</b>               | \$39,492.00 (Annual)          |                            |                   |
| <b>Full/Part Time:</b>       | Full-Time                     |                            |                   |
| <b>Desired Start Date:</b>   | 2014-02-11                    | <b>Ongoing:</b>            | Yes               |
| <b>Job End Date:</b>         |                               |                            |                   |
| <b>Funding Type:</b>         | Budget Funded                 |                            |                   |
| <b>Other:</b>                |                               |                            |                   |
| <b>Date Closed:</b>          | 2014-01-23                    | <b>Available Openings:</b> | 1                 |

### Job Summary

The Finance Assistant provides financial, budget and reporting services to the Vancouver Coastal Health Research Institute (VCHRI) including its sub-units in accordance with established policies, procedures, mission, vision and values of the University of British Columbia (UBC) and the Vancouver Coastal Health Authority (VCHA). This position also supports other departments within the cluster for coverage purposes.

In this role, the financial processing specialist monitors and reconciles VCHRI account activity for both UBC and VCH financial systems and process all payments, deposits and invoices on behalf of VCHRI in accordance with the policies and procedures of UBC and VCH.

The Finance Assistant is part of a team that will provide support to VCHRI and all departments in the cluster (for coverage purposes) to prepare and review UBC and VCH requisitions, expenditure and receivable transactions, and enter these correctly into FMS or other online systems. Responsibilities include timely and accurate processing of all accounting transactions for the cluster; preparation and data-entry of journal vouchers, requisitions and payments on FMS or using other online systems such as Hyperion for budget data and OPT for future payments; reconciliation and account analysis to ensure accuracy of information; data-gathering to respond to queries from Departments, Schools and Centres; participating in the year-end processes; interpreting and accurately communicating written policies and procedures for UBC and VCH; ; producing invoices for monthly salary and benefit recovery billbacks to external agencies or for internal and external cost recovery processes; and preparing budget variance reports, analysis and financial statements as required. Monitors and maintains VCH budget commitment documentation, processes, responsible for the disbursement of overhead and indirects funding to Centres, department and individuals. Reviewer for Clinical Trial cheque deposits and coding for overhead calculations. The position also requires strong interpersonal and customer service skills as it involves frequent problem resolution with various departments throughout the cluster. The duties will vary from day to day and will involve a wide variety of tasks in the service of the cluster.

The position will be located at VGH but may involve some travel between Faculty of Medicine sites, Point Grey campus, hospitals, faculty departments, etc.

### 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 over 100 health care delivery facilities throughout the province.

### Work Performed

- Prepares and data enters requisitions and journal vouchers, verifying accuracy of information including account coding, reviewing backup documentation, ensuring authorized signatures are valid, and processing and recording information into the UBC Financial Management System (FMS) related to accounts payable or to revenue accounting, manually or online, on behalf of departments, based on compliance with UBC, FoM and taxation policies and guidelines . Documents created, reviewed, and processed include requisitions, domestic and international travel claims, and journal vouchers for all the units within the cluster.
- Reviews and validates transactions (requisitions and journal vouchers ) for UBC and VCH prepared online or manually by other staff, whether in the departments or in the cluster team, checking for correctness of coding and to ensure compliance with policies, and adequacy of supporting material. Reviews the accuracy, calculation and completeness of information provided on travel requisitions, cheque requisitions, cash receipts and journal vouchers.
- Ensures proper authorization and backup documentation is obtained prior to processing.
- Assesses the accuracy of GST, PST and or HST on invoices and self-assesses such taxes where necessary.
- Responds to queries and provides support to staff and faculty in VCHRI (and to the departments of the cluster for coverage purposes) to help in the valid preparation of claims, reimbursements, payments and purchase orders, interpreting financial policies and procedures as relevant.
- Interprets and ensures adherence to specific policies with respect to VCH Policies, UBC policies, Faculty of Medicine policies, and Tri-council policies and ensures they are correctly applied.
- Reviews P-card and corporate credit card payments and supports the oversight of the function.
- Performs duties related to web-based finance forms, such as tracking transactions.
- Enters cash receipts for cheque and cash payments received and prepares cash deposit bags for deposit.
- Reconciles, monitors and investigates errors and discrepancies on various accounts (general purpose operating, endowments, fee-for-service, research, special purpose project grants, and petty cash) which may include preparing and entering correcting journal entries, following up on outstanding items and resolving issues with various departments within VCHRI and or the Faculty.
- Maintains VCHRI shadow system on Excel
- Maintains VCH budget commitment spreadsheet by entering new commitments, updating payments and all adjustments. The annual commitment budget is in excess of \$4M.
- Responsible for the disbursement of overhead and indirect funds to VCHRI centres, departments, divisions and PI's. This involves complex calculations and formulas in Excel. Confirms which centre, department and division should receive the appropriate allocation relating to each VCHRI PI.
- Reviewer for VCH Clinical Trial cheque deposits by reviewing cheque deposit forms for proper account coding, appropriate related overhead calculations and signatories. Follows-up and corrects all coding & deposit errors. Responds to queries regarding deposit overhead calculations.
- Responsible in managing petty cash as the Petty Cash Custodian.
- Assists in year-end processes including entering expense accruals via journal voucher, and providing financial processing support to all units departments within VCHRI and or the Faculty.
- Prepares ad hoc financial analysis and reports as required
- Trains new finance staff on work procedures, financial policies and procedures, and or oversees work of students and or temporary staff.
- Provides input for VCH Finance Policies and MedFinance policies and procedures, drafts routine correspondence or basic training



# The University of British Columbia

## Staff Job Postings

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material, and provides input on the development of training material.

- Provides input and makes recommendations for recruitment and selection of financial staff within the team. Maintains and updates spreadsheet for tracking various VCHRI departmental and cluster items.
- Scans files and saves them under predefined naming and filing formats for electronic storage and retrieval.
- Supports the Accounts Receivable function, preparing invoices of actual salaries and benefits or cost-recovered equipment and services billed internally or to hospitals and affiliated agencies on behalf of VCHRI based on commitment letters and appointment forms. Issues are resolved with Payroll, the departments or the hospitals and affiliated agencies and makes adjustments as necessary.
- Accountable for keeping the contracts for accounts receivable Financial Management Information System (FMIS) up-to-date,
- Investigates exceptions in an Accounts Receivable billback program and monitors receipts. Assists in year-end processes including invoicing and entering deferred revenue entries via journal voucher. Assists in the preparation of VCH year-end financial statements for VCHRI.
- Responsible for the file management of all accounting documentation required to be kept in VCHRI and or the cluster; or responsible for returning it as needed to the originating department.
- Responsible for archiving documents, organizing into boxes by fiscal year, completing semi-active records location sheet for logging tracking, calculating proper destruction date, and obtaining authorized signature on the sheet before storing.
- Attends training on new systems and procedures. Participates actively in requirements sessions and design test sessions for new systems development and roll-out. Trains and supports others in the use of new systems especially during major roll-outs.
- As a member of VCHRI and or cluster finance team, provides excellent customer service in the financial area , 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, to provide support and suggestions for all types of financing issues.
- As a member of VCHRI and or 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. Organize meetings or room bookings in support of team activities.
- Performs all other related duties as directed by the cluster lead

### **Supervision Received**

Supervised by Financial Officer.

In a team setting, also supports, and may be supervised for specific tasks by, the Finance Manager or Budget officer.

### **Supervision Given**

None.

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

This position is responsible for ensuring all financial information entered into UBC FMS PeopleSoft and submitted for data entry to VCH PeopleSoft is authorized, accurate, appropriate and substantiated by proper back-up. Information and recommendations must be accurate and provided in a respectful, timely and supportive way. Errors could result in over under expenditures, overpayment or non-payment of invoices, incorrect departments units being charged, and delays in payment for various vendors. Such errors could cause inaccuracies in financial planning, financial hardship or missed opportunities for effective delivery of services to students, faculty and staff. Also, care must be taken in dealing with the agencies and university community to maintain their trust and cooperation.

The work performed by this position in conjunction with the Budget Administrator must be accurate and the position must be able to identify errors and exceptions for follow-up and resolutions. Furthermore, the highly sensitive nature of payroll to all employees requires precise attention to avoid delays and errors that could result in employees being paid incorrectly. Recovery of overpayments and payment delays can cause significant morale and other problems and can jeopardize the relationship between employees and their respective departments and the Faculty.

### **Qualifications**



# The University of British Columbia

## Staff Job Postings

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High School graduation and two-year post-secondary diploma in accounting. 3 years of related experience or the equivalent combination of education and experience. Experience with ERP systems preferred. UBC FMS certification will be required. Ability to be thorough, accurate and have a high level of attention to detail. Ability to effectively use word processing, spreadsheet and database applications at an intermediate level (Word, Excel). Effective oral and written communication skills. Excellent interpersonal skills. Ability to balance multiple tasks and deadlines. Ability to exercise tact, discretion and confidentiality. Ability to work effectively independently and in a team environment. Ability to work effectively under pressure. Ability to deal with people in a courteous, calm manner. Ability to provide quality service to customer in a courteous, patient manner. Ability to make thoughtful, informed and thorough decisions and exercise sound judgment. Ability to apply generally accepted accounting principles in an appropriate manner. Ability to research transaction details through financial computer systems and paperwork. Ability to analyze problems, identify key information and issues and effectively resolve. Ability to handle a high volume of work exercising strong organization and time management skills. Ability to plan work independently, complete work assigned and meet requirements without ongoing direction.

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:** 17071 (Repost)  
**Location:** Vancouver - Hospital Site  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Financial Proc. Spec 4 (Gr5)      **Business Title:** Finance Assistant  
**Department:** Fac Med Financial Services  
**Salary:** \$39,492.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-12-09      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-22      **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.

The financial processing specialists, working in a team setting, will provide support to all departments in the cluster to prepare and review requisitions, expenditure and receivable transactions, and enter these correctly into FMS or other online systems. Responsibilities include timely and accurate processing of all accounting transactions for the cluster; preparation and data-entry of journal vouchers, requisitions and payments on FMS or using other online systems such as Hyperion for budget data and OPT for future payments; reconciliation and account analysis to ensure accuracy of information; data-gathering to respond to queries from Departments, Schools and Centres; participating in the year-end processes; interpreting and accurately communicating written policies and procedures; participating in the processing of salary increases for Faculty members; producing invoices for monthly salary and benefit recovery billbacks to external agencies or for internal and external cost recovery processes; and preparing budget variance reports, analysis and financial statements as required. The position also requires strong interpersonal and customer service skills as it involves frequent problem resolution with various departments throughout the cluster. The duties will vary from day to day and will involve a wide variety of tasks in the service of the cluster.

May involve some travel between Faculty of Medicine sites, Point Grey campus, hospitals, faculty departments, etc. May involve relocation to other offices and or sites within the Faculty of Medicine.

### 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



# The University of British Columbia

## Staff Job Postings

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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

- Prepares and data enters requisitions and journal vouchers, verifying accuracy of information including account coding, reviewing backup documentation, ensuring authorized signatures are valid, and processing and recording information into the Financial Management System (FMS) related to accounts payable or to revenue accounting, manually or online, on behalf of departments, based on compliance with UBC, FoM and taxation policies and guidelines . Documents created, reviewed, and processed include requisitions, domestic and international travel claims, and journal vouchers for all the units within the cluster.
- Reviews and validates transactions (requisitions and journal vouchers ) prepared online or manually by other staff, whether in the departments or in the cluster team, checking for correctness of coding and to ensure compliance with policies, and adequacy of supporting material. Reviews the accuracy, calculation and completeness of information provided on travel requisitions, cheque requisitions, cash receipts and journal vouchers.
- Ensures proper authorization and backup documentation is obtained prior to processing in FMS.
- Assesses the accuracy of GST, PST and or HST on invoices and self-assesses such taxes where necessary.
- Responds to queries and provides support to staff and faculty in the departments of the cluster to help in the valid preparation of claims, reimbursements, payments and purchase orders, interpreting financial policies and procedures as relevant.
- Interprets and ensures adherence to specific policies with respect to UBC policies, Faculty of Medicine policies, and Tri-council policies and ensures they are correctly applied.
- Reviews P-card and corporate credit card payments and supports the oversight of the function.
- Performs duties related to web-based finance forms, such as tracking transactions.
- Enters cash receipts for cheque and cash payments received and prepares cash deposit bags for deposit.
- Reconciles, monitors and investigates errors and discrepancies on various accounts (general purpose operating, endowments, fee-for-service, research, special purpose project grants, and petty cash) which may include preparing and entering correcting journal entries, following up on outstanding items and resolving issues with various departments within the Faculty.
- Responsible in managing petty cash as the Petty Cash Custodian.
- Assists in year-end processes including entering expense accruals via journal voucher, and providing financial processing support to all units departments within the Faculty.
- Reviews funding availability on appointments and follows up insufficient funding with departments
- Prepares ad hoc financial analysis and reports as required
- Trains new finance staff on work procedures, financial policies and procedures, and or oversees work of students and or temporary staff.
- Provides input for MedFinance policies and procedures, drafts routine correspondence or basic training material, and provides input on the development of training material.
- Provides input and makes recommendations for recruitment and selection of financial staff within the team. Initiates E-recruit and EPAF actions for the team.
- Maintains and updates spreadsheet for tracking various departmental and cluster items.
- Scans files and saves them under predefined naming and filing formats for electronic storage and retrieval.
- Supports the Accounts Receivable function, preparing invoices of actual salaries and benefits or cost-recovered equipment and services billed internally or to hospitals and affiliated agencies on behalf of Faculty departments based on commitment letters and appointment forms. Issues are resolved with Payroll, the departments or the hospitals and affiliated agencies and makes adjustments as necessary.
- Accountable for keeping the contracts for accounts receivable Financial Management Information System (FMIS) up-to-date, and creating new contracts for new employees as they come in, in the FMIS for Accounts Receivable.
- Investigates exceptions in an Accounts Receivable billback program and monitors receipts.
- Assists in year-end processes including invoicing and entering deferred revenue entries via journal voucher.
- Responsible for the file management of all accounting documentation required to be kept in the cluster; or responsible for returning it as needed to the originating department.



- Responsible for archiving documents, organizing into boxes by fiscal year, completing semi-active records location sheet for logging tracking, calculating proper destruction date, and obtaining authorized signature on the sheet before storing.
- Attends training on new systems and procedures. Participates actively in requirements sessions and design test sessions for new systems development and roll-out. Trains and supports others in the use of new systems especially during major roll-outs.
- 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, to provide support and suggestions for all types of financing issues.
- 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. Organize meetings or room bookings in support of team activities.
- Performs all other related duties as directed by the cluster lead

### **Supervision Received**

Supervised by Financial Coordinator.

In a team setting, also supports, and may be supervised for specific tasks by, the Finance Officer or Budget officer.

### **Supervision Given**

None.

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

This position is responsible for ensuring all financial information entered into FMS PeopleSoft is authorized, accurate, appropriate and substantiated by proper back-up. Information and recommendations must be accurate and provided in a respectful, timely and supportive way. Errors could result in over under expenditures, overpayment or non-payment of invoices, incorrect departments units being charged, and delays in payment for various vendors. Such errors could cause inaccuracies in financial planning, financial hardship or missed opportunities for effective delivery of services to students, faculty and staff. Also, care must be taken in dealing with the agencies and university community to maintain their trust and cooperation.

The work performed by this position in conjunction with the Budget Administrator must be accurate and the position must be able to identify errors and exceptions for follow-up and resolutions. Furthermore, the highly sensitive nature of payroll to all employees requires precise attention to avoid delays and errors that could result in employees being paid incorrectly. Recovery of overpayments and payment delays can cause significant morale and other problems and can jeopardize the relationship between employees and their respective departments and the Faculty.

### **Qualifications**

High School graduation and two-year post-secondary diploma in accounting. 3 years of related experience or the equivalent combination of education and experience. Experience with ERP systems preferred. UBC FMS certification will be required. Ability to be thorough, accurate and have a high level of attention to detail. Ability to effectively use word processing, spreadsheet and database applications at an intermediate level (Word, Excel). Effective oral and written communication skills. Excellent interpersonal skills. Ability to balance multiple tasks and deadlines. Ability to exercise tact, discretion and confidentiality. Ability to work effectively independently and in a team environment. Ability to work effectively under pressure. Ability to deal with people in a courteous, calm manner. Ability to provide quality service to customer in a courteous, patient manner. Ability to make thoughtful, informed and thorough decisions and exercise sound judgment. Ability to apply generally accepted accounting principles in an appropriate manner. Ability to research transaction details through financial computer systems and paperwork. Ability to analyze problems, identify key information and issues and effectively resolve. Ability to handle a high volume of work exercising strong organization and time management skills. Ability to plan work independently, complete work assigned and meet requirements without ongoing direction.



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### Job Posting

**Job ID:** 17454  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Senior Financial Spec 1b (Gr8)      **Business Title:** Senior Financial Spec 1b (Gr8)  
**Department:** Civil Engineering  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-22      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-22      **Available Openings:** 1

### Job Summary

Responsible for overseeing the operation of complex financial-related function, coordinating work processes, establishing work schedules and priorities, analyzing and resolving complex issues, investigating and finding resolutions to various financial problems.

Administers contract and grant accounts for complex sponsored research and specific purpose funds - this requires exercise of judgment and knowledge of University, granting agencies and accounting policies & procedures.

### Organizational Status

Reports to the Head of the Department, Manager of Administration and Finance Manager.

### Work Performed

- Oversees the operation of a large complex specialty areas (i.e. requisition processing, coordinating work processes, establishing work schedules & priorities, resolving complex issues, etc.).
- Enforces department financial policies.
- Ensures that all goods and services contracted for by the Department are recorded and paid in a timely and accurate manner.
- Tracks rejected transactions and follows up to resolve errors.
- Oversees the maintenance of files of all financial transaction documents and supporting material. Ensuring that the correct financial records and transactions for department research grants and contracts are current and up-to-date.
- Maintains and reconciles research and operating accounts on a monthly basis using FMIS, monthly ledgers, and payroll records
- Prepares financial reports relating to both projected and actual expenditures, revenues, cost recoveries, and salaries.
- Checks, investigates and resolves queries and errors independently or interacts directly with faculty members involved.
- Works closely with faculty members on the final resolution of account deficits and closures.
- Assists faculty members by producing quarterly reports on research grants.
- Maintains records of employment for student appointments (including teaching assistants).
- Prepares, maintains, and updates documents for Human Resources (Student Appointments, term extensions, TA Marker appointments, hourly payroll sheets) according to deadlines set by Financial Services.
- Ensures all monthly and hourly employees are paid properly.
- Responds to written and oral inquiries from other departments on campus. Responds to external vendor queries of various types.



- Processes travel claims and requisitions for payment using smart forms. Assesses the accuracy of GST and PST on claims.
- Prepares journal vouchers for internal charges for services rendered to various university departments.
- Prepares purchase orders and other financial documents for the department.
- Liaises with Financial Services, Human Resources, Research Services, Dean's office, faculty members, UILO, NSERC and other external agencies, students and suppliers.
- Prepares invoices to external businesses organizations for services provided by the department of Civil Engineering.
- Ensures all documents are processed within the deadlines and according to University policy.
- Responsible for Department Accounts Receivable, tracks and pursues delinquent accounts.
- Responsible for cost recovery administration within the Department.
- Disperses petty cash funds for the Department.
- Prepares and processes bank deposits.
- P. Card coordinator for the Department.
- Responsible for the reconciliation of the Department's P Card records and pays all visa and AMEX expenses.
- Liaises with departmental staff management in matters of equipment and laboratory supply purchases. Maintains filing system for major equipment purchases.
- Produces student visa letters in relation to student appointments and pay cheques.
- Maintains Department Finance policy and procedure manual and the Monthly Finance Work Schedule.
- Responsible for the development, maintenance, and updating of an accurate filing system.
- Works with the Finance Manager to identify and implement finance policies that have an impact on the operation of the main office.
- Drafts new department policies and procedures with assistance of the Finance Manager. Policies are then approved by the Department Head.
- Reviews finance policies that affect the operation of the office with staff on an ongoing basis.
- Updates training when required.
- Assumes the job responsibilities of the Finance Manager when the finance manager is away from the office.
- Trains faculty and staff on new systems and procedures when required.

### **Supervision Received**

- Works independently under minimal supervision.
- Is able to take initiative, problem solve, determine course of action and then follow through independently.

### **Supervision Given**

Formally trains new staff on work procedures, and or oversees work of students and temporary staff. Supervises up to and including on (1.0) FTE ongoing, permanent staff member and or up to and including five (5) temporary staff, students and or volunteers.

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

Exercises initiative, tact and judgment in handling the financial matters of Civil Engineering. Delayed service or payment results in poor public relations and potential loss of credit with vendors. Failure to apply policy and procedures at all levels could cause serious problems for faculty and department administration.

### **Qualifications**

High School graduation and CGA CMA Level 3. 4 years related experience or the equivalent combination of education and experience. Effective oral and written communication, interpersonal and organizational skills. Ability to perform word processing at 50 words per minute Ability to operate job-related office equipment. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to effectively use word processing, spreadsheet and database at an intermediate to advanced level (e.g., Outlook, MS Word, MS Excel). Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion. Ability to work effectively with minimal supervision. Ability to compose clear and concise business correspondence.



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## Job Posting

**Job ID:** 17475  
**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:** Dept of Educational Studies  
**Salary:** \$40,752.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-23      **Available Openings:** 1

### Job Summary

This position provides front line assistance to current and prospective graduate students in the Department of Educational Studies, providing information and assisting in the resolution of moderately complex issues. Provides administrative support to the Graduate Program Assistant, the Graduate Advisor, and the various graduate programs offered by the department. Assists the administrative manager with financial transactions and appointments.

### Organizational Status

Reports to the Administrative Manager. Interacts with faculty, staff and students. Liaises with Faculty of Graduate and Postdoctoral Studies; Faculty of Education, Dean's Office; and service providers such as IT, Voice Services; Building Operations; Finance; Education Learning and Technology Services.

### Work Performed

- Assists the Graduate Program Assistant with:
- Preparing admission files for review by faculty admission committees.
- Award administration duties such as distributing application materials, providing information on application deadlines, evaluating domestic and international transcripts, collecting and photocopying completed application materials for distribution to a committee for review and ranking.
- Assists the Graduate Advisor as necessary.
- Prepares journal vouchers, cash receipts, travel requisitions, Q requisitions, payment of invoices, purchase orders, wire transfers, Professional Development fund for faculty and reconciles routine accounts. Invoices faculty and other users on copier and phone billing. General knowledge about departmental budgets; liaises with Education Accounting and Finance regarding financial inquiries.
- Processes student appointments and reappointments (e.g., graduate teaching assistants, graduate academic assistants and graduate research assistants).
- Processes Student Evaluation of Teaching (SEoT) Reports for the Appointment, Reappointment, Promotion and Tenure of tenure-track and tenured faculty members, and sessional instructors using CourseEval .
- Welcomes and greets visitors, takes messages and has an in-depth knowledge of departmental programs in order to respond to e-mail, telephone and in-person enquiries, responding or redirecting as appropriate.
- Responds to oral and written enquiries of an interpretive nature based upon a thorough knowledge of University and Departmental



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guidelines, procedures and policies; directing enquirers to appropriate persons, websites and other resources for further information where necessary.

- Provides standard front office services including reception, mail, couriers, printing & copying, office equipment support (clearing jams, changing toner, and calling for service), office supply inventory, rooms and teleconference bookings.
- Supports departmental graduate programs by preparing agendas; taking, transcribing and distribution of minutes.
- Composes general internal communications or correspondence to the department, faculty, staff and students; drafts and reviews forms for internal use.
- Oversees course registration by performing duties such as monitoring registration using SISC and FSC.
- Orders text books, follows-up to confirm availability of orders, and ensures that text books are available in the bookstore on time.
- Acts as department Voicemail Administrator in Pinnacle (voice services): orders and maintains phones, addresses the department's phone issues.
- Coordinates electronic booking service for equipment and rooms, provides assistance and support with A V equipment and set-up.
- Maintains office supplies, including ordering and purchasing, with signing authority specific to this purpose.
- Arranges keys, and desktop services (voice & IT) for faculty, staff, students and visitors as required.
- Maintains filing system; archives records and other materials.
- Coordinates collection of information; maintains and monitors web and Excel database records such as office equipment furniture and space inventories. Develops and maintains contact lists including departmental listserves.
- Processes service order requests to Building Operations.
- Ensures work room, classrooms and faculty staff lounge are locked at the end of the day.
- Arranges catering for internal and external events. Responsible for arrangement and re-arrangement of facilities after lectures, seminars, and other events as needed.

### **Supervision Received**

Receives detailed instructions during orientation and on subsequent new assignments or changes in procedure. Work is performed independently under minimal supervision. Reports to the Administrative Manager.

### **Supervision Given**

None

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

Work requires a high level of judgment, initiative, attention to detail and high standards of quality. Poor judgment, errors and delays can result in opportunities being missed, and deadlines not being met. Failure to act in a professional, tactful manner will have an adverse effect on the image and reputation of the Department. Exercises judgment and initiative by independently carrying out projects and while assessing and establishing priorities.

### **Qualifications**

High School graduation and two year post-secondary diploma. 3 years of related experience or the equivalent combination of education and experience. Must have intermediate skills in Microsoft Office programs including, Word, Excel, Access, PowerPoint and Outlook (calendar and email).

Ability to operate a normal range of office equipment.

Ability to compose routine correspondence and other business related documentation in clear, concise business English.

Ability to take and transcribe accurate meeting minutes.

Ability to accurately proofread for spelling, grammar, and punctuation.

Ability to politely screen calls, direct as appropriate, and take accurate messages.

Ability to understand and apply policies, procedures, and instructions.

Ability to use word processing, spreadsheets, databases and mail scheduling applications at an intermediate level.

Effective oral and written communication; excellent interpersonal and organizational skills.



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Ability to maintain accuracy and attention to detail.

Ability to listen actively and attentively, and obtain clarification as required.

Ability to effectively deal with difficult people. Ability to provide quality service in a courteous and patient manner.

Ability to work effectively, independently and in a team environment.

Demonstrated ability to take initiative, exercise good judgment and resolve problems.

Demonstrated ability to prioritize work, multi-task and work under pressure to meet deadlines in a hectic environment, exercising confidentiality, sensitivity, tact and discretion.

Experience with SISC, FSC, UBC financial systems such as HRMS, eRecruit, ePAF, Position Management and FMIS preferred.

Experience setting-up and trouble-shooting AV equipment is a requirement.

Demonstrated willingness to learn and continually upgrade skills.

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## Job Posting

**Job ID:** 17432  
**Location:** Vancouver - Other  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Sr Program Asst-Gen (Gr8) **Business Title:** Conferences Associate  
**Department:** Cont. Professional Development  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-17  
**Job End Date:** 2014-11-07  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-01-21 **Available Openings:** 1

Mat Leave replacement!

### Job Summary

The incumbent in this position is responsible for the preparation, planning and co-ordination of Continuing Professional Development (CPD) Conferences and some Community Based Workshops. This person is also responsible for ensuring that all levels of coordination of multiple ongoing conferences and community workshops are implemented effectively, successfully, within budget, utilizing a variety of computer and organizational & prioritizing skills.

Note that this position is covering for a current CUPE 2950 maternity leave.

### Organizational Status

This position reports to the Conference Services Director, and works closely with other members of the conference management.

- Works closely, collegially, and collaboratively with the other CPD staff in the conference services and education and research group.
- Interacts regularly with various departments on campus (within and outside of the Faculty of Medicine), administrators of campus and hospital departments, conference chairs, planning committees, external services providers, hotels, and conference participants.

### Work Performed

Conference and Workshop Preparation

- Able to independently organize, implement, and execute multiple high profile conferences and workshops with minimal supervision
- Monitoring budgetary expenditures, and authorizing expenditures within prescribed limits. Each conferences budget averages \$100,000-\$350,000 in overall expenses and therefore could be responsible for up to a million dollars at one time in liabilities.
- Ability to coordinate multiple conference plans with changing timelines, ability to prioritize, and adjust workflow based on changes to the budget, sponsorship funding goals, and actualized registration numbers per event.
- Assists in recording minutes at planning committee meetings to ensure timelines are met and projects are on schedule.
- Drafts and sends sponsorship appeal letters and follows up to solicit support
- Accountable to meet minimum funding support goals
- Follows up with sponsor support contacts for definitive answers
- Invoices and collects all outstanding funds from sponsoring agencies



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- Designs conference promotional materials (brochures, flyers, postcards, journal print advertisements, posters)
- Implements marketing plan and delivery per event.
- Coordinates all event logistics, including complex professional audio visual needs and set up, speaker coordination, abstract management, event catering requirements, and offsite special event coordination
- Designs and prepares program syllabus for each conference following best practices and standards
- Responsible to act professionally in communication with international and local faculty to arrange their travel, hotel, and overall experience to travel to the conference and present at our events.
- Arranges industry exhibit booth set up and logistics
- Manages and oversees online scientific abstract submissions portal and development (using outsourced website company).
- Manages onsite registration and handles unexpected problems as they arise at conference site
- Oversees that all arrangements are properly carried out by venue staff when events are held in outside facilities
- Deals with hotels and venues with services issues and follows up to ensure best practices
- Reviews program evaluation data and suggests areas of improvement
- Ability to exercise strong decision making skills to handle complex problem solving and on the spot judgment.
- Ability to work some weekends and additional hours when required.

### Desktop Publishing Word Processing

- Designs special posters, postcards and other print marketing materials, reminder flyers, registration packets for course delegates and other handouts.
- Designs conference and workshop brochures using best practices of graphic design and liaises with private service printing agencies for production of advertising materials.

### Finances

- Drafts specific sub-event budgets
- Responsible for careful handling of project budgets, ensuring accurate billing, issuing invoices, following up with outstanding accounts and unpaid invoices
- Calculating cost saving techniques for improved project expenses
- Oversees the solicitation and collecting of project support funding
- Ensures all multiple project and workshop expenses are reflected on final course statement.
- Organizes for pre-determined honoraria to be paid to speakers and planners
- Operates within the parameters of pre-approved project budgets

### Miscellaneous

- Expected to use experience to suggest procedural improvements and improve overall effectiveness, improved services, and or cost savings
- Assists other CPD staff with the completion of projects in order to ensure the operational efficiency and the reputation of the department is maintained.

### Supervision Received

Direction is taken from the Conference Services Director. Workflow is coordinated by the Conference Services Director. Responds to needs of conference program and planning committee chairs. For community based programs, additional direction is taken from the Medical Director of Rural Programs.

### Supervision Given

Is not required to supervise; may explain work procedures to new or inexperienced staff.

### Consequence of Error/Judgement

The Division of CPD is responsible for the overall presentation and success of the various courses, conferences and events. The incumbent applies knowledge of procedures, guidelines, and regulations, and exercises the connections that have been established





with various CPD organizers, in order to make decisions based on these guidelines and precedents. New or unusual problems are referred to the Conference Services Director.

- Incorrect reporting co-sponsorship information, accreditation, honoraria amounts could result in the suffering of the reputation of the Division of CPD as perceived by other Department heads and teaching personnel
- Incorrect or inaccurate desktop publishing and production of brochures and flyers could result in distribution of misinformation, dissatisfaction of clients, and potential legal and financial liability to the participants of the CPD events
- Erroneous input or construction of the databases could result in misleading information of clients, faculty members, or pharmaceutical contacts, which could lead to loss of revenue, sponsorship, or human resources as presenters and teachers of CPD events
- Failure to work with course coordinators committees may lead to suffering of reputation of Division of Continuing Professional Development
- Errors can also adversely affect the success and credibility of an event, potentially resulting in lower enrollment, financial hardship and other negative consequences.
- Inappropriate behaviour or lack of interpersonal acumen may hurt relationships with clients, suppliers, or industry partners.

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- Errors can also adversely affect the success and credibility of an event, potentially resulting in lower enrolment, financial hardship and other negative consequences.
- Inappropriate behaviour or lack of interpersonal acumen may hurt relationships with clients, suppliers, or industry partners.

### **Qualifications**

High School graduation and two years post-secondary education. 4 years related experience or the equivalent combination of education and experience. Ability to exercise tact and discretion. Ability to provide quality service to customers in a courteous, patient manner. Ability to deal effectively with a diversity of people. Ability to work effectively independently and in a team environment. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to effectively manage multiple tasks and priorities. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively use <job-specific software> at an advanced level. (e.g., Outlook, MS Word, MS Excel) Ability to communicate effectively verbally and in writing. Ability to address and moderate interpersonal conflict by confronting issues and taking appropriate action. Ability to work some weekends and additional hours when required. A high level of computer experience required (Word, Excel, Internet publishing software's, email, PowerPoint, MS Publisher). Ability to learn and adapt to relevant new software programs.

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## Job Posting

**Job ID:** 17441  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Sr Program Asst-Gen (Gr8) **Business Title:** Sr Program Asst-Gen (Gr8)  
**Department:** Prof Dvlpmnt & Cmty Engagement  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-17 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-01-27 **Available Openings:** 1

### Job Summary

Professional Development and Community Engagement develops and delivers credit and non-credit programs to educators in schools, colleges, universities and the community. The Senior Program Assistant works independently under broad supervision of the Assistant Dean in the development and administration of face to face and online undergraduate and graduate courses, summer institutes, conferences, and workshops.

### Organizational Status

The Senior Program Assistant reports to the Assistant Dean. The selected candidate will work closely with the Director of Business Development, Marketing Manager, Senior Manager Learning Design, Education Technology Support unit and other staff in PDCE, faculty members, instructors, program advisors, academic departments, school district personnel and other agencies on and off campus.

### Work Performed

1. Major Responsibilities: The Senior Program Assistant assists the Assistant Dean in developing, organizing, and administering programs, courses, institutes, workshops, and conferences. The position requires the responsible exercise of independent judgment and initiative. Multi-tasking and relationship building are key functions associated with this senior level role. Efficiency and excellent service are essential in the self-funded environment of Professional Development & Community Engagement.

The Senior Program Assistant:

- Administers programs and courses (which may include online and face to face off-campus courses, summer institutes, workshops and conferences, non-credit offerings, certificate and diploma programs) by coordinating work processes, establishing work schedules and priorities, and resolving complex issues.
- Assists, advises and supports students in Face to Face and Distance Education courses, Summer Institutes, conferences and workshops.
- Coordinates the workflow within courses by performing such duties as scheduling course offerings, managing timetables, arranging examinations and others as required.
- Provides input into department policy, developing and implementing relevant administrative procedures.
- Supports appointments of instructors and student teaching assistants with relevant information and knowledge of UBC policies, collective contract agreements and other agreements with departments as well as external Universities agencies.



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- Works closely with Departments in planning and administering courses.
- Assists instructors with setting up course material, textbook arrangements (UBC Bookstore) and orientation information.
- Problem solves wide range of issues and challenges for instructors and students.
- Advocates on behalf of students.
- Performs critical financial functions associated such as verifying and recommending relevant expenditures, tracking costs within the frame of program budgets, arranges location rental arrangements, assisting instructors and students with program expenditures, and so on.
- Takes initiative to plan ahead and suggest system improvements enhancements.
- Contributes to the flourishing team environment of PDCE

### 2. Other Responsibilities:

- Develops, maintains, and applies working knowledge of a wide range of University policies including, but not limited to, those pertaining to student admission, registration, tuition, transfers, and Faculty of Education programs.
- Exercises independent judgment to determine and ensure timely response to internal and external requests for information.
- Processes data to make reliable decisions and recommendations.
- Maintains and updates student data base, updates personal information and student progress. Inputs grades for instructors.
- Collaborates in the development, production and dissemination of Professional Development & Community Engagement program and course promotional materials including brochures, flyers and posters.
- Gives public presentations regarding Professional Development & Community Engagement programs as needed.
- Facilitates visa information support for international students and instructors.
- Prepares reports utilizing Access, Student Information System or other Professional Development & Community Engagement databases.
- Communicates effectively with internal and external agencies.
- Participates in recruitment of instructors, student assistants and guest speakers.
- Schedules and coordinates events, prepares promotional material and other administrative tasks as required.
- Assesses efficiency of work processes and makes recommendations for improvements to workflow, systems and protocols.
- Participates in preparing and monitoring budgets, and notifying appropriate individuals of potential over-expenditures.
- Coordinates scheduling of courses programs, event planning, student support
- Coordinates event planning, student support
- Coordinates arrangements for course program offerings including physical locations, specific requirements, materials, rental agreements and so on.
- Participates in decision making to offer program based on identified need and cost benefit analysis.
- Takes initiative to build community within PDCE and the Faculty.
- May evaluate student applications and transcripts for the programs and courses; forward applications to appropriate faculty advisors for review; prepare acceptance and rejection letters; register accepted student applicants; and may obtain class lists, transcripts and other student information on the SIS system.
- Performs other related duties as required.

### **Supervision Received**

Works under a broad, policy based supervision of the Assistant Dean and is encouraged to lead a pro-active role in Professional Development & Community Engagement.

### **Supervision Given**

None. Not required to supervise but may explain work procedures to new or inexperienced staff.

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

As an outreach unit in the Faculty of Education, the consequence of staff error could negatively impact the reputation of the Faculty for quality and reliability and affect the enrollment of students. Difficulties in exercise of judgment, due-diligence and communication will be detrimental to Professional Development & Community Engagement.



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### Qualifications

High School graduation and two years post-secondary education. 4 years related experience or the equivalent combination of education and experience. Excellent written and oral communication skills. Ability to work effectively independently and in a team environment. Demonstrated time management skills including organizing workload, priority setting, multitasking and timely execution of tasks. Working knowledge of computer applications for word processing as well as Internet browsers and email applications. Effective organizational skills. Ability to maintain accuracy and attention to detail.

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## Job Posting

**Job ID:** 17412  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Sr Program Asst-Med Ed (Gr8)      **Business Title:** Sr Program Asst-Med Ed (Gr8)  
**Department:** Family Practice  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-15      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-20      **Available Openings:** 1

### Job Summary

Performs duties related to support of the Family Practice course in the MD Undergraduate Program, by compiling information necessary for the development and implementation of the program with special responsibility for students in the Southern, Northern and Island Medical Programs and for preceptor and facilitator support.

The expanded MD Undergraduate Program which began in August 2004 now numbers 288 students. Students in the SMP (32 students), NMP (32 students) and IMP (32 students) are based in Vancouver for the first term of first year and then transfer to the distributed sites where they continue to take the same program as students based in Vancouver. This position has some responsibility for the program coordination of Family Practice for all four sites. The incumbent is in constant liaison with course directors, program directors, preceptors in the community, program assistants and curriculum secretaries in Vancouver, Kelowna, Victoria and Prince George to ensure that schedules and educational materials are prepared and distributed and that students and teachers are supported. The position is also responsible for the support of the preceptors and facilitators in the Family Practice course of the program (up to 300 faculty clinical faculty doctors). This includes preparation of materials for lectures, office visits and seminars and dealing with problems associated with rooms and equipment. The position prepares and provides information for the Promotions Committee and handles student enquiries related to Family Practice queries of a non-routine and routine nature. Family Practice is a multi site course that takes place 2 afternoons a week in Kelowna, Victoria and Prince George as well as in Vancouver.

### Organizational Status

Reports to the Undergrad Administrator and Undergraduate Director and work under the guidance of the Undergrad Administrator and the Course Director(s).

### Work Performed

#### A.FACULTY OF MEDICINE SUPPORT

Coordinates all aspects of the Family Practice course for first year that includes dissemination of schedules and relevant info. to all sites (SMP, IMP and NMP) and posting to MEDICOL. This position is responsible for supporting the Family Practice course at the distributed sites in Kelowna, Victoria and Prince George by providing information and guidance to the program support staff at those sites. Assists the course director, with the planning, scheduling and resource management for the Family Practice course in second year. This includes preparing documentation and corresponding with lecturers and Preceptors in the program.



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Inputs grades onto master spreadsheet from all evaluations received for Family Practice course in first year. Accurate list of all marks for Promotions meetings is produced by this position for the meetings. This assistant is responsible for following up missing evaluations and any missing marks.

Forwards all lecture handouts to MEDICOL and ensures timely posting to the site.

Prepares materials for seminars, lectures and clinic office visits. Records minutes as appropriate.

Liaises regularly with students, preceptors, facilitators and lecturers to coordinate any changes to their schedules.

Disseminates changes to the sites as appropriate.

Processes evaluations from seminars, prepare grade sheets and forward to course directors. .

Maintains supplies for seminars in tutorial rooms and deals with any problems related to tutorial rooms.

### B. PRECEPTOR SUPPORT

Prepares materials for preceptor Orientation at the beginning of each rotation for the FMPR401 courses. .

Coordinates, schedules and makes arrangements for any FMPR401 meetings, which will be videoconference to the sites - books rooms, orders catering, prepares any necessary materials, attends meetings, distributes information and takes action on follow up items.

Confirms all lectures and copies all handouts.

Sets up all facilitator lists for each seminar and is responsible for producing group lists.

Processes (transcribing, data entry) evaluations from weekly seminars

Forwards final schedule to the Media Group to book facilities at LSC.

Organizes and maintains files and assists in maintaining student databases relating to Family Practice.

### C. STUDENTS

Provides administrative support to prepare for the distribution of information for Family Practice curriculum. Oversees the distribution of learning materials to the sites in Kelowna, Victoria and Prince George for all students, forwards schedules, provides information as needed.

Responsible for Student Orientation at the start of first year - produces all documents, handouts, student lists, etc.

Assists with the design and implementation of program support systems for the SMP, IMP and NMP by providing input into improving processes and procedures.

These systems will allow the program assistant to perform the following types of duties:

Coordination and distribution of schedules and educational materials

Coordination and maintenance of student assessments

Organization of student groups

On-going liaison with SMP, IMP and NMP in order to provide advice

Responsible for coordinating and maintaining evaluations on VFMP first year students in FMPR 401 courses and follow-up where necessary.

Books appointments for students with the Course Directors.

Ensures textbook lists are accurate and updated for forwarding to Library in June.

Tracks all student absences.

Perform other relevant duties.

### D. SCHEDULING & CURRICULUM PLANNING

Creates, compiles and updates information for the 1st year FMPR401 program assistant procedures reference manual. Provides information and guidance to administrative staff working at the other sites.

Handles student enquiries of a non-routine and routine nature. With respect to non-routine matters, interprets guidelines, policies and procedures in determining how the matter should be handled, and what type of action should be taken; or refers the matter to the appropriate person. This position is the only support position for the FMPR401 course in first year in Vancouver.

Performs other related duties as necessary in keeping with the qualifications and requirements of the job.

### Supervision Received

Duties are performed independently as required, under limited supervision.

### Supervision Given



N A.

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

The Undergraduate Director and Undergraduate Administrator administer the area. The incumbent, in coordination with the Undergraduate Administrator, responsible for the day-to-day administration of the Family Practice course. The schedules are extremely detailed and errors in scheduling could have considerable impact on students' learning, faculty and student satisfaction and will have a big impact on the preceptors in the community teaching our students. The incumbent works within broadly established guidelines and will, in conjunction with the course director(s), is establishing any new procedures that are required.

It may be necessary to create policies and procedures, where none currently exist, as well as change existing policies and procedures and this position will be key to making recommendations at all 4 sites. It is important that student records are dealt with conscientiously and students are given accurate information regarding their program, since mistakes can have a long-term impact. Medical school expansion and the distributed program is a high profile project that is completely innovative and requires the coordination of many activities and people. Impact of error is considerable as material is widely distributed. It is important that faculty (e.g. course directors and teachers) at all sites are dealt with in an efficient and professional manner as the impact of any decisions can have repercussions for faculty, students, general public, staff and the image of the Faculty as a whole.

### **Qualifications**

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Computer experience required (Word, Excel, Access, Powerpoint preferred). Knowledge of evaluations systems and websites will be an asset. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Effective organization and public service skills. Ability to type 55 w.p.m. and to operate a normal range of office equipment. Ability to effectively use Word (word processing), Excel, Access (spreadsheet, database and Internet applications) at an intermediate level. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment.

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### Job Posting

**Job ID:** 17481  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Excluded M&P  
**Job Category:** Administration  
**Classification Title:** Executive Assistant      **Business Title:** Executive Assistant  
**Department:** VP Students Office  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-24      **Available Openings:** 1

### Job Summary

This position provides executive support to the Vice-President, Students and support for strategic activities identified by the Vice-President.

Responsible for managing the Office of the Vice-President, Students, including managing the VP Students' schedule, information flow, communications and the coordination of responses, travel and expenses. This position is also responsible for the completion of a variety of projects related to the efficient administration and organisation of the VP Students' Office, coordinating the annual planning and budget cycles across the portfolio, including the development of office policies and procedures.

The Executive Assistant is the primary contact for the Office of the VPS, liaising with the University community, including the Office of the President, the offices of UBC Vice-Presidents and senior administrators, the Alma Mater Society and Graduate Student Society and constituents external to the University. The Executive Assistant must be able to foster, and fostering effective working relationships with the reporting units within the portfolio of the VPS and the University community.

This position handles highly confidential and sensitive matters relating to students as well as senior university administration. A clear understanding of the VP Students' portfolio, a commitment to social justice and student wellbeing are essential.

### Organizational Status

Reports to and supports the Vice-President Students.

Works closely with the Assistant to the Managing Director, Student Development and Services and supervises the work of the Administrative Assistant to the VP Students to ensure the smooth running of the VPS office.

The position liaises with the Office of the President, the UBC Board of Governors, University Vice-Presidents, and the Managing Directors, Directors and their support staff within the VP Students Portfolio.

### Work Performed

1. Responsible for the day-to-day management of the VP's Office, including ensuring mail, phone calls, appointments and materials are appropriately and expeditiously handled, utilising appropriate judgment in all actions, handling or routing requests





# The University of British Columbia

## Staff Job Postings

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appropriately. Responsible for effectively communicating with all the UBC Board of Governors, other VPs and President's offices and external consultants. Ensures requests for information from the VPS to others are appropriately tracked to completion.

2. Analyses and strategically manages the VP Students' commitments with respect to both non-complex and complex and or significant issues, and assesses requests for non-routine meetings exercising judgment as to the best use of the VPS' time, based on the incumbent's knowledge of current priorities within the portfolio. Responsible for alerting and advising the VPS on conflicting priorities and recommending alternatives.

3. Provides operational leadership and guidance to the Office; responsible for the effective organisation of the office, including work assignments and flow, management of administrative and temporary staff and overall administration. Trains, evaluates, disciplines and terminates staff.

4. Ensures that the UBC Board of Governors submissions from the VPS portfolio are received within appropriate timelines and accurately reflect the Vice-President's opinions and position.

5. Works closely with the President's Office in scheduling VPS items for inclusion in the Executive Agenda.

6. Manages the VPS executive team meetings and provides expert committee management as required , including scheduling, preparing agenda and background documentation, organising audio-visual requirements, minute taking and ensuring follow up actions are completed.

7. Represents the Office of the Vice-President Students as required at meetings and events.

8. Identifies, develops, leads, implements and assists in the timely completion of a variety of concurrent projects and emerging issues entrusted to the VPS by the President's Office, the UBC Board of Governors, and UBC Central Administration to ensure efficient administration, organisation and operations by the VPS and her direct reports.

9. Conducts research as required into issues on behalf of the VPS office and prepares reports for the information of the VP Students and other senior VPS staff members.

10. Provides high level document management skills, including editing, formatting and proofreading of documents, document storage and archival. Uses well-developed IT skills to identify, build and follow through on innovative document management solutions and technological systems for the VPS office management.

12. Provides leadership in problem solving, project planning and management, and development and execution of identified goals, priorities and objectives.

13. Coordinates, supervises and completes special projects, as appropriate.

14. Performs other related duties as required by the Vice-President Students and senior VPS staff members.

### **Supervision Received**

This position works independently under the direction of the VP Students. May receive direction from the UBC Board of Governors, the President's Office and senior VPS team members.

### **Supervision Given**

This position supervises the Administrative Assistant to the Vice-President Students.  
This position supervises temporary office staff and student staff.

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



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This position requires judgment, tact, discretion and initiative to an outstanding degree. Errors in judgment with internal or external constituents could have negative impact on the VP Students' Office and the University resulting in legal suits, poor public relations, financial costs and loss of credibility. Work must often meet tight deadlines and requires the incumbent to perform well under extreme pressure. The incumbent will be expected to respond well to unexpected circumstances and exercise independent judgment and flexibility. The incumbent must demonstrate exceptional public relations and interpersonal skills in dealing with government, high profile members and senior administration of the university community. Inappropriate or errant communications of sensitive issues could have a serious impact on operations and have legal implications.

Exercises judgment and initiative in handling matters of a non-routine nature requiring the interpretation of University and Faculty guidelines, procedures and policies. Expected to exercise judgment in establishing priorities and carrying tasks through to completion in a timely manner. Reviews working procedures and implements changes where deemed appropriate.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline, or equivalent related experience. A minimum of 5 years administrative and management experience working at a senior executive level is preferred.. Proven administrative experience in a large and complex organisation. A minimum of 5 years of experience or the equivalent combination of education and experience. Knowledge of University policies, procedures, governance and administrative systems preferred. Pro-active and cognisant of conflicting priorities with the ability to advise and direct resolutions.

Effective organisational, problem-solving, planning and analytical skills.

Excellent command of the English language. Proficient in the use of English grammar, spelling and punctuation and professional terminology.

Ability to effectively facilitate groups to achieve appropriate outcome.

Proven ability to communicate professionally and tactfully, both orally and in writing.

Ability to compose correspondence and other written materials using clear and concise business English.

Ability to work independently and cooperatively both within the UBC community and with external stakeholders.

Ability to effectively manage multiple tasks and priorities.

Demonstrated ability and experience to work effectively with representatives from both the public and private sectors.

Experience in managing projects that involve a variety of stakeholders.

Ability to maintain accuracy and attention to detail. Ability to exercise judgment, tact, discretion and diplomacy.

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### Job Posting

**Job ID:** 17428  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Excluded M&P  
**Job Category:** Administration  
**Classification Title:** FreedomofInformationSpecialist      **Business Title:** Freedom of Information Specialist  
**Department:** University Counsel Office  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-10      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-26      **Available Openings:** 1

Please note, while this position is currently at pay grade 4, as the result of a pending compensation review, the position will have been moved to pay grade 5 by the hire date. The new salary range will be \$49,226 - \$59,094.

#### Job Summary

Coordinates and manages access to information requests made to UBC under the Freedom of Information and Protection of Privacy Act (FIPPA), and makes recommendations on the release of sensitive and complex information, ensuring that all statutory requirements under FIPPA for processing access requests are met, while ensuring legal and security risks to UBC are considered; processes court orders to UBC for records. Handles highly confidential and sensitive information relating to students, staff, faculty members, community partners, and senior university administration. Assists the Access and Privacy Manager in additional FIPPA related issues, and the education of staff members and faculty about FIPPA. Meets statutory requirement to assist members of the public seeking information about access to records at UBC.

#### Organizational Status

Reports to the Access and Privacy Manager in the Office of the University Counsel. Provides information, guidance, and education about FIPPA to Administrators, Faculty, Department Heads, Associate Deans, and Deans.

#### Work Performed

-Manages all procedures related to the processing of concurrent FOI requests to ensure appropriate tracking of requests and timely responses within specified timeframes; receives and reviews requests for clarity; assesses requests for complexity and or sensitivity of the information affected, exercising judgment on when the Access and Privacy Manager needs to be consulted; identifies contacts within units to retrieve records; monitors and tracks requests to comply with statutory time limits by keeping the FOI Request database up-to-date and organizing related files.

-Prepares responsive records for disclosure: reviews records for sensitive and complex information; translates legislative provisions into consistent and appropriate severing decisions ensuring legal and security risks to UBC are considered at all times; responds to and or leads consultations with senior staff and faculty administrators about disclosure concerns. In determining the need to withhold and or release highly sensitive and complex information, articulates and applies the rationale of these decisions in close consultation with the Access and Privacy Manager.

-Monitors the operational effectiveness of the University's administrative systems for receiving, tracking, and handling access to information requests to meet FIPPA time frames, including working with administrators at all UBC units to ensure the



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implementation of protocols in the identification of routine and FOI requests.

-Complies with statutory duty to make every reasonable effort to assist FOI applicants without delay: clarifying requests, identifying records, and responding to all related queries. Applicants include members from the public, media, law firms, community organizations, law enforcement, and other public bodies, across Canada or overseas.

-Liaises with law firms to respond to subpoenas for records to UBC. Coordinates the retrieval from all units affected and ensures production of such records in a timely manner.

-Coordinates third-party consultations from other Canadian public bodies about UBC records affected by FOI request at their end.

-Handles appeal intakes and initial liaison with the Office of the Information and Privacy Commissioner.

-Assists the Access and Privacy Manager in the development, review, and update of FOI Protocols.

-Assists the Access and Privacy Manager in additional FIPPA related issues, and the education of staff members and faculty about FIPPA

-In the absence of the Access and Privacy Manager, monitors all privacy protection enquiries from students, faculty, and staff. When in need of immediate attention, replies to those enquiries of less complexity, and refers those of higher complexity to legal counsel.

### **Supervision Received**

Works independently under minimal direction. Receives guidance from the Access and Privacy Manager when handling highly sensitive information or where unusual circumstances apply.

### **Supervision Given**

May supervise support or consulting staff on a project basis.

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

Has legal, media, and financial implications if information disclosed inappropriately. Affects credibility of the University at the provincial and national levels.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. University degree preferred in a relevant discipline and experience as a paralegal or analyst (or in a role performing legal or analytical work as a significant percentage of daily work), or an equivalent combination of education training and experience. Training in records management and the coordination and administration of the FIPPA or similar legislation preferred. Demonstrated records management experience. Experience interpreting and applying legislation, policies, and directives (direct experience in interpreting the FIPPA or similar legislation in an educational environment preferred). Experience in managing caseloads and meeting deadlines in a high-volume service environment preferred. Knowledge of UBC policies and procedures preferred. Computer experience with MS Office and Adobe Acrobat Pro. Analytical and critical thinking skills, including the ability to quickly analyze large volumes of complex information. Ability to prioritize and complete work assignments under tight deadlines including assignments involving complex issues, conflicting priorities and multiple stakeholders. Sound decision-making and problem-solving skills. Strong research skills. Ability to maintain accuracy and attention to detail. Effective organizational skills, especially those applied to maintaining electronic files and tracking systems. Ability to communicate effectively verbally and in writing. Ability to exercise tact and discretion. Ability to deal with a diversity of people in a calm, courteous and effective manner. Effective computer skills.



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### Job Posting

**Job ID:** 17461  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Exec.Admin(non-union clerical)  
**Job Category:** Secretarial - Non Union  
**Classification Title:** Admin Assistant 1 **Business Title:** Customer Service Representative  
**Department:** Alumni Association  
**Salary:** \$36,781.00 - \$40,872.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-01  
**Job End Date:** 2015-07-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-27 **Available Openings:** 1

### Job Summary

This position requires developing a strong knowledge of all the activities undertaken by alumni UBC as well as knowledge of university and alumni UBC policies and procedures. Provide outstanding customer service, office coordination, and general facility upkeep for alumni UBC and additional duties as directed by the Manager Board Relations & AVP ED office. Primarily, the incumbent will be tasked with providing a high level of customer service over the phone, through email and through face to face contact at the front desk of the alumni UBC office. Provide administrative and secretarial assistance to the alumni UBC office.

### Organizational Status

Reports to the Manager, Board Relations & AVP ED office and interact with staff, the university community, and the general public. Work as part of a team with the other members of the alumni UBC Team.

Normal office environment with ergonomic workstation.

### Work Performed

- Performs reception duties; receives and directs all alumni visitors and stakeholders' inquiries (telephone, email & in-person) in utmost professional and timely manner.
- Writes complex correspondence requiring significant tact and diplomacy or sensitive information, including responding to stakeholders' complaints tactfully or redirecting as appropriate.
- Maintains unit's information and marketing displays for alumni and external users; liaise with respective program manager to ensure material is timely and well-maintained.
- Updates Cecil Green Park House social media pages - Facebook, Pinterest.
- Prepares and works in APRIO (Alumni Association Board portal) for group management and meeting materials.
- Coordinates alumni UBC mail services and information packages for distribution.
- Conducts daily walk through of Cecil Green Park House to identify issues requiring attention, facilitates necessary maintenance or cleanup required, and or report exceptional circumstances [i.e. major facility repair, attempted break-in] to supervisor in most timely manner available.
- Works with contracted UBC Proctor Services house maintenance with general attention and organization of all public areas within Cecil Green Park House to ensure a professional, welcoming experience for all guests of the facility.
- Coordinates and updates alumni records in Links database as required.



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- Organizes and maintains files, reading materials and or other records relevant to activities of the unit, including updating the Customer Service Representative manual.
- Provides administrative support to approved partners of alumni UBC, including the Faculty Women's Club and Professors Emeriti.
- Manages room booking and set up for meetings.
- Responsible for ordering office supplies and ensuring office equipment is maintained.
- Coordinates courier services including tracking lost items.
- Receives processes and distributes mail, fax messages and courier packages.
- Performs

### **Supervision Received**

Work is done under general supervision. Performs most duties independently, consulting supervisor with reference to new or complex problems.

### **Supervision Given**

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

The Customer Service Representative is the first point of contact for many of our stakeholders and as such, the incumbent must exercise tact and diplomacy when dealing with volunteers, staff, students, alumni, faculty and suppliers. The Customer Service Representative must tactfully respond to requests and complaints and is expected to exercise judgment, diplomacy and tact in all interactions associated with the function of this position. Failure to exercise appropriate judgment could damage the reputation of alumni UBC and or the university, and result in alienation of alumni members and volunteers, university faculty members and officials.

### **Qualifications**

High School graduation and one year of related training. University or college degree preferred. 2 years of related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Intermediate computer skills with Windows XP, Office 2007 Pro, email and Internet. Ability to prioritize work with conflicting demands, multi-task and meet deadlines. Effective oral and written communication. Requires excellent customer service skills. Ability to handle customer inquiries in a friendly, patient manner to resolve customer complaints tactfully. Excellent interpersonal skills. Positive demeanor and service-orientation toward external audiences; UBC faculty, students and staff; and alumni UBC colleagues. Strong organizational abilities. Ability to exercise tact and discretion and is customer service oriented. Knowledge of Social Media platforms: Facebook, Pinterest, twitter, WordPress. Ability to type accurately and to operate the normal range of office equipment. Ability to work both independently and within a team environment.

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### LAW FOUNDATION REPORTING:

- Assists with the preparation of all Law Foundation of British Columbia reports and applications, including the monthly, semi-annual, and annual reports, as well as the annual funding application.

### LIAISING WITH UBC FACULTY OF LAW LEGAL COMMUNITY

- Liaises with UBC Faculty of Law with respect to the Clinic program; student outreach and information sessions; Clinic finances and finance budget meetings; maintaining connections with the UBC Indigenous Legal Studies Program.
- Liaises with legal community - Law Society; Law Foundation; Indigenous Legal Studies at UBC; First Nations House of Learning at UBC; Continuing Legal Education Society of British Columbia; native Courtworkers and Counselling Association of British Columbia; and legal practitioners.
- Helps facilitate Law Foundation site visit and other on-site visits as necessary.

### DOCUMENT PREPARATION AND OFFICE MAINTENANCE:

- Prepares legal documents for filing and serving, including affidavit materials, in consultation with the students and under the supervision of the supervising lawyer.
- Assists students in the preparation of a variety of legal documents such as civil forms, affidavits, powers of attorney, representation agreements, and Wills in consultation with the students and under the supervision of the supervising lawyer.
- Refers students to practice manuals or other materials for information on proper execution, certification, and methods of filing and serving documents in consultation with the supervising lawyer.
- Ensure that materials are set up correctly with appropriate pagination, tabs, tables of contents, pleadings (provided by students or lawyer), exhibits, affidavits, Orders, Judgments and Transcripts in their proper order as defined by the particular proceeding.
- Refers students to sources of information on preparation of documents, such as precedents, court rules, regulations, practice manuals, practice rulings and in-house manuals.
- Maintains a precedent and protocol manual and creates memos on Clinic operations.

### ADMINISTRATIVE SECRETARIAL SUPPORT:

- Manages all Clinic calendars.
- Produces legal documents etc, composes general correspondence (letters faxes file memos) and other material with limited guidance.
- Maintains physical and computerized case files, bring forward system, limitation diary, and court calendar.
- Sets up telephone systems for nine extensions, including passwords and new greetings each semester.
- Submits vacation sick calendars to Faculty of Law on regular basis

### FINANCIAL MONITORING:

- Processes all aspects of financial transactions and budget information; reconciles and resolves discrepancies with Director
- Attends monthly finance meetings.
- Processes reimbursements for supervising lawyer and students.
- Ensures students understand protocols for reimbursements.
- Calculates mileage reimbursements for students.
- Maintains records of file disbursement.
- Maintains reconciles petty cash fund.
- Verifies approves accounts payable up to \$500.00.
- Orders and signs for office supplies.
- Collects receives submits client user fees or contributions.

### OFFICE SYSTEMS MANAGEMENT:

- Manages daily operations of the Clinic - answers phones, screens and re-routes calls; provides referrals; and maintains safety and security.
- Assists in coordination of locum assistance when necessary.
- Oversees inputting information into the electronic systems, maintains client files in electronic folders, email addresses, and



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data collection.

- Oversees and maintains accurate data collection for all Law Foundation of British Columbia reports and applications, including information and referrals, summary advice, file opening, and file closing data.
  - Photocopies faxes, arranges filing and service of court documents; interviews clients, gathers information, makes notes to file, responds to telephone enquiries from clients, makes appointments for lawyer.
  - Oversees opening maintenance closing files and maintains filing system.
  - Maintains adequate supplies, places orders, and maintains office equipment.
  - Provides administrative and secretarial support to supervising lawyer.
  - Maintains a current client master list.
  - Maintains a current file assignment list.
  - Maintains a current conflict check list.
- Performs other related duties as required.

### **Supervision Received**

Receives general instruction from supervising lawyer and detailed instruction from legal assistant.

### **Supervision Given**

Monitors the work of a temporary assistant when required.

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

Errors in judgment during the intake process could result in the client being without legal representation, failure to report student errors could result in a client not receiving adequate representation. Failure to be sensitive to Indigenous issues and culture could result in alienation of clients or students and of the Indigenous community, resulting in loss of credibility of program.

### **Qualifications**

High School graduation and 1 year post-secondary education. Completion of a recognized Legal Assistant program (e.g., Capilano College), familiar with the workings of the Provincial Court system, particularly in the Vancouver area. 4 years related experience or the equivalent combination of education and experience. Computer experience required (Word, Excel, Access, Outlook, Explorer preferred). Experience using file management software. Experience in administrative poverty law preferred. Knowledge of legal procedures and terminology. Knowledge of registry practice and procedures, rules relating to administrative poverty practice and procedure of law, and legal procedure relating to poverty law. Knowledge of court and tribunal procedures. Knowledge of current issues affecting aboriginal communities. Ability to perform word processing at 60 words per minute and to operate normal range of office equipment. Effective oral and written communications, interpersonal, organizational skills and time management skills. Ability to exercise sensitivity to cultural differences. Ability to communicate and relate to Aboriginal people and their communities. Ability to work independently in a fast paced environment environment, handling multiple, simultaneous tasks, prioritizing and meeting deadlines effectively. Ability to work in a team environment and to take instructions. Ability to use own initiative and make independent decisions. Ability to draft routine correspondence. Ability to organize workload, identify urgent work items, and set priorities. Ability to cope with a heavy workload. Familiarity with university culture s, particularly law schools. Ability to exercise discretion and maintain confidentiality. Ability to deal with distressed, demanding and or hostile clients. Ability to work effectively with a wide range of people including those with low incomes, physical emotional disabilities, limited literacy, or otherwise disadvantaged. Ability to exercise empathy and to assist disadvantaged clients, including those with mental disabilities, those with low income, or those whose first language is not English. Ability to exercise sensitivity to aboriginal people's issues. A demonstrated awareness of the aboriginal community's cultural diversity. Ability to exercise a high level of professionalism.



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## Job Posting

**Job ID:** 17460  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Exec.Admin(non-union clerical)  
**Job Category:** Secretarial - Non Union  
**Classification Title:** Admin Assistant 3 **Business Title:** Admin Assistant 3  
**Department:** VP Academic & Provost Office  
**Salary:** \$41,065.00 - \$45,628.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-24  
**Job End Date:** 2014-08-31 **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-22 **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

Coordinates a variety of projects and activities and in particular, the Teaching and Learning Enhancement Fund (TLEF); Provides confidential administrative support to the Senior Advisor International; Coordinates international activities, visits and agreements involving the Provost's Office. Provides related research and drafting support to the Vice-Provost and Associate Vice-President Enrolment and Academic Facilities (the "Vice-Provost") and Senior Advisor International.

### Organizational Status

Reports to the Vice-Provost and AVP Enrolment and Academic Facilities, to the Senior Advisor International, and administratively to the Director, Office of the Provost. Works directly with the Vice-Provost, with the Director of Finance, and others within the Office of the Provost. Collaborates with the Academic Director of the Centre for Teaching, Learning and Technology (CTLT). Works with Executive Director and other staff in UBC Asia Pacific Regional Office. Liaises with other university units, international contacts and external organizations, as required.

Units reporting to the Provost (Office of Learning Technology, the Centre for Teaching and Academic Growth, the Institute for the Scholarship of Teaching and Learning, the First Nations House of Learning)

International academic partnerships (UBC-Ritsumeikan Academic Exchange Program, UBC-Korea University Academic Exchange Program; UBC-Technologica de Monterrey Academic Exchange Program)

The Vice Provost and AVP Academic Affairs facilitates the development of innovative programs and leads several important committees, including the Aboriginal Strategic Plan; the Teaching and Learning Enhancement Fund Adjudication Committee; the International Student Initiative Steering Committee. The position is an ex-officio member of several sub-committees of the UBC Vancouver Senate.

### Work Performed

- Coordinates oversight for the TLEF, including the process; supporting the adjudicating committee; communicating the results; promoting the outcomes; expediting the funds; and developing and maintaining the web site. Serves as point of contact for the TLEF;

- plans and implements TLEF events during UBC's annual Celebrate Learning Week. Provides guidance as necessary to CTLT regarding



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the planning and implementation of the Week;

- provides confidential administrative support to the Senior Advisor International, including supporting the Senior Advisor's leadership of International summer programs, UBC-Ritsumeikan Academic Exchange and Intensive English programs, Conditional Admissions program and Academic English Support program, as required;
- organizes visits from international institutions visiting UBC Provost's Office: preparing letters of invitation, identifying and contacting the appropriate UBC representatives to meet the visitors (with the guidance of the Senior Advisor International), planning itineraries; sometimes working in conjunction with the Vice-President Research and International (VPRI) Office on planning these visits;
- coordinates the execution of international MOUs and institutional agreements that involve the Provost's Office, ensuring agreements move through the appropriate channels for review and approval, preparing the documents for signature and distribution;
- researches and provides background material for committee meetings; coordinates and attends meetings; records minutes; follows up on action items;
- researches, compiles, analyzes and drafts briefs, reports and other materials for the Vice-Provost and Sr. Advisor International;
- develops and implements administrative procedures for the Vice-Provost and Sr. Advisor International;
- schedules meetings, makes travel arrangements. Prepares briefing notes as required for senior executives in the Provost's office who travel overseas on behalf of UBC and when they meet with international visitors. Reviews and drafts responses to complex correspondence from internal and external sources such as students, staff, faculty, senior administrators, the external and international community, government and industry, including answering questions on policies and procedures, making appropriate referrals, synthesizing comments, and investigating complaints;
- assists with the development of information materials on programs for distribution within and outside the University; and
- performs other related duties as required.

### **Supervision Received**

Works independently under the direction of the Vice-Provost and AVP Enrolment and Academic Facilities and Senior Advisor International. Reports administratively to the Director, Office of the Provost.

### **Supervision Given**

May supervise staff and or students in the Provost's Office.

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

The Office of the Provost and VP Academic regularly deals with sensitive and highly confidential matters. The incumbent is expected to display personal initiative and must exercise sound judgment in all administrative areas; have tact and diplomacy; be accurate, and maintain confidentiality. The incumbent must be able to act independently in performing defined duties. The incumbent must be up to date on UBC policies and procedures and be able to exercise judgment in the absence of established policies, procedures or guidelines. Failure to act in a professional, tactful manner would have an adverse effect on the the Provost's Office, and the University. The potential for negative impact on the Provost's Office and the University is significant.

### **Qualifications**



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High School graduation and two years post-secondary education. 4 years related experience or the equivalent combination of education and experience. Administrative experience working with individuals at senior levels and in complex environments, or comparable University or corporate experience. Effective oral and written communication in excellent business English, and interpersonal, organizational, problem-solving and time management skills. Ability to work effectively with international contacts and partners with sensitivity, tact and diplomacy. Ability to analyze a variety of situations and develop and execute appropriate strategies for implementation Ability to work independently and cooperatively both within the UBC community and with external stakeholders Must demonstrate tact and discretion with respect to sensitive material and situations. Computer skills: Demonstrated proficiency in Microsoft Office Suite Must be flexible and responsive to the often changing requirements with the office of the Provost and Vice President Academic.

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:** 17463  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** IUOE 882  
**Job Category:** Trades - IUOE 882  
**Classification Title:** Maintenance Engineer **Business Title:** Maintenance Engineer - Refrigeration Mechanic  
**Department:** Building Ops - Refrigeratn Mech  
**Salary:** \$60,492.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-03 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-22 **Available Openings:** 1

### Job Summary

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

### Organizational Status

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

### Work Performed

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

### Supervision Received

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



# The University of British Columbia

## Staff Job Postings

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### **Supervision Given**

None

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

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

### **Qualifications**

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

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:** 17477  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level B  
**Business Title:** Financial Officer, PGME & Education  
**Department:** Fac Med Financial Services  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-01  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-23  
**Available Openings:** 1

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

#### Job Summary

This position manages the accounting functions including budgeting for its VGH units and supports the Senior Financial Officer in the management of the Postgraduate Medical Education Program (PGME). The position reports to the Director of Finance through the Senior Financial Officer, Education and is expected to work independently to apply knowledge of accounting principles and procedures in an extremely complex area. The position acts as an advisor to the cluster's VGH site and MedIT Directors and administrators to interpret University and Faculty policies and procedures, and to implement financial systems.

Local travel between sites may be necessary.

The BC Ministry of Health Services (MOH) provides the UBC Faculty of Medicine with over \$120M annually for the delivery of postgraduate medical education across the province. The Financial Officer is funded from this program to support the effective management of these funds. The Financial Officer will be responsible for recommending and implementing financial systems to help manage the finances including budgeting, and monitoring of expenditures. The Financial Officer will work closely with the Senior Financial Officer to meet the financial management objectives of the MOH funded Postgraduate Medical Education program.

#### Organizational Status

The position reports to the Director, Finance through the Senior Financial Officer, Education.

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 over 100 health care delivery facilities throughout the province.

### Work Performed

- Providing intermediate to senior level financial advice and training to administrators and unit heads in the Cluster VGH site and MedIT;
- Co-ordinates the transactions for funding distribution of MoH funded postgraduate program and visa trainee fees
- As the expert in corporate information systems, plans and develops the annual budget and reporting processes for the units in the cluster
- Collaborates with the Senior Financial Officer to prepare the UBC Consolidated Budget submission for special purpose funds that comprise the PGME funds (MOH and non-MOH);
- In consultation with unit heads in the cluster VGH site and MedIT, evaluate, manage and report on all variances to budget, providing business reasons and where applicable recovery plans for unfavorable variances; monitors and analyzes project budgets for the MOH funded postgraduate programs
- Manages the monthly or quarterly projections for PGME and other units in the cluster VGH site including MedIT. 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 units in the cluster VGH and MedIT
- Supports the preparation of the annual budget, forecast and 5 year plans by ensuring consistent assumptions, guidelines and practices between departments and within the Faculty as a whole
- Provides guidance and reviews for departmental year-end PGME financial statements
- Monitors cash flow, reconciles, investigates and corrects errors in PGME project grants;
- Co-ordinates other related tasks to manage the financial account structure of the PGME program such as project grant set up and inactivation.
- Evaluating and making recommendations on internal controls, accounting and reporting systems, and ensuring compliance with generally accepted accounting principles;
- Enhance, evolve and develop reporting tools and information delivery processes through various process improvement initiatives 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
- Provides strategic support to departments by critically evaluating and building different budget models 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
- Preparing information and analysis for use by senior leaders in the faculty and unit heads;
- Utilizing information from a variety of systems and UBC units such as Treasury, Office of Research Services, etc. to develop reports and provide information to various parties throughout the Faculty;
- Supports the cluster in preparing budgets, specifically, the PGME and other education units and MedIT, projections and effective reporting, and in comparing budget to actuals, and analysis for the department heads and for the cluster lead.
- As a member of a cluster finance team, provides excellent customer service in the financial area to the units 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 units in the cluster, has a detailed understanding of that unit's budget and finances, and is able to provide support and suggestions for all types of financing issues including how to finance new or continuing hires. Participates in and supports the development of that unit's and projections.
- P-card co-ordinator for units in the cluster VGH site
- Advises the Senior Finance Officer PGME & Education or Director, Finance on issues requiring more serious attention. Acts as backup to the Senior Finance Officer, PGME & Education when required
- As a member of a cluster finance team, ensures that the work of the team is accomplished in a timely fashion and that deadlines



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and service agreements are met.

-Performs all other related duties as directed by the cluster lead

### **Supervision Received**

This position works under the direction of the Director, Finance, through the Senior Financial Officer, Education on management of PGME program. Works independently in a team setting with the Senior Financial Officer, PGME & Education and other finance staff of the cluster team.

### **Supervision Given**

This position provides advice and training on accounting and financial matters and UBC and Faculty policies and procedures to units in Cluster 3 and PGME's guidelines to Departments within the Faculty. Supervises a Finance Coordinator (Level A) and Financial Processing Specialist.

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

The Finance Officer PGME & Education is expected to work independently at a professional accountant level to produce a product that requires little detailed review. This financial management of the PGME programs and other units in the cluster VGH and MedIT is critical for enabling the unit 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 the Unit Head. Errors could result in poor financial decisions and misallocation of resources, resulting in an adverse impact on the unit's budget and relationship issues with the multitude of stakeholders to the unit, in particular the Ministry of Health who funds the PGME program. As this position advises education units 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, Two years of post-secondary education in financial management and Completion of three years in an accredited accounting program (CGA or CMA or CA). University degree in business administration preferred. Minimum of three years experience or the equivalent combination of education and experience. Experience in progressively more senior roles.

Experience with UBC financial systems and policies and procedures preferred.

Previous supervisory experience preferred.

Computer experience required including Excel and large integrated financial systems required.

Experience with Word, UBC FMIS preferred including financial reporting tools commonly in use at UBC-Nvision etc...

Experience in working with people at senior levels and other professionals. Effective oral and written communication, interpersonal, analytical, supervisory and problem-solving skills. FMS certification will be required. The incumbent must have excellent organizational skills as this position manages large volumes and a wide variety of tasks. Ability to work both independently and in a team environment is required as is the ability to prioritize work and meet deadlines. Accuracy and attention to detail is needed. Ability to deal with changing priorities and multiple deadlines.

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### Job Posting

**Job ID:** 17453  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level A  
**Business Title:** Project Coordinator/Undergraduate Student Support  
**Department:** Civil Engineering  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-22  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-22  
**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

Manages and coordinates a variety of projects and activities; and provides communications, research and writing support for the Head of the Department, Associate Head of Undergraduate Programs, Director of Administration and the Department Administrator.

This position works closely with the Associate Head of Undergraduate Students to provide leadership and guidance on all aspects of the department's Undergraduate Programs and advising services.

This position is responsible for the management of Department sessional appointments.

This position assists with the development of Department IT systems.

This position also conducts special projects for the Associate Head of Undergraduate Students and the Department Administrator as required.

#### Organizational Status

This position reports to and works closely with the Associate Head of Undergraduate Programs and the Department Administrator. The Project Coordinator supervises an Administrative Support 4 (Gr. 8) employee, who assists the Project Coordinator with the administration of the Department's Undergraduate Programs, course scheduling, sessional appointments, and special projects.

This position liaises with other UBC units such as APSC Dean's Office, Human Resources, Faculty Relations, Computing Services, Media Services, Enrollment Services, Research Services and Plant Operations.

#### Work Performed

Project Coordination:

- Collaborates with the Head of the Department and the Director of Administration on the conceptualization and implementation of projects.
- Develops project plans. (E.g. Department External Review, CEME Building Keyless Project, etc.)
- Collaborates on the establishment of project timelines, milestones and deliverables.



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- Oversees and communicates project progress.
- Follows up and takes action as necessary to ensure project targets are met.
- Works with the Department Administrator to develop IT systems, including a Department web site and multi-user database system. This involves collaborating on the functional requirements and look and feel of the systems, interviewing stakeholders, authoring all content and developing the project plan and timelines. (E.g. manages administrative projects such as the Department external review, the Department Accreditation administration and the CEME Building Keyless Project).
- Develops and implements administrative policies and procedures.
- Researches, compiles and analyzes material in order to write briefs and reports.
- Performs other duties as required.

### Strategic Initiatives and Planning

- Develops annual plans to improve the administration of the Department's Undergraduate Programs in consultation with the Associate Head of Undergraduate Programs.
- Evaluates and improves administrative systems and processes to serve undergraduate students and faculty effectively.
- Collaborates with Engineering Student Services to develop synergies between their offices and the Department.

### Undergraduate Program Support

- Manages all administrative aspects of the department's Undergraduate Programs, including developing course schedules and standard timetables, implementing curriculum changes, managing recruitment and orientation initiatives, and overseeing the allocation of awards and scholarships.
- Coordinates departmental academic advising activities with the Associate Head of Undergraduate Programs and the Civil Engineering Faculty Advisors.
- Responsible for managing and overseeing the implementation of administrative operating policies and procedures related to the Department's Undergraduate Programs and to ensure the day-to-day and long-term efficiency and effectiveness of those policies and procedures.

### General Department Administration

- Assists with the development of Department IT systems.
- Manages the appointments of sessional lecturers.
- Performs other administrative work as required

### Supervision Received

This position works independently, determines priorities as necessary and makes authoritative decisions on a daily basis. The position reports to the Associate Head of Undergraduate Students and the Department Administrator.

### Supervision Given

This position supervises an Administrative Support 4 (Gr. 8) employee, who assists the Project Coordinator with the administration of the Department's Undergraduate Programs, course scheduling, sessional appointments, and special projects.

### Consequence of Error/Judgement

Judgment exercised is considerable. The incumbent's work on the Department's Undergraduate Programs, the development of project plans, timelines and policies and procedures independently; impact of decisions will affect the reputation and creditability of the Dept.

### Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience in a university setting. knowledge of University policies and procedures, administrative management.



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Computer experience required (MS Word, Excel, Access, PowerPoint and Outlook preferred). Ability to maintain accuracy and attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to effectively manage multiple tasks and priorities. Ability to exercise sound judgment.

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### Job Posting

**Job ID:** 17459  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level B      **Business Title:** Faculty Administrator  
**Department:** UBCO-Fac.of Mngmt-Dean'sOffice  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-22      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-22      **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 Faculty Administrator is responsible for the administrative direction for Appointment, Reappointment, Promotion and Tenure processes and strategic initiatives from the Dean's office within the Faculty of Management. Provides direct supervision to front line office staff and acts as the main resource for Faculty regarding Faculty and UBC policies.

Responsible for working with the Dean to develop and standardize departmental Faculty processes, procedures and documentation. Responsible for the on-going administrative operations including: financial and human resource management, operations, space and equipment, security issues and special projects or strategic initiatives.

### Organizational Status

The Faculty of Management is led by the Dean and supported by a team of management and professional staff, clerical and student staff. The Faculty complement is currently 16 plus term (non-tenure) instructors. The Faculty offers two degrees: the Bachelor of Management program with over 800 students and the Master of Management degree with anticipated enrolment of 20-25. The Faculty also participates in the Interdisciplinary Graduate Studies program.

The Faculty Administrator is responsible for the overall management of the office and workflow, works in close consultation with the Finance manger, the Dean, Senior Administrative Faculty and the Faculty Development Coordinator, on all strategic initiatives and managing Faculty processes.

### Work Performed

1. Advises the Dean on strategic issues such as:
  - Providing strategic guidance and management to the Dean relating to employee relations, budgetary management, external partnership agreements or other administrative matters.
  - Attends and supports Faculty Council and the Research and Graduate Admissions Working Group.
  - Providing advice and interpretation of University policies and procedures to the Faculty as a whole; making recommendations to the Dean regarding implementation of university policies as they impact the Faculty of Management.
  - Reviews policies, faculty processes and researches campus wide-best practices to ensure effectiveness and all faculty required processes are developed, measured and provides sound recommendations for improvements.
  - Manages the development, interpretation and application of policy for the faculty, including creation and ongoing maintenance of a Faculty handbook for up to date procedures and policies.



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- Identifying and developing Faculty processes in accordance with the Faculty Collective agreement and SAC Guidelines.
  - Assists the Dean and Senior Faculty Administration in the overall governance of the Faculty.
  - Oversees and ensures faculty student and peer evaluation processes and merit and PSA are completed.
  - Compiles and reviews Faculty Workload data to ensure all Faculty course and administrative requirements and needs are met.
  - Coordinates strategic planning governance and policy development.
  - Determining project implementation, ensuring all are in line with the Faculty's mission, strategic plans and policies.
  - Maintains strong stakeholder relations and acts as a liaison between the Faculty and external peer and partner organizations, UBC colleagues and senior administration;
2. Responsible for advising the Faculty on:
- Monitoring Appointment, Reappointment, and Promotion and Tenure (ARPT) schedules for faculty members, including providing administrative support to the Dean's ARPT committees, managing the flow of correspondence, and ensuring confidentiality of all tenure and promotion files.
  - Responsible for the appointment and reappointment process of Sessional Lecturers (ISIS) and all non-bargaining unit faculty (Postdoctoral Fellows, Adjunct Professors, Research Associates, Visiting Professors, Emeriti, etc.). Advises the Faculty Development Coordinator and provides direction to faculty members based on a thorough knowledge of the relevant Policies and practices of the University and the collective agreement.
  - Participating in the Faculty's strategic budget and financial planning; working with the Dean and Finance Manager to develop budget policy and priorities; leading and supervising implementation.
  - Reviewing budgets, business plans and financial analyses summaries, preparing financial forecasts, evaluating priorities and making recommendations to the Dean on the allocation of funds.
  - In cooperation with the Finance Manager, managing Faculty of Management records within financial systems (Hyperion and FMIS); monitoring and reviewing faculty accounts to ensure financial integrity and sufficient controls are maintained and resolving discrepancies in Financial Management Information System (FMIS); implementing systems and processes to resolve problems and improve management of financial resources.
3. Provides management of day-to-day operations and Human Resources functions of the Faculty of Management Office by:
- Responsible for overall management of Faculty support staff including hiring, attendance management, performance management and discipline, up to and including termination.
  - Prioritizing and managing office workflow; providing advice on implications for workload and administrative support associated with faculty growth; developing and implementing organizational changes to meet the new initiatives and evolving needs within the Faculty.
  - Researching and assessing staffing needs and establishing action plans to meet those needs.
  - Collaborating with appropriate supervisor and Human Resources to develop job content and create position descriptions to meet the requirements. Monitors and documents all selection procedures.
  - Developing and implementing policies and procedures for improving and streamlining administrative functions. Compiling background materials and reports on various activities of the Faculty.
  - Developing long term plans for space allocation and large equipment purchases.
  - Managing any Faculty security concerns.
4. Performs other related duties of the position as required.

### **Supervision Received**

Works independently under the direction of the Dean or Dean's designate with minimal supervision. Overall objectives are determined in consultation with the Dean. Within those guidelines, this position works independently, determining priorities as necessary. Guidance is received in matters of strategic significance.

### **Supervision Given**

Provides supervision to the Faculty's office support staff and which includes hiring, assisting with training, and managing performance up to and including termination for direct reports.

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





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The individual will have considerable autonomy and authority in making day-to-day decisions, but consultation with the Dean is essential for high-order decisions. Exercises considerable judgment and initiative in handling matters of a complex and non-routine nature, requiring interpretation of University and Faculty guidelines, procedures and policies. Errors in judgment and communication may lead to inefficiency of operations, unmet deadlines and loss of valuable time, financial expenditures and opportunities for students and faculty. A non-professional demeanor, poor level of service or misinformation may damage image, credibility and reputation of UBC and Faculty of Management. Lack of cross-cultural sensitivity in communicating with students may cause serious misunderstandings and damage to the international reputation of the programs and the faculty.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years of related management experience in the areas of administrative, financial and human resources management. Experienced working in an educational environment interacting with students, faculty and staff. Proven excellence in written and verbal communication, interpersonal, customer service and organizational skills. Excellent interpersonal skills, demonstrable leadership and analytical skills, strategic and tactical planning, conflict resolution skills, financial and human resource management skills. Ability to handle a wide variety of tasks and establish priorities; organize workload for timely and effective delivery of services; exercise judgment under pressure and demonstrate initiative in handling matters of a complex and non-routine nature. Ability to exercise initiative, tact and discretion when handling sensitive and or confidential matters. Demonstrated ability to work with financial information and systems, prepare budget statements accurately gather, organize and summarize financial information. Ability to work both independently and within a team environment. Computer proficiency required (Word, Excel, Outlook, Power Point). Knowledge of UBC policies and procedures an asset including proficiency with UBC systems (Student Information System (SISC), UBC Faculty Service Centre (FSC) and FMIS) 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:** 17424  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level B **Business Title:** Executive Coordinator  
**Department:** Fac Med Faculty Affairs  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-11  
**Job End Date:** 2015-02-09 **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2014-01-26 **Available Openings:** 1

### Job Summary

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

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

### Organizational Status

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

The largest of the 12 faculties at the University, the Faculty of Medicine (FOM) is composed of 19 academic basic science and or clinical departments, 2 schools and a number of research centres and institutes. The Faculty's annual consolidated budget is over \$600 million including operating, research, special purpose, endowment and trust funds. The Faculty has approximately 1500 secretarial clerical support, management and professional staff, as well as over 700 full-time academic and over 5000 clinical faculty. Together with its partners including BC's six Health Authorities and their affiliated teaching hospitals, the Faculty provides innovative programs in the areas of health and life sciences through a province-wide delivery model with learners, faculty and staff located throughout British Columbia.

### Work Performed

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



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

### **Supervision Received**

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

### **Supervision Given**

Directs and manages the activities of 4 CUPE 2950 staff.

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

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

### **Qualifications**

Undergraduate degree in a relevant discipline. Experience in managing staff and working with executives. Minimum of three years experience or the equivalent combination of education and experience. Computer experience required. (Microsoft Word, Excel, PowerPoint, SharePoint, experience with databases). Effective interpersonal and leadership skills at senior levels and in complex environments such as health care organizations or universities. Ability to exercise a high level of diplomacy, tact and discretion when working with information of a confidential and or sensitive nature and in dealing with various levels of senior administration and external agencies. Ability to develop, implement and evaluate project and communications plans. Ability to diagnose problems, identify underlying issues and effectively resolve the issues. Ability to mentor and coach staff, establish standards and goals, evaluate performance, provide feedback and take corrective action. Ability to manage projects that involve a variety of stakeholders. Ability to maintain accuracy and attention to detail. Ability to adapt to changing priorities, set work



# The University of British Columbia

## Staff Job Postings

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priorities, work under pressure and meet deadlines within allocated time and resources. Ability to consistently foster collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goals. Ability to work strategically and cooperatively in a team environment with all levels of professional, technical and administrative staff and thereby integrating resources in timely and organized basis. Knowledge of University & Faculty of Medicine policies, procedures, governance and administrative systems. Excellent oral and written communication and public relations skills.

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:** 17484  
**Location:** Robson Square  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level A      **Business Title:** Online Learning Systems Specialist  
**Department:** Continuing Studies - Domestic  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-01-24      **Available Openings:** 1

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

### Job Summary

The Online Learning Systems Specialist is responsible for the management, administration, and support of online learning systems as a component of one or more Certificate Programs and related educational offerings within UBC Continuing Studies Technology, Media and Professional Programs, a cost-recovery operation.

### Organizational Status

Reports directly to the Program Manager and indirectly to the Associate Director and Managing Director of the Division. Expected to work cooperatively with other Online Learning Systems Specialists, Instructional Designers, other clerical and management staff across UBC Continuing Studies, contractors, and consultants. Expected to demonstrate initiative and creativity in achieving set goals. Work will be reviewed in terms of completeness, accuracy, and timeliness.

### Work Performed

**Support and Maintenance:** Provides leadership and knowledge to clients, service contractors, instructors, divisional staff, and contractors in regard to online learning technologies. Responsible for building, uploading, editing, modifying, and maintaining online courses using current learning technologies and other technologies as required. Modifies course content based on revision documentation and direction provided by instructors, divisional management, or clients. Manages regular system of course archiving. Determines file structure for all online content. Provides professional and technical support pertaining to online learning technologies.

**Research and Reports:** Researches and evaluates different or new online learning technologies and provides recommendations and reports to senior management. Prepares documentation and manuals for online learning projects using standard programming development techniques such as flow-charting, remarks, etc.

**Communication:** Provides consultation and develops creative solutions for and between online learning clients, divisional staff, and instructors. Provides online learning notification postings and or emails of upcoming work, modifications, or outages.

**Policies and Procedures:** Creates time-lines and procedures to manage contracted technical support for online learning systems. Develops policies for use and management of online learning technologies. Provides quality assurance testing.



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Training and Presentations: Works with instructors and contractors to produce online content. Develops and conducts training sessions and workshops for use of online learning technologies along with documentation and training manuals.

May share an office or occupy single person workstation. Must be able to handle interruptions and plan changes, and readjust priorities accordingly. Generally expected to work Monday-Friday, and to work flexible hours as program or project related events occur during evenings and on weekends.

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

### **Supervision Received**

Receives direct supervision from the Program Manager or designate. Will ultimately report to the Associate Director and Managing Director of the Division.

### **Supervision Given**

May provide supervision and guidance to support staff.

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

Incorrect or poor decisions will have a significant impact on the Division's ability to provide successful educational programs. Poor judgments could result in legal liability of the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. (i.e., Computer Science, Commerce or Business Administration). Minimum of one (1) year of related experience, preferably in an online learning environment, with experience in adult learning an asset. Proficiency with web design tools such as HTML, HTML5, Dreamweaver, Flash, and Photoshop. Minimum of one year experience or the equivalent combination of education and experience. Working knowledge of relational database structures, SQL, Apache, PHP and Linux. Knowledge of effective instructional design and learning technologies is preferred. Effective oral and written communication, interpersonal and organizational skills. Ability to provide supportive leadership and be a team player. Experience in a cost-recovery environment an asset. Ability to exhibit tact and diplomacy. Ability to work evenings and weekends as required.

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## Job Posting

**Job ID:** 17440  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level C      **Business Title:** Network Analyst II  
**Department:** MedIT  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-31      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-31      **Available Openings:** 2

### Job Summary

The Network Analyst II designs solutions for existing complex information network systems including the assessment of facilities bandwidth requirements and system interdependencies for the information systems of the Faculty of Medicine in alignment with the goals of the Faculty of Medicine's distributed medical program. The Network Analyst II implements protocols and procedures to ensure secure electronic communications and data storage, provides IT security advice and training to operational support staff, and maintains network security. This role participates as a part of project teams to ensure infrastructure requirements and project dependencies are addressed proactively.

This position may require changes to work site and providing after regular business hours support as necessary as well as response to cellular phone during regular business hours.

### Organizational Status

Infrastructure Services provides design, implementation, and transition to operations of sustainable infrastructure for delivering IT service excellence in medical education and research.

This role reports to the MedIT Infrastructure Team Lead on daily operations and project tasks. The role will receive instruction from Project Managers, Senior Analyst positions, and other leads.

The role works closely with network technical peers within the capital infrastructure project teams, BCNet, partner Universities and Health Authorities, along with other medical program partners, and various departments within UBC. The role will be required to provide support outside of business hours in situations requiring an urgent response.

### Work Performed

Specific Duties:

Participates as an active member of project teams to ensure successful delivery of network services for projects.

Collaborates with others within and across units to resolve service delivery issues with the Faculty of Medicine's Distributed Medical Program (DMP) network and administrative services networks



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Assists in building service delivery knowledge and skills at the MedIT Service Desk for network and network security related support via documentation and technical guidance

Contributes to evaluation of services provided by vendors for network and network security services for Faculty of Medicine.

Participates in network security guidelines regarding firewall maintenance and rule setting, and ensures appropriate encryption requirements are applied.

Completes specific & core duties by having the ability to use physical network layer tools, network management software, network security vulnerability assessment software, & network protocol analyzers

### Core Duties:

Designs solutions for networking technology related failures and provides administrative support for network systems.

Assesses facilities bandwidth requirements, system interdependencies, and network performance, and participates in capacity and function planning.

Install, configure and maintain network components as well as any co-ordination efforts related to these activities

Utilize existing toolsets to perform network installations, troubleshooting and documentation tasks

Coordinates the installation and configuration of network components.

Analyses user requirements and prepares detailed designs and equipment specifications.

Participates in defining disaster recovery plans and the development of network test plans.

Monitors network activity and connectivity, and troubleshoots, diagnoses and resolves network problems.

Implements network security procedures and makes recommendations for improvement.

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

Contributes to the evaluation of future technologies and makes recommendations for software and hardware upgrades.

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

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

Performs other related duties as required.

### Supervision Received

Works under limited supervision and receives instructions from the Infrastructure Services Manager, Team Lead, and project managers. Work is reviewed in terms of completeness, accuracy and timeliness.

### Supervision Given





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No direct supervisory role.

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

The decisions and actions taken by the Network Analyst II will have a direct impact on the availability and capacity of the networks used by the Faculty of Medicine for research, education, and administrative functions. Errors could have major impact on Faculty of Medicine teaching, research, and administrative network operations; impact on the continued functioning of the Faculty of Medicine, and Hospital computer operations for the supported clients and could have negative effects on the image of MedIT's service offerings.

### **Qualifications**

Undergraduate degree in a relevant discipline. University degree or technical diploma in a relevant discipline. University degree in Computer Science or Diploma in Network Computer Systems preferable.

Must possess current CCNA certification. Must possess ITIL Foundations or be in a position to pass the exam. Minimum of three years experience or the equivalent combination of education and experience. Minimum five years experience providing network, server and computer support in an instructional or equivalent computing environment. Minimum three years of experience providing firewall LAN VLAN support. Demonstrated time management and organizational skills. Ability to communicate effectively verbally and in writing, and ability to gather, record, and organize information is essential. Ability to prioritize service and development requests efficiently based on sound technical knowledge of task and time requirements. Demonstrated technical capabilities related to local and wide area networking, problem solving on an enterprise level, basic training capabilities with a commitment to the constant revision and upgrading of internal documentation. Ability to work effectively independently and in a team environment and take initiative to ensure timely communications on status and progress to supervisor on key deliverables.

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## Job Posting

**Job ID:** 17451  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level C **Business Title:** Programmer Analyst II  
**Department:** Center for Teachng,Learnng&Tech  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-22 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-21 **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 Programmer Analyst II designs computer application solutions for existing complex or campus-wide teaching and learning systems. Plans, develops, tests, documents and consults with users on applications and or systems.

### Organizational Status

- The Centre for Teaching, Learning & Technology is a centrally positioned unit, providing support to the UBC teaching and learning community. Technical staff in this unit provide pilot to enterprise level applications, are expected to be innovative and agile, and deploy self-developed, community developed or vendor supplied software.
- Works with members of the UBC teaching and learning community including faculty members, instructional support staff and others, to build, develop, test and deploy applications to meet specific pedagogical goals.
- Reports to Manager, Community Technologies.

### Work Performed

#### Specific Duties:

- Consults with users to clarify pedagogical goals and then determines programming needs to meet them.
- Based on consultation, evaluates functional requirements, system features, integration requirements, security requirements and scalability and performance requirements related to enterprise teaching and learning systems (e.g., Blogs, CMS, Wiki)
- Evaluates and selects appropriate programming language; is accountable for the quality of code developed; accurately documents and comments on code. Ensures best practices are followed.
- Writes SAML 2.0 (Shibboleth) or CWL applications.
- Ensures that learning applications meet interoperability standards.
- Maintains applications on UBC IT provisioned Virtual Machines.
- Integrates tools to the learning management system.

#### Core Duties:



Designs, develops and programs custom software, defines detailed application specifications, standards, and diagrams and develops coding logic flowcharts.

Develops overall systems design, researches and evaluates vendor supplied applications, provides customize or develop recommendations, and implements accordingly.

Analyzes and reviews existing or proposed system features and integration, security, scalability and performance requirements with clients, business analysts, and team members.

Manages small to medium sized projects and related budgets.

Packages in house developed applications for production or integrates vendor supplied applications.

Provides technical expertise, training, and consultation to other staff.

Develops or modifies software application design and specific modules.

Conducts testing of new or customized application modules to ensure application meets specifications.

Documents functions and changes to new or modified modules, tests activities results, error handling and backup recovery procedures.

Provides ongoing maintenance and operational support for applications.

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

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

Performs other related duties as required.

### **Supervision Received**

Work is reviewed in terms of meeting objectives.

### **Supervision Given**

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

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

Makes decisions regarding the application of devices or programs that meet identified pedagogical goals, ensuring the systems are available 7x24x365. Errors in judgement, 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 systems may result in significant impact on faculty members, students, administration and instructional support staff at UBC, and may adversely impact the delivery of learning tools, the ability of instructors to teach and students to learn, as well as the reputation of faculty members, the Centre for Teaching, Learning & Technology and the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Experience in application and software development related to learning technologies. Experience writing software



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documentations, working with both technical and user personnel.

- Professional HTML development including XHTML, CSS, JavaScript, Ajax, etc. Demonstrated understanding of PHP and MySQL.
- Expertise in plug-in development for WordPress, MediaWiki etc.
- Expertise in authentication module development, preferably using SAML 2.0.
- Effective oral and written communication, presentation, interpersonal and organizational skills.
- Client services training and a service focus.
- Demonstrated project management, analytical and problem-solving skills.
- Ability to work independently, multi-task and work effectively under pressure to meet deadlines.
- Must understand cross-platform compatibility issues, networking and firewall issues.
- Ability to learn new software and web technologies.
- Good teamwork skills
- Demonstrated ability to explain complex concepts in layman's language.

**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:** 17466  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level C      **Business Title:** Database Coordinator  
**Department:** Vaccine Evaluation Centre  
**Salary:** \$ 34.00 - \$ 40.81 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2014-02-03  
**Job End Date:** 2014-06-30      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-01-24      **Available Openings:** 1

### Job Summary

This individual is a member of the Vaccine Evaluation Center (VEC) whose primary role is to provide consultation to Investigators in the identification of data, and on data collection processes and study outcome on multiple studies as dictated by study protocols. The position coordinates the tasks performed by the data team and involves supervision of the data team. These studies have varying levels of complexities requiring an overall understanding of the data structures and programming.

### Organizational Status

Exercises data management judgement (including non-routine) and is accountable for own directed actions. Makes judgements as to how the decision fits with acceptable Good Clinical Data Management Practices and what the impact of the decision will be. Reports to Senior Data Manager of the VEC.

### Work Performed

Development of highly-specialized case report forms (CRFs) for each study. The project team consists of the investigator(s), field administrators, study coordinator, statistician and data coordinator who decide what information is required for a study and how it will be collected. Using this information, the data coordinator will formulate the CRF that will encompass all the needs of the study and maintain good clinical data management practise guidelines. The investigator(s) have final approval of the CRFs. Each study is faced with unique issues and the data coordinator must research and evaluate appropriate uses of data collection tools, usage of words in questions and style of questions. The data coordinator is continually evaluating the CRFs and accompanying user's manual to ensure that the best possible tools are provided for the study.

The data coordinator is responsible for designing and implementing systems for organizing and managing the flow of data from the field through data management to analysis and to long term storage. This requires good organizational skills as there can be 15-20 different studies in progress and at different stages. In addition data is received from many different sites across Canada in multi-centre clinical trials, which adds to the complexity of the job. This individual supervises the work of the data entry and data monitoring staff. This involves training and monitoring staff, reviewing workload assignments and adjusting schedules to reflect changes and priorities within the VEC.

The data coordinator manages the data throughout the course of each study ensuring that all work performed by study staff adheres to policies and standards. The data coordinator is responsible for maintenance of the database until study completion. Upon



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meeting all requirements for clean data the database is given to the Statistician. Each study and sponsor has different needs making each study unique. The individual must be adaptable to the needs of each study to ensure good clinical data management practises are maintained.

Databases (both routine and complex) are custom designed and maintained by the data coordinator. This requires an in-depth working knowledge of software being used and keeping abreast of software changes as they occur. Maintaining and upgrading of the databases forms part of the duties.

Works in conjunction with the statistician to develop descriptive aggregate statistics for data cleanup and ensure that final statistical programme incorporates data management decisions during the study.

When necessary, provides basic statistical programming support as per pre-defined analysis plan.

The data coordinator is responsible for the long term storage of VEC data that conforms to government set standards. The data coordinator needs to keep up with changes in the technology and acceptable practises.

Is responsible for ensuring data team meets its budget for each study and for recommending and implementing cost-saving measures.

Train all study staff, internal and external to the VEC, on study-related computer usage and new programs and provides technical advice and guidance for all staff and investigators.

Responsible for the maintenance of VEC computers and its software systems, recommending changes and or upgrades to both as necessary. This requires a complete understanding of the data needs of all aspects of the VEC and what the future need will be.

Liaison activity with the hospital information system management staff for computer networking and any related problems.

### **Supervision Received**

Receives general directions from project team leader(s) and the investigator(s) as part of the specified project team for study related issues. Study related work is reviewed by the Senior Data Manager.

### **Supervision Given**

Supervises the data staff, a group that includes up to 8 research assistants and data monitoring staff. This includes assigning and monitoring the work, training staff and participating in job evaluation performance measures. Works with the statistician to coordinate the flow and priority setting of the data and the analysis. Works with the field administrator(s) to ensure the efficient flow of data from the field to the data team and to coordinate workload of research assistant staff.

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

Errors in judgement can result in significant damage to the Vaccine Evaluation Center's academic reputation as a centre of excellence, nationally and internationally. Poorly designed databases can result in higher study costs because of extra time spent dealing with data entry, data management and data analysis. Poorly designed databases can also result in making it difficult to perform effective data analysis affecting the overall science of the study. Ineffective training of data staff has budgetary and human resource implications. The systems to organize and manage the flow of data that are not appropriately designed can lead to financial problems as well as problems with conforming to good clinical data management guidelines.

### **Qualifications**

Undergraduate degree in a relevant discipline. University degree in Computer Science is strongly recommended with additional courses in the Health Care Field desired. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years of related experience in data management of clinical trials with preference for vaccine



Minimum 2 years supervisory skills. Demonstrated knowledge of specialized computer software such as web-based clinical data management software and SAS. Ability to perform advanced programming Demonstrated information management skills are required. Ability to communicate effectively verbally and in writing Ability to analyze problems, identify key information and issues, and effectively resolve Ability to maintain accuracy and attention to detail Ability to work effectively independently and in a team environment Ability to work under pressure to meet deadlines and to set priorities for concurrent projects.

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## Job Posting

**Job ID:** 17427  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level D      **Business Title:** Business Analyst II  
**Department:** MedIT  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-27      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-23      **Available Openings:** 1

### Job Summary

The Business Analyst II leads the assessment of client needs in an effort to align business initiatives with information technology solutions. As a member of the MedIT Program Management Office, this role will work with faculty and senior staff members to identify issues and opportunities within the Faculty from a business process management perspective, conceptualize possible solution options, develop business cases, and work with the PMO program delivery to initiate approved proposals as projects.

### Organizational Status

This position works as a member of the UBC Faculty of Medicine's MedIT Program Management Office (PMO), and works closely with staff in MedIT, including the Change and Customer Experience, other MedIT portfolios, UBC IT staff, and senior Faculty of Medicine staff. This position may also work with health authorities, departments, schools, centres and institutes. This position also liaises with contract resources, and the wider IT community affiliated with the Faculty of Medicine. The role reports to the MedIT Manager, Business Process within the PMO.

### Work Performed

#### Specific Duties

Investigates and identifies key business, business process, and technology issues and opportunities within the Faculty of Medicine, and develops the subsequent business cases. Presents these business cases to senior stakeholder groups

Conducts business process definition and redesign, which can include a combination of business processes, technologies, and organizational roles, as well as the interaction between people and technology

Leads facilitated meetings and workshops, and performs literature research independently

Formulates conceptual models of solutions, and can communicate these models effectively to senior stakeholders

Communicates with senior level stakeholders and manages the liaison relationships with clients





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Works as an integral part of project teams to execute business analysis activities according to the overall project plan

### Core Duties:

Leads the assessment of client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities and recommends options.

Identifies, elicits, and documents business requirements, defines business rules and communicates requirements for the implementation of business solutions.

Communicates with stakeholders of varying technical ability and subject matter expertise.

Leads short-term planning sessions to implement integrated business process improvements and documents discussion and agreements.

Provides consultative services for the development of policies and procedures. Analyzes metrics to ensure for client satisfaction.

Provides input to feasibility studies for standard development projects and enhancements.

Provides technical guidance and leadership to less-experienced individuals. Prepares functional, system and program specifications.

Develops user test cases and validates test results during user acceptance testing and system acceptance testing stages. Typically performs functional testing.

May prepare project status reports and communicate status to client.

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 individual in this position will be expected to work independently under the direction and counsel of the MedIT Manager - Business Process, and the direction of a Project or Program Manager, or the Senior Manager PMO on assigned initiatives. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

### **Supervision Given**

This individual initiates and oversees the completion of business analysis-related work undertaken by MedIT staff and external service providers on projects. The individual may supervise junior level business analysts, and work with project coordinators as appropriate.

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

Decisions and actions taken by the Business Analyst will have a direct impact on how efficiently and effectively new processes and solutions are selected and deployed within the Faculty of Medicine user community.



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

### Qualifications

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

Minimum of six years' experience within project environments and working on project teams

Demonstrated experience in the conceptualization of issues and opportunities, business case development, and business analysis skills

Knowledge and experience with BABoK and the Zachman Framework an asset. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Minimum of eight years' experience in a relevant field or the equivalent combination of education and experience.

Minimum of six years' experience within project environments and working on project teams

Demonstrated experience in the conceptualization of issues and opportunities, business case development, and business analysis skills

Knowledge and experience with BABoK and the Zachman Framework an asset.

Excellent communication skills, both written and verbal, and active listening skills

Brings a business process perspective to issues and opportunities, and can communicate this perspective to senior stakeholders

Ability to convey technical information in a way that is understandable to a layperson

In-depth knowledge of standard office tools including MS Office products (Word, Excel, Visio, PowerPoint, Outlook)

Problem solving and root cause identification 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.

Analytical Thinking - Coordinates the information gathering and reporting process. Reviews trends and compares to expectations. Conducts research to define problems and prepares responses to anticipated questions. Prioritizes multiple issues and



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opportunities. Identifies relationships and linkages within several information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Defines priorities within performance objectives. Reports and identifies areas that need guidance in order to resolve complex issues. Anticipates the possible outcome of potential solutions.

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.

Initiative - Seeks out new challenges that require risk taking. Determines the resources, team support, and technical needs necessary to enable success and procures them. Keeps responding to the challenge in spite of obstacles and setbacks.

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## Job Posting

|                              |                                    |                                  |                                     |
|------------------------------|------------------------------------|----------------------------------|-------------------------------------|
| <b>Job ID:</b>               | 17447                              |                                  |                                     |
| <b>Location:</b>             | Vancouver - Other                  |                                  |                                     |
| <b>Employment Group:</b>     | Management&Professional (AAPS)     |                                  |                                     |
| <b>Job Category:</b>         | Information Systems & Tech         |                                  |                                     |
| <b>Classification Title:</b> | Info.Sytems&Technlgy, Level D      | <b>Business Title:</b>           | Bioinformatics Programmer / Analyst |
| <b>Department:</b>           | Ctr-Molecular Med&Therapeutics     |                                  |                                     |
| <b>Salary:</b>               | \$70,106.00 - \$87,633.00 (Annual) |                                  |                                     |
| <b>Full/Part Time:</b>       | Full-Time                          |                                  |                                     |
| <b>Desired Start Date:</b>   | 2014-01-28                         |                                  |                                     |
| <b>Job End Date:</b>         | 2015-01-27                         | <b>Possibility of Extension:</b> | Yes                                 |
| <b>Funding Type:</b>         | Grant Funded                       |                                  |                                     |
| <b>Other:</b>                |                                    |                                  |                                     |
| <b>Date Closed:</b>          | 2014-01-21                         | <b>Available Openings:</b>       | 1                                   |

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

### Job Summary

Responsible for leading the design, programming and implementation of complex analytical software systems for high-throughput epigenomic data analysis for a suite of highly interdisciplinary research projects. Working with a team of researchers in the cutting edge field of social epigenetics, the programmer will provide ongoing troubleshooting support necessary to the integration and analysis of large high-dimensional biological datasets.

### Organizational Status

Reports to the lead Principal Investigator (Medical Genetics), and works in conjunction with other investigators and research personnel within the Centre for Molecular Medicine and Therapeutics (CMMT) and the Human Early Learning Partnership (HELP).

### Work Performed

- Leads the design and implementation of software systems for high-throughput data analysis as part of the Population Neurogenomics Core Laboratory (PNCL) research platform at the CMMT
- Implements and maintains data management tools including relational database management applications for efficient storage and retrieval of all results from all samples used in the research work
- Ensures the integrity of data in bioinformatics databases by participating in quality control and working closely with other research personnel and collaborators on such issues
- Builds analytical workflows for automated deployment of bioinformatics tools for interpreting and analyzing high-dimensional DNA microarray and next generation sequencing data
- Evaluates the methods for the capture and transmission of epigenetic data and makes recommendations for the bioinformatics integration with related large datasets to derive higher order principles.
- Collaborates actively with others within and across the CMMT and HELP units to problem solve technical issues, including attending monthly research retreats (HELP) to provide ongoing technical support in the application of bioinformatics approaches to epidemiological studies.
- Contributes to on-going strategic planning for the ongoing bioinformatics programming and analysis needs of the PNCL and assists with crafting of relevant sections in applications for potential funding sources
- Contributes to writing scientific manuscripts
- Maintains and develops up-to-date knowledge of current information technology techniques and tools, especially as they apply to



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bioinformatics analysis

### **Supervision Received**

Reports directly to lead Principal Investigator, but works with considerable latitude. Work is reviewed in terms of achievement of specific project objectives.

### **Supervision Given**

Provides systems assistance, advice and directions to other team members including students who are supervised by the Principal Investigator.

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

Work is given in terms of project plan or general objectives to carry through to completion. Work is assessed through regular meetings and informal discussions. The position is expected to apply considerable technical expertise and judgment in making recommendations and or decisions on a wide range of technical and systems-related aspects of their work. The position is expected to work either independently or in conjunction with other investigators and research personnel depending on the nature or complexity of any given task or project.

Errors in judgment and decisions will result in an adverse impact on the design, maintenance, and sustainability of the data analysis operations of PNCL research platform. Inability to complete assignments and projects in a balanced manner and on time will adversely impact the delivery of research results and hence, the reputations of the investigators of the project team.

Inability to align work plan with the strategic plan of the PNCL will cause inefficient use of both human and financial resources.

Inability to effectively communicate the complexities of data analysis directions, challenges and results to project team with diverse academic backgrounds will adversely impact the success of multiple investigators in achieving research deliverables in an interdisciplinary context.

### **Qualifications**

Undergraduate degree in a relevant discipline. 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. Experience with the development, operation and maintenance of major bioinformatics data analysis applications. Ability to create accurate, clear, and comprehensive software documentation. Ability to work at an advanced level with programming languages (C++, Perl, PHP, Java, Ruby on Rails, Python), XSL XML, current operating systems (Unix including SOLARIS, LINUX, Windows), database management systems (Oracle, SQL, Server), communications networks (TCP IP), and related utility programs. Ability to communicate effectively verbally and in writing. Ability to develop and maintain cooperative and productive working relationships. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to adapt to changing priorities and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to keep abreast of current developments and trends in the field of information technology. Must conduct all activities in an ethical manner and treat funding information and research data confidentially. Ability to communicate effectively verbally and in writing.

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### Job Posting

**Job ID:** 17462  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level D      **Business Title:** Database Administrator  
**Department:** UBC IT - Database Adminstrn.  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-22      **Available Openings:** 1

Preference will be given to those with experience working with MS SQL Server and other databases such as Oracle and MySQL

### Job Summary

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

### Organizational Status

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

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

### Work Performed

Specific Duties:

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



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for MS SQL Server environments.

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

### Core Duties:

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

### Supervision Received

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

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

### Supervision Given

Manages directly and indirectly through subordinates.

### Consequence of Error/Judgement

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

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

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

### Qualifications

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



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

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

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

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

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

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

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

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

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

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

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

Ability to learn quickly and adapt easily to new situations.

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

Ability to give direction to other staff members as needed.

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

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

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

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





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

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

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

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

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## Job Posting

**Job ID:** 17473  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level F      **Business Title:** Senior Manager  
**Department:** UBC IT - Application Mgmt Srv  
**Salary:** \$90,789.00 - \$113,487.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-23      **Available Openings:** 1

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

### Job Summary

The Senior Manager provides overall management and technical leadership of a major functional area including multiple lines of services and mission critical systems such as:

- SIS, SISC, FMS, SSC (Admissions, Registration, Degree Audit, Payments Fees, Awards)
- UBC e-Payments
  - Ad-Astra
  - eZrecruit
  - Degree Navigator
  - QAS Address verification

These systems are a mix of UBC designed and built and 3rd party products. As manager of this group the Senior Manager has responsibility for managing, production releases, operational migrations, server and network upgrades in such a way as to maximize systems availability and minimize outages and bugs.

### Organizational Status

This role is pivotal in accepting proposed changes to the production environment (has a veto). Is responsible for the introduction of changes and the communications of these changes to the user community.

The Senior Manager engages with our internal development teams and external companies in order to ensure that delivered code functionality meets quality standards and is free from defects (as can be tested). Works with key members of the staff, faculty and student communities to prepare them and the UBC community as a whole for impending changes.

### Work Performed

Specific Duties:

- Responsible for managing the team to ensure support coverage for the diverse suite of applications.
- Works to implement mechanisms and procedures to integrate support operations for these systems into UBC-IT's ITSM model.
- Negotiates for vendor services, licenses, deliveries as required.
- Manages the e-Payments system to ensure continued PCI compliance.

Core Duties:



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- Works with business partners and or IT leadership to understand and anticipate business and IT needs of a major functional area with multiple lines of services.
- Develops integrated strategies, operating plans, targets and measures for functional area and leads the day to day delivery of its programs, services and activities.
- Negotiates, sources and obtains financial, physical, or human resources to support long-term projects and programs.
- Develops and ensures systems, procedures, methods, standards and controls are created and followed which foster operational efficiency, monitor compliance, mitigate risks, and achieve functional area results.
- Develops and implements innovative business solutions, programs and services, provides leadership and oversight on projects, and collaborates with others on integrated solutions and initiatives across other administrative academic units.
- Develops and manages reporting supervisors, team leads, 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**

This position receives guidance and support from the Director of Academic Systems.

### **Supervision Given**

This position is responsible for providing direct supervision to developers, Business Analysts, Systems Support Analysts.

This position also has via our matrix organization influence over project development and IT operations.

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

The Senior Manager is responsible for ensuring that due diligence is taken on proposed changes. The incumbent schedules the software upgrades and has veto power if not satisfied with testing or design. This manager has to juggle resources across the portfolio in order to keep these key systems running and supported. Decisions are made by the manger with input from other managers at UBC-IT, however, this manager owns the decision.

Consequences for poor decisions in this position are broad and severe! The Student Information System is the core system of UBC. If this system is not available prospective students would not be able to apply, acceptance offers could not be made, students would not be able to register for courses, electronic payments would not be possible for some 100+ merchants across the UBC community, Students could not graduate.

Further - this position is responsible for maintaining PCI compliance for the e-Payments system. Failure to be in compliance exposes the University to severe reputational and fiscal damage in the event of a security breach.

### **Qualifications**

Post-graduate degree. Minimum of 10 years experience and 4 years managerial experience and 3 years specialized experience in the design and implementation of major computer systems or the equivalent combination of education and experience. Minimum four experience designing, developing and implementing software solutions in an information technology environment.

Supervisory, presentation, interpersonal, written and oral communication skills required.

Demonstrated organizational, analytical, problem-solving and contract skills required.



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Vendor contract negotiations and vendor management experience and asset.

Experience with software licensing and inventory management an asset.

Experience with UBC policies and systems preferred.

Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources.

Ability to effectively facilitate groups to achieve appropriate outcome.

Ability to develop and deliver effective presentations and workshops.

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

Excellent organizational and analytical skills.

Ability to identify, obtain, and effectively manage organizational resources (e.g., people, materials, assets, budgets).

Ability to mentor and coach staff, and act as a resource.

Ability to work effectively with all levels of user, technical and management personnel.

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

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

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

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

Developing Others - Identifies and plans development and mentoring activities for a functional area in alignment with the mission, vision, and values of the organization. Promotes and follows up on learning activities including assignments and cross-functional learning. Mentors others, providing personal insights. Acts as sounding board advisor for problem solving.

Strategic Technology Planning - Ensures researches and benchmarks are completed against best practices for IT spending,



architecture, technologies, and processes. Defines criteria for prioritization and recommends core components of a strategic technology plan. Leads implementation of the approved strategic technology plan for significant, integrated work processes.

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## Job Posting

**Job ID:** 17468  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B      **Business Title:** Advisor, Sustainability  
**Department:** UBCO - Sustainability  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-03  
**Job End Date:** 2015-03-27  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2014-01-23      **Available Openings:** 1

### Job Summary

This position will provide support to the Associate Director, Sustainability Operations to advance UBC Okanagan campus' vision to be a sustainability leader through the development and implementation of sustainability strategies and programs led by the Okanagan Sustainability Office. The position will provide ongoing support, resources and advisement to the campus community in alignment with the UBC Place and Promise Strategic Plan to help integrate all aspects of sustainability values and practices into the campus culture.

### Organizational Status

Reports to Associate Director Sustainability Operations.

Provides advisement regarding sustainability programs, initiatives and communication. Prepares reporting and performance monitoring.

Works closely with Administrative Heads of Units, Department Managers and Supervisors, faculty members, staff and students.

### Work Performed

1. Provides support to the Associate Director, Sustainability Operations by:
- Identifying, expanding and leveraging existing sustainability initiatives and providing support to implement new sustainability goals, programs and practices.
  - Building awareness and supporting the development of sustainable practices within the campus community in all areas of sustainability including social, economic and ecological sustainability.
  - Providing sustainability program organization and coordination.
  - Monitoring sustainability indicators and data and providing program development, reporting, objectives and action plans.
  - Preparing and implementing communication materials, reports, promotion and marketing plans to raise the profile of sustainability activities and successes across the campus and within the community to help advance awareness of the UBC Okanagan campus' commitment to and action on sustainability.
  - Providing support in building alliances and partnerships with community groups, other academic institutions, and municipal governments



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2. Performs other related duties as assigned.

### **Supervision Received**

Reports directly to the Associate Director Sustainability Operations

### **Supervision Given**

None

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

Error in strategy, diplomacy and communication will result in unsatisfactory results in achieving intutional objectives, loss of stakeholder and community support and funding sources. Image and profile of Okanagan Sustainability Office could be impacted.

### **Qualifications**

Undergraduate degree in a relevant discipline. Emphasis on education, social or environmental sciences or a related field of study with four years of relevant experience, or an equivalent combination of education and experience.

Knowledge in the areas of ecological, economic and social sustainability. Minimum of four years experience or the equivalent combination of education and experience. Experience in planning, reporting and experience working in the academic or education sector is an asset. Knowledge in the areas of ecological, economic and social sustainability. Requires analytical and strategic planning skills, project management and coordination, report and proposal writing, group facilitation, consensus building and professional development skills. Ability to work independently and collaboratively. Ability to work effectively with all constituencies in a diverse institution.

Demonstrates a respect for and understanding of the University's culture and environment. Excellent oral and written communication, presentation, problem solving, interpersonal and organizational skills. Ability to meet deadlines, work under pressure and prioritize work.

Computer literacy required. Demonstrates commitment to sustainability. ¿

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## Job Posting

**Job ID:** 17483  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B      **Business Title:** LFS First Year Seminar Coordinator  
**Department:** Faculty of Land & Food Systems  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Part-Time (20%)  
**Desired Start Date:** 2014-02-01  
**Job End Date:** 2015-03-31      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-24      **Available Openings:** 1

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

### Job Summary

Develops curriculum proposal for new First Year Seminar in Land and Food Systems (LFS 150); develops course materials and the course website; designs teaching resources; plans for evaluation of course material.

### Organizational Status

Reports to the Associate Dean Academic.

### Work Performed

- Consults with Land and Food Systems faculty to develop curriculum proposal for a writing intensive first year course (LFS 150)
- Participates in LFS Core Curriculum Working Group to align LFS 150 with other courses in LFS Core Curriculum (LFS 100, 250, 251, 252, 350, 450)
- Researches and develops course materials for LFS 150 and its corresponding course website
- Designs teaching resources, including lesson plans, teaching activities, course readings, and additional background materials for instructors
- Performs other duties as necessary.

### Supervision Received

Works under the general direction of the Associate Dean Academic. Work is reviewed for overall effectiveness and achievement of course objectives.

### Supervision Given

None.

### Consequence of Error/Judgement

The Coordinator must be able to foresee as well as mitigate potential problems before they occur. Poor planning or organization





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could result in failure to meet course objectives and could adversely impact students and faculty. Lack of judgment in scheduling, supervision or tact could have repercussions for faculty and students and could compromise the integrity of the Faculty.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. UBC experience an asset - knowledge of University policies and procedures. 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, discretion and sound judgment. Ability to work effectively independently and in a team environment. Excellent interpersonal skills with the ability to develop and maintain cooperative and productive working relationships. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to effectively use MS Office at an intermediate level. (e.g., Outlook, MS Word, MS Excel) and have knowledge of website development. Ability to analyze and interpret data and or problems, determine implications or key information, and provide recommendations and or effectively resolve issues. Ability to effectively manage multiple tasks and priorities and work effectively under pressure to meet deadlines. Must have strong organizational skills.

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## Job Posting

**Job ID:** 17415  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B      **Business Title:** Laboratory Program Manager  
**Department:** Chemistry  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Funded by Multiple Sources  
**Other:**  
**Date Closed:** 2014-01-30      **Available Openings:** 1

### Job Summary

The Laboratory Program Manager plans and develops the laboratory course components of the main, multi-section first year undergraduate Chemistry program (currently CHEM 121, 123) with special attention paid to those sections serving Vantage College's new 12-month International Program at UBC ([vantagecollege.ubc.ca](http://vantagecollege.ubc.ca)). The Laboratory Program Manager works collaboratively with faculty to enhance and promote the quality of instruction and the pedagogy of the program.

### Organizational Status

The Laboratory Program Manager works collaboratively with faculty in Chemistry and Vantage College, and reports to the Chemistry Department Administrative Director. Works in a culturally diverse environment with students who, in the Vantage College sections, will be simultaneously receiving academic English instruction.

### Work Performed

#### PERFORMED

1. Designs and writes course materials including laboratory manuals, teaching assistant manuals, safety and pedagogical guidelines for teaching assistants, answer keys, and on-line materials for the laboratory course website.
2. Develops and implements program assessment and development tools with the goal of improving laboratory content and methodology, and pedagogical program objectives, especially for Vantage College students.
3. Researches, develops, and implements instructional technology targeted for laboratory instruction, such as web-based simulations and or experiments, or online testing.
4. Designs, develops and delivers training programs & materials to prepare personnel for laboratory teaching, especially for the guided inquiry methodology used in the laboratory course.
5. Develops tools to assess the competency of instructional personnel (mainly teaching assistants).
6. Assesses and manages more than 60 instructional personnel in the teaching laboratory to ensure that pedagogical methodology is sustained and that the technical skills of students are developed according to prescribed standards.
7. Designs, develops and implements a mentoring program for international teaching assistants to provide proper support and ensure a uniformity of standards.
8. Manages conflict resolution for students and teaching assistants; responsible for disciplinary action and termination of teaching assistants.
9. Manages the administrative operation of large teaching laboratories, including the preparation and monitoring of budgets and



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expenses.

10. Responsible for ensuring security, safety, privacy and other policies in the lab.

11. Other duties as required by the position.

### **Supervision Received**

This position operates under the academic direction of the first-year instructional faculty and administrative direction of the Department of Chemistry Administrative Director.

### **Supervision Given**

This position manages laboratory technicians, teaching assistants and other instructional personnel involved in the academic and technical support of the undergraduate laboratory.

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

Errors in carrying out the responsibilities of this position could lead to unsafe laboratory conditions which will jeopardize the safety of students, teaching assistants, and faculty. The position is in the undergraduate laboratories so pedagogic integrity and curriculum adherence must be maintained on a daily basis. Failure to do so will jeopardize the learning outcomes of undergraduate students and damage the reputation of the Department of Chemistry and Vantage College.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline, such as Chemistry or Biochemistry. M. Sc. is preferred. Minimum of four years experience or the equivalent combination of education and experience. Excellent communication, interpersonal, and intercultural skills required. Ability to exercise initiative, judgment and confidentiality, multitask and prioritize work to meet deadlines. Verbal and written fluency with English are required for this position. Ability to work independently and in a team environment. Experience working with ESL students or with effective instructional design and techniques an asset.

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## Job Posting

**Job ID:** 17455  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level C      **Business Title:** TA Training Programs Coordinator  
**Department:** Center for Teaching, Learning & Tech  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2014-02-17  
**Job End Date:** 2015-12-31      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-21      **Available Openings:** 1

### Job Summary

This position is responsible for supporting the planning, development, facilitation, and assessment of local Teaching Assistant (TA) professional development programs.

### Organizational Status

This position operates under the guidance and vision of the Centre's Director and the Office of Vice President Academic, within CTLT's Teaching and Learning Professional Development Team. The position is supported and supervised by the Manager, Graduate Student Programs.

This position manages the CTLT graduate student facilitators, and works closely with the Facilitator Team Lead in hiring facilitators and organizing professional development opportunities for the graduate student facilitator team. This position coordinates with other program coordinators and staff members at the Centre for Teaching, Learning and Technology, including the Educational Programmers, Resource Developers, CTLT Strategists, and Faculty Liaisons. For example, this position works with the Strategist, Aboriginal Initiatives to support the development of local TA Training Programs that reflect university strategic priorities addressing intercultural understanding, diversity and equity, and Aboriginal engagement.

### Work Performed

-Provides consultation to units and departments as they develop or offer ongoing TA development programs: meet with department members at the faculty and graduate student levels to conduct needs assessment and foster the development of corresponding program offerings.

- Where appropriate, coordinate Centre resources to meet needs of local TA development programs. May include:
- Developing and co-developing workshops, seminars, and other events as appropriate.
- Researching, organizing, and developing resource materials
- Recruiting, training and supporting facilitators and or speakers for the events
- Overseeing aspects of event implementation
- Compiling registration statistics and gathering feedback and evaluation
- Analyzing outcomes and identifying continuing needs

- Develop, organize, and facilitate capacity-building programs for department TA training facilitators.



- Consulting on program re-design better meet departmental, TA, and University needs and goals.
- Continue to develop and maintain networks among the Centre and other service units and departments in support of TA Development. Co-facilitate the TA Development Community of Practice.
- Promote TA development programs in departments and faculties where there currently is no TA development.
- Create a learning, supportive environment for departmental TA Development Program coordinators through the co-organization of sessions addressing relevant topics.
- Other duties as required to ensure the Centre's support of TA Development Programs is functioning smoothly.

### **Supervision Received**

This position reports to the Manager, Graduate Student Programs, who is available for consultation, and under the general direction of the Associate Director, Teaching and Learning Professional Development.

### **Supervision Given**

This position is responsible for the selection of appropriate facilitators (to deliver departmental TA development programs) and the supervision and evaluation of these facilitators. Therefore, this position will work with the Facilitator Team Lead to hire new facilitators for the Graduate Student Facilitator team, and to provide orientation and training for this team.

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

This position can be the first point of contact a department has with the Centre, therefore it's important that faculty departmental requests are responded to in a timely and professional manner, and that high quality, relevant support is offered or arranged by the Centre and is seen to be offered or arranged by the Centre. Should an issue arise, it is the responsibility of this position to intervene or otherwise rectify the situation.

This position will sometimes need to make decisions without consultation. Decisions have a direct impact on the creation, revision and implementation of local (departmental) TA development programs. Failure to complete a project on time has ramifications for TAs (not receiving training and support), for the department (not delivering the programming they received funding for) and would reflect poorly on the Centre. Failure to complete a project (as part of a departmental program) within an agreed-upon budget would result in shortfalls in other areas of a department's budget for TA development programming. In general, failure in negotiations and in outreach activities would negatively affect the Centre's reputation and standing with departments and other units on campus.

Work is subject to informal checks by the Director and by the Centre's Manager, Graduate Student Programs.

### **Qualifications**

Master's degree in Education. Minimum of six years experience or the equivalent combination of education and experience. Facilitator training and Facilitator Development Workshop (FDW) training preferred. Familiarity with the Instructional Skills Workshop (ISW) model. Minimum of six years experience or the equivalent combination of education and experience. Experience facilitating instructional and or professional workshops for the university community. Teaching experience, either as a teaching assistant (TA) or a course instructor. Ability to communicate effectively verbally and in writing. Demonstrated organizational skills in a work-related position. Experience managing and motivating a team of peers. Ability to prioritize and work effectively under pressure to meet deadlines and budget limitations. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise tact, discretion, intercultural sensitivity and diplomacy. Ability to establish and maintain effective working relationships with a variety of people within the Centre and in other departments and Centres at UBC - in a classroom situation and at professional (e.g. stakeholder, needs-assessment, etc.) meetings. Ability to work effectively with minimal supervision. Proficient with Microsoft Word, Excel, File Maker Pro and a variety of email programs. Must have basic accounting skills. Ability to assess situations and make decisions that fall outside the scope of established policy.

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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:** 17397  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level C2      **Business Title:** Senior Manager, Consultation  
**Department:** C+CP Consultation  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-03  
**Job End Date:** 2015-03-03  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2014-02-07      **Available Openings:** 1

### Job Summary

The Senior Manager, Consultation is responsible for strategy, design, implementation, reporting and evaluation of consultation initiatives for all units within Campus and Community Planning. Reporting to the Associate Vice President of Campus and Community Planning, the Senior Manager also works closely with all Campus and Community Planning Directors. The Senior Manager will be responsible for ensuring that adequate and appropriate information is provided to internal and external stakeholders as required, for designing and managing consultation processes and for representing Campus and Community Planning to a broad range of media and other audiences, including campus neighbours and local governments. This position will require work outside normal working hours.

### Organizational Status

This position reports to the Associate Vice President, Campus and Community Planning. The position requires extensive contact with the Director of Campus Planning and Design for UBC Vancouver, the Director of Permits and Inspection, Director of Sustainability and Engineering, Director of Programs and Animation, the Director of Campus Planning and Infrastructure (Okanagan), the Director of Communications (Finance, Resources and Operations), Executive Director of Public Affairs, staff within UBC Properties Trust, C&CP staff, various UBC departments, the AMS and GSS, UNA, and others. The position requires extensive contact with the campus community and others through ongoing communication and consultation activities.

### Work Performed

Works closely with the Associate Vice President and Directors to develop, design and implement consultation strategies, plans, programs and initiatives to ensure broad opportunities for input into planning initiatives. These plans are developed in collaboration with others in Campus and Community Planning and other departments and groups as appropriate.

Develops surveys and other feedback mechanisms for public consultation processes and events.

Organizes, participates in and occasionally leads public meetings, information sessions and planning sessions tied into campus and community planning work. This includes managing logistical aspects of consultation events and e-consultations. This work often will require work outside normal working hours.

Uses and develops a wide range of public consultation techniques, including in person, online and through social media.

Manages logistics and notification for formal, municipal-type public hearings.

Works with the Senior Coordinator, Consultation and Outreach to develop public consultation materials, including display boards, info sheets, and presentations.

Facilitation of public meetings and internal meetings, as required.



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Provides analysis and reporting for consultation processes. This includes summarizing input from consultation exercises for relevant planning teams and writing reports and consideration memos.

Develops strong rapport and relationships with all stakeholder groups, allowing for open and constructive communication and achievement of Campus and Community Planning objectives.

Coordinates and supports consultation activities for all units within Campus and Community Planning.

Ensures all consultations at Campus and Community Planning are compliant with Freedom of Information and Protection of Privacy Act (FIPPA).

Assess success of consultation approaches for discussion with the Directors and the Associate Vice President, Campus and Community Planning and others as appropriate.

Handles all media requests related to public consultation initiatives in an efficient manner. Proactively seeks media opportunities where appropriate in collaboration with UBC Public Affairs.

Acts as a spokesperson for Campus and Community Planning on consultation initiatives, when required.

Prepares consultation budgets and controls expenditures.

Supervises the Senior Coordinator, Consultation and Outreach

Exercises a high level of diplomacy and discretion in all interactions.

Other duties as assigned.

### **Supervision Received**

Works under administrative direction. Supervision and direction provided through a combination of verbal and written instructions. Recommendations are normally accepted as technically sound and feasible. Work is reviewed for attainment of objectives, effectiveness of results and soundness of judgment.

### **Supervision Given**

Supervises the Senior Coordinator, Consultation and Outreach. May direct and manage the activities of other subordinate staff, including the assignment of duties and responsibilities and setting of priorities. May supervise contractors.

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

Makes recommendations concerning all consultation and issues relating to Campus and Community Planning. Exercises professional and managerial judgment in advising senior administration on a variety of matters in which planning has potential university-wide impact. The consequence of error associated with this position is very serious in that poor judgment in the handling of these issues could have a negative impact on the reputation of the university; i.e., incorrect or erroneous information could cause embarrassment and loss of credibility for senior administrators. The campus community also has high expectations in terms of the level of consultation. The issues surrounding campus and community planning, if handled incorrectly, have the potential to alienate members of the local and neighbouring communities toward the university.

### **Qualifications**

Undergraduate degree in a relevant discipline. A university degree in Communications, Arts or Community Planning is preferred. A minimum of 7 years of experience or communications services or the equivalent combination of education and experience. Minimum of 7 years experience in a public consultation role dealing with local communities, regional and municipal governments, stakeholder groups and the general public preferred. Has the proven ability to develop and implement effective and diverse community consultation strategies, programs and initiatives using a wide range of consultation styles and methods.

Interest in continuing to develop innovative approaches to consultation, including in-person, online and through the use of social media.

Exceptional oral and written communication, presentation, facilitation and interpersonal skills.

Experience with websites (content management systems) and social media.

Has the ability to establish a high level of rapport with senior management within the university community, stakeholders and opinion leaders; utilize judgment and sensitivity in presenting issues; and provide leadership and direction in determining appropriate courses of action.





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Takes a proactive stance in solving problems and exhibits understanding and empathy, particularly when dealing with emotional topics of public concern. Able to quickly grasp the scope of specific issues and the potential impacts on the organization.

Understands the value of building relationships for the long-term.

Is comfortable with controversy and can effectively manage sensitive issues.

Exercises a high degree of diplomacy and discretion in all internal and external interactions.

Understands the dynamics of a fast-paced, ever-changing environment and can prioritize effectively. Is flexible and can manage changing priorities within a dynamic work environment.

Possesses a collaborative, team-focused working style.

Self-sufficient and self-motivated. Takes ownership of programs and tasks. Rolls up his her sleeves to accomplish tasks.

Experience with qualitative and quantitative analysis an asset.

Experience with graphic design programs (i.e. InDesign) an asset.

Experience working in a municipal or university environment an asset.

Interest in issues related to sustainable community development.

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### Job Posting

**Job ID:** 17445  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Marketing & Sales  
**Classification Title:** Marketing & Sales, Level B      **Business Title:** Marketing Communications Coordinator  
**Department:** Intern'l Student Initiative  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-17  
**Job End Date:** 2015-02-13  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-21      **Available Openings:** 1

### Job Summary

The Prospective Student Marketing Communications and Social Media (PSMCSM) team plans and implements a variety of marketing and promotional strategies to support the University's goal to increase the number of qualified undergraduate international and domestic students enrolled at both UBC Vancouver and UBC Okanagan. The Marketing Communications Coordinator is a key position within the PSMCSM team.

This Marketing Communications Coordinator plans and develops marketing and recruitment products in print, web, video and electronic media to promote UBC across Canada and internationally with the objective of persuading prospective students to seek admission to UBC.

Marketing and recruitment products are also targeted to international and Canadian counselors and students' parents who highly influence student decision-making regarding their post-secondary educational plans.

### Organizational Status

Reports to the Director, PSMCSM. Works closely with the representatives from the Faculties, Public Affairs, Enrolment Services, Student Development and Services, and other relevant constituents on marketing projects that are in keeping with the current marketing brand and that support the recruiting teams' overall objective to recruit, admit, register and retain an increased number of domestic and international students in UBC's undergraduate programs. Supervises others including student workers assigned to the team.

### Work Performed

1) Plans and executes annual marketing initiatives especially, but not limited to, the Print marketing collateral campaigns to support prospective student recruitment through promotional, recruitment, and yield activities.

In consultation with the Director, oversees the design and development of a variety of print media projects including the development and production of the:

- Viewbook;
- Admission Guide;



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- Fair Brochure;
- Aboriginal Brochure;
- Infographic materials;
- Posters;
- Print Advertising material;
- Other print items as required;

Ensures all materials support and reinforce UBC's recruiting messages, brand language and tone of voice, in a manner that is also consistent with the overall UBC brand.

Coordinates annual print advertising opportunities on behalf of regional recruiting teams by placing ads in newspapers, magazines, on websites or through other media.

Develops project time-lines and schedules, develops estimates and cost projections and advises Director in a timely manner on progress of all current projects.

Drafts content for RFBs and RFPs for various communications projects as needed, and liaises with design consultants, printers and other vendors in developing these communication products for recruitment.

Coordinates annual direct response campaigns (both print and electronic) to market and recruit international students and counselors.

Plans and executes marketing campaigns via the CRM system such as targeted email distributions to students and counselors, development and distribution of e-newsletters.

Manages other small to mid-sized marketing programs and initiatives as opportunities arise.

Develops and delivers online marketing and customer relations projects as required.

Plans and executes targeted market surveys of prospective students, parents, or counselors, analyzing results and drafting report on initial findings for market research purposes.

2) Plans and executes development of recruiting collateral, including:

- various, table cloths, banners, pennants, and promotional items;

Ensures all recruiting collateral is consistent in look and feel with the recruiting brand, and the overall UBC brand.

Ensures all collateral items are produced on time and on budget.

Drafts presentations, addresses, or statements for International and Domestic student recruiters in various venues and scenarios.

3) Coordinates team Procurement initiatives.

Working closely with the Director, drafts content for RFBs and RFPs for various communications projects as needed, and liaises with design consultants, printers and other vendors in developing these communication products.

4) Other:

Manages other marketing programs and initiatives as opportunities arise.



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Plans and execute targeted market surveys of prospective students, parents, or counselors, analyzing results and drafting report on initial findings for market research purposes.

Will collaborate with others in the distribution of print materials, fulfillment of shipping orders and maintenance of inventory.

Serves as the Acting Director, PSMCSM, when she he is out of the office.

### **Supervision Received**

Takes overall direction from the Director, PSMCSM, but works with a high degree of independence to plan, prioritize, and execute marketing and communications tasks.

### **Supervision Given**

Supervises student workers and other assigned to the PSMCSM team.

Will oversee the work of outside Agency and consultants hired for special projects, and provides project oversight to other members of the team, when the Director is out of the office.

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

The work and decisions of the Marketing Communications Coordinator have a direct impact on the goals of recruiting teams to market and promote UBC within Canada and Internationally.

The various media materials developed have to achieve results in that they must persuade and convince international students from around Canada and the world, within a deeply competitive arena, to select UBC as their study destination.

The materials produced in print or electronic format have a profound impact on the public perception of the University and the quality of its program offerings.

Unattractive, poor quality, or culturally dissonant materials would have a significant detrimental effect on the University's ability to attract, admit and register international students.

Inability to coordinate multiple projects simultaneously, inability to meet deadlines, or bring projects in on budget would seriously undermine the goals of the recruiting teams and would result in increased costs and lost opportunities.

### **Qualifications**

Undergraduate degree in a relevant discipline. Degree in marketing, communications, or public relations preferred. Minimum of three years experience or the equivalent combination of education and experience. Experience in effectively coordinating marketing communications and or media projects, including some experience with both print and web, or an equivalent combination of education and experience. Demonstrated experience with computer applications relevant to marketing functions is required (e.g. Adobe Creative Suite and the full MS Office suite)

Demonstrated experience with computer applications relevant to marketing functions is required (e.g. Adobe Creative Suite and the full MS Office suite). Demonstrated design experience in print and web is an asset. Ability to effectively manage multiple tasks and priorities. Ability to work effectively to bring several projects in together on time and budget. Ability to work effectively independently and in a team environment. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to lead by example, to provide good guidelines and direction to clerical assistants and students.



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## Job Posting

**Job ID:** 17390  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Marketing & Sales  
**Classification Title:** Marketing & Sales, Level B      **Business Title:** Museum Marketing and Communications Manager  
**Department:** Museum of Anthropology  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-26      **Available Openings:** 1

### Job Summary

The Museum Marketing and Communications Manager position is responsible for marketing and promoting the Museum, its programs and activities to the Museum's multiple audiences and stakeholders at UBC, in Vancouver and worldwide.

### Organizational Status

The position reports to the Assistant Director and works with other museum staff, students, volunteers, and members of the university community to enhance and extend the profile of the Museum at UBC, in Vancouver, and elsewhere.

### Work Performed

- Develops and implements marketing and communication initiatives for general Museum of Anthropology promotion branding as well as detailed budgets and initiatives for specific exhibitions, public programs and events.
- Initiates and implements cooperative marketing and promotional activities with individuals, groups, cultural and educational community representatives, the media, and tourist and marketing organizations.
- Manages the development, implementation, and maintenance of website, email marketing, social media, digital signage, print ads, and media releases.
- Works collaboratively with the Museum Shop, Membership, and Facility Rentals to market these services and increase participation, attendance, and revenue.
- Prepares promotional schedules and writes, edits and advises on creation of core marketing and promotional material.
- Liaises with external service providers such as media relations PR agencies, web and print design, copywriting, photography, etc..
- Coordinates media use of the Museum for both routine and special events.
- Identifies and negotiates sponsorship contracts with media for exhibition and individual event promotion. Cultivates



relationships with ongoing sponsors and ensures accurate recognition of support under the guidance of Faculty of Arts Development staff.

- Manages central Museum database of mailing addresses, including museums, media, tour companies, tourism associations, community centres, libraries, First Nations bands, and special interest groups and individuals.

- Manages the Museum's outreach to UBC students, faculty and staff and works with other UBC attractions and Communications groups on campus to identify and develop opportunities for cross-promotion and for enhancing the visitor experience at UBC.

- Other duties as required.

### **Supervision Received**

Works independently within general guidelines. Work is reviewed based on achievement of defined objectives. Supervision is given by Assistant Director under the direction of the Director of the Museum.

### **Supervision Given**

Is responsible for supervising the work of external service providers and students as required.

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

Misrepresentation or inaccuracies of the Museum of Anthropology and its exhibitions and programs in materials, advertisements, media releases, etc. will negatively affect relations with visitors, stakeholders, donors, sponsors, clients, and artists and would jeopardize Museum of Anthropology revenues, visitor and stakeholder relations and the reputation of the Museum of Anthropology and UBC. Poor decisions regarding the implementation of marketing initiatives and the development of budgets may put the Museum of Anthropology and UBC at risk financially. Poor interpersonal skills would result in poor relations with other staff, Volunteer Associates, departments, and stakeholders.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline including coursework in marketing, communications, media relations PR, or arts administration preferred or an equivalent combination of education and experience. Minimum of three years experience or the equivalent combination of education and experience. Minimum 3 years professional experience in marketing and communications preferably in the museum or performing arts field. Working knowledge of contemporary marketing and communications strategies and practices. Demonstrated experience working with a range of audiences including community groups, donors, artists, publicists, graphic designers, etc.

Exceptional interpersonal, organizational, analytical skills as well as effective oral and written communication skills. Ability to work in a complex and demanding environment with a high level of attention to detail. Ability to effectively prioritize, organize and schedule workload, work under pressure, meet budget limitations and deadlines.

Strong knowledge of marketing procedures and practices and commitment to keeping up with best practices. Ability to establish and maintain effective working relationships with a variety of internal and external contacts. Ability to exercise tact and discretion. Ability to work independently and as a member of a team.

Computer experience required including MS Office (Word, Power Point and Excel), content management websites such as WordPress, email marketing systems like Mail Chimp and social media. Ability to work effectively independently and in a team environment. Ability to deal effectively with a diversity of people. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to communicate effectively verbally and in writing. Ability to effectively market, promote, and sell products and services. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to efficiently and effectively coordinate tasks.



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## Job Posting

**Job ID:** 17430  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Supply Management  
**Classification Title:** Supply Management, Level B      **Business Title:** Category Analyst  
**Department:** UBCV - Strategic Sourcing  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-27      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-24      **Available Openings:** 1

### Job Summary

Under the direction of the Strategic Sourcing Manager, the Category Analyst is responsible for analyzing the University's contracts, supplier database and market indices as it relates to all system wide programs and major category spend.

The Category Analyst works independently and proactively under the general direction of the Strategic Sourcing Manager to support Payment & Procurement Services, external strategic partners, and other University Departments, Faculties, and units. The Category Analyst's main areas of responsibility are: analytics and supply chain leadership; sustainable supply chain strategies; supporting supplier relationships; providing expertise and guidance to staff engaged in supply chain activities.

### Organizational Status

Reporting to the Strategic Sourcing Manager, the Category Analyst provides supply chain management support for Payment & Procurement Services. Works closely and liaises with all levels of PPS staff and establishes and maintains close working relationship with administration, management, faculty and staff of all levels of the university community outside of PPS as well as with the supplier community.

### Work Performed

#### 1. Analytics and Supply Chain Leadership

- Research, analyze detailed spend and transactional pricing data.
- Monitor trends, supply markets, commodity indices, and future category pricing to improve category spend.
- Developing procedures and spend direction across the campus
- Develop business plans including scope, benefits, disadvantages, risk assessment and management, resource requirements, implementation costs, operational costs and avoidance costs.
- Manage project delivery schedules to ensure project timelines are met and adequate resources are allocated.
- Drive category spend solutions to minimize risk and deliver maximum cost improvements opportunities
- Create implement reportable metrics to meet or exceed defined targets.
- Ensures Supply Management category management customer support is available and optimized to handle workload and service requirements.
- Reviews all strategic operational contracts (system wide) (per Policy 122)



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- Manages category spend process improvements to monitor vendor performance ensuring they meet or exceed market and University specified performance criteria

- Work with internal stakeholders and external partners to capture service and performance data to support the targets and strategic goals of the University

### 2.Sustainable Supply Chain Guidance and Assistance

- Promotes and adopts Sustainable Supply Chain concepts where appropriate

- Create, evaluate, and maintain sustainability programs managed or co-managed by PPS. Includes collaboration with various departments across campus, external vendors and students (SEEDS)

- Provide support to the UBC Campus Sustainability initiatives and programs in order to complement campus wide sustainability efforts

- Involvement in PPS' Sustainable Supply Chain Strategy.

- Internally, work with staff to ensure PPS is up-to-date on UBC sustainability goals, upcoming events, and courses of interest.

- Work with the Strategic Sourcing Procurement group to create the sustainability statement and evaluation criteria.

- Work with UBC Campus Sustainability as point of contact, and to provide progress updates, for reporting requirements.

- Contribute to various committees on campus such as UBC Waste Free, Green Research, & Fair Trade Committee

- Work with suppliers to provide alignment to UBC's sustainability goals including distribution of supplier sustainability scorecard.

### 3.Records and Document Management

Preparing reports, Contract Compliance and Cost Savings

- Produce reports of category management procurement related spend.

- Responsible for Contract Compliance and Spend Under Management metrics

- Responsible for cost savings negotiated savings information for roll-up of PPS' Key Performance Indicators (KPI).

### 4. Supplier Development and Maintenance

- Develop meaningful supplier evaluations to identify additional improvement opportunities.

- Collects and reports statistics to measure commodity and or supplier performance.

- Assists the Strategic Sourcing Manager in establishing vendor management strategies

### 5.Leadership

- Coach category management strategic sourcing practices for end user groups within all levels of University faculty and administration.

- Coordinate advisory committees to identify customer needs, recognize limiting factors and develop a working plan to overcome barriers.

- Develop and deliver presentations to all levels of University faculty and end user groups.

- Reports on lessons learned to the Strategic Sourcing Manager

### Supervision Received

Reporting directly to the Strategic Sourcing Manager, the incumbent works collaboratively with all staff within Payment & Procurement Services (primarily with Strategic Sourcing) and the campus community at large. Decisions have a direct impact on the success of PPS' operational goals, policies and procedures. Performance is evaluated against project and or objectives, as measurable results are achieved.

### Supervision Given

May be required to lead category management teams as assigned.



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

Payment & Procurement Services plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The Category Analyst is a key stakeholder and plays an important role in assessing information used in developing and adopting category management strategies that guide the University's procurement and operational activities. Decisions and actions taken or ignored by the Category Analyst will have a direct impact on how efficiently and effectively the systems and processes will perform and function. Errors in judgment or failure to act decisively could have a detrimental effect within PPS and the campus at large. Recommendations made by the incumbent which have been poorly analyzed can lead to increased costs to the University and or negative legal consequence. Failure to uphold PPS' Mission Statement and ethical principals could result in a loss of confidence in PPS' Leadership within the UBC community.

### **Qualifications**

University degree in a relevant discipline. Preferably in business administration and or designation in Procurement. Minimum of four years experience or the equivalent combination of education and experience. Supply Chain Management Association (SCMA) designation or training would be considered an asset: SCMP Designation, Certificate in Purchasing or Diploma in Supply Management; Knowledge and experience with an integrated Enterprise Resource Planning (ERP) system; Public sector procurement experience is an asset; Ability to understand and apply policies, procedures, and instructions; Ability to analyze problems, identify key information and issues, and effectively resolve; Ability to communicate effectively verbally and in writing;. Ability to analyze and interpret financial data, determine implications, and provide recommendations. Ability to maintain accuracy and timelines in performance of duties. Ability to work in multi-disciplined teams is also vital. Ability to work effectively under pressure to meet deadlines, prioritize and multi-task. Ability to work independently and proactively.

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:** 17479  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level A      **Business Title:** Project Officer  
**Department:** Social Work  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Part-Time (20%)  
**Desired Start Date:** 2014-01-21  
**Job End Date:** 2014-06-30  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-01-24      **Available Openings:** 1

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

#### Job Summary

The Project Officer has responsibility for planning, designing and developing activities that advance the mandate of the Centre for Inclusion and Citizenship (CIC). Primary among these is the Canadian Inclusive Lives Learning Initiative (CILLI), an eight-module cohort-based learning course for adults with intellectual disabilities and their families. Other projects and initiatives arise from time to time and include short and long-term research, knowledge translation and learning projects.

#### Organizational Status

The incumbent reports directly to the Directors of the Centre for Inclusion and Citizenship and works closely with the Centre's Coordinator. The Centre for Inclusion and Citizenship supports people with intellectual disabilities and their families to lead inclusive lives in our communities through research, knowledge transfer and training. The project was initially funded by a grant from the BC Association for Community Living to conduct research and support training through direct provision, sub-contracting and material development. It is intended that the Centre become self sustaining through grants, contracts and donations. A faculty member serves as Director of the Centre supported by an advisory board composed of key stakeholders from the academic and broader community.

#### Work Performed

- Develop work plans and timelines for project management
- Develops a strategy to promote and publicize Centre initiatives
- Plans, prepares and coordinates CILLI retreats, Centre workshops, forums, and other special events
- Manages and coordinates delivery of CILLI course online
- Investigates potential funding sources and sponsorships for CILLI participants, from community-based and provincial organizations
- Analyses appropriate support needs anticipated to be needed for CILLI participants and coordinates if required.
- Develop and implement evaluation strategies for projects
- Plans, participates and attends meetings with and for CILLI participants
- Provides input into research projects and prepares grant applications.
- Attends conferences and training events.



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## Staff Job Postings

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### **Supervision Received**

Regular supervision will be provided by the Centre Director or his/her designate. Support for aspects of the work will be provided by the academic staff as well as community partners and the advisory board.

### **Supervision Given**

This position is not expected to oversee the work of others.

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

The Project Officer must be able to work independently and as part of a team. The project officer will work cooperatively with and/or under the direction of a member of the Centre. The primary judgements required by the project officer will be when to seek further advice or direction from the Centre Director or a member of the Centre management team or advisory board. He/she will be required to exercise judgement in dealing with a variety of community groups, organizations and individuals in fulfilling the Centre's mandate, including Government and quasi-governmental bodies.

Failure to competently manage resources, outputs and connections with professionals and community members, or other errors in judgement could have the following adverse consequences: failure to efficiently fulfill commitments to the advisory board and the funding agencies, poor organization of events sponsored by the CIC and the resulting damage to the CIC's credibility, poor relationships with professionals, organizations and individuals in the field of developmental, financial mal-administration, inefficient use of human and other resources.

### **Qualifications**

Undergraduate degree in a relevant discipline. MSW preferred or equivalent degree. Minimum of two years experience or the equivalent combination of education and experience. Two years of experience with project management; effective written and oral communication skills; knowledge of the Community Living field and experience supporting people with intellectual disabilities and their families. Knowledge of the Community Living field and experience supporting people with intellectual disabilities and their families.

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## Job Posting

**Job ID:** 17436  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level A      **Business Title:** Research Co-ordinator ISIS  
**Department:** The Sauder School of Business  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Part-Time (40%)  
**Desired Start Date:** 2014-01-20  
**Job End Date:** 2014-12-19  
**Funding Type:** Funded by Multiple Sources  
**Other:**  
**Date Closed:** 2014-01-20      **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

Sauder business school seeks a results-oriented Research Assistant to support inter-university collaborations with the Copenhagen Business School. The Research Assistant will assist Sauder Business School with their collaborative research initiatives with the Copenhagen Business School so as to provide analytical, writing, communication support in their efforts to study ecosystem service-based strategies in the private sector.

A key conclusion of the Millennium Ecosystem Assessment (MA) was that the earth's wetlands, forests, coral reef and other ecosystems have been degraded. And left, unchecked, they will become worse over the next 50 years. Because business both depend on and impact the 'ecosystem services these areas provide-forests time, freshwater, natural hazard regulation and a host of other services- this degradation has direct relevance to corporate performance. However, most companies fail to make the connection between healthy ecosystems and their bottom lines. The Research Assistant will expand already established research in the field and coordinate the research initiatives undertaken between both institutions in the above-mentioned field.

### Organizational Status

The Research Assistant reports to the Executive Director of ISIS (Institute for Social Innovation and Sustainability). S he works with faculty, students and staff at Sauder and UBC. S he also collaborates with internal and external academic and global project partners.

### Work Performed

The Research Assistant is given latitude to complete all research either on campus, or in the field.

Responsibilities of the Research Assistant:

- Conduct research and write summaries about markets, corporate strategies, and public policies that address ecosystem service degradation;
- Contribute to academic and industry literature through the writing of academic articles in collaboration with Sauder faculty;
- Developing research objectives and proposals for own or joint research;
- Making presentations at national and international conferences and similar events;
- Dealing with problems which may affect the achievement of research objectives and deadlines;
- Analysing and interpreting the results of own research and generating original ideas based on outcomes;



# The University of British Columbia

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Using new research techniques and methods; Using initiative and creativity to identify areas for research, developing new research methods and extending the research portfolio;  
Using creativity to analyse and interpret research data and draw conclusions on the outcomes.

### **Supervision Received**

Reports to the Senior Computer Technician.

### **Supervision Given**

May supervise work study students.

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

Exercises judgment, responsibility and initiative in determining the best course of action when technical problems arise.

### **Qualifications**

Undergraduate degree in a relevant discipline. Training in computer hardware and software applications. Minimum of two years experience or the equivalent combination of education and experience. Effective oral and written communication skills. High level of customer service with the desire to assist others. Ability to prioritize work, works as part of a team, multi-task and meet deadlines.

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## Job Posting

**Job ID:** 17446  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Scientific Engineering  
**Classification Title:** Scientific Eng., Level B  
**Business Title:** Department Safety and Environmental Lab Specialist  
**Department:** Civil Engineering  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-22  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-22  
**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

This position is responsible for the comprehensive safety and chemical aspects for all the Dept. of Civil Engineering Facilities. Responsibilities include ensuring that all of the associated hazards are contained using best management practices and developing and enforcing lab instruction and safety policies; managing and providing advice regarding safety operations including the acquisition, storage, use and disposal of chemicals in all the department facilities. This position is also responsible for the comprehensive management of Environmental Engineering Research Facilities. This includes management of human resources, physical resources and finance.

### Organizational Status

This position works independently and reports directly to the Head of the Department regarding safety, and for all other matters reports to the Director of Administration.

- This position works with Faculty members to manage the activities in the Environmental labs and to provide recommendations on the proper use of chemicals in all labs.
- This position oversees department technicians.
- This position manages all research personnel (Research Associates, Postdoctoral Fellows), staff, visitors and both undergraduate and graduate students in the environmental labs.
- This position directly manages a Research Assistant 4.

### Work Performed

Safety:

- Developing and implementing all Dept. facilities safety policies in compliance with the Departmental Safety Policy and Program, UBC Health and Safety, WHMIS, WorkSafe BC policies and federal, provincial and municipal regulations.
- Developing and updating laboratory safety.
- Responsible for orientating all personnel, including: faculty members, technical staff, students, postdoctoral fellows, contractors and visitors.
- Providing instruction on safety in the development and execution of teaching, research and analytical activities.
- Managing all personnel, including faculty members, technical staff, students, postdoctoral fellows, contractors and visitors throughout the department when chemicals are being used.





# The University of British Columbia

## Staff Job Postings

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- Developing and updating the safety program documentation in Civil Engineering.
- Chair of the Department Local Health and Safety Committee.

### Environmental Engineering Research Facilities:

- Managing, directing and planning the use of resources and personnel in the facilities; setting up timelines and deliverables.
- Establishing and implementing goals, priorities, objective, laboratory procedures and Standard Operating Procedures.
- Managing and training Department employees (such as graduate research students, undergraduate research assistants, technicians, work study students, co-op students, Research Associates, Postdocs and visitors) who work in these facilities.
- Overseeing the operation of technical equipment.
- Developing, implementing and enforcing lab safety policies.
- Developing selection criteria for updating scientific equipment in the facilities, and implementing decisions in cooperation with technical and academic staff.
- Responsible for the planning and use of lab space, chemicals, equipment and supplies for teaching, research and contract testing activities.
- Planning and managing the annual budget for the Environmental facilities.

### Teaching:

- Preparing, planning and instructing the lab portions of CIVL407, CIVL562, and CIVL 563.
  - Advising faculty members on experimental techniques or procedures used for undergraduate and graduate teaching in the area of Environmental engineering.
  - Developing and delivering laboratory exercises for undergraduate and graduate courses in the Environmental research facilities.
- Reviewing laboratory course materials as needed.
- Managing the technical aspects of teaching for the undergraduate and graduate laboratory courses in the Environmental Engineering Laboratories.

### Human resource management:

- Recruiting, training, evaluating, disciplining and terminating of staff and students.
- Managing and training department employees (such as graduate research students, undergraduate research assistants, technicians, work study students, co-op students, Research Associates, Postdocs and visitors) who work in the Environmental Research facilities.
- Providing guidance and recommendations to the Department Head and Director of Administration, regarding human resource management and employee relations.
- Responsible for human resources planning and implementation.
- Developing and implementing strategies for staff training to ensure effective orientation and adequate qualifications to execute work.
- Responsible for the performance management review of technicians.
- Responsible for effective interpretation and administration of collective agreements for technicians.
- Researching and assessing department needs and establishing action plans to meet these needs.
- Manages the technician attendance management.

### Supervision Received

This position works independently and reports directly to the Head of the Department regarding Safety and for all other matters reports to the Director of Administration.

### Supervision Given

Directly manages a Research Asst. technician 4 and allocates, supervises and coordinates the work of all student workers. Directs the day-to-day activities of graduate students, undergraduate students, post doctoral fellows, research associates and contract workers.

### Consequence of Error/Judgement



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## Staff Job Postings

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This position plays an extremely important role regarding the comprehensive management of Safety in the Department. Outcomes of advice and decisions affect the quality and safety of the work performed in all Department laboratories. Poor judgment regarding safety could gravely impact the Department's reputation and result in personal injury and liability.

### Qualifications

Undergraduate degree in Engineering or Applied Science. Minimum of three years experience or the equivalent combination of education and experience. - Experience in teaching laboratory techniques.

- Experience in supervising workers.
- Specialization in scientific and or research work.
- Ability to acquire specialized knowledge independently and adapt to new situations. - Excellent interpersonal skills to supervise staff and assist researchers with their work.
- Ability to acquire specialized knowledge independently and adapt to new situations.
- Knowledge of UBC and Workman's Compensation safety regulations
- Knowledge of WHMIS, WCB, and UBC safety policies.
- Knowledge of federal and provincial government environmental and waste management regulations.
- Experience in experimental design, research planning, data analysis, report writing.
- Experience in water quality analytical methods.
- Experience in developing and modifying analytical methods.
- Experience in the processes involved in wastewater treatment systems.
- Experience in operating and maintaining analytical equipment.
- Experience in training users in the theory, safe operation and routine maintenance of valuable and highly complex laboratory equipment including GC MS, HPLC, flow injection analyzers, particle size analyzers and AA and ICP spectroscopy. Computer experience required.
- Effective oral and written communication, interpersonal, analytical and organizational skills.
- Ability to work both independently and within a team environment.
- Ability to prioritize and work effectively under pressure to meet deadlines.
- Ability to exercise tact, discretion and judgment.

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## Job Posting

**Job ID:** 17444  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Scientific Engineering  
**Classification Title:** Scientific Eng., Level B  
**Business Title:** Manager Labs & Workshop  
**Department:** Civil Engineering  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-20  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-22  
**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

This position is responsible for the comprehensive management of labs, research facilities (excluding Environmental Facilities), and a machine shop. This includes management of human resources, physical resources, finance and the day-to-day safety. This position is also responsible for overseeing the mechanical and design aspects of all the Dept. of Civil Engineering Facilities.

### Organizational Status

This position works independently and reports directly to the Head of the Department regarding technical issues, and for all other matters reports to the Director of Administration.

- This position works with Faculty members to manage the activities in the Department machine shop and labs. This position works with the Environmental Labs and Safety Specialist regarding Department safety.
- This position is responsible for directing the work and supervision of the Department technicians.
- This position supervises all research personnel (Research Associates, Postdoctoral Fellows), staff, visitors and both undergraduate and graduate students who are working in the labs and machine shop.

### Work Performed

Managing, directing and planning the use of resources and personnel in the facilities, workshop and labs; setting up timelines and deliverables.

- Establishing and implementing goals, priorities, objective, laboratory procedures and Standard Operating Procedures.
- Developing and implementing daily department facilities safety procedures in compliance with the Departmental Safety Policy and Program, UBC Health and Safety, WHMIS, WorkSafe BC policies and federal, provincial and municipal regulations.
- Managing and enforcing all safety standards within the facilities, labs and machine shop.
- Developing and implementing policies and procedures for equipment use.
- Providing technical advice and consultation to faculty and staff regarding the use of the machine shop and labs in relationship to teaching, research and in the design and construction of experimental devices and equipment. Analyzing and assessing design alternatives.
- Advising faculty members on experimental techniques or procedures used for undergraduate and graduate teaching. Managing the technical aspects of teaching in the undergraduate and graduate laboratory courses.
- Responsible for the orientation of all personnel (faculty members, technical staff, students, Post Doctoral Fellows, Research



# The University of British Columbia

## Staff Job Postings

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Associates, contractors and visitors) in the Dept. machine shop, labs, and research facilities.

- Developing selection criteria for updating scientific equipment in the facilities, and implementing decisions in cooperation with technical and academic staff.
- Developing maintenance plans for key equipment and ensuring that maintenance or preventative maintenance and repair of all equipment in the machine shop and labs are carried out properly.
- Developing and managing systems for training and certification licensing on the fork lift, cranes and personnel lift.
- Responsible for the planning and use of lab space, equipment and supplies for teaching, research and contract testing activities.
- Managing the annual operating budget.
- Recommending charges against research grants.
- Assuming the role of the first point of contact for all Department Laboratory facilities issues.

Human resource management:

- Recruiting, training, developing, evaluating, disciplining and terminating of staff and students.
- Managing and training department employees (such as graduate research students, undergraduate research assistants, technicians, work study students, co-op students, Research Associates, Postdocs and visitors) who work in the machine shop, labs and research facilities.
- Managing and directing the work of mechanical and electronic technicians who perform work and support the department machine shop, labs and research facilities.
- Responsible for human resources planning and implementation.
- Providing guidance and recommendations to the Department Head and Director of Administration, regarding human resource management and employee relations.
- Developing and implementing strategies for staff training to ensure effective orientation and adequate qualifications to execute work.
- Responsible for effective interpretation and administration of collective agreements for technicians.
- Researching and assessing department needs and establishing action plans to meet these needs.
- Managing the technician attendance management.

### **Supervision Received**

This position works independently and reports directly to the Head of the Department regarding technical issues and for all other matters reports to the Director of Administration.

### **Supervision Given**

Manages one Supervisory Technician 5 and four Engineering Technicians 4 and student workers.

Directs the day-to-day activities of graduate students, undergraduate students, Post Doctoral Fellows, Research Associates, visitors and contract workers in the technical workshop and labs.

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

This position plays an extremely important role regarding the comprehensive management of the technical workshop and labs in the Department. Outcomes of advice and decisions affect the quality and safety of the work performed in all Department laboratories.

Poor judgment could gravely impact the Department's reputation, research and could also result in personal injury and liability.

### **Qualifications**

Undergraduate degree in Engineering or Applied Science. Minimum of three years experience or the equivalent combination of education and experience. - Experience in teaching laboratory techniques.

- Experience in managing and supervising staff.
- Specialization in scientific and or research work.
- Ability to acquire specialized knowledge independently and adapt to new situations.
- Experience in experimental design and research planning.



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- Experience in the areas of:
- designing and building equipment and experimental set ups;
- operating and maintaining mechanical equipment;
- training users in the theory, safe operation and routine maintenance of complex laboratory equipment. - Excellent interpersonal skills to supervise staff and assist researchers with their work. - Effective oral and written communication, interpersonal, analytical and organizational skills - Ability to acquire specialized knowledge independently and adapt to new situations.
- Knowledge of UBC and Workman's Compensation safety regulations
- Knowledge of WHMIS, WCB, and UBC safety policies.
- Knowledge of federal and provincial government environmental and waste management regulations.
- Ability to work both independently and within a team environment.
- Ability to prioritize and work effectively under pressure to meet deadlines.
- Ability to exercise tact, discretion and judgment.

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## Job Posting

**Job ID:** 17474  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Statistical Analysis  
**Classification Title:** Statistical Analysis, Level B      **Business Title:** Statistical Analyst  
**Department:** Fac.of Pharmaceutical Sciences  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-01  
**Job End Date:** 2015-02-28      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-01-23      **Available Openings:** 1

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

### Job Summary

To conduct statistical analysis and provide statistical advice for the Faculty of Pharmaceutical Sciences Collaboration for Outcomes Research and Evaluation (CORE). The candidate must have the qualifications necessary to design, implement and manage statistical analysis for several ongoing multi-center studies. He or she will excel in a fast paced environment, managing multiple responsibilities and deadlines while also being an effective communicator who combines strong technical skills and attention to detail with an appreciation for the value of quality oversight in managing data for use in research.

### Organizational Status

The Collaboration for Outcomes Research and Evaluation (CORE) investigates methods to improve health-care related outcomes to drug therapy and other health technologies through the application of research, education and practice enhancement strategies. The incumbent will provide statistical advice and expertise work with CORE's multi-disciplinary team of researchers and associated principal investigators.

### Work Performed

#### Statistical Analyses

- Designs models applying the Markov model, including the overall design of the decision tree and the determining the probabilities that would be applied to each branch.
- Performs in-depth statistical analysis.
- Uses other advanced mathematical methods to model complex health outcomes data.
- Interprets and summarizes statistical analysis and results.
- Provides advice and consultation to CORE staff regarding research design, statistical analysis and interpretation.
- Participates in the formal and informal instruction of researchers and students.

#### Database Management

- Manages CORE research databases.
- Oversees the collection of extant data from multiple varied sources (internal and external).



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## Staff Job Postings

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- Merges core datasets.
- Provides guidance and assists with the creation and maintenance of data management procedures (e.g. codebook, journal entry of changes to database).
- Oversees the preparation of data files for use by CORE staff.
- Ensures compliance with ethical and data security requirements.

### Report, Proposal and Article Preparation

- Writes sections of academic manuscripts as well as conference presentations. Assists in writing and submitting articles for publication.
- Contributes to preparation of grant proposals and applications.
- Conducts literature reviews.
- Writes sections of annual reports and other public documents related to CORE research activities.

### Application of Professional Judgment

- Develops approaches and techniques for the solution of problems. Communicates aspects of complex problems so that appropriate decisions can be made by the research team. Designs and performs tasks to avoid inappropriate assumptions.
- The position works on multiple projects and as such the position must be able to work effectively under pressure to meet deadlines.
- The Statistical Analyst is responsible for checking the reliability and accuracy of work done and reporting challenges and threats directly to Team Leader and CORE management.
- Interact with faculty, researchers, analysts, and support staff at CORE, and with officials from the provincial and federal governments and research collaborators from Canada and abroad.

Performs other duties as required to ensure the successful completion of CORE research projects.

### Supervision Received

This position will report directly to the Director and Associate Director of the Collaboration of Outcomes Research and Evaluation.

### Supervision Given

The research coordinator may be involved in the supervision of students and technicians.

### Consequence of Error/Judgement

**Complexity of Duties:** This position requires the incumbent to exercise professional judgment and creativity, as some tasks to be undertaken are unique. Because of the large files handled, efficiency is important to keeping computing resource requirements to a minimum. Care must be exercised in designing and performing tasks to avoid inappropriate assumptions. The position requires considerable judgment in developing approaches and techniques for the solution of problems. It also requires an ability to communicate about aspects of complex problems so that appropriate decisions can be made by the research team.

**Communication:** The Statistical Analyst must communicate clearly and effectively in both written and interpersonal forms. Considerable interpersonal communication skill and judgement must be exercised in developing and implementing analytic plans with the faculty, staff and collaborators of research projects. Clear and concise writing is required in the preparation of data documentation and results presentation.

**Deadlines:** Multiple projects in the program of research have strict deadlines with funding agencies, government bodies, and publishers. It is essential that the Analyst be able to work effectively under pressure to meet deadlines. The Analyst must be able to work effectively, to strict deadlines and to the highest of standards with little day to day supervision.



**Confidentiality:** Employees of CORE always work under strict confidentiality. CORE's data-related activities are all critically dependent on the health information systems that have been developed and are maintained by it. Any breach in data security would place the future of CORE, and its many programs of research, at risk.

**Accuracy and Accountability:** Accuracy is essential since errors may have implications for published reports, grant-funded research commitments, and contracts with collaborators and government bodies. The Statistical Analyst is responsible for checking the reliability and accuracy of work done and reporting challenges and threats directly to Team Leader and CORE management. The Statistical Analyst is required to interact with faculty, researchers, analysts, and support staff at CORE, and perhaps also with officials from the provincial and federal governments and research collaborators from Canada and abroad.

### **Qualifications**

Post-graduate degree in Statistics. Masters in Biostatistics preferred. Minimum of three years experience in research analysis or the equivalent combination of education and experience. At least three years in statistical research, advanced mathematical modeling and statistical computing. Computer experience required (S-PLUS and SAS preferred). Experience with database management, programming and statistical software applications. Thorough understanding of research methodology and knowledge of clinical data. Ability to maintain accuracy and attention to detail. Analytical and ability to design and lead new projects. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to exercise initiative, tact and discretion. Effective oral and written communication, interpersonal and organizational skills.

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## Job Posting

**Job ID:** 17398  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Health Safety & Environment  
**Classification Title:** HS&E, Level C2 **Business Title:** Health & Safety Advisor - FOM Clinical Education  
**Department:** Risk Management Services  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-03 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-21 **Available Openings:** 1

### Job Summary

This position is responsible for the development, promotion and implementation of a comprehensive Occupational Health and Safety (OH&S) management system for the Faculty Of Medicine (FOM) - Clinical Education Programs.

Working under the direction of the Director, Occupational & Research Health and Safety, and the Chair of MDUREX, the position's main responsibilities include advising and consulting with all levels of the Faculty of Medicine administration, regulatory agencies and relevant authorities, faculty, staff, students and UBC RMS staff regarding issues related to injury and disease prevention and environmental compliance. The position will take the lead role in ensuring that effective responses to workplace incidents and accidents are carried out. Other responsibilities include assessing the needs for OH&S management systems, determining workable OH&S management systems approaches, implementing effective management systems components, reviewing and assessing the effectiveness of OH&S management systems in place, reporting on the status of OH&S initiatives to senior management within the FOM Clinical Education programs; and liaising with government agencies, such as WorkSafeBC (WSBC), the Health Authorities, and the community at large.

### Organizational Status

Reports to the Director, Occupational and Research Health & Safety, UBC Department of Risk Management Services. Consults and collaborates with ORHS specialists on technical matters. Within the FOM, the position will be assigned to the FOM and report to the Chair, MD Undergraduate Regional Executive (MDUREX) for all FOM matters. As this is a new position, the reporting relationships within the FOM will be reviewed in one year. The incumbent will work closely with senior education leadership in the FOM, including the Associate Dean, Student Affairs, MD Undergraduate Program, the FOM Associate Dean, Health Professions, the provincial Health Authorities, and faculty, staff and students within the FOM. The Advisor will be located in the Faculty of Medicine.

### Work Performed

1. Oversees, promotes, develops, implements, and maintains FOM- Clinical OH&S management systems based on the integration and adaptation of recognized OH&S management systems criteria
2. Interacts and consults with senior FOM administrators, faculty and staff within all Health Education Clinical programs to provide guidance and direction, and advises on appropriate OH&S management systems elements
3. In collaboration with FOM faculty, staff and students, develops tools, resources, policies, Safe Work Procedures, training



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programs and communication strategies to assist FOM staff and faculty within all Health Education Clinical programs to conform with OH&S management system standards, OH&S regulations, and UBC policies

4. Collaborates with OH&S personnel within the Health Authorities across the province, to ensure that UBC's FOM P&P are consistent with, and included in, local OH&S initiatives.
5. Develops practical solutions to resolve departmental OH&S non-conformance issues and recommends courses of action
6. Develops assessment mechanisms for regular reports on OH&S management systems issues for FOM faculty, staff, students, and visiting students. Researches and writes reports and recommendations for enhancements or changes to existing systems.
7. Stays up to date with changes to applicable occupational health and safety legislation and emerging issues trends in occupational health and safety management systems concepts, and analyses and communicates the impacts to affected FOM groups.
8. Reports on the effectiveness of, and provides advice on, occupational health and safety management systems and program design to FOM leadership.
9. Provides advice on the implementation of occupational health and safety management systems and programs throughout the FOM's clinical education programs.
10. Provides consultation, mediation and investigative skills to the FOM administrative heads, faculty, staff and students on all aspects of occupational health and safety management. This includes consultation with provincial Health Authorities, hospital Health and Safety Officers, WorkSafeBC Compliance Officers and other external agencies as required.
11. Investigates complaints and works to resolve conflicts concerning workplace safety and environmental issues. Participates in accident investigations.
12. Compiles and analyses incident accident data, communicates relevant issues and prepares reports for the FOM, RMS, the University Health and Safety Committee, and others as required.
13. Acts as a technical resource for the Department of Risk Management Services in matters associated with the FOM.
14. Conducts special projects on occupational safety issues and carries out additional duties as requested.

### **Supervision Received**

Work is performed independently within the established program and other guidelines. Work is subject to periodic review and consultation by the Director, Occupational and Research Health & Safety, and the Chair of MDUREX, to determine that the quality and quantity of work performed meets established program objectives. RMS will provide support for implementation of technical standards and UBC-wide RMS program initiatives.

### **Supervision Given**

May provide assignments and direction to clerical support staff or temporary students.

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

This position is responsible for ensuring that the design and implementation of occupational health and safety management systems, programs, protocols, procedures and practices within the FOM- Clinical Educational programs conform to regulatory requirements and minimize the risks of accidents or injury and environmental pollution. The result of inadequate programs can result in serious injury or disease to faculty, staff, students and visitors, releases of toxic or hazardous materials to the environment or loss of equipment or facilities. Higher injury rates significantly impact the costs of operation and WCB insurance coverage.

Non-compliance can result in significant civil and criminal penalties from the WCB or the Ministry of Environment. The University may be held liable for any injuries to students or visitors.

### **Qualifications**

Undergraduate degree in a relevant discipline. University degree in Science or Biological Engineering, with a graduate degree in Occupational Safety preferred. Formal management training is an asset. Designation as a Canadian Registered Safety Professional, Certified Industrial Hygienist, Canadian Registered Occupational Hygienist, Certified Health and Safety Auditor or Health and Safety Management Systems Auditor is preferred. Comprehensive knowledge of relevant legislation and experience interpreting health, safety and environmental legislative requirements is essential. Minimum of four years experience and At least 2 years in area of specialization and managerial experience or the equivalent combination of education and experience. A minimum of 4 years'



experience in a hospital or other medical environment with occupational health and safety responsibilities is required. Knowledge and familiarity with the FOM at UBC and broad experience in occupational health and safety management systems development and implementation, combined with at least 2 years of expertise in developing and implementing health and safety programs within a health care setting is preferred. Managerial experience in a large public sector organization combined with training experience is preferred. - Effective public speaking, presentation and training skills are necessary. The position requires a demonstrated ability to develop collaborative solutions with multiple and diverse stakeholders. Senior-level report writing, program planning and evaluation skills are required. Highly developed conflict resolution, oral and interpersonal skills for dealing with disputes and confidential issues is required. Must be able to work independently and to exercise initiative and judgement. Good computer skills are essential - specifically in database management and website development.

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:** 17437  
**Location:** Robson Square  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level B      **Business Title:** Alumni Co-ordinator, Devel. & Alumni Co-ordinator  
**Department:** The Sauder School of Business  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-11      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-01-27      **Available Openings:** 1

### Job Summary

The Alumni Relations Coordinator is responsible for providing program support to develop, implement and coordinate alumni engagement programs and services in the Sauder School of Business. They are expected to be instrumental in the delivery of programs and services designed to facilitate a lifelong relationship with UBC students and alumni.

Major responsibilities include: fostering connections between alumni in their communities and the University; advising and guiding students, alumni, staff, faculty and University partners as to best practices in building vibrant alumni communities; and serving as a resource to the Development and Alumni Engagement staff also engaged in alumni stewardship.

### Organizational Status

Reports to the Associate Director, Alumni Relations at the Sauder School of Business. Works in collaboration with departments and programs at the Sauder School and Alumni Affairs. Externally, develops and maintains relationships with alumni, donors and community members to develop and support programs aimed at connecting students with alumni and the community. May supervise and train student staff and volunteers.

### Work Performed

#### 1. Program Coordination

- Contributes to the planning, coordination and implementation of the Sauder School of Business Alumni Relations Program, in consultation with the Associate Director, Alumni Relations.
- Supports the Associate Director, Alumni Relations in the development and implementation of new initiatives to advance UBC's strategic plan, Place and Promise, at the Sauder School of Business.
- Maintains and enhances partnerships with faculty representatives and student organizations to coordinate and deliver alumni related activities, programs, resources and events. These events may include departmental career majors events, milestone events, Industry nights, Career Expos, Speaker Series, etc..
- Supports and assists student leaders as they design and deliver programs and services for students to connect with and learn from alumni ie. Mentoring, Open House, Careers Night
- Maintains and builds relationships with alumni and connect them to their department, program, or affinity group.
- Participates in evaluation of alumni programs and services. Collects and records statistical information and feedback, analyzes, documents and reports results, integrates suggestions and improvements into programs and services.
- Supports and contributes to the communications strategy including web content, faculty and department newsletters, as well as



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other avenues to promote alumni activities, communication and contacts.

### 2. Database Coordination

- Develops and maintains a deep understanding of the University Information Management System (LINKS).
- Maintains accurate alumni profiles and program information in the University's database in a timely, accurate and appropriate manner.
- Establishes, implements and monitors protocols for the alumni relationship management database and generates reports and lists as required

### 3. Other Duties

- Needs to accommodate flexible hours, attending events, delivering workshops or providing training evenings and weekends.
- Performs other responsibilities as required.

### Supervision Received

The incumbent acts independently often without direct supervision but within established guidelines. The incumbent must exercise initiative and sound judgment in making decisions and planning and executing alumni activities and programs. Must demonstrate tact in dealing with faculty, staff, students, alumni and the public. Works in close cooperation with the Development and Alumni Engagement team.

### Supervision Given

May train and supervise student staff and volunteers.

### Consequence of Error/Judgement

Responsible for developing and implementing effective career education programs for students and alumni. Responsible for planning and executing effective Alumni Relations programs and disseminating accurate information. Dissatisfied prospective students and or alumni would contribute to poor public relations for the University, which in turn would have a negative effect on the University's ability to raise funds and recruit outstanding prospective students.

### Qualifications

Undergraduate degree in a relevant discipline. Minimum of one year experience or the equivalent combination of education and experience. -Experience working with alumni, student development or other constituent of post secondary institution or a related field or the equivalent combination of education and experience. Experience working in volunteer organizations, event management, and or program coordination.

- Proven ability to organize event, lead promotion activities, and coordinate and support student and alumni programs.
- Ability to lead others and to function in projects involving multiple stakeholders
- Proven competence in planning and conducting programs or special events.
- Excellent interpersonal and communication skills. Effective customer service skills.
- Strong time management and organizational skills.
- Excellent computer skills - proficient in MS Office.
- Experience with social software and networking applications such as blogs, podcasts, wiki's, facebook, google docs etc, would be an asset.
- Ability to work collaboratively in a team environment and to work effectively with all levels of University personnel.
- Some evening and weekend work required.

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



## Job Posting

**Job ID:** 17431  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Counsellors & Psychologists  
**Classification Title:** Counslrs/Psychologists, Level B      **Business Title:** Counsellor  
**Department:** Counselling Services  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-17  
**Job End Date:** 2016-04-30  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-27      **Available Openings:** 1

### Job Summary

Provides specialized counselling support for students who have been sexually assaulted as well as a range of other counselling services for UBC students, consultation services for UBC faculty and staff, and education outreach to the campus community to increase awareness of the nature and impact of sexual violence. Participates in training and supervision as well as the development and delivery of programs that enhance student mental wellbeing.

### Organizational Status

Reports to the Director, Counselling Services, Student Development and Services. Works cooperatively as a member of a team of professionals, actively participating in and contributing to the development and delivery of effective and efficient counselling services. Works in collaboration with the Faculties and other University departments, student organizations, and staff in other areas of Student Development and Services.

### Work Performed

1. Provides individual and group counselling with specialization in counselling survivors of sexual assault.
2. Conducts assessment, and provides referral within Counselling Services and to other University and community resources as appropriate.
3. Liaises with the RCMP and Sexual Assault Support Centre (SASC) and the Sexual Assault Service, Vancouver General Hospital to coordinate support for students who have been sexually assaulted.
4. Collaborates with campus stakeholder groups to develop and deliver programs that increase students' awareness of the nature and impact of sexual violence, and strengthen students' self-management capacities including the ability to engage in respectful communication and relationships.
5. Liaises with external community stakeholders, professional organizations, post-secondary institutions and other partners to support effective campus programming and services to address sexual violence.
6. Collaborates with student groups, faculties, departments and other student services to develop and deliver programs and services that enhance student learning and wellbeing such as Early Alert.
7. Administers and interprets personality and career instruments.
8. Participates in case management and administrative meetings as a member of a team of professionals.
9. Participates in the development of policies, processes and plans that promote student wellbeing as well as policies and



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procedures to ensure effective counselling service delivery.

10. Provides consultation services to faculty and staff regarding the impact of policies, processes and programs on student well-being as well as specific student concerns.

11. Participates in the design, implementation, and analysis of program evaluation and research projects as these relate to student wellbeing and mandate of the unit.

12. Prepares reports, publications and other documents as required.

13. Provides clinical supervision and training for masters level graduate students in individual and group counseling.

14. Performs other duties consistent with the mandate of Counselling Services as requested.

### **Supervision Received**

Acts independently within established clinical and ethical guidelines. Works within a model of collegial consultation and collaboration, under the direction of the Director of Counselling Services.

### **Supervision Given**

Supervision is provided to Masters level practicum students. May provide supervision to project staff as well as students involved in peer programs, work-study programs, and or volunteer assignments.

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

Must be able to act with a considerable degree of autonomy and independence in the provision of psychological assistance to students while adhering to the ethical standards of the profession. Poor professional judgment or unethical practice would be extremely detrimental to student wellbeing and in some cases could be life threatening. It would also have a significant negative impact on public relations for Counselling Services and the University and in some cases result in legal liability for the University.

### **Qualifications**

Master's degree in Counselling Psychology or a related field and Certification as a Registered Clinical Counsellor with the B.C. Association of Clinical Counsellors. Canadian Psychological Association accredited graduate program or equivalent preferred. Minimum of five years experience or Experience supervising Master's level practicum students. University or college counselling experience preferred. Demonstrated ability and commitment to serving the needs of a broadly diverse student population. Demonstrated knowledge of student development theory and experience in program development, consultation and outreach. Possession of personal attributes that facilitate teamwork and the development of effective working relationships with a wide range of students, faculty, and staff. Appropriate course-work and training in individual, couples and group counselling; career development, personality and career testing; measurement theory, program evaluation, and research design; adolescent and adult development; learning theory; provision of services and programs that are responsive and sensitive to all dimensions of diversity within the student population; personality theory and diagnosis and treatment of psychopathology.

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### Job Posting

**Job ID:** 17448  
**Location:** Robson Square  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Business Development  
**Classification Title:** Business Development, Level B      **Business Title:** Program Director, Business Families Centre  
**Department:** The Sauder School of Business  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-11      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-01-28      **Available Openings:** 1

### Job Summary

The Business Families Centre (BFC) located at UBC's downtown campus is part of Executive Education at the Sauder School of Business. Its purpose is to assist business families and their advisors by providing unparalleled support, conducting research, and providing education in the field of family enterprise. The Centre's education programs range from two day courses to residential retreat programs.

This position plays a critical role in ensuring the long-term success and credibility of the BFC. Responsible for determining the development and strategy of cutting edge educational programs at the BFC, the incumbent must design ways to bridge the gap between research and practice. The Director of Programs is responsible for the financial performance of programs for business families, which are required to make a significant contribution to the profitable revenue of the unit.

In order to achieve this, the Director of Programs will identify market demand for new family programs both locally and internationally, design appropriate programs for this niche market, and be responsible for their performance against both financial and quality measures.

This includes reviewing emerging markets, identifying and developing new prospective business relationships in the corporate market, and evaluating and pursuing new program opportunities across various vertical markets.

### Organizational Status

The Director of Programs reports to the Executive Director of the Business Families Centre. The incumbent works collaboratively with other senior staff from Executive Education, and with staff and faculty from the broader Sauder School of Business and UBC community. This individual will also work with a range of external stakeholders, including business families and Family Enterprise Advisors.

### Work Performed

- Responsible for developing a comprehensive strategy that ensures the quality and competitiveness of all BFC educational programs and preserves the mission and vision of the BFC
- Leads the design and development of educational programs, working collaboratively with the Executive Education delivery team to ensure high quality delivery of programming



- Manages the financial performance of business families programming, ensuring a significant contribution to the bottom line of the unit
- 
- Identifies market need for current and future programs both locally and internationally , and establishes business objectives and targets for these lines of business through a deep understanding of this specialist market
- Ensures effective selection and deployment of innovative educational technologies to support teaching and learning at the BFC, for face-to-face, blended, and fully online delivery modes
- Builds the faculty and instructor base for the current and future programs
- Works with the Executive Director to develop custom opportunities in the local and international market as it applies to targeted client groups and develops proposals for these opportunities
- Maximizes profitable revenue growth through leading the formulation and implementation of the strategic program plan, identifying and pursuing new opportunities with this unique audience and client base.

### **Supervision Received**

Works independently under general guidance from the Executive Director, BFC.

Participates in setting goals and objectives with the Executive Director and Associate Dean.

Works with Associate Deans, Assistant Deans, Senior Managers, Directors, Division Chairs, faculty and staff. Work is reviewed in terms of quality and effectiveness in meeting the BFC and the school's vision and goals.

### **Supervision Given**

This position directly supervises one Program Specialist

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

Responsible for the financial performance of programs for business families and determining the strategic direction of educational offerings. Decisions have a wide impact, affecting all aspects of the BFC including the viability of the unit. Determines most effective methods for designing and delivering learning programs and assessing curriculum. Accountable for the long-term direction, success, and quality of all BFC educational programs.

### **Qualifications**

Undergraduate degree in a relevant discipline. Master's level education in instructional learning design, education, or business would be an advantage. A minimum of 5 years of experience or the equivalent combination of education and experience. Proven business and program development track record in a consultancy or educational environment.

Requires understanding of effective curriculum course design, development, delivery and management; and educational technology implementation. The position requires a rich understanding of participatory pedagogical design theory and practice; a thorough knowledge of learning environments, educational and web technologies; strong project management skills; and experience in supervising the design and production of blended learning tools.

Strong understanding of and experience in the family business field.

Proven experience in creating comprehensive and integrated learning strategies.

Strong business acumen.

Ability to identify market need by use of data and effective consultation with family business community (i.e., family business consultants and advisors, business family members, etc.)

Excellent relationship-building skills

Superior written (preparing proposals) and oral communication skills.

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



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### Job Posting

**Job ID:** 17482  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Business Development  
**Classification Title:** Business Development, Level C      **Business Title:** Associate Director  
**Department:** UBC at Robson Square  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-24      **Available Openings:** 1

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

#### Job Summary

The Associate Director provides leadership to UBC's downtown campus, managing the business operations and event production staff at UBC Robson Square (UBC RS). Responsible for identifying and implementing new strategies for business development, increasing operational efficiency and enhancing support service infrastructure to maintain a successful cost-recovery unit. The role requires ongoing development of new relationships while enhancing existing relationships and client base through excellence in client services.

With the Director, is responsible for long-term strategic planning and executive-level decision-making for UBC RS, as well as participating in related UBC activities within the VP Portfolio and beyond. Collaborates with Director to expand financial base through new sources of funds, including partnerships, suppliers and donors.

#### Organizational Status

The Associate Director (AD) reports to the Director, UBC RS. The AD position provides supervision to both management and unionized staff.

#### Work Performed

Business Development and Operational Efficiency:

- Contributes to the creation of UBC RS's long-term vision, strategic plans and business development opportunities, including identification of goals, objectives, risks and assumptions. Successfully implements deliverables.
- Develops strategic performance metrics for department's objectives, evaluates results and determines and initiates necessary changes.
- Builds and maintains positive relationships with key UBC RS partners and external clients to deliver innovative and memorable programs and events. Promotes partnerships within and between UBC departments and external clients in order to leverage business opportunities throughout the UBC campus.
- With the Director, leads major planning, development and expansion projects and manages timelines, progress and milestones.
- Identifies new opportunities to enhance or extend business as UBC RS downtown presence expands.
- Plays critical role in achieving financial goals of UBC RS. With the Director and Financial Coordinator, performs budget



forecasting, goal setting, and financial tracking for the unit.

- Performs ongoing quality assessments of infrastructure and systems to maintain high quality standards and ensure all available resources are utilized for maximum effectiveness.
- Negotiates and develops written agreements with clients, partners and external suppliers.
- Develops funding proposals to raise additional funds from partners, suppliers and donors.
- Identifies key community sponsorship opportunities which correspond with UBC's brand and commitments. Participates in the implementation of these outreach programs to further enhance the reputation of UBC Robson Square and commitment to community outreach.
- Promotes UBC RS to existing and potential clients through proactive contact, using marketing strategies, presentations, customer surveys, specialized proposals and use of social media. Ensures marketing and communication vehicles present a clear and consistent vision.
- Collaborates on development of reports and annual submissions to UBC Executive including VP, C&P, Board of Governors, etc.
- Liaises with UBC Public Affairs, and UBC Communications and Marketing to keep informed on University communications initiatives and messaging, and to determine opportunities for synergy and collaboration.

Human Resources and Administration:

- Leads the UBC RS team in delivering excellence throughout all elements of partners' and clients' experience: including reception, registration services, accounting, IT systems, general administration, event inquiries and logistics, and onsite support.
- Manages and supports all human resources with the unit and establishes the operational framework in which staff will carry out respective roles including hiring, supervising, coaching and developing staff and conducts annual performance evaluations for appropriate management and union staff.
- Establishes and leads cross-departmental committees for facility and service initiatives.
- Performs other related duties as required.

### **Supervision Received**

The Associate Director reports to the Director of UBC RS, receiving limited direction. Works as part of a team and needs to be able to identify circumstances that require consultations with appropriate associates: Finance Coordinator, Administrative Coordinator, lease partners, Faculties, or other key stakeholders. Works under broad policies and guidelines to meet specific goals, exercises judgment and professionalism, and is subject to periodic review.

Work requires independent initiative, ingenuity, and attention to detail.

### **Supervision Given**

Provides supervision to both management and unionized staff (directly and indirectly).

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

Service quality, program activity and community engagement are keystones of the facility and very visible to the public in this downtown location. Decisions can have significant impact on public perceptions of UBC and UBC Robson Square. Poor decisions or management ineptitude could result in poor client relationships, a poor image or embarrassment for the University, with potential negative financial and reputational implications. Inability to successfully develop and implement strategic business development initiatives could also negatively impact UBC RS financial outcome and long-term viability of the campus.

A collaborative decision-making process and ethical communications with effective and fair outcomes will reflect positively on UBC's reputation.

### **Qualifications**

Undergraduate degree in a relevant discipline. A Degree or Certificate in business, sales, event or project management an asset.



Minimum of six years experience or the equivalent combination of education and experience. Proven business experience in related management, hospitality or event planning roles. Experience working in an academic setting is beneficial. Ability to motivate employees. Ability to work effectively independently and in a team environment Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Includes business analysis or project management work in a dynamic entrepreneurial environment Established skills in budget development, activity forecasting and reporting with knowledge of budget processes Excellent relationship management ability, building trust across a wide spectrum of clients Well-developed problem-solving and conceptual abilities Demonstrated organizational and time management skills

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## Job Posting

**Job ID:** 17433  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Business Operations Mgmt  
**Classification Title:** Business Operations, Level C      **Business Title:** Manager, Parking Services  
**Department:** UBCO - Parking and Security  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-26      **Available Openings:** 1

### Job Summary

The Manager, Parking Services is responsible for contributing to the overall strategic and long-range plans for Parking Services. The Manager is also responsible for the day-to-day operations of Parking Services, managing the staff and the budget. Parking Services is responsible for parking enforcement on the University of British Columbia's 290 hectare Okanagan campus.

### Organizational Status

Parking Services is an ancillary department within Parking and Security. The Manager of Parking Services reports to the Director, Parking and Security. This position will liaise with the Department of Health, Safety and Environment to ensure safety standards are maintained on campus. The Manager will also liaise with senior administration and faculty members as required to provide a safe and secure campus environment.

### Work Performed

1. Contributes to the overall strategic and long-range plans for Parking Services by:
  - Providing input, to the Director, Parking and Security, to assist in developing the overall strategic and long-range plans for the business including organizational change and future projects.
  - Implementing the parking master plan to ensure that parking access and facilities meet the changing needs of the community.
  - Working with the management team to establish new technologies, assess risk, and streamline processes. This includes assessing new technologies to determine potential value for the University and introducing automation and technology to the parking industry.
  - Developing, planning and implementing improved work processes and customer service initiatives.
  - Investigating business opportunities and strategic relationships to promote the goals of the University and the department.
  - Contributing to the development and implementation of mechanisms, policies, processes, and procedures that supports the operation of parking services on the campus.
  - Collaborating on policy, procedural and service matters related to parking, safety and security with representatives of other Departments and services internal and external to UBC, Okanagan.
  - Establishing standards for the provision of parking services.
  
2. Oversees the day-to-day operation of Parking Services by:
  - Managing all parking permits, parking spaces and requirements for weekday traffic volumes on the Okanagan campus.



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- Managing all Parking Services employees, including recruiting, hiring, developing, and evaluating, as well as disciplining up to and including termination.
- Negotiating agreements with contractors.
- Establishing and overseeing customer services standards within the department.
- Developing and overseeing marketing initiatives to further promote parking options, facilities and programs.
- Dealing with persons questioning or challenging interpretation of parking or traffic regulations.
- Managing the adjudication of appeals of parking violations and or impounds.
- Ensuring parking procedures, policies and regulations adhere to the legal definitions set within University Act.
- Developing and leading the implementation of parking policies including traffic control and parking enforcement, while ensuring that parking access and facilities meet the changing needs of the community.
- Participating on University and external committees representing Parking Services as required.

3. Takes part in the financial management of Parking Services by:

- Providing input into Parking Services business plan, budget forecasting and the annual budget.
- Managing the Parking Services budget which includes signing authority, monitoring and reconciling.
- Identifying, recommending and managing key financial objectives and tactics to maximize results, cost effectiveness and provide value-added services and facilities.
- Developing strategies to manage shifting industry and customer trends, market and economic conditions, and internal financial stability.

4. Performs other duties as required.

### **Supervision Received**

Reports to the Director, Parking and Security, Okanagan Campus. Works with latitude within business plan, keeping the Director informed through objective review meetings. Annual performance reviewed against set goals and objectives.

### **Supervision Given**

Manages and leads five (5) unionized employees staff, which includes hiring, developing, evaluating, as well as disciplining up to and including termination.

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

Must be able to effectively plan and or problem solve through use of policy and procedures, resolving issues with thoughtful resources using the systems reliability and technologies to conduct operational services to keep the campus users safe and secure. Decisions made and actions taken could have adverse effects on the culture, environment and staff morale within Parking Services subsequently affecting the overall operations of the department and its relations with other agencies and the UBC Okanagan campus departments.

### **Qualifications**

Undergraduate degree in a relevant discipline. A minimum of 5 years of experience or the equivalent combination of education and experience. Experience in a general services business with a large University, municipal environment, or private business is preferred. Experience in Human Resources Management, preferably in a unionized environment. Ability to lead a customer service oriented business with strong understanding of emerging technology and service trends and opportunities. Strong Financial and Business acumen background, including reading and interpreting financial data information. Ability to provide input into shaping and initiating business and growth strategies. Proven human resources, administrative and supervisory experience in a unionized environment. Proven ability to effectively deal with complaints and have difficult conversations. Technical proficiency in using databases is required. Effective policy interpretation and implementation skills required. Demonstrated oral and written communication, interpersonal, multi-tasking, organizational, supervisory, problem-solving and strategic planning skills. Ability to exercise tact, discretion, diplomacy and confidentiality. Ability to work both independently and within a team environment and





# The University of British Columbia

## Staff Job Postings

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to work effectively under pressure to meet deadlines.

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## Job Posting

**Job ID:** 17457  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level A      **Business Title:** Graduate Program Manager  
**Department:** Inst-Resorcs,Environ&Sustainbty  
**Salary:** \$42,204.00 - \$50,664.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-11      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-22      **Available Openings:** 1

### Job Summary

Responsible for development, coordination and mangement of the Resource Management Environmental Studies (RMES) Graduate Program in the Institute for Resources, Environment and Sustainability (IRES).

Major responsibilities include identifying student needs, advising students on academic planning, evaluation student applications and making recommendations to the admissions committee streamlining the admissions process, scheduling graduate courses, and overseeing the promotion of the program to attract new students to the RMES Program. Develops and implements new initiatives for the graduate program, oversees the orientation for incoming students and advises students on awards and funding applications.

### Organizational Status

Reports to the Administrative Manager. Sits on all IRES graduate program committees. The inclumbent is key liaison with Faculty of Graduate Studies, Classroom Services, upwards of 20 UBC Faculties and other student services offices.

### Work Performed

Manages the organization and operation of graduate advising functions including all matters relating to the RMES Program (MA, MSc, Phd) including

- Advises faculty, students, institutions, organizations and the public with respect to the RMES Program, as well as providing consultation to prospective and current students on a variety of issues including university admission, academic policies and requirements, awards and scholarships.
- Assesses, evaluates and recommends graduate applications, including complex evaluation of both domestic and international students.
- Manages and authorizes student eligibility for registering in RMES courses.
- Develops and implements practices and policies in consultation with the Faculty members, graduate Advisors and Committees.
- Acts as resource for faculty, staff and students for all matters pertaining to Student Information Services Centre (SISC) and Faculty of Graduate Studies (FOGS)
- Manages the admissions online application system.
- Reviews and advises on student progress and course requirements for graduation.
- Identifies any student concerns and works to resolve these issues. Liaises with Graduate Advisors, FOGS, and the Director when issues are not resolved as required.
- Provides expertise, advice and knowledge of University policies and procedures for Department Curriculum, Admissions and Awards



Committee.

- Identifies, fosters and develops relationships with potential employers.
  - Represents and promotes the RMES program to the wider UBC community and beyond.
  - Develops and implements new initiatives for the graduate program.
  - Coordinates Faculty School based recruitment programs and services.
  - Manages the process for student funding agreements by publicizing student awards; advises and oversees nomination process by reviewing application files and making recommendations to the Awards Committee as required.
  - Develops and oversees maintenance of manuals relating to the RMES Program.
  - Researches best practices in graduate studies programs to improve systems at IRES and within the RMES Graduate Program.
  - Works in close consultation with the Graduate Faculty Advisor to implement improved processes to enhance the efficiency of the RMES program. Highlights and proposes changes to the IRES Faculty.
  - Trains and supervises work study students on the departmental use of the ACCESS database and delegates works to the Program Support position including generating class lists and entering grades, course scheduling on the UBC system, course times, locations and details.
- Performs other duties as required

### **Supervision Received**

Works independently. Reports directly to the Director on complex graduate program issues and to the Administrative Manager on Administrative issues. Works closely with the Chairs of the Awards and Admissions Committees

### **Supervision Given**

Supervises work study students. Directs and delegates work to the Program Support Position.

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

The incumbent exercises considerable judgement and must demonstrate tact and discretion. Consequence of error is high and incorrect actions or decisions could jeopardize students' academic programs and their ability to graduate or acquire funding for their studies. The incumbent represents first impressions of the Graduate Program. Poor decisions could lead to appeals that would negatively affect the reputation of the program, the College and the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. University degree and at least one year experience in student administration.  
Minimum of one year experience or the equivalent combination of education and experience. Excellent oral and written communication skills as well as strong interpersonal skills required  
Proven people or relationship management skills with strong customer service attitude and the ability to exercise professional judgement and initiative  
Demonstrated ability to multitask or coordinate numerous projects simultaneously and ability to consistently meet deadlines  
Proven collaborative skills and ability to work with diverse constituencies (students, staff, faculty, business community)  
Ability to work independently, with minimal supervision, as well as part of a team  
Advanced database and excel skills; technically proficient in standard computer software applications, strong comfort levels with adapting to new technologies  
Familiarity with university student systems (AS, SISC) and WebCT preferred  
Demonstrated research and analytical skills  
Ability to exercise tact, good judgement, confidentiality and discretion  
Sensitive to dealing with faculty, students and staff in a multicultural context. Experience with Access Database and WORDPRESS.

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# The University of British Columbia

## Staff Job Postings

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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:** 17209 (Repost)  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level H      **Business Title:** Director, Student Development and Advising  
**Department:** UBCO-Student Develop.&Advising  
**Salary:** \$83,293.00 - \$104,115.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-15      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-30      **Available Openings:** 1

### Job Summary

Reporting to the Associate Vice President, Students on the Okanagan campus, the Director of Student Development and Advising is responsible to develop and operationalize a vision for an exceptional student experience that is consistent with the mission, goals and strategic plan of the campus and of the University. The Director is also responsible for the overall management of the division of student development and advising with particular emphasis on administering, developing and overseeing a multi-faceted student affairs team with a focus on student leadership, engagement, success and retention, additionally building strategic partnerships with internal faculty leaders, community partners and other University Student Development leaders. The multi-faceted team can include, but is not limited to, academic advising, international student programs and services, Go Global student mobility programs, disability and inclusion services, community service learning, campus involvement and campus life services.

### Organizational Status

This position works independently and with initiative under the general supervision of the Associate Vice President, Students. This position provides consultation to Deans, Directors, Managers, and other faculty and staff. The Director will be required to work closely with all partners in the AVP Students portfolio but will also play a critical role in building and maintaining linkages across the campus community and externally with other University Student Service leaders in support of student success.

### Work Performed

1. Provides leadership to a large and dynamic team of managers to achieve goals and develop strategies and programs to support the AVP Students' vision and mission to support, retain and engage all types of students across the Okanagan campus.
2. Provides strategic direction for student centered policies and procedures that guide the efficient and effective operation of the unit. In addition reviews and determines the effectiveness of policies, procedures and programs in relation to vision and mission of the Okanagan campus.
3. Developing and evaluating ever changing Educational and customer service standards of the Student Development and Advising team to ensure best practices. Identifies Benchmarks across other University leaders to improve Student services and programs.
4. Develop and implement comprehensive strategies for increasing student services and delivering targeted programming to meet the needs of international students, first year students, commuter students and other diverse student groups.
5. Identifies and establishes partnerships and opportunities to collaboratively deliver customized services to students across campus. Responsible for all student Services, including Academic Advising, International Student Programs and Services, Go Global



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mobility programs, Disability and Inclusion services, Community Service Learning, Campus Involvement and Campus Life Services. Services include complex and unique programming needs that are continuously evolving to meet student needs.

6. Leads in the work of key student initiatives, including campus Advising systems implementation and provides strategic guidance on joint projects including First Year Experience, Community Service Learning initiatives and the Pathway Bridging program.
7. High level of senior committee work across the Okanagan campus including Enrolment Services and Strategic Enrolment Management, as well as various external committees such as Post Secondary Partners regarding Community Service Learning with Okanagan College, UVIC and SFU. Additionally, attends other internal and external committees on behalf of the AVP Students
8. Contributes to enriched educational experiences by anticipating institutional needs and providing leadership to ensure that programs and services are based on best practice.
9. Participates as a critical member of the AVP Students management team and liaises with senior University administrators and University committees on a regular basis, as well as external agencies, various government regulatory bodies and partners and senior leadership within the local and external University community.
10. Sets the standards for effective student programming and evaluates the effectiveness of the programs and services within the portfolio to ensure a strong contribution to institutional metrics.
11. Manages a group of professional student affairs managers and coordinators (30-35 M&P employees) who are responsible for complex and unique student programming and services to students across all facets of the Okanagan campus. Responsible for the effective performance of the Student Development and Advising Unit to ensure enrich student experiences..
12. Develops and oversees seven different annual operating budgets within AVP Students (approximately \$3 million), to meet department objectives and strategy and align with the Campus Strategic Plan. Monitors adherence to the budgets across all units within the division and makes all human and financial resources decisions to maximize service to students.
13. Responsible for developing, obtaining and managing grants and applications for Language Certificate programming.
14. Performs other related duties as required.

### **Supervision Received**

The Director works independently under the general direction of the Associate Vice President, Students. Must be able to work independently and carry out work to completion and be of exceptional high quality.

### **Supervision Given**

This position will supervise a team of managers who have responsibility for staff in a variety of student affairs area. The Director will supervise staff both M&P and BGGEU employees. This position will be required to train staff on the department vision, best practices in student affairs and currency in each of the specific areas of responsibility

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

Decisions made at the Directors level have serious implications to the credibility of the AVP Students portfolio. Failure to perform in this position appropriately will damage the experience for the student and the reputation of the student affairs division. Poor performance will contribute to inefficient operation and low quality service being provided by Student Development and Advising. In turn, this affects the institutions ability to recruit and retain qualified students. Failure to understand the intercultural and internationalization aspects of the campus will result in a compromised campus culture for both students and the staff in the division. Errors in decision making can have a serious negative effect on the Department's ability to carry out its mandate

### **Qualifications**

A University degree in a relevant discipline. Minimum ten years of related experience or an equivalent combination of education and experience. Degree related to student learning and development and masters would be preferred. Experience with responsibility for a broad range of innovative programs in student affairs in a post-secondary setting is required. . Experience with responsibility for a broad range of innovative programs in student affairs in a post-secondary setting is required. Ability to communicate effectively verbally and in writing when dealing with students, faculty, staff and the community Demonstrated analytical aptitude and proven problem solving skills using both professional knowledge and accumulated experience Well developed



presentation skills Demonstrated ability as a strategic thinker and planner Strong leadership and decision-making skills with an exceptional capability for resolving issues in an open and consultative manner Demonstrated ability and passion to create and maintain a positive student-centered working environment that supports learning for student, faculty and staff Proven expertise in budget and human resource management Ability to build strong relationships, lead change and organizational development initiatives Visionary thinker with evidence provided of innovations introduced Able to exercise considerable independent and professional judgment in matters of significance Ability to work independently and with initiative Ability to take the lead within a team environment Ability to handle stress within a varied work environment Strong attention to detail. Must provide willingness to learn and continually upgrades skills and knowledge Demonstrated commitment to serving students with diverse backgrounds, interests, goals and abilities

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## Job Posting

**Job ID:** 17309  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Facilities Management  
**Classification Title:** Facilities Management, Level F      **Business Title:** Director, Facilities and Building Operations  
**Department:** Child Family Health Initiative  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-10-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-02      **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 Director is responsible for the leadership, direction, and development of the strategic, tactical, and operational plans for Facilities and Building Operations. This position is responsible for six buildings with a total square footage of 350,000 sq. ft. This position is responsible an operating budget of \$1.5 million, in addition project related dollars ranging from \$2 million to \$50 million. This position ensures the effective implementation of CFRI, UBC, and PHSA strategies, business plans and policies in the delivery of quality, client focused service. The Director of Facilities and Building Operations is responsible for all major, minor construction projects, lab safety inspections, space accommodation, day to day management of all CFRI research and laboratory facilities, CL3 Facility, Animal Unit, infrastructure planning, and the day to day operating maintenance of all CFRI properties that house UBC staff and faculty members.

### Organizational Status

This position reports to the Chief Operating Officer, CFRI. This position liaises with Director of Finance, Director of Communications, Director of Information Technology, Children and Women's Executive team, C & W Plant Operations, UBC, PHSA, Children's Foundation Executive, liaises with key hospital executives, department heads and cluster heads. Negotiates and liaises with outside consultants, engineers, architects, contractors and suppliers.

### Work Performed

#### Principal Duties and Responsibilities

1. Provides leadership and direction for the management of all CFRI properties and resources.
2. Directly responsible for the effective day to day operations, budget and staff of the Facilities Operations unit and the Animal unit.
3. Participates as a member of the executive team on various committees determining ongoing space requirements, space allocations, and redevelopment of existing space, new projects and new construction.
4. Responsible for the administration, operation and maintenance of the CL3 and CL2 laboratories.
5. Directly responsible and accountable for leading and managing major and minor construction projects.
6. Directly responsible and accountable for implementation of targeted construction projects and managing the management of associated logistics, scheduling and projects activities with trade contractors.





7. Provides leadership and direction to external contractors, consultants and assigned staff. This includes preparing contracts (identifying deliverables, preparing RFPs, making recommendations and decisions, etc.); preparing, developing, defending, and managing budgets and financial resources within the assigned area of responsibilities.
8. Establishes, delegates, monitors and maintains effective communication with stakeholders.
9. Establishes and maintains framework of work plans, budgets and management procedures for the short and long term finance and human resource allocations.
10. Liaises with CFRI Finance to consult and resolve issues of funding, purchasing and costs associated with all projects.
11. Plans, directs and delegates preventative and special maintenance projects.
12. Directs contractors, consultants and maintenance staff to ensure project budget, contract specifications and time lines are met.
13. Participates in developing short and long term plans for upcoming renovation and building project development in CFRI facilities.

### Space

14. Consults and advises individual laboratories on the development of space for special applications and equipment and provides recommendations and advice on space issues, requirements and utilization.
15. Provides design input involving aspects of functional space utilization compatible with manufacturer and end users requirements and laboratory safety.
16. Directs and makes recommendations where supply of services such as connectivity of telephone, power, vacuum, medical, gases, HVAC, and water are required.
17. Acts as a resource regarding policies, procedures, issues, and projects related to existing research & laboratory facilities, equipment and space management. Implements the decisions of the space planning committees.
18. Attends site meetings with C&W Executives and Plant Operations, engineering consultants, trade contractors and end users to review progress of projects.
19. Assigns and accountable for space allocation as required to new recruits.

### Building Operations

20. Directs architects, project managers and associated project staff on security and access issues, projects and service shutdowns.
21. Ensures that all work carried out on CFRI site is carried out in full compliance with WorkSafeBC regulations.
22. Directly responsible and accountable for CFRI facility security and arising security issues. Currently comprised of six buildings totaling 300,000 sq ft North block, South block, Variety, Translational Research Building, CSB and 3TMRI and 50,000 sq ft located offsite within the Shaughnessy Building
23. Responds to emergency situations as required by investigating circumstances, problem-solving and delegating work while mitigating the impact of the situation on the facility. Provides first response to fire alarms in conjunction with security personnel and the Coordinator, Research & Laboratory Facilities. This position requires the incumbent to be on call 24 7
24. Oversees the development, implementation and management of preventative maintenance and work request programs related to facilities management.
25. Participates on various executive committees to ensure building impact issues are identified and addressed.
26. Prepares monitors and is accountable for the Building Operations Facilities department and Animal Unit budget. Submits budget recommendations, justifications and anticipates future budgetary needs.
27. Accountable for the management and safe handling of storage and removal of compressed gas cylinders, garbage, and bio-hazard waste disposal.
28. Delegates additional duties to meet operational daily work objectives.
29. Performs other related duties as required.
30. Directs the activities of designated staff, establishing clear definitions of responsibility for each employee, reviewing workload assignments and adjusting schedules according to workload to ensure levels meet operational requirements. Monitors performance and provides ongoing feedback.
31. Responsible for the hiring, review and discipline of direct reports as required.

### BUDGET

This position has the authority to reallocate resources within the designated area; i.e. reallocate resources between coding, and between projects if required. This position receives and approves the processing of considerable sums of money from within the Institute.



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Operating & Maintenance (including payroll) \$1.5 million  
Project (dollars range) \$ to 50 million

### Supervision Received

Works independently under established guidelines and policies, receives direction from the Chief Operating Officer when responsibilities deviate from normal routine. Advises and makes recommendations to the Senior Leadership Team of CFRI when required. Work is reviewed against set objectives.

### Supervision Given

This position is responsible for direct supervision of a full time Facilities Coordinator, Facilities Assistant, Administrative Assistant, Animal Unit Supervisor, (4) Animal Unit Technicians and has administrative authority for the CFRI Animal Facility. Directly responsible for the hiring, review and discipline of direct reports as required.

### Consequence of Error/Judgement

#### EXERCISING JUDGEMENT IMPACT OF DECISIONS

This position must exercise good judgment and ensure due process has been followed in all areas. Failure to manage customer service requests satisfactorily or detect and properly follow up on operations and maintenance issues could result in experiment failure, increased costs and setbacks to research programs. Failure to ensure that buildings are properly maintained may result in dissatisfied users, higher costs for increased repairs of maintenance and potential safety hazards resulting in a complete shutdown of the facility.

#### CONSEQUENCE OF ERROR JUDGEMENT

Failure to ensure satisfactory building operations could result in severe safety hazards or possible fatalities for employees working in the CL3 and CL2 labs and within the CFRI infrastructure and surrounding buildings. Building system failures could result in the loss of inventory of laboratory specimens severely compromising the Institute's ability to continue its research. Failure of these systems would be catastrophic to research, with possible loss of research grants.

#### SPECIFIC ACCOUNTABILITES

This position is responsible for specific management and leadership activities and projects which are designed to achieve excellence and innovation in regulatory approaches, environmental sustainability, customer service, information technology, public education, and compliance enforcement, all of which require significant coordination with both internal and external stakeholders.

This position is responsible for delivering high quality planning, procurement, and contract management advice and support in the development of major and minor infrastructure projects.

### Qualifications

Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association.

Undergraduate degree in a relevant discipline or an equivalent combination of education, training and experience from which comparable knowledge and abilities can be considered. Eligibility for membership in a professional institute or association. TDG certification; completion of UBC or other bio-Safety and Chemical Safety courses; membership in IFMA; certificate in Project Management and RLAT, or CCAC certification and computer technology courses are definite assets. Minimum of 7 years of related experience including experience in related technical fields, project coordination and cost control or the equivalent combination of education and experience. A minimum of seven years of experience with facilities and project planning in a hospital or university-based research facility

Managerial experience in all phases of research & laboratory facilities management

Experience working with union and nonunion trades personnel and contractors

Functional and working knowledge of large centralized building systems such as compressed air, fire alarm, data networks, central telephone, security access, plumbing, HVAC, steam, electrical distribution and structural systems preferred



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An understanding of the operational structure of CFRI and its partners an asset. Advanced knowledge of laboratory products and equipment. Proven judgment and decision making skills. Ability to identify, as well as creatively solve problems and take initiative to improve processes. Proven ability to work effectively and productively with senior administrative staff at CFRI, C&W, PHSA and UBC as well as outside vendors and contractors. Ability to work under pressure and meet deadlines. Well-developed time management and organizational skills. Proven ability to work independently in problem solving and managing multiple projects. Ability to lead and motivate a team, provide mentoring, monitoring and feedback. Ability to obtain and convey information effectively and with discretion to individuals from all levels of CFRI, C&W, PHSA, UBC and external vendors and contractors. Working knowledge of computerized software products such as word processing, spreadsheets, database applications, scheduling, email and internet. Exemplary oral and written communication skills.

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## Job Posting

**Job ID:** 17221 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Facilities Management  
**Classification Title:** Facilities Management, Level J      **Business Title:** Associate Director, Project Services  
**Department:** Project Services  
**Salary:** \$98,962.00 - \$123,702.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-01-30      **Available Openings:** 1

### Job Summary

The Associate Director, Project Services leads the Project Services division of UBC Infrastructure Development, overseeing the administration and management of capital projects involving the renovation and renewal of campus infrastructure (buildings, landscape and utilities) to meet the changing functional, operational and aesthetic requirements of the University.

Has responsibility for providing full, professional, design-build construction and renovation services on campus projects ranging from approximately \$50,000 to \$2.5 Million, as well as on major infrastructure renewal projects ranging in size up to \$90 million in individual project value.

Work performance is reviewed and evaluated by the Managing Director, Infrastructure Development in terms of technical competence and effective administration.

### Organizational Status

Reports to the Managing Director, Infrastructure Development.

### Work Performed

The Associate Director, Project Services:

- . Directs the operations of Project Services, which provides project management, planning, design, estimating and construction management for projects to improve the University's buildings, landscape and utilities infrastructure.
- . Develops strategies, plans programs and processes to ensure the effective and efficient delivery of projects involving renovation and renewal of campus buildings, landscape and utilities infrastructure.
- . Responsible for capital projects for growth, retrofit and replacement of University infrastructure to meet evolving University requirements while upholding the architectural fabric, design and landscape character of the University.
- . Provides senior leadership for all divisional M&P and support staff including: assigning and reviewing work of direct reports; developing, implementing and monitoring operational policies and procedures; developing customer service initiatives; setting, executing and evaluating performance goals and objectives; and strategic business planning.
- . Directs initiatives, feasibility studies and strategic business planning to advance the University's sustainability goals related to capital infrastructure and to influence the quality and character of University architecture and landscape.
- . Advises on matters related to campus facility design and project delivery in order to promote a high standard of design,



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sustainability and execution for all projects on campus.

- . Directs and oversees design and specialty consultants and construction contractors for various projects, including the process of pre-qualification, tendering, contract award and performance management.
- . Ensures compliance with University and government procurement requirements for capital projects.
- . Liaises on strategic planning and project development issues with the Facilities Planning and Capital Planning divisions of Infrastructure Development as well as with Campus & Community Planning, Building Operations, Risk Management Services, Treasury, Transportation Planning, Sustainability and UBC Properties Trust.
- . Provides advice and information and resolves problems for the University Administration, Faculties and Departments related to Infrastructure Development projects.
- . Sets and manages an annual and multi-year operational budget, based on revenues from cyclical renewal & deferred maintenance, minor capital and fee-for-service projects from a variety of sources. Is responsible and accountable for meeting or exceeding revenue and expense projections and develops plans to maximize revenues and minimize expenditures while improving service.
- . Leads marketing programs to increase services to, and revenues from, a variety of existing and new customer segments.
- . Collaborates with University planners, development managers, architects and engineers to give consulting advice as required.
- . Ensures compliance with all health, safety and environment programs for the division.
- . Participates in the on-going review, updating and implementation of the University's Campus Plan, Design Guidelines, Technical Guidelines and Capital Plans.
- . Prepares and presents technical, operational and managerial reports, including contribution to Board Reports as required.
- . Acts as project manager on specific projects.
- . Acts as the department representative on assigned University and external committees.
- . Acts for the Managing Director, Infrastructure Development as required in his/her absence.
- . Performs other related duties as required.

### **Supervision Received**

Works with senior administration and within policy guidelines to achieve objectives on specific capital projects as well as overall long-term objectives for the capital program. Work is reviewed in terms of overall results on projects and coordination of departmental activities independently to an established policy and a broad framework of laid out procedures. References other Associate Directors and Directors in problem situations that cannot be resolved within established procedures.

### **Supervision Given**

Reporting to the position are:

- Manager, Major Projects Office, who in turn manages 6 staff Project Managers;
- Manager, Special Projects Office, who in turn manages 5 staff Project Managers, Contracted Project Managers and other architectural and construction professionals.

Determines objectives, priorities and status and measures accomplishments against strategic business plan goals, objectives and performance standards.

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

Deals with extensive data and provides operational and construction engineering acumen to the University. Close attention is required to prevent failures and to identify and correct problems that could result in both a serious financial and or service loss to the University. The position is expected to keep current with respect to: scheduling concepts, estimating practices, project management techniques, engineering principles, government regulations and codes, construction technology and products, and life safety issues pertaining to facilities and infrastructure engineering operations management and to keep all procedural manuals systems documentation up to date. Considerable project appropriations are reviewed, monitored, scheduled and managed through this position on labour and materials at many levels. Is responsible and accountable for expending University resources and applies professional judgement and discretion in dealing with technical issues and evaluating consultants and contractors. The consequence of incorrect decisions is major, involving issues of life safety, expenditure of University funds and specification of processes and projects with operational, maintenance and sustainability implications. This position oversees the total building trades activities assuring that alterations, renovations etc. are carried out according to plan. Manages an annual



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capital program of approximately \$25 million through monthly and quarterly revenue and expense analysis.

### **Qualifications**

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a professional Institute or Association. A minimum of 11 years experience in the discipline or the equivalent combination of education and experience. Experience in project management and construction of facility projects of varying size and complexity is required, including: planning, estimating, scheduling, coordination, cost control and reporting; Union relations and conflict resolution; design review and take-offs; computerized financial accounting, scheduling and project management systems; and customer service mechanisms. Several years of direct working experience at a senior capacity in the private sector or equivalent experience in a supervisory capacity with a public and private sectors is preferred.

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### Job Posting

**Job ID:** 16441 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Unassigned  
**Classification Title:** University Veterinarian **Business Title:** University Veterinarian  
**Department:** Animal Care Services  
**Salary:** \$98,962.00 - \$123,702.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-09-01 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-01-30 **Available Openings:** 1

### Job Summary

The University Veterinarian (UV) plays a significant role in providing strategic and technical leadership in all matters related to animal care and welfare at the University of British Columbia (UBC). The UV is part of the leadership team within Animal Care Services (ACS), working closely with the Director of Business Development and Operations and the Director of Finance. Together, these three positions are responsible for providing excellence in preclinical research support to all UBC researchers. In addition, the UV will assist in attracting new business to ACS to increase the unit's financial viability. The UV is responsible for leading a team of clinical veterinarians, who act as expert advisors in all aspects of animal care as well as providing professional veterinary services across all UBC facilities.

ACS, the largest animal care program in Western Canada and the second largest in Canada, is a centralized unit that oversees and is accountable for the University's animal research facilities for both the Vancouver Campus and the Okanagan Campus including the Centre for Disease Modeling, Modified Barrier Facility, Centre for Comparative Medicine, Rederivation Transgenics, and Facility for Infectious Disease & Epidemic Research.

ACS employs over 100 technical, administrative support, and management and professional staff, and has an annual operating budget of over 10 million dollars that provides comprehensive research support to all UBC researchers in multi-million dollar facilities.

In addition to the housing facilities and services for animals, it also provides veterinary and diagnostic services, as well as training and expertise in laboratory animal medicine, plus veterinary oversight of 23 animal facilities that must meet Canadian Council on Animal Care (CCAC) guidelines regulating governance, facilities and operations, including facilities owned by VCHRI, PHSA, PCHRI and the Open Water Facility (Port Moody), and the Cultus Lake Aquatic Research Facility.

### Organizational Status

The University Veterinarian reports to the Associate Vice President Research. The UV works as part of a large and critical leadership team, including the ACS Director, Business Development & Operations (DBDO), the ACS Director of Finance, Academic Directors, Facility Managers and Chair of the Animal Care Committee.

### Work Performed

#### 1. Strategic Leadership

-In collaboration with key stakeholders, establish strategic goals and develop a vision and strategic plan for ACS



- Working closely and collaboratively with senior leadership to operationalize strategic goals
- Working with the DBDO, establish and maintain partnerships and collaborations to support the vision, mandate and goals of ACS
- Representing UBC in veterinarian matters, acts as the liaison between UBC, CVMA and BC veterinary community
- Build and maintain strong relationships with animal research programs in Canada and internationally
- Liaison with animal related humane law enforcement community in BC (i.e. BCSPCA enforcement branch)
- Support DBDO in exploring business development opportunities including the work of the BC PRC
- Advocate for UBC's continued access to a state of the art program in support of animal based research, protecting UBC's continued ability to use animals in research
- Provide advice and guidance to senior UBC personnel with respect to the public, legal and media aspects of the use of research animals at UBC, in a national and international context

### 2. Technical Leadership

- Provide leadership to the clinical veterinarians, researchers and animal care personnel in matters related to provision of animal care services, animal health and welfare, compliance, education and training, direct hands-on involvement with researchers, technical staff and students in promoting the sound conduct and practice of animal research
- Serve on the UBC Animal Care Committee as an ex-officio member and support the Continuing Review process, including protocol reviews and facility inspections. Ensure that the standards of the CCAC are upheld in all aspects of animal care.
- Ensure the well-being and welfare of the animals used in research and teaching at UBC, by promoting and monitoring animal welfare before, during and after their use. The UV is responsible for making determinations concerning animal welfare, in collaboration with the Animal Care Committee, the animal care staff and animal users. Authority for this is provided through the Vice President Research & International and the UBC Animal Care Committee.
- Align UBC policies, programs and processes to support UBC's animal research, providing oversight of animal research at an institutional programmatic level
- Maintain communication with security agencies, national government agencies (CFIA, PHAC, ITC) and Canadian Council on Animal Care (CCAC) regarding UBC animal care program and related issues
- In conjunction with Campus Planning and Facilities Planning, participate in the pro forma, programming, planning, architectural development, construction oversight, commissioning, operational oversight and trouble-shooting animal care and research facilities issues
- Working with the ACS Directors, develop operational tracking performance metrics for ACS
- Promote, ensure and advocate best practices in the welfare, care and use of research animals at UBC and affiliated teaching hospitals and institutes, which meet the standards of the CCAC, and legal standards enforced at the provincial and federal level
- In collaboration with the ACS Directors, the other veterinarians, and UBC Risk Management, develop and implement policies and procedures to appropriately manage risks
- Support and contribute to a respectful and collegial working environment for researchers and animal care staff

### 3. Management of Clinical Veterinarians and Other Staff

- Oversight of all veterinary services within the 23 facilities in the UBC system
- Manage, train and mentor clinical veterinary staff
- Ensure professional practices comply with CALAM standards of veterinary care; clinical veterinary responsibilities of all DVM personnel including this role follow the guidelines as defined by the national standards established in the Canadian Association of Laboratory Animal Medicine Standard of Care documents
- Recruit, orient and train DVM locum tenens and specialist assistance when appropriate from western Canadian veterinary community
- Working with the DBDO, provide advice and assistance in the selection and recruitment of key ACS personnel, coaches and advises key ACS personnel, continue to provide an environment and culture conducive to recruitment and retention of veterinarian staff

### 4. Teaching & Training

- Provide consultation, advice and training to staff and research personnel in matters pertaining to animal research and animal care

### 5. Professional Veterinarian Services

Working with a team of veterinarians to:

- Provide clinical oversight support to a varied research animal population, including domestic and wild animals at UBC and





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associated teaching hospitals

- Confer with principal investigators and their staff regarding protocol design, including the type and number of research animals needed. Provide instruction and assistance in the special care and treatment of animals related to these protocols
- Prepare and maintain a variety of records and operational reports concerning consultations and diagnostic decisions ensuring compliance with applicable CCAC guidelines and unit policies
- Keep abreast of new advances in the care and treatment of laboratory animals
- Participate and assist in an ongoing effective quality control system for laboratory work; revise techniques and procedures as required to obtain desired standards
- Be available for evening and weekend rotation of on-call duties
- Visit UBC Animal Care Committee regulated facilities regularly

### **Supervision Received**

The UV works independently and with delegated authority under broad directives from the Associate Vice President Research.

### **Supervision Given**

Direct supervision of staff veterinarians. Through the DBDO, co-supervises the facility managers.

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

As a key player in the ACS's strategic and leadership team and operating with a high degree of independence and responsibility, the UV must exercise superior judgment in all areas and at all times. Errors could result in significant concerns regarding the liability, credibility and integrity of Animal Care Services and the University and may result in an additional financial burden on the Unit and or University. Errors could result in UBC being held in non-compliance with The Canadian Council on Animal Care which could result in research grant funds being withheld (more than 80 million dollars annually tied to animal-based research) thus damaging the University's reputation and stature. Errors in judgment could affect animal health and jeopardize research outcomes.

### **Qualifications**

Doctor of Veterinary Medicine degree, eligible for licensure in B.C. An MSc or PhD in a relevant field preferred. Diplomate of the American College of Laboratory Animal Medicine preferred or eligible. . A minimum of ten years' experience with the management of laboratory animals and or provision of veterinary services within an academic or industrial research environment. Highly refined analytical, strategic and visionary skills. Thorough knowledge of regulatory and compliance requirements related to animals care use in research Ability to motivate and inspire measurable results in others. Experience with Containment Level II and III facilities. Sound analytical and problem solving skills. Prior experience in service provision and relationship management with contract research organizations, private industry and biotech an asset. Background in contract and legal aspects of dealing with biotech and pharma. Experience in post graduate training of research professional in laboratory animal sciences and laboratory animal medicine.

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## Job Posting

**Job ID:** 17470  
**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:** Fisheries Centre  
**Salary:** \$37,581.00 - \$39,420.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-01  
**Job End Date:** 2014-03-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-01-23                      **Available Openings:** 1

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

### Job Summary

To assist in the fisheries catch reconstruction work for selected countries as determined by Sea Around Us Project

### Organizational Status

Reports to Dr. Dirk Zeller, works with Kyrstn Zylich, and will also assist the Principal Investigator, Dr. Daniel Pauly if the need arises.

### Work Performed

Tasks:

1. Conduct computer- and library-based literature searches of journals (e.g., using ASFA and other science, as well as social science databases), reports, governmental and inter-governmental organizations (including where appropriate UN, FAO, UNEO, UNESCO and Regional Fisheries Management Organizations), websites of non-governmental organizations etc. with emphasis on fisheries historic and fisheries science related information and data for a variety of countries around the world.
2. Assist in gathering information with country- and regional-specific experts on fisheries data.
3. Assist in catch reconstructions for selected countries based on the available information and data.
4. Assist in assembly of data and information into coherent time series of national fisheries catches in preparation for fisheries catch reconstruction.
5. Document the fisheries catch reconstruction approaches and strategies used and implemented, and document the data, information sources, and associated references.
6. Assist in creating Excel spreadsheets for agreed data and information for the reconstructed fisheries catches.



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7. Assist Sea Around Us project personnel in the assembling of publications as part of the overall Sea Around Us scientific publication efforts in the Fisheries Centre Research Reports series and, if applicable, in scientific journals.

8. Meet other Sea Around Us Project research needs, for example literature research, photocopying, and basic data entry in existing databases.

### **Supervision Received**

Reports to Dr. Dirk Zeller on day-to-day issues

### **Supervision Given**

None

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

Overall database reliability, product and output accuracy, and correctness of database products are crucial. Failure to provide reliability, accuracy, and timeliness will lead to loss of scientific and community support, and loss in trust in project outputs.

### **Qualifications**

High School graduation. The preferred candidate will have a High School diploma (Bachelor in Science preferred). Minimum of 1 year of related experience or the equivalent combination of education and experience. - Knowledge of the sources of global fishing datasets

- Organizational and time management skills
- Experience with spreadsheet or database software
- Experience in using large datasets
- Able to work as a team member
- Willingness to assist others as needed

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## Job Posting

**Job ID:** 17458  
**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:** Surgery  
**Salary:** \$ 20.34 - \$ 22.29 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2014-02-02  
**Job End Date:** 2014-07-01  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-01-29                      **Available Openings:** 1

### Job Summary

The Cardiac Surgery Research Assistant 2 assists in investigative studies in Cardiac surgery in the UBC Division of Cardiovascular Surgery.

The UBC Cardiac Surgical Research team's focus includes regulatory, sponsor-contracted studies; longitudinal, sponsor-contracted studies, and clinical evaluation follow-up to advance medical knowledge, evaluation of technology, and optimization of patient care. Collected research data benefits the larger community through academic submissions, symposia and congresses.

### Organizational Status

The Cardiac Surgery Research Assistant 2 reports to the Clinical Research Coordinator concerning research activities and for day-to-day supervision, or to his or her delegate. This role collaborates with faculty and staff members in UBC's Division of Cardiovascular Surgery and its research sites and at the UBC Department of Surgery and liaises with sponsor monitors, study subjects, their personal healthcare providers, and healthcare facility personnel. The Cardiac Surgery Research Assistant 2 reports to the UBC Department of Surgery's Director of Administration concerning overall management of performance.

### Work Performed

Helps in preparation of REB applications and consent forms, as required.  
Reviews approved REB applications and consent forms.  
Reviews study protocols to assist in establishing a Standard Operating Procedure for studies that will comply with the Protocol, FDA Health Canada requirements, Good Clinical Practices and Ethics guidelines.  
Assists sponsor monitors and healthcare facility personnel in ensuring clinical trials comply with protocols and regulations.  
Collaborates in arranging the daily forwarding of clinic schedules and surgeons' OR slates.  
Works with hospital personnel to arrange logistics for studies.  
When delegated, conducts training sessions in procedures for RNs and Clinical Nurse Leaders. Prepares instructions to healthcare personnel at other institutions when study procedures samples need to be arranged at their facilities.  
Reviews subjects' history to assess eligibility for study participation. Explains studies to subjects, answering questions and obtaining informed, signed, and witnessed consent. Proofreads consent forms as required.  
Documents the Informed Consent process. Helps in obtaining departmental approvals for study participation.  
Conducts subject interviews in person or by telephone and reviews this information in conjunction with subject diagnostic test



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results (echoes, CT scans, ECGs, lab results, etc.) to screen for potential valve-related complications (as defined in the Society of Thoracic Surgeons Guideline documents), bringing resulting information to the attention of the studies' directors for interpretation.

Books subjects' follow-up appointments and study procedures (i.e. echoes, lab tests). Checks clinical study data. Completes study Case Report Forms and Data Clarification Forms.

Helps in preparation of invoices to reimburse subjects' travel expenses.

Orders, receives, processes and ships study samples, supplies, specimens, materials.

Helps in preparation of Serious Adverse Event reports for hospital Ethics Boards and sponsor safety officers.

Communicates with UBC or PHC Ethics departments to ensure correct interpretation of the CREB or PHC Ethics Guidelines and to arrange sponsor monitor access to medical records.

Facilitates visits for sponsor site qualification, site initiation, monitoring and close-out.

Answers monitor queries about data or study procedures.

Accompanies monitors to hospital departments for device accountability, drug accountability and or Health Records review.

Attends meetings, trainings and workshops, as required.

Composes and types correspondence. Sets up the layout of documents, forms and data spreadsheets for studies.

Assists in preparing data summaries for presentations and publications, as required.

### **Supervision Received**

The Cardiac Surgery Research Assistant 2 reports to the Clinical Research Coordinator, or to his or her delegate, on a day-to-day basis and for overall research management. Work is performed with minimal supervision to accomplish assignments. The UBC Department of Surgery's Director of Administration provides functional supervision of this position.

### **Supervision Given**

The Director, Cardiac Surgical Research, or his or her delegate, may delegate responsibility to the Cardiac Surgery Research Assistant 2 to train new research assistants and summer students on procedures and use of equipment and to check the accuracy of work by new research assistants and students.

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

The Cardiac Surgery Research Assistant 2 is required to participate in conducting research activities in an ethical manner and to maintain strict confidentiality where required. Exercising poor judgment and lack of appropriate consultation with research team members may adversely affect the viability and validity of research projects or programs, and may compromise the UBC Division's and Department's ability to secure grant-based funding for future research projects.

### **Qualifications**

High School graduation. University degree in a relevant field is preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Training in health services research methods and at least 1 year of experience in a research or clinical environment are required. Computer literacy and experience required, including MS Word, Excel, Outlook, Internet searches. Familiarity with Access and research databases (such as PCIS, RISE, SCM, Softmed and Sunset) is preferred.

Effective oral and written communication, interpersonal and problem-solving skills.

Ability to exercise appropriate tact, discretion, confidentiality and good judgment in all matters.

Ability to work independently with appropriate initiative, as well as effectively with others in a team environment.

Ability to work accurately and to meet deadlines.

Ability to work a flexible schedule, including occasional early mornings, evenings or weekends, is required.

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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:** 17456  
**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:** Nursing, School of  
**Salary:** \$ 21.44 - \$ 23.38 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2014-05-12  
**Job End Date:** 2014-06-30  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-01-21                      **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

Stigma and Resilience Among Vulnerable Youth Centre (SARAVYC) is a team of researchers from across North America, we investigate the stigmas experienced by vulnerable youth - and the related health effects of their trauma. Our collaborative and cross-disciplinary work evaluates what strategies work best to improve the resilience and health outcomes for these youth, including runaway teens, Aboriginal youth and sexual minority adolescents.

The research assistant would be hired for the Homelessness Partnership Strategy as part of SARAVYC. The research assistant will provide support that includes facilitating the study recruitment and retentions, as well as providing support in the data collection, and performing data management and train and supervise staff.

### Organizational Status

The research assistant will interact work with project coordinator as well as (Principal Investigator and with other members of the team including collaborators, post-doctoral fellows, graduate students, other research assistants and staff.

### Work Performed

Duties include;

- Establishing communications to recruit research participants and follow-up communications during the study; connect with relevant agencies for recruitment. This process includes distributing and collecting survey materials and participating in workshops.
- Performing research interviews with expert adults as well as homeless youth with multiple barriers including mental health issues and or drug and alcohol use.
- Provide support for data collection. Ensures the ethical integrity of the research process throughout the data collection process. Perform transcription, enter fieldnotes, extraction of information from medical records requiring knowledge of mental health challenges.
- Provide support for management of data (transcription, coding and storing) and preparing data for analysis.
- Perform analysis of data
- Provide supervision of graduate students s assisting with data analysis

Duties may also include as well as other research duties as needed.



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### **Supervision Received**

Direct supervision would be through the project coordinator and PI.

### **Supervision Given**

Research assistant would supervise other assistants in training of transcription of research interviews.

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

Research within the group is dependent on tight deadlines and thus work needs to be done accurately in a timely manner. Failure may result in lost funding opportunities.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University level education in a related field such as Health or Social Sciences or Nursing. Knowledge of mental health illnesses would be an asset. Minimum of 3 years related experience or the equivalent combination of education and experience. o Understanding of research environment including deadlines and phases of research.

o Knowledge of the mental health system and mental health terminology

o Demonstrated ability to perform research related activities including interview methods and fieldnotes and ability to extract information from medical records. o Ability to communicate effectively, both verbally and in writing. o Understanding of and ability to build relationships with marginalized and at-risk youth.

o Demonstrated ability to work with people from diverse backgrounds, including those from marginalized circumstances such as homeless and street-involved youth. o Shows ability to be thorough and have attention to detail.

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## Job Posting

**Job ID:** 17467  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 5                      **Business Title:** Research Asst/Tech 5  
**Department:** Centre for Disease Control  
**Salary:** \$55,884.00 - \$59,944.00 (Annual)  
**Full/Part Time:** Part-Time (50%)  
**Desired Start Date:** 2014-02-01  
**Job End Date:** 2014-04-30  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-01-23                      **Available Openings:** 1

### Job Summary

The Research Assistant will conduct statistical analyses of large administrative data sets and participate in the development of reports and publication(s) for dissemination of evaluation and research results.

### Organizational Status

Reports to the BC Influenza Prevention Policy Evaluation Co-ordinator, and the Medical Director, CD Prevention and Control Services and Public Health Emergency Services at the BC Centre for Disease Control. Works in conjunction with consultants, investigators, senior scientists, surveillance analysts, biostatisticians, collaborators, partners, and research and administrative staff.

### Work Performed

- Performs complex statistical analysis of large administrative data sets
- Manipulates, cleans and merges national and provincial administrative and survey databases
- Writes ethics and grant applications
- Reviews and synthesizes literature relevant to influenza prevention
- Liaises with project collaborators and partners
- Contributes to evaluation and research reports and manuscripts for publications
- Presents posters and papers at scientific meetings and conferences
- Performs other related duties.

### Supervision Received

Works independently under the general direction of the Evaluation Co-ordinator and Medical Director in accordance with established objectives. Supervision will be in the form of progress reports and meetings as needed with the Evaluation Co-ordinator and Medical Director.

### Supervision Given

This position does not typically supervise others but will work with investigators, senior scientists, surveillance analysts,



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biostatisticians, collaborators, partners, and research and administrative staff.

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

Inappropriate judgement exercised by the incumbent will result in the involvement of the Evaluation Co-ordinator and Medical Director to evaluate the issue in question and work together to develop future strategies. Errors in performance could lead to budget over expenditures, loss of funding from granting agencies which could have a significant impact on the effectiveness, image and reputation of the project, investigators, and organization.

### **Qualifications**

Undergraduate degree in a relevant discipline. Graduate degree an asset. Minimum 5 years of related experience or the equivalent combination of education and experience. Significant experience managing and manipulating large data sets required (e.g. provincial or national administrative or survey databases). Experience in statistical analysis, particularly linear and logistic regression and hierarchical models an asset. Experience working with any or all of the following: Discharge Abstract Database (DAD), Medical Services Plan (MSP) database and or Workplace Health Indicator Tracking and Evaluation (WHITE) database. Strong skills in SAS and or R for manipulating, cleaning and merging datasets.

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