



# The University of British Columbia

## Staff Job Postings

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THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:10-MAR-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:** 17832  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** BCGEU UBC-Okanagan  
**Job Category:** Research/Technical - BCGEU  
**Classification Title:** Technician III **Business Title:** Technician III  
**Department:** UBCO-BarberArts&SciencesUnit 3  
**Salary:** \$40,164.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-09-01  
**Job End Date:** 2015-04-30  
**Funding Type:** Budget Funded  
**Other:** BCGEU (UBCO) - Auxiliary  
**Date Closed:** 2014-03-19 **Available Openings:** 1

### Job Summary

Services the undergraduate laboratories (with the exception of teaching related activities)

### Organizational Status

Reports to the Laboratory Manager and may assist other laboratory staff and professors with laboratory duties.

### Work Performed

Responsible for (in approximate order of importance):

Prepares solutions for labs.

Setups and takedowns of labs.

Assists in inventory control.

General housekeeping, including waste disposal.

Assists in adapting, modifying and maintaining equipment (if qualified).

Assists students with operating instrumentation and running samples.

Demonstrates the operation of equipment to students, TAs, Sessionals, and Faculty.

Monitors lab sections for safety reasons.

Attends relevant safety licensing courses.

Performs other tasks as assigned by Laboratory Manager.



# The University of British Columbia

## Staff Job Postings

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Note:

- 1) Unless otherwise stated, lab relates to the undergraduate laboratories only.
- 2) No teaching or research duties are associated with this position.
- 3) All tasks are to be performed in a safe manner consistent with laboratory protocols and must be completed on time, and to a standard that does not compromise the delivery of the laboratory program.

### **Supervision Received**

Reports to the Laboratory Manager, but may receive direction from other laboratory staff and professors who they are assisting. Incumbent is expected to execute their assigned tasks autonomously.

### **Supervision Given**

None.

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

Safety is paramount in the undergraduate laboratories. All decisions and operations must consider safety first. Laboratory program protocols and timelines must be adhered to.

### **Qualifications**

A Bachelor of Science degree (a major in Chemistry is preferred; Biochemistry or other chemistry-related disciplines will be considered) plus over 6 months and up to and including 1 year of related experience is required. Experience in performing laboratory-related procedures (e.g., preparing solutions and dilutions) is required. Ability to effectively use computer applications at an intermediate level (e.g. Outlook, MS Word, MS Excel). A strong work ethic, flexibility, and initiative are expected. . Ability to maintain instrumentation will be a great asset. Ability to perform laboratory-related procedures (e.g., prepare solutions). Ability to effectively use computer applications at an intermediate level (e.g. Outlook, MS Word, MS Excel).

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### Job Posting

**Job ID:** 17800  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** BCGEU UBC-Okanagan  
**Job Category:** Trades - BCGEU  
**Classification Title:** Facilities Services Asst I                      **Business Title:** Facilities Services Asst I  
**Department:** UBCO - Facilities Management  
**Salary:** \$37,488.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01                      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-15                      **Available Openings:** 1

### Job Summary

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

### Organizational Status

Reports to the Manager, Grounds and Maintenance, Facilities Management.

### Work Performed

1. Maintains and repairs buildings, floors, surface and components.
2. Installs, maintains and makes minor repairs to furnishings and equipment.
3. Maintains and repairs plumbing, irrigation and sanitation systems.
4. Maintains and repairs grounds facility, parking lots, signs, etc.
5. Makes recommendations on maintenance requirements.
6. Provides minor repairs, and renovations to buildings, furniture and equipment.
7. Carries out removal of snow from University College grounds.
8. Assists other trades as required.
9. Perform test procedure of fire extinguishers and emergency eye wash stations.
10. Performs other related duties as required.

### Supervision Received

Under the limited supervision of the Manager, Grounds and Maintenance

### Supervision Given

No supervision given.

### Consequence of Error/Judgement



# The University of British Columbia

## Staff Job Postings

---

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

### **Qualifications**

Completion of Grade 12 or equivalent plus up to and including one year post secondary trades related training. . Over 2 years and up to and including 4 years related experience. Ability to operate the following equipment is preferred: skid steerer, tractor, articulating boom, etc. Ability to perform strenuous physical work, assume uncomfortable awkward positions and required to lift 50lbs. Ability to work in areas which have higher levels of noise using proper hearing protection. Ability to withstand working in the extreme Kelowna climate conditions. Ability to work in confined areas and sustain long period of bending. Ability to withstand heights and perform work safety. Ability to work flexible hours and or shifts and possibly weekends including afternoons and nights. Shifts are subject to change due to operational requirements. Ability to recognize and report hazards and apply safe work methods, such as lock-out procedures, fall protection, and confined space entry.

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## Job Posting

**Job ID:** 17810  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Food Services - CUPE 116  
**Classification Title:** Assistant Cook-Food Serv. **Business Title:** Assistant Cook- Retail  
**Department:** Food Services  
**Salary:** \$ 16.73 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2014-03-19 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-03-16 **Available Openings:** 1

Sub pool - Trek

### Job Summary

Cooks and prepares meals in accordance with a menu plan.

### Organizational Status

Reports to Supervisor or Manager.

### Work Performed

Cooks and or prepares main courses, pastry items, bakeshop items, desserts, salads, sandwich plates and specialty items on a large scale and as per unit requirements.

Performs grill cooking and short order cooking; takes food orders from customers as required.

Recommends food inventory levels; assists in maintaining inventory.

Cleans kitchen and kitchen equipment.

Assesses and ensures quality of finished product prior to shipping out.

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

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

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

### Supervision Received

Works under general supervision and independently as required.

### Supervision Given

None.

### Consequence of Error/Judgement



# The University of British Columbia

## Staff Job Postings

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Makes minor decisions related to the readiness of foods being prepared; errors may negatively impact customer experience.

### **Qualifications**

Grade 12 Education, Certificate in cooking from a recognized cooking institution, Food Safe Level 1 Certificate. 1 year relevant experience.

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## Job Posting

**Job ID:** 17807  
**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:** 2014-03-17      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-03-16      **Available Openings:** 5

Retail Sub pool: Small Retail Units

### 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.





# The University of British Columbia

## Staff Job Postings

---

### **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:** 17815  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Research/Technical - CUPE 116  
**Classification Title:** Research Asst/Tech 2                      **Business Title:** Research Asst/Tech 2  
**Department:** Zoology  
**Salary:** \$40,500.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-15  
**Job End Date:** 2014-05-16  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-03-16                      **Available Openings:** 1

### Job Summary

To participate in a grant funded research program on the genetic analysis of hybridization in wild fish populations (threespine sticklebacks, trout). Duties include: Preparation of DNA samples, PCR and genotyping, size-fragment (microsatellite) analysis on Beckman-Coulter equipment and measuring fish. Additional duties include taking morphological measurements, analyzing data output from a capillary DNA Analyzer to provide size-fragment calls, data entry, and performing other related tasks.

### Organizational Status

Time will be spent in the laboratory of principal investigator. Employee will report directly to PI. Reports to the Administrator, Zoology, for administrative matters.

### Work Performed

- Assists in isolating and purifying DNA for downstream applications
- Assists in analyzing data from automated DNA Analyzer
- Data entry and sample organization
- Monitor consumption of reagents and other supplies and order supplies when restocking is necessary.
- Maintain records of all work performed and procedures used.
- Liaise with technical services or suppliers of apparatus as, and when, necessary.
- Performs other related duties as required

### Supervision Received

Receives instructions during orientation, thereafter on new assignments or changes in procedures. Work is subject to check by the supervisor (PI). Errors and incorrect decisions would be followed up by further training. Weekly interactions with PI to whom updates are provided and from whom troubleshooting solutions are sought

### Supervision Given

None.



# The University of British Columbia

## Staff Job Postings

---

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

Errors could delay the overall progress of the project and cause loss of research materials.

### **Qualifications**

High School graduation. University degree (B.Sc.) in Biological Sciences or a related field (preferred) with at least one year of relevant experience required. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience with genotyping analysis software and research experience measuring fish specimens required. Demonstrated ability to reliably carry out instructions without ongoing directions, ability to work independently, and within a team environment. Previous experience using basic computer programs for data entry (e.g. Word, Excel), downloading and installing software, and data file organization. Effective oral and written communication, interpersonal and organizational skills. Accuracy and attention to detail. Completion of the UBC Chemical Safety course.

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### Job Posting

**Job ID:** 17816  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Parking Access Coordinator **Business Title:** Parking Access Coordinator  
**Department:** Parking Services  
**Salary:** \$38,304.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-24 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-03-16 **Available Openings:** 1

### Job Summary

The Parking Access Coordinator performs a variety of complex administrative and technical tasks related to UBC Parking. The Parking Access Coordinator is responsible for the support and maintenance of UBC Parking Management software. This position provides technical and administrative support to Parking staff including trouble shooting, configuring and upgrading software packages, conducting training sessions for Parking management software and administration of data.

### Organizational Status

Reports to the Parking Supervisor (Business Operations)

### Work Performed

Configures, updates and troubleshoots parking communications and access control software packages based on established policies, procedures, and guidelines.

Participates in developing training programs for access control, communications and parking management software

Conducts training sessions on access control and parking management software for Parking staff.

Supports the implementation of new Access control initiatives on campus by instructing the University Community on access control policies, procedures and guidelines.

Conducts periodic check of key use practices to ensure UBC Departmental compliance

Collects, summarizes and inputs data for UBC Parking System reports; reviews for accuracy and resolves issues when necessary.

Prepares and maintains reports related to UBC Parking; systematically archives and store data used in reports.

Analyzes Parking System reports and recommends improvements in procedures and processes.

Participates with IT on the installation and configuration parking software to ensure operational objectives are met.



# The University of British Columbia

## Staff Job Postings

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Trouble shoots user problems regarding Parking Management System software and provides assistance as required

Performs the duties of a Traffic Office Attendant as required.

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

### **Supervision Received**

Works under minimum supervision; receives specific instructions only on unusual problems or on matters which depart radically from established policy and procedures.

### **Supervision Given**

None, but may explain work sequences to others.

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

Failure to monitor and report non-compliance to departmental policies and procedures, key-performance-indicators and anomalies could lead to compromised customer service and building security.

### **Qualifications**

High School graduation and Business Training in Office Procedures and Practices. 4 years relevant experience or the equivalent combination of education and experience. Experience providing customer service to a diverse client group. Familiarity with relational databases required. Ability to effectively use Microsoft Outlook, Word, Excel, Access at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to identify and correct missing and incomplete data. Ability to input and extract data, and compile data reports. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to effectively manage multiple tasks and priorities. Ability to provide quality service to customers in a courteous, patient manner. Ability to communicate effectively verbally and in writing. Ability to complete work assignments within timelines and with minimal supervision.

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### Job Posting

**Job ID:** 17789  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 3 (Gr6)      **Business Title:** Administrative Support 3 (Gr6)  
**Department:** Botanical Grdn & Ctr for Hort.  
**Salary:** \$40,752.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2014-04-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-13      **Available Openings:** 1

### Job Summary

This position provides administrative support to the Associate Director, Sustainability and Community Programs, and assists with developing and delivering programming at the UBC Botanical Garden.

### Organizational Status

Reports to the Associate Director, Sustainability and Community Programs. The position interacts with students, staff, volunteers and visitors.

### Work Performed

- Responds to routine verbal and written enquiries from students, staff, volunteers and visitors regarding sustainability and community programming at the Garden, including educational program offerings for adults, children, K to 12 students, specialist groups, and cultural communities, including First Nations communities.
- Coordinates meetings, workshops, lectures, short courses, events, and tours related to sustainability and community programming in consultation with Marketing and Communications, and Administration
- Maintains and is responsible for a database of all bookings, tours and events related to sustainability and community programming including educational programming.
- Maintains and is responsible for materials and resources ensuring that they are organized, in good repair, and current.
- Schedules all relevant facility bookings in conjunction with the Events Coordinator and Administration, ensuring that the Garden's bookings calendar is up to date.
- Point of contact for teachers, schools, groups booking, any questions regarding to sustainability and community programming.
- Assists with recruitment, training, and organisation of (non-FOG) volunteers.
- Assists with recruiting course instructors lecturers.
- Liaises with course instructors lecturers to assess resource and equipment needs.
- Oversees the distribution of learning materials to instructors, students.
- Prepares and delivers evaluation forms for all programs, collates responses and enters information into database.
- Acts as primary contact for instructors lecturers in case of cancellations; arranges for substitute instructors lecturers.
- Provides relevant content for the Garden newsletter, website, and other Marketing and Communications channels.
- Revises and maintains sustainability and community programming and training manuals for students, staff and volunteers.
- Delivers sustainability and community programming both in the Garden and off site, as required



# The University of British Columbia

## Staff Job Postings

---

- Works with Marketing and Communications to ensure all materials (handouts, promotional material, etc.) is up to date and on brand.
- Performs other related duties as requested by the Associate Director, Sustainability and Community Programs.

### **Supervision Received**

This position works under the supervision of the Associate Director, Sustainability and Community Programs, UBC Botanical Garden.

### **Supervision Given**

Students, volunteers

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

Error in judgment or information given would result in loss of credibility and service to the visitors, educators and schools that participate in garden events and programs. Inability to budget accurately would result in inaccurate financial assessments. Lack of customer service skills would impact the overall experience of the Garden visitor.

### **Qualifications**

High School graduation and 1 year post-secondary education. Knowledge of community development principles and adult education principles. 4 years related experience or the equivalent combination of education and experience. Effective oral and written communication, interpersonal, analytical, problem solving and organizational skills. Ability to provide quality service to customers in a courteous, patient manner. Ability to work effectively independently and in a team environment. Ability to effectively manage multiple tasks and priorities. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work flexible hours, including evenings and Saturdays

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### Job Posting

**Job ID:** 17554 (Repost)  
**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:** Executive Assistant to the Dean  
**Department:** Fac.of Pharmaceutical Sciences  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time **Ongoing:** Yes  
**Desired Start Date:** 2014-03-17  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-18 **Available Openings:** 1

### Job Summary

This position provides executive administrative support to the Dean and the Associate Dean, Academic, of the Faculty of Pharmaceutical Sciences. Responsibilities include effectively coordinating intensive and demanding schedule and travel arrangements for the Dean and Associate Dean, Academic; preparing for meetings, appointments and travel; following up on action items of meetings; monitoring progress toward completion of projects and tasks; setting priorities; and researching necessary information in order to assist the Dean and the Associate Dean, Academic. Based on an understanding of the portfolio and priorities of the Dean and the Associate Dean, Academic, the incumbent is expected to prioritize meeting requests, identify urgent matters of high importance and independently redirect and or resolve inquiries and issues as appropriate.

This position requires thorough knowledge of the activities of the Dean; the Associate Dean, Academic; and the Faculty of Pharmaceutical Sciences. The Executive Assistant to the Dean must exercise diplomacy, tact, discretion, good judgment, initiative, confidentiality and be able to work independently, as well as collaboratively. Consistent with the Faculty's Code of Conduct document, the Faculty is committed to the highest level of professionalism in all interactions.

### Organizational Status

The incumbent reports to the Dean; the Associate Dean, Academic; and to the Manager of Administration. Interacts regularly with Associate Deans, Directors, faculty, staff, and students from the Faculty of Pharmaceutical Sciences, as well as other Faculties and units at UBC. Liaises with the Offices of the President and Vice President, as well as senior government agencies and a wide range of officials in the corporate and public sectors.

### Work Performed

1. Acts as personal and confidential assistant to the Dean and the Associate Dean, Academic, of the Faculty of Pharmaceutical Sciences. Organizes a variety of meetings, assembles pertinent documents, and maintains a bring-forward file for the Dean and Associate Dean, Academic, as required. Schedules numerous appointments and coordinates meetings; books rooms, orders refreshments and audiovisual supports as required. Adapts appropriately to changing requirements and needs in regard to scheduling details.
2. Maintains the complexities of the electronic calendars for the Dean and the Associate Dean, Academic, communicating with them to ensure that their calendars are up to date and that they are aware of all items, screening multiple requests for appointments, and exercising tact and discretion in prioritizing requests for appointments.





# The University of British Columbia

## Staff Job Postings

---

3. Required to decline or redirect requests diplomatically and persuasively in complex and sensitive situations. Uses diplomacy, persuasiveness, and tact in dealing with members of the senior government and University, Health Authority officials, donors, students, and the general public.
4. Screens the Dean's incoming mail and phone calls, and responds or redirects as appropriate; exercising judgment as to whether matters require urgent attention from the Dean, whether background information must be acquired immediately, whether information should be released, and who should make a response to any given issue.
5. Uses judgment, discretion, and tact in responding to oral and written inquiries, based on extensive knowledge of the organization and operations of the University in general and Faculty of Pharmaceutical Sciences in particular.
6. Researches, prioritizes, and determines appropriate course of action, referral or response on matters identified by the Dean.
7. Prepares correspondence, forms, and other documents in either draft or final format, much of which is sensitive and confidential, from handwritten materials, brief oral instructions or notes, tapes, and or e-mails. Prepares and verifies a variety of forms which require the signature of the Dean.
8. Prepares and distributes agendas and other meeting materials. Takes, transcribes, and distributes minutes as required.
9. Coordinates all travel arrangements for the Dean and Associate Dean, Academic, including airline, hotel, visas, and ground transportation. These arrangements are often of a complex nature and require a high level of coordination. Compiles back-up documentation for reimbursement of travel expenses.
10. Arranges and oversees annual Faculty events and coordinates other special events on behalf of the Dean and the Dean's Office.
11. Deals with faculty members, staff, and others in a professional manner on behalf of the Dean and the Dean's Office by e-mail, phone, and in person. Consistent with the Faculty's Code of Conduct document, the Faculty is committed to the highest level of professionalism in all interactions.
12. Manages the Dean's records management system including filing, creating maintaining files, culling existing files, and packaging files for archiving.
13. Handles requests for information and data for specific projects, and tracks through to completion.
14. Creates and maintains databases and directories.
15. Orders subscriptions and memberships, and maintains accounts and passwords.
16. Serves on committees, representing the Dean's Office staff as required.
17. Provides relief services to other staff members as required.
18. Performs other related tasks as required.

### **Supervision Received**

The Dean; the Associate Dean, Academic, or his/her designates; and the Manager of Administration will be responsible for the supervision of this position, but the incumbent will be expected to exercise considerable judgment, a high degree of confidentiality, and work conscientiously on her/his own initiative.

### **Supervision Given**



# The University of British Columbia

## Staff Job Postings

---

This position does not supervise.

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

Expected to exercise judgment in establishing priorities and carrying tasks through to completion in a timely manner. Exercises sound judgment in handling matters of a routine and non-routine nature. Any errors and or omissions in judgment could seriously undermine the effectiveness of the Dean or the Associate Dean, Academic.

This position has access to highly confidential information, including information about student academic matters, faculty and staff personnel matters, and strategic and financial proposals. Tact and discretion in dealing with confidential and sensitive matters is essential. Errors in performance by the incumbent could lead to very serious damage of the reputation of the Dean, the Office of the Dean, the Faculty, and the University as a whole; or could lead to loss of revenue, loss of accreditation, and or legal consequences.

### **Qualifications**

High School graduation and two year post-secondary diploma. Post-secondary training in administrative secretarial practices and office procedures and practices. Four years related experience or equivalent combination of education and experience. 4 years related experience or the equivalent combination of education and experience. Must have intermediate skills, and a high degree of accuracy and precision, in Microsoft Office programs including Word, Excel, PowerPoint and Outlook. Strong ability to manage Outlook and related electronic platforms (doodle polls). Ability to use internet applications and tools at an intermediate level. Ability to type 60 wpm and operate a normal range of office equipment.

Strong ability to accurately maintain electronic calendars, reconcile scheduling conflicts, coordinate meetings and schedule the day's activities appropriately.

Ability to determine the nature and urgency of inquiries and issues and triage appropriately.

Ability to take and transcribe minutes.

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

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

Ability to plan, schedule and organize a variety of complex events such as conferences, visits by foreign dignitaries, receptions, and off-site executive-level meetings.

Ability to develop and maintain cooperative and productive working relationships.

Ability to deal with a diverse group of people in a calm, courteous and effective manner.

Ability to work independently and to exercise considerable judgment on a daily basis.

Ability to be thorough and maintain accuracy and high level of attention to detail.

Knowledge of UBC Policies and Procedures preferred.



# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 17794  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Grad Student Support  
**Classification Title:** Grad Student Support 3 (Gr8)      **Business Title:** Grad Student Support 3 (Gr8)  
**Department:** Schl of Arch & Landscp Arch  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-12      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-18      **Available Openings:** 1

### Job Summary

The School of Architecture and Landscape Architecture (SALA) offers professional and research degrees in Architecture and Landscape Architecture, as well as an undergraduate degree in Environmental Design. In fall 2014, a new post-professional Master of Urban Design program will bring faculty from architecture and landscape architecture together with adjunct city planners to capitalize on the synergy between our allied disciplines.

This Student Services Coordinator provides front-line assistance to current and prospective Graduate students in the Landscape Architecture (MLA, MASLA) and Urban Design (MUD) programs and to undergraduate Environmental Design (BEnd) students. This position also coordinates and process applications and provides academic advising to students.

### Organizational Status

The Student Services Coordinator reports to the Student Services and Recruitment Manager and works directly with students to provide admissions advice and academic guidance. Works with faculty administration on student related projects and issues. This position liaises with SALA faculty and staff and with staff across UBC, including the Faculty of Graduate and Postdoctoral Studies and UBC Undergraduate Programs and Admissions.

### Work Performed

#### Student Services and Advising

- Provides front-line assistance to graduate and undergraduate students; responds to all inquiries to the programs' front line email addresses; mud.sala.ubc.ca, larc.sala.ubc.ca, and ends.sala.ubc.ca.
- Provides reception for the SALA MCML office, including course material and A V sign out, ad hoc room booking, office equipment support and mail processing.
- Advises current undergraduate and graduate students on complex queries concerning degree and promotion advancement requirements.
- Advises students on fellowship deadlines.
- Investigates and analyzes academic problems and works with the Student Services and Recruitment Manager to find resolutions.
- Interprets and advises students on official Calendar policy, procedures and regulations.
- Functions as the first point of appeal for students who are not able to register.
- Provides direction and advice to students regarding course availability, schedules and eligibility.



# The University of British Columbia

## Staff Job Postings

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- Determines students' eligibility for course registration and notifies students of the reason(s) for refusal.
- Advises exchange and visiting students on registration matters.
- Coordinates student faculty advisor assignment and MLA vertical studio placement.
- Reviews' graduating design project submissions and maintains records.
- Maintains and updates student files and records.
- Prepares student services related forms and monitors their progression through to completion.
- Processes course waivers and transfer credits.
- Performs processing duties related to graduation, such as creating checklists for student graduation, and liaises with the Records department to resolve problem situations.
- Reviews and evaluates student records for graduation. Assesses program requirements and identifies candidates that meet the criteria for the degree with distinction (undergraduate) and graduation (graduate and undergraduate students).
- Assists the Student Services and Recruitment Manager with graduation and welcome events and presentations.
- Assists with student recruiting events such as job fairs and information sessions.
- Assists with coordinating annual workshops, field courses, and program events.
- Performs other related duties as required.

### Admissions Processing

- Interprets complex inquiries to provide information and guidance to current and prospective students regarding routine and non-routine admission requirements, college transfers, appeal procedures, registration, course changes and other related academic policies and procedures.
- Opens and organizes application materials and evaluates documentation pertaining to the admission of domestic and international applicants.
- Evaluates transcripts, including international transcripts, against admission requirements, based on faculty policy. Unique and unusual cases are referred to the Student Services and Recruitment Manager.
- Explains unfavorable decisions and university policies to applicants who have been refused admission to a SALA program.
- Organizes and prepare files for the admissions committees and maintains application records.
- Performs other related duties as required.

### Student Awards and Scholarships

- Processes graduate award applications for graduate government (SSHRC) and external (Olmstead) awards.
- Distributes application materials, provides information on application deadlines, and collects completed application materials and distributes to the committee for review and ranking.
- Evaluates transcripts as needed.
- Unique and unusual files and referred to the Student Services and Recruitment Manager.
- Communicates internal award decisions to students.
- Participates in the organization of the annual Awards and Graduation receptions for the programs.

### Supervision Received

Works independently under broad direction. Work is performed within authorized prescribed limits and or an approved plan. Exercises independent judgment in selecting and interpreting information, and reconciling deviations from standard methods. Job tasks are governed generally by broad instructions, objectives, and policies, usually involving frequently changing conditions and priorities. Assigned tasks make it necessary to determine what data and quality of data are required to make reliable decisions. Unique issues requiring further procedural investigation or cases that fall outside the bounds of established policy are referred to the Student Service and Recruitment Manager.

### Supervision Given

Not required to supervise staff. May supervise student helpers and explain work procedures to new, temporary or inexperienced staff.

### Consequence of Error/Judgement



# The University of British Columbia

## Staff Job Postings

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Judgment requires a thorough knowledge of the policies and procedures of the University and the Unit in order to provide effective services and resolve complex problems. Errors in screening applicants or providing poor or inadequate admissions advice may result in an applicant not being able to obtain admission to the program. Poor or inadequate student advice may result in students not obtaining required or recommended courses, and may have an adverse effect on a student's progress or eligibility for graduation. Poor or inadequate advice to students could result in their registration in the wrong courses, which in turn may affect the length of time it takes to complete their degree as well as their level of satisfaction with their program.

### **Qualifications**

High School graduation and two year post-secondary diploma. Undergraduate degree is preferred. 4 years related experience or the equivalent combination of education and experience. Experience working directly with both graduate and undergraduate student records, registration and admissions is preferred. Proven excellence in customer service is required. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment. Ability to communicate effectively verbally and in writing. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to effectively use Outlook, MS Word, MS Excel at an intermediate level. Experience with UBC applications is preferred (SISC, Degree Navigator, FSC etc.). Ability to analyze and interpret data, determine implications, and provide recommendations Ability to provide effective and appropriate guidance and counsel Ability to work effectively independently and in a team environment. Ability to identify and respond to contentious or politically sensitive issues with discretion.

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## Job Posting

**Job ID:** 17809  
**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:** Senior Program Assistant  
**Department:** Industry Liaison Office  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-17  
**Job End Date:** 2015-09-30 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-03-12 **Available Openings:** 1

### Job Summary

Genomics Research Entrepreneurship to Accelerate Translation (genomics.entrepreneurship UBC) is a three-year program created by the University-Industry Liaison Office (UILO). The program is a nationally-funded pilot project designed to accelerate the uptake of genomics research outputs for economic, environmental and societal benefit. genomics.entrepreneurship UBC focuses specifically on research that addresses natural resources including forestry, agriculture and the environment. The program develops and delivers curriculum and other opportunities that extend traditional entrepreneurial training to address the specific needs of this research domain.

genomics.entrepreneurship UBC includes the following components: a Knowledge Network of researchers, professionals and stakeholders; an internship program; multiple training modules including presentations, workshops, webinars and other online resources; an entrepreneurship accelerator program - the Lean Launch Pad; a mentorship program; and numerous networking opportunities.

This is a Senior level multifaceted complex coordination and administrative position. While it incorporates elements of other levels, it has a majority of effort associated with more complex administrative support services and program-related activities. The incumbent is expected to assist with the delivery and coordination of genomics.entrepreneurship UBC. This includes preparation of documents and other communication materials; coordination of events, workshops, meetings and hiring processes; and provision of general administrative support services including some basic expense tracking and reporting. The nature of the work requires independence, exceptional communication skills, professionalism and an eye for detail. This position requires some scheduling flexibility as the Program Assistant will occasionally work outside of normal business hours to assist with events.

### Organizational Status

The program assistant will report to the Program Lead and the Program Manager. This position interacts with the University-Industry Liaison Office staff, entrepreneurship UBC staff, genomics.entrepreneurship UBC staff, project partners, project stakeholders and Knowledge Network members.

### Work Performed

1. **Communication:**  
 Maintains cordial and professional working relationships with all program partners, participants, stakeholders and Knowledge



# The University of British Columbia

## Staff Job Postings

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Network members by:

- Responding to telephone and email requests for information regarding the program offerings and acting as a resource person for program partners, participants and knowledge network members.
  - Independently sourcing and creating web content
- Maintaining social media channels in order to build public engagement with the program, and tracking this engagement via analytic tools.
- Producing monthly electronic newsletter, including sourcing and writing content, copy editing.
- Conducting literature and information searches on the internet and creating concise educational resources for external use.
  - Assisting in the production of program reports.

2. Responsible for the planning and coordination of multiple events, workshops and meetings by:

- Recruiting of speakers and brokering relationships with service providers in collaboration with the Program Manager.
- Promotion of events via multiple channels (social media, UBC events, website).
- Designing, developing and organizing all promotional materials for events .
- Coordinating online and email workshop and event registration including maintenance of participant documentation, sending confirmation of registration and invoices to participants, and facilitating workshop registration payments in cooperation with accounting staff.
- Coordinating the logistics of event set-up, including room bookings, seating arrangements, supplies and A V based on the direction of the Program Manager.
- Ordering catering in accordance with dietary needs, numbers of attendees and budget.
- Collecting and summarizing event feedback forms for program evaluation purposes.

3. Administration:

Works closely with the Program Manager and the Program Lead, in the administration of genomics.entrepreneurship UBC by:

- Maintaining statistical tracking, and interpretation and reporting of relevant program outcomes.
- Maintaining program contact lists and online filing system to curate program resources.
- Expense tracking and reporting, related to program events and internship expenses.
- Drafting and editing documents and correspondences.
- Scheduling meetings and appointments, determining urgency and importance and circulating supporting information including agendas and program information.

4. Administration of internship program by:

- Participating on selection panels for internship recruitment.
- Circulating internship announcements and calls for applications.
- Responding to requests for information.
- Preparing internship orientation material and 'onboarding' processes for interns.
- Maintaining records of internship appointments, projects and objectives, including administering intern exit interviews surveys

5. Administrative support of Knowledge Network

- Arranges and conducts outreach events for Knowledge Network members.

6. Performs projects or assignments as requested by the Program Lead or Program Manager.

### **Supervision Received**

Works with a high degree of independence; however, will be supervised by the Program Manager.

### **Supervision Given**





# The University of British Columbia

## Staff Job Postings

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Oversees work of program interns and student assistants, and provides guidance on administrative processes. Provides logistical and administrative support to Knowledge Network members.

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

Decisions where clear procedures are not available will be directed to the Program Manager or Program Lead. Errors in judgment or ineffective communication may compromise the delivery of program offerings, damage the program reputation and impact future ability to secure funding. Tact, diplomacy, confidentiality and excellent interpersonal skills are key skill requirements.

### **Qualifications**

High School graduation and two years post-secondary education. Minimum post-secondary education, preferably in science, business or communications. 4 years related experience or the equivalent combination of education and experience. Experience in administrative support and or communications event coordination preferred. Experience in a UBC setting is an asset. Superior skills to communicate effectively in verbal and written communication. Self-motivated; ability to independently juggle multiple, constantly changing priorities. Requires diplomatic persuasiveness, sensitivity, and the ability to motivate desired behavior and social cooperation. Experience with social media (Twitter, LinkedIn, Vimeo). Experience with maintaining and modifying WordPress websites. Experience with UBC administrative and accounting processes is an asset. Ability to effectively use MS Office (e.g., Outlook, MS Word, MS Excel, MS PowerPoint) at an advanced level. Ability to maintain accuracy and attention to detail. Ability to gather, record, and organize information. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to occasionally work outside of normal business hours to assist with events.

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## Job Posting

**Job ID:** 17544 (Repost)  
**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:** Second Year FMPR Program Assistant  
**Department:** Family Practice  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-10      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-12      **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 Medical, Northern Medical, and Island Medical Program, and for preceptor and facilitator support.

Background: This position is mainly responsible for program coordination of Family Practice in the lower mainland with minor responsibility in 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, Victoria, Kelowna, 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 Victoria and Prince George as well as in Vancouver.

### Organizational Status

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

### Work Performed

#### A. FMED SUPPORT

Coordinates all aspects of the Family Practice course for second year that includes dissemination of schedules and relevant information to all sites (IMP and NMP) and posting to MEDICOL. This position is responsible for supporting the Family Practice course at the distributed sites in 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.

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



# The University of British Columbia

## Staff Job Postings

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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, prepares grade sheets and forwards 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 FMPR420 courses.

Coordinates schedules and makes arrangements for any FMPR420 meetings which will be videoconferenced 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 schedules to the Media Group to book facilities.

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 Victoria, Kelowna and Prince George for students, forwards schedules, provides information as needed.

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

Assists with the design and implementation of program support systems for the IMP, SMP, 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.

- Ongoing liaison with IMP and NMP in order to provide advice.

Responsible for coordinating and maintaining evaluations on VFMP second year students in FMPR 420 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.

Note: this list is not intended to be exhaustive and will be developed further as planning for the distributed program proceeds.

### D. SCHEDULING & CURRICULUM PLANNING

Creates, compiles and updates information for the 2nd year FMPR420 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 FMPR420 course in second 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



# The University of British Columbia

## Staff Job Postings

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None.

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

The Undergraduate Director and Undergraduate Administrator administer the area. The incumbent, in coordination with the Undergraduate Administrator, is 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), establish 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 3 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. Training or experience in office procedures and administration. Knowledge of evaluations systems and websites will be an asset. Ability to communicate effectively verbally and in writing. Interpersonal, public service, and organizational skills. Ability to perform word processing at 55 words per minute. Ability to effectively use MS Word, Excel, and Access at an intermediate level. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. 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:** 17833  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Public Serv Library  
**Classification Title:** Pub Svc Library Asst 4 (Gr8)      **Business Title:** Overdues, I.L.L./DocDel and Circulation Supervisor  
**Department:** Library - Woodward  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-17      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-14      **Available Openings:** 1

### Job Summary

Oversees the daily operation of the circulation division in Woodward Library, and works at the circulation desk as required. Supervises work relating to Overdues, Interlibrary Loan and Document Delivery. Under the direction of the Circulation and Office Manager, organizes and conducts training of Circulation staff at all levels, and participates in the selection of junior staff. Represents Woodward Library on committees and working groups relating to matters of circulation, overdues and I.L.L. DocDel.

### Organizational Status

Works under the direction of the Circulation and Office Manager. Assists in the implementation of new policies and procedures and the development of training programs for I.L.L. DocDel and Circulation. Has frequent opportunity for independent action, within limits of established guidelines. Supervises Overdues, Circulation and I.L.L. DocDel staff, and maintains close working relationships with other staff members of the Woodward Library, as well as Borrower Services, other UBC Libraries and the public.

### Work Performed

1. Under the direction of the Office and Circulation Manager, oversees the daily operations of Circulation and I.L.L. Identifies priorities and problems, and initiates procedural changes to ensure effective operations of the division.
2. Responsible for organizing and supervising all work and problems related to circulation, overdues as well as Interlibrary Loans and Document Delivery. Deals with appeals and inquiries regarding library fines according to UBC loan regulations and policies. Makes decisions to cancel or adjust existing fines based on facts and judgment. Interprets and ensures compliance with policies and procedures.
3. Assists in the interviewing and hiring of new staff, and the evaluation of performance of all support staff in the division.
4. Supervises, instructs, and trains staff and student assistants in circulation, overdues, interlibrary loans and document delivery. Maintains up-to-date procedure manuals, and assists in the revision of the Circulation, Overdues, and I.L.L. DocDel manuals if required.
5. Deals with difficult patrons and resolves complex circulation problems. Consults with the Circulation and Office Manager if necessary.



# The University of British Columbia

## Staff Job Postings

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6. Prepares the daily desk schedule and biweekly work schedule of the division based on library hours and service demands. Makes adjustments as required.
7. Co-ordinates with Borrower Services and other UBC Branch libraries on matters concerning circulation and overdues.
8. Participates in the development and implementation of new policies and procedures related to circulation, ILL and DocDel.
9. Oversees the daily operation of the cash register and accounting activities associated with the cash receipts from the cash register. Performs daily cash reconciliation as assigned, and is responsible for submitting monthly financial reports to Library Administration.
10. Performs all circulation procedures, and works at the Service Desk as required. Explains and directs users to resources such as subject guides, databases by subject, subject branches, and subject librarians. Instructs users on how to access and utilize catalogues, databases, government publications and statistics, and e-resources such as e-journals and e-books, as well as internet search tools such as RefWorks.
11. Opens and closes the library as needed. Deals with all problems and or emergencies that may occur when working as the sole or as one of two permanent staff members during evenings and weekends.
12. Performs other duties related to the qualifications and requirements of the job.

### **Supervision Received**

Works under the direction of the Circulation & Office Manager. Works independently within limits of established guidelines. Accountable and reports to the Circulation & Office Manager of Woodward.

### **Supervision Given**

Supervises all support staff, and maintains close working relationships with other staff members of the Woodward Library.

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

Consequence of error would affect the quality of service to the university community. Improper decisions on Overdues and I.L.L. DocDel matters will result in angry or upset patrons and this would affect the image of the Library. I.L.L. is a service the Library charges community patrons to use; consequence of error could potentially cause financial loss.

### **Qualifications**

High School graduation and two year Library Technician diploma. 4 years relevant experience or the equivalent combination of education and experience. Experience in or knowledge of circulation, overdues, and I.L.L. DocDel. Experience with supervision of staff. Knowledge of library policies and procedures and circulation services. Ability to interpret and apply library policies with consistency. Ability to type 40 w.p.m. and to operate the normal range of library equipment. Ability to use word-processing, spreadsheet, and database applications at an intermediate level. Ability to exercise tact and discretion. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to provide quality public service to customers in a courteous, patient manner. Ability to communicate effectively verbally and in writing. Ability to effectively recruit, train, supervise, and motivate staff. Ability to work a five day work week and to work evenings and weekends when required.

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# The University of British Columbia

## Staff Job Postings

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



## Job Posting

**Job ID:** 17838  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Reception  
**Classification Title:** Front Counter 3 (Gr4)      **Business Title:** Front Counter 3 (Gr4)  
**Department:** Sociology  
**Salary:** \$38,808.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-24      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-14      **Available Openings:** 1

### Job Summary

Performs a wide range of clerical, financial and secretarial tasks in the Sociology Main Office and provides administrative support for the department on a day to day basis.

Responsible for reception duties, processing financial payment, advances, settlements, visa payments. Keeps financial files, equipment, bookings, inventory, in order and up to date. Assists with departmental financial processing of requisitions, journal vouchers, travel advances, financial record keeping, set up and monitoring of photocopy requests and accounts. Assists Administrator and Head with equipment purchases and or renovations. Tracks grants balances before end date.

### Organizational Status

Reports directly to the Administrator. Discuss unusual items with the Administrator. Works in close collaboration with Sociology Head's secretary, graduate undergraduate office secretary and other secretaries in the building to support the administrative functions of the department

### Work Performed

Handling general reception duties such as telephone calls on a small switchboard, dealing with in-person callers, faculty members, students, visitors and the general public.

Referring enquiries as appropriate. Preparing and maintaining telephone listings, forwarding addresses and main hall directory listings. Processing incoming and outgoing mail (in collaboration with the Anthropology Main Office Secretary), dating and distributing students papers and faxes.

Monitoring postage charges and labelling mailboxes; Submitting and tracking key requests for Anthro-Sociology Building. Assisting with phone system maintenance, completing forms for fasmail application when required. Reporting trouble calls.

Completing journal vouchers, requisitions for payment, smart forms, travel advance and settlements and ensuring they are processed in a timely manner.

Taking regular inventory of all supplies and placing orders including paper, letterhead, envelopes and toner. Keeping track of financial records and backup documentation. Resolving discrepancies and correcting errors. Checking monthly supplies expenses and submitting monthly reports to Administrator.

Assisting with equipment purchases.

Preparing year end transactions including payments and reimbursements. Tracking expenses in grants to ensure they are paid in a timely fashion. Depositing checks as required. Monitoring grant deadlines and referring to Administrator. Maintaining petty cash.





Checks AMEX and PCard statements & processes payment. Using Excel spreadsheets to keep track of data. Monitoring equipment loans and their return (projectors, VCR's, laptops. Arranging regular service calls for office equipment: fax, copier, printer, etc. Instructing faculty on proper equipment use as needed. Keeping current inventory records of equipment by serial number and type. Handling all booking arrangements for A V equipment. Booking restricted seminar rooms. Checking and stocking paper supply and toner cartridges for Computer labs. Responding to student queries. Issuing and monitoring copier accounts for all staff. Tracking copier cards and parking stickers. Maintaining photocopiers, paper supply checked and meter read and once a month reports to Administrator. Processing requests for courier service and tracking waybills. Keeping track of reimbursements. Maintaining an accurate hard copy list of classroom and timetable changes; Capturing classroom information from FSC; Keeping the front counter tidy and supplied with forms, handouts and course outlines. Posting notices on department bulletin boards. Setting up lecture notices. Keeping stock and maintenance of the First Aid Kit. Forwarding of lost and found items. Keeping the whiteboard with up to date information regarding absences, holidays, events. Ordering food, handling catering, making coffee for meetings and assisting with clean up. Helping with logistics of larger events such as Imagine Day, TA training etc. Assisting with various access set up for incoming faculty including sessional instructors. Helping with other tasks for Sociology Head's Assistant, Graduate Undergraduate Secretary and other secretaries in the building to support the administrative functions of the department. Photocopying as required. Updating web pages.

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

### **Supervision Received**

Reports to the Administrator. Performs familiar duties independently and receives specific instructions only on new situations departing from established practices policies. Consults with Administrator or Head for unusual situations.

### **Supervision Given**

None.

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

The nature of the work demands planning the sequence of duties, the work methods to be employed and the action to be taken on unusual problems. Must exercise judgment based upon a thorough knowledge of procedures, guidelines and regulations and make decisions based on guidelines and established precedents. This is positions in the Sociology Main Office - a very organized individual with pleasant attitude; polite and courteous manner when answering the phones and when talking to students and general public at the front counter. Inability to do any of the above would jeopardize the reputation of the department. Failure to process payments in a timely fashion would also put grant funding at risk.

### **Qualifications**

High School graduation and one year of related post-secondary education. Business training in office procedures and practices. Computer software knowledge and skills are assets. 3 years relevant experience or the equivalent combination of education and experience. Proactive and self starter. UBC experience preferred. Knowledge of University an asset. Proficient in Excel and other software in MS Office i.e., Word. Computer experience with other programs is a definite asset: i.e. Wordpress, FSC, SISC, FMIS preferred. Experience working in a fast paced environment preferred. Knowledge of and interest in aspects of computer, web work is helpful. Ability to communicate in a clear, attentive, and polite manner. Ability to communicate effectively verbally and in writing. Ability to listen actively and attentively, and obtain clarification as required. Ability to remain calm, decisive, effective, and safe in emergency or crisis situations. Ability to work effectively independently and in a team environment. Ability to provide quality service to customers in a courteous, patient manner. Ability to perform word processing at 55 words per



minute. Ability to anticipate problems and issues and plan ahead. Ability to politely screen calls, direct as appropriate, and take accurate messages. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to effectively perform inventory control procedures. Ability to create and accurately maintain record and filing systems. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to operate job-related equipment (e.g., multi-line phone switchboard) (e.g., fax machine, photocopier). Ability to effectively use <job-specific software> at an intermediate level. (e.g., Outlook, MS Word, MS Excel) Ability to exercise sound judgment. Ability to accurately process <function> within required timelines. Ability to accurately prepare bank deposits. Ability to accurately process cash credit card transactions.

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## Job Posting

**Job ID:** 17795  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Unmatched Grade  
**Classification Title:** Unique Job (Gr5) **Business Title:** Data Management Clerk  
**Department:** UBC IT - Solutions&Integration  
**Salary:** \$39,492.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01  
**Job End Date:** 2014-12-24  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2014-03-11 **Available Openings:** 1

### Job Summary

Primarily responsible for the daily batch operation of the Financial System (and Payroll System as required). Under the direction of 2 Supervisors, provides back up support during illness, vacation etc., for both FMS (Financial Management System) and HRMS (Human Resource Management System). Uses sophisticated electronic job scheduling software as an integral part of daily and back-up support duties. Corrects errors and reconciles inputs with outputs. Provides technical support for PeopleSoft users.

### Organizational Status

Reports to the Manager of Data Management and receives guidance and supervision from the Senior Data Management Clerk s.

### Work Performed

- Responsible for loading electronic interfaces (from several media sources) into FMS and HRMS, and ensuring transaction totals reconcile. Deals directly with departments and campus users to solve problems with files.
- Produces Canadian, US and Express cheques to pay students, vendors and staff (including Pay Advices).
- Distributes Payroll reports to staff and external departments on a daily basis.
- Schedules and submits daily and nightly Payroll production jobs, uploads Payroll interface files, and produces Payroll cheques (as required).
- Reviews the status of production FMS batch jobs to ensure they have run successfully.
- Provides technical support to PeopleSoft users (either by email to the PeopleSoft Support email group or by phone). Communicates to the community the status of the HRMS system (as required).
- Creates and maintains security access for all PeopleSoft FMS Live and FMS nQuery users
- Distributes month-end reports (M E rollups).
- Performs other duties as assigned.

### Supervision Received

Reports to the Manager, Solutions and Integration and works under administrative guidance and supervision from the Senior Data Management Clerk s and with special instructions on assignment of new duties and unusual problems.

### Supervision Given



N A

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

FMS - vendors not being paid or being paid late resulting in loss of vendor discounts or vendors refusing to do business with the University.

Payroll - Faculty, staff and students not being paid or receiving late pay. Non or late payment of pay may result in financial difficulty for some employees. Fines, penalties and interest could be levied against the University if a Payroll is late. Loss of data, scheduling errors, missed cut-offs may result in incomplete or incorrect Payroll reports, incorrect deductions taken off employee's pay, and or Payroll production jobs not completing successfully.

### **Qualifications**

High school graduation plus business training in office procedures, practices and keyboarding. Credits towards a University degree preferred. Some accounting bookkeeping training necessary. . Minimum of three years experience or one year relevant UBC experience. Must be comfortable working with computers and possess an ability to learn new software packages. Ability to use word processing, spreadsheet and database applications at an intermediate level, along with familiarity of the Financial Management System (FMS). Ability to write clear, concise business English. Ability to work within a demanding office setting, requiring high caliber output. Must have a highly motivated, responsible attitude and be able to work in a professional team environment. Ability to plan and execute the workflow to meet departmental requirements; ability to communicate effectively and tactfully with others during the exchange of information.

Must be well organized and have a logical and attentive approach to work as well as paying close attention to detail. Must be able to remain focused even if constantly being interrupted. Month-end processing involves lifting and moving heavy boxes of report output.

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### Job Posting

**Job ID:** 17552 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Excluded M&P  
**Job Category:** Human Resources  
**Classification Title:** Human Resources Manager **Business Title:** Human Resources Manager  
**Department:** Human Resources  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-07  
**Job End Date:** 2015-05-15  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2014-03-18 **Available Openings:** 1

### Job Summary

To provide advice and counsel on all human resources management issues across the UBC Information Technology (UBC IT) portfolio to ensure: optimum professional development of UBC IT employees; consistency in philosophical approach and practice; efficient and effective client services; timely strategic planning and development; Provides HR advice to Supervisors, Managers, Directors and the Chief Information Officer. Provides counsel and makes recommendations on human resources management issues such as change management, performance management and staff development, equity, diversity and inclusion, succession planning, leadership development, recruitment, employee relations (contract interpretation and grievance handling to step 2), job evaluation, and classification.

Provides leadership with respect to the Focus on People Workplace Practices initiative and partners with Chief Information Officer and business units to identify specific Human Resources strategies that support each units' business plan.

### Organizational Status

Reports directly to the Senior HR Manager, Finance, Resources and Operations (FRO), and indirectly to the Chief Information Officer, UBC IT who work together to develop working priorities. The HR Manager functions as a key member of the UBC IT senior team and provides consultation and coaching to Employees, Supervisors, Department Managers, Directors and the Chief Information Officer of UBC IT. Works with Employee Relations Managers, Organizational Development and Learning Practitioners, Compensation Associates Consultants, Return to Work Coordinators, Pension Administrators and Benefit Administrators at all UBC campuses.

### Work Performed

Consults with and advises and coaches UBC IT staff members on all human resources management issues pertaining to employees including: organizational development; recruitment; succession planning; performance management; change management; conflict resolution; personal harassment issues; creating a respectful workplace; equity, diversity and inclusion initiatives, university policies and procedures and applicable government legislation.

Provides guidance and direction in handling employee relations issues including: contract interpretation; grievance handling to Step 2; progressive discipline; investigations; terminations; return to work and accommodation initiatives.

Represents the University, Human Resources, and the client departments when meeting with the unions and various employee group representatives.

Resolves various issues, grievances and disputes by researching, documenting processes, participating in discussions, recommending solutions and negotiating settlements as applicable.



Provides a thorough overview of cases with recommendations directly to Employee Relations Manager. Consults with Employee Relations Managers prior to advising on appropriate disciplinary action.

Provides HR leadership to the Chief Information Officer and the unit Directors in the development of strategic human resource plans for each unit in line with the Focus on People plan and the requirements of each business unit.

Responsible for overseeing, coordinating and implementing of HR role in UBC IT transitions.

Manages Human Resources Coordinators in UBC IT. Acts as a resource for the team by providing guidance and counsel for all human resources related issues;

In collaborations with the Organizational Development Specialist, develops content for and oversees employee orientation and training programs. Facilitates the programs as required.

Builds relationships and partnerships with clients by regularly visiting units on site and meeting with functional department leaders to discuss current issues and strategic initiatives.

Chairs and or participates in regular UBC IT meetings and business unit meetings in order to provide a forum for discussion of human resource issues and provide new and revised human resource practices.

Participates in the development and community roll-out and maintenance of attendance management programs. Delivers training sessions and provides guidance and support to address specific attendance management issues.

Collaborates with Return to Work Coordinators with regard to: the return to work of staff, the ability to remain at work for injured or disabled staff; duty to accommodate issues; substance abuse issues; and other performance related issues involving illness or disability.

Regularly participates in HR Managers Networks Meetings and presents topics at Round Tables and or participates in Round Table discussions.

Remains current with new HR practices, management philosophies, techniques and tools. Working with colleagues researches develops and promotes human resource best practices. and ensures consistent and appropriate communication occurs.

Answers a wide range of general employment related enquiries from internal and external community.

Participate in a wide range of various projects and committees.

Performs other related duties as required.

### **Supervision Received**

Reports to the Senior HR Manager, Finance, Resources and Operations (FRO) and indirectly reports to the Chief Information Officer, UBC IT. Works with a high degree of independence; work is reviewed in terms of achievement of broad goals.

### **Supervision Given**

Manages the work of the HR Coordinators and provides guidance in matters of professional practices.

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

The decisions and recommendations of the Human Resources Manager, UBC IT has or may have legal, financial, contractual and operational implications for the University, the organization, departments and employees, both in the short and long term. Inadequate strategic planning for the department may result in staff morale issues, compromise departmental integrity, affect financial viability of the units and as a result impact the UBC community. Poor working relationships may contribute to lower staff morale and have a negative impact on the reputation of the University and the Human Resources Department and affect relations with various contacts. Failure to accurately assess team and client needs, exercise appropriate judgement and foresight may impact on the ability of the University, Human Resources Department, client departments and employees in achieving their objectives or goals.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of five to seven years of related experience or the equivalent combination of education and experience. Minimum five to seven years of related human resources experience including generalist experience. Experience in administration of collective agreements and labour relations in a complex unionized environment. Demonstrated experience and knowledge in human resources management, conflict management, equity, diversity, and inclusion, human



# The University of British Columbia

## Staff Job Postings

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resources legislation, learning and development, problem solving, change management, strategic planning, advising, project development, implementation and completion. Thorough knowledge of current Human Resource Management best practices. Knowledge of provincial and federal legislation governing employers Human Resource practices. Knowledge and experience in using a coaching model to influence and advise clients. Ability to strategically plan, analyze, implement and review a variety of projects and assignments. Ability to develop and implement strategies to meet the needs of clients. Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to establish and maintain supportive working relationships with clients and team members. Ability to effectively facilitate groups to achieve appropriate outcome. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to negotiate effective settlements. Ability to mentor and coach staff, and act as a resource. Ability to communicate effectively verbally and in writing. Proven ability to design and deliver effective training programs. Ability to compose professional written documentation. Knowledge of the electronic recruiting systems an asset. Ability to travel to on and off-site departmental unit locations. Proven ability to adapt to changing priorities, set work priorities, work under pressure and meet deadlines. Ability to exercise tact, discretion and judgment.

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## Job Posting

**Job ID:** 17801  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** IUOE 882  
**Job Category:** Trades - IUOE 882  
**Classification Title:** Operating Engineer **Business Title:** Operating Engineer  
**Department:** Building Ops - Shift Engineer  
**Salary:** \$52,524.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-12 **Available Openings:** 1

### Job Summary

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

### Organizational Status

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

### Work Performed

1. Performs checking, routine maintenance, and operation of pumps, fans, compressors, steam expansion joints, high pressure steam traps and associated equipment and systems. This includes: repacking pump glands, replacing coupling inserts, and renewal of gaskets; draining moisture and oil from air receivers and vacuum tanks; checks on the condition of belts drives for belt wear, alignment, and tension; replaces and re-aligns belts when required; checks and tests sump pump operation and controls; cleans air filters and replaces filters as required; and reports on condition of such equipment.
2. Answers service and emergency calls, assesses repairs required, or determines what action is to be taken. Investigates emergency calls and renders equipment safe; if required, takes action as soon as possible to minimize problems associated with emergencies, as detailed in the Trouble Call Emergency Handbook.
3. Utilizes the Building Management System to identify malfunctions in noted equipment where appropriate and to stop and start remote equipment as directed.
4. Performs routine tests and control of chemical treatment in buildings' heating and air-conditioning systems.
5. Maintains records of maintenance to machinery and equipment including the obtaining of log readings on mechanical equipment as required.
6. Wipes down mechanical equipment. Checks and reports on essential light bulb replacement. Reports on general condition of mechanical equipment rooms. Take immediate action to correct any safety hazards in mechanical equipment areas.





# The University of British Columbia

## Staff Job Postings

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7. May be required to perform other duties related to the qualifications and requirements of the classification.

### **Supervision Received**

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

### **Supervision Given**

None.

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

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

### **Qualifications**

BC Fourth Class Power Engineer. A certificate of competency as a BC Fourth Class Power Engineer. Mechanical aptitude, skill in the use of hand and shop tools. .

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### Job Posting

**Job ID:** 17704  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level A **Business Title:** CA Articling Accountant  
**Department:** Office of the Comptroller  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-05  
**Job End Date:** 2017-05-05  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-18 **Available Openings:** 1

### Job Summary

The CA Articling Accountant provides accounting support to the UBC Finance portfolio through 3 separate rotations in Internal Audit, Internal & External Reporting & Central Finance. Responsibilities in these rotations include: executing internal audit programs, evaluating results, and making recommendations (with increasing complexity as the Articling Accountant progresses); Developing and utilizing a combination of accounting, budgeting, analysis, financial modeling, computer and organizational skills; and reviewing internal controls, policies, procedures, charts of accounts, receivables, banking, budgeting and reporting requirements within the university; Review all funds (e.g. Operating, capital, research, ancillary services) and assist in the preparation of monthly, quarterly and year-end financial statements and supporting schedules, statutory reporting, forecasting, reconciliation, and variance analysis of the aforementioned funds; Participate with investment research, investment portfolio design, and risk management within the framework of the University of British Columbia's investment principles and beliefs and its investment policies.

### Organizational Status

The CA Articling Accountant will report directly to the Comptroller through their articling period, however will be supervised and work directly with the Finance Managers in their various rotations.

### Work Performed

The rotations in Internal Audit, Internal & External Reporting and Central Finance provide each CA Articling Accountant with the opportunity to attain the required core competencies for the Certified Accountant designation. The responsibilities are as follows and will be performed under the supervision and guidance of a line manager in their rotational portfolio:

1. Internal Audit:
  - a. Reviews and assesses the adequacy and reliability of existing management risk management activities, governance structures and internal controls (financial and operating). Ascertains the reliability and accuracy of management information within the organization. Determine the extent of compliance with applicable laws, regulations, policies and procedures. (With increasing responsibility as the Articling Accountant progresses)
  - b. Develops feasible alternative solutions to problems encountered with University systems. Recommends cost-effective modifications to existing controls, risk management and governance processes when required, towards the end of the rotation. (Competency development will focus on Evaluation)
  - c. As part of the team: Plans and conducts exit conference meetings with appropriate levels of management to review observations



and recommendations arising from audits. Presents findings to senior management.

d. Required to draw conclusions to the audit program based on audit evidence. Any issues that are found as part of the audit are required to be documented and assessed for pervasiveness. Writes audit reports that are accurate, balanced, logical, and focussed on higher-risk areas.

e. As part of the Internal Audit fraud function: Assists in conducting fraud examinations or related special investigations.

Addresses initial complaints with due regard and screening complaints appropriately using professional standards and criteria.

Conducts interviews with those bringing forward complaints, as well as those against whom the complaints are raised. Applies the appropriate sensitivity, confidentiality and rigour to investigations. Understands the potential implications of fraud and irregularities and can conduct an investigation effectively to address potential concerns. Partners with required University groups to ensure investigative protocols are adhered to and employee rights are maintained. Applies judgment in determining the nature of information to gather, the substantive testing, analysis and evidence required to move forward. Understands relevant University policies and procedures to determine the most effective remedial action to be taken.

### 2. Internal & External Reporting

a. Assist the Financial Reporting team, and understand the external and internal financial reporting needs of various stakeholders, including assisting with the preparation and verification of monthly project departmental financial reports, annual and quarterly financial statements and regulatory filings.

b. With progressively more responsibility and complexity, the Articling Accountant will gather and analyze information to report monthly quarterly financial results, and involvement with constant improvement of the reporting processes.

c. Assist in the coordination of the annual external audit and quarterly reviews, providing auditors with required information and addressing issues as they pertain to the financial statements.

d. Work closely with internal audit, legal and stakeholder relation groups on external communications and regulatory filings (e.g. Financial Information Act and Appendix C filings with Provincial Government).

e. Assist in monitoring adequacy and adherence to internal reporting and external reporting PSAB requirements, as well as ensuring proper source documentation is provided for journal entries. Prepare documentation to assess the impact of changes in accounting principles policies and to support implementation thereof.

f. Support proper disclosure procedures and internal controls in place; and ensure that they are appropriately documented, to support management's information needs. Includes controls over Endowment spending and Capital expenditures.

g. Assist the Internal Reporting function, with the preparation of internal financial reporting to executive management and the board of directors, including: preparation of presentations, memos and various other communications related to monthly, quarterly and annual results. Financial statement analysis of the department's University entity's key performance indicators. This includes variance and trend analysis explanation based on timing, and functional area.

h. Responsible for manual reconciliation or exception reports, and resulting manual non-routine entries. This may include restatement analysis and journal entry quantification. (With increasing responsibility as experience is gained)

i. Ad hoc projects as they arise, including researching accounting issues.(e.g. transition to new Public Sector accounting standards)

j. Develop tax knowledge for charitable organizations (e.g. donations, CRA and IRS charitable information returns)

k. Assist with taxation support, filing charitable and US Tax returns and assisting with CRA GST audits.

l. Develop tax knowledge for charitable organizations outside the area of GST (e.g. donations)

### 3. Central Finance

a. Monitors existing internal controls and ensures there are appropriate internal controls in place to mitigate any fraud or financial loss to the University.

b. Plans and manages a department ancillary audit program that ensures compliance with established policies and procedures and generally accepted accounting policies

c. Performs and reviews general ledger reconciliations. Ensures that all reconciling items are cleared on a timely basis (banking, transfers between funds, research accounts, payroll, A R etc.).

d. Reviews processes to identify potential streamlining or changes that would improve the efficiency and effectiveness of the department.

e. Develops and delivers finance related training sessions to the campus community (departments and faculties). These presentations would include: how to use UBC Accounting systems, proper procedures, policy awareness, resources available etc.

f. Preparation and review of working papers and other related requests for the annual year-end audit process for the external auditors. Answer queries from external auditors.



# The University of British Columbia

## Staff Job Postings

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- g. Resolves non-standard or complex problems raised by various levels of the University administration, researchers and division staff. Problems would include: tracing certain transactions, investigating discrepancies, EFT funds allocation to correct revenue centres, international currencies translation etc.
- h. Coordinates the on-going development of the various units Policy and Procedures as well as detailed position manuals. Updating the manuals, use of flowcharts and creating new policies as they arise.
- i. Assists with the development and implementation of key performance indicators for various divisions and ensures alignment with department objectives and goals.
- j. Assists with the preparation of various financial statements for research grants. Research grants have different financial reporting needs and the Articling Accountant would need to address these needs through the agency's customized reporting requirements. This would include analysis of expense eligibility, reconciliation of budget and cash positions. These agencies have very complex reporting requirements.
- k. Ad hoc projects as they arise, including researching accounting issues.

### **Supervision Received**

Works independently under general managerial direction. Work is reviewed in terms of adherence to policies and procedures.

### **Supervision Given**

May provide guidance or give work instructions to accounting clerks engaged in routine clerical functions.

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

Makes decisions regarding performance of core accounting functions and the management of staff.

### **Qualifications**

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

Minimum of two years experience or the equivalent combination of education and experience. - Completion or registered in the Pre-requisites noted in the attached link: [http://www.casb.com/Portals/0/documents/prerequisites/bc UBC\\_2007.pdf](http://www.casb.com/Portals/0/documents/prerequisites/bc%20UBC_2007.pdf)

- Uses appropriate tools and methodologies in completing work, such as computer assisted audit techniques to assist in the analysis and collection of data.

- Makes judgements that are timely, decisive and effective. Supports conclusions with the appropriate evidence.

- Ability to embrace new technologies, respond effectively to changing conditions, and apply continuous improvement techniques.

Identifies and or assists with business process improvements (improved productivity effectiveness other).

- Well-developed written and oral communication skills

- Ability to work effectively in a team environment

- Strong sense of initiative and drive for continuous improvement

- Ability to exercise good judgement and problem solving skills

- Ability to work within deadlines

- Proficient in Microsoft Office.

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## Job Posting

**Job ID:** 17791  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level D      **Business Title:** Director of Finance and Administration  
**Department:** Computer Science  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-10      **Available Openings:** 1

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

### Job Summary

A senior leadership position, the Director of Finance and Administration is responsible for the planning and management of activities and operations of the Department pertaining to finance and administration. The Director anticipates shapes and leads organizational change to meet future growth within the Department while enhancing and expanding its reputation.

The Director provides leadership and direction in establishing innovative practices and programs to improve the long-term and day-to-day value, quality and effectiveness of business processes and the delivery of policies, programs, systems, and value-added services pertaining to finance and administration. The Director provides authoritative advice to Head, Associate Heads, and Senior Management staff. Develops and implements financial and administrative systems and services, and oversees financial and administrative staff.

The Director also contributes to the department's strategic plans and objectives by identifying issues and opportunities, evaluating organizational impact and implementing new initiatives. The Director evaluates overall effectiveness to ensure the department's goals and objectives are met and are consistent with the department's overall education and research missions.

### Organizational Status

The Department of Computer Science is a large academic department consisting of 57 tenure track faculty, 18 Management and Professional staff, 2 CUPE 116 technicians, 13 CUPE 2950 administrative support staff, approximately 22 NBU faculty (Postdoctoral Research Fellows Visitors Research Associates Sessional Lecturers), 200 Graduate Students and upwards of 2000 Undergraduate Students.

This position reports directly to the Head, Department of Computer Science. The position also has a dotted line report the Assistant Dean (Science), Resources and Operations and works closely with the Director of Facilities. The Director also has regular contact with other senior management in the Dean of Science Office, other Science units, the Budget Office, Financial Services, Human Resources, Office of Research Services and the Development Office. The Director is in contact with granting agencies, donors and industry partners. The Director supervises the Manager of Human Resources, Graduate Program Coordinator, Undergraduate Program Advisor, Lead Group Assistant and the Department's Finance staff.

### Work Performed



# The University of British Columbia

## Staff Job Postings

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### FINANCE

The Department of Computer Science has approximately \$13M in GPO and \$11M in research funding in over 350 PGs distributed amongst 4 deptids.

The Director controls the financial operations of the Department of Computer Science. Develops short and long term plans to meet financial obligations, including five year business plan and ten year forecast; provides financial and strategic advice to Head and faculty members; develops and recommends strategies and implements them; investigates specific budgetary and financial initiatives, assesses alternatives and consequences of options; develops proposals for external funding; leads the implementation and communication of budget policy and priorities throughout the Department; responsible for all UBC required financial and budgetary reporting; develops and manages distributed budget and financial planning management systems; authorizes, analyses, monitors, controls and provides summary reports of revenue and expenditures; manages day-to-day financial obligations of the department ensuring compliance with University and or agency policies and procedures; and develops and updates departmental financial policies and procedures.

Performs efficiency analysis upon current financial structure. Identifies areas to streamline process while maintaining high levels of financial controls and accountability. Monitors and controls the Department budget by assessing actual financial performance in conjunction with financial projections to year-end, assesses and manages the impact of surpluses deficits and reviews any large variances in the budget with the Head, Associate Heads, Director of Facilities and financial staff. Forecasts trends and salary commitments and develops funding strategies for salary bridges. Monitors financial activity within the Department through the fiscal year and ensures that P Gs do not have sustained deficit balances; makes recommendations to research faculty on resolving deficits. Manages the Department's year-end reconciliation of accounts; ensures that all revenues and external internal cost recoveries have been received and are correctly accounted for. Provides and assesses recommendations to the Head on potential income, investment and capitalization opportunities. Manages the Department's FMS security access. Evaluates actuals to budget, determines and resolves any variances and ensures that any deficits are resolved. Oversees and authorizes all financial transactions within the Department, including monitoring and analyzing transactions and provides summary reports of revenues and expenditures.

The Director is the Staff Lead and Co-Chair of the Finance Committee. The Finance Committee leadership team develops meeting agendas and prepares initial proposals. The Director supplies sufficient information and documents to the committee to allow them to make informed opinions and judgments, and follows up on action items generated during the meetings. Presents budget forecasts, annual budget, initiatives, proposals and draft policies at Department meetings for 1st, 2nd readings and vote.

Maintains ongoing awareness of policy and procedural changes and provides information and guidance to faculty, staff and students on University policies and procedures.

### HUMAN RESOURCES

Provides leadership, guidance, mentoring and team building for the Department. Provides guidance to and works with the Human Resources Manager on all staff human resources issues and on faculty issues where appropriate. Creates and implements short and long term strategic human resources plans; creates and leads change initiatives. Develops and maintains department wide human resources strategies relating to recruitment, professional development, work-life balance, classification, performance evaluation and retention of staff. Directs performance management, discipline processes, and acts as the Head's delegate in disciplinary actions up to and including termination of all administrative professional and support staff. Ensures administrative supervisors are aware of and adhere to Federal, Provincial, UBC and Departmental HR policies and procedures. Ensures training needs are identified and training opportunities are made available, reviews staff performance and ensures employees maximize their job satisfaction, performance and efficiencies. Advises and counsels unit managers on the day-to-day management of their human resources.



The incumbent will play a key role in team building and improving staff morale within the department by identifying problems with communication, coaching and mentoring both staff and subordinates, and role modeling effective communication. Works together with supervisory and subordinate staff to resolve conflict by facilitating discussion to foster a supportive work environment built on open communication and encourage mutual respect. Works together with subordinate staff peers and or facilitates supervisors in resolving conflicts.

In partnership with the Manager of Human Resources and administrative supervisory staff, will review long-term learning needs, career paths and succession plans to meet the department's current and future operational needs. Recognizes and rewards staff accomplishments and plans for career advancement opportunities. Sets objectives and accountabilities for developing training employees across the Department. Reviews and reinforces training and development plans.

### ADMINISTRATION

The incumbent will play a lead role in the Department's operations by chairing, leading or participating in committees and ad-hoc working groups that relate to the position's goals and objectives. The Director is a member of the Faculty of Science Administrators Committee and is expected to take part in additional Committee work on campus, when applicable. Is one of two back-ups to the Emergency Director Works in partnership with Director of Facilities (Info Sys & Tech E) on developing, documenting and revising Standard Operating Procedures (SOPs). Uses the SOPs to aid in workflow analysis for all key positions in the department, succession planning and to ensure the efficient operation of the administrative work within the Department.

Analyses areas of administration responsibility through work flow analysis. Develops plans and restructuring of workflow to optimize staff resources and eliminate redundancies. Recommends restructuring of organizational resources; makes decisions on work prioritization, and human and financial resources allocation at the operational level.

Co-ordinates strategic planning initiatives and ensures follow up on the resulting plan and assesses the results. Assesses and evaluates progress made on Department goals. In conjunction with the Head, structures and plans the Department Retreat. The Director also contributes to the department's strategic plans and objectives by identifying issues and opportunities, evaluating organizational impact and implementing new initiatives. The Director evaluates overall effectiveness to ensure the department's goals and objectives are met and are consistent with the department's overall education and research missions. Works with committees and department members who plan various Computer Science advancement initiatives on campus, locally, provincially and nationally, particularly in relation to managing their financial and administrative needs.

Exercises extensive judgment and decision making with respect to daily operational matters; develops policies and procedures for administrative units; assumes authority for administrative matters.

Performs other related duties as required of this position.

### Supervision Received

Work is self-directed and performed autonomously with broad goals and objectives developed in conjunction with the Department Head. Issues are discussed with the Department Head and Dean's office management staff as needed. Work is reviewed in terms of achievement of strategic goals, objectives and fulfillment of mandates. The incumbent is expected to be versatile, innovative and creative in their approach to management while demonstrating strong decision making ability, leadership, judgment and discretion.

### Supervision Given

The Director reports directly to the Head of Computer Science has a dotted line report to the Assistant Dean (Science), Resources and Operations. Directly supervises 2 management and 3 union staff, indirectly supervises 7 other union staff. Works closely with 3 Associate Heads and provides guidance on management of their staff and operational management of their programs.



As the financial point of contact, the Director of Finance, Administration is responsible for delegating and overseeing financial responsibilities to other staff leadership positions in the department including but not limited to the Undergraduate Student Services Coordinator, Graduate Program Administrator, Human Resources Manager, \*Special Programs Coordinator, \*Manager of Facilities - Hardware, \*Manager of Facilities - Computing, and the \*Director of Facilities.

\*While this position does not have functional supervision over these positions, this position assumes the role of supervisor for all financial matters.

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

Effective management of departmental business specifically in the areas of financial responsibility, human resource management, leadership, etc. is critical in order to maintain the Department's strong and positive reputation in the University and global community. Poor performance would have significant impact on the integrity of the department, its research and the learning environment.

This position plays a critical role in advancing the department esprit de corps amongst the staff, failure to achieve this will result in an impact on Department Head's time in resolving conflict and issues, failure to mentor, role model and coach staff within portfolio may result in staff resignations, increase in absenteeism, loss of productivity moral and potential for union involvement.

This position is responsible for the financial management of the Department and manages a budget in excess of \$13 million. Errors in judgment could result in significant financial losses, freezing of departmental accounts and negatively impact the Department's ability to support teaching and research. Improper management of research accounts and industry contract could result in loss of research funding and potential damage to relations with funding agencies, donors and industry contacts. Effective management of departmental resources is critical to the success of the department. Must exercise judgment based upon a thorough knowledge of procedures, guidelines and regulations, finances and on knowledge of human behavior. Failure to anticipate change and to foster positive and sustainable responses to that change could have a significant impact on the long-range effectiveness of the department and its ability to achieve established goals.

### **Qualifications**

Undergraduate degree in a relevant discipline. A minimum of 7 years of experience or the equivalent combination of education and experience. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to think conceptually. (i.e., use creative, conceptual, or inductive reasoning or thought processes to identify patterns in complex data, and identify key or underlying issues in complex situations) Ability to interpret and apply complex legislation, policies, regulations, and technical information. Ability to effectively facilitate groups to achieve appropriate outcome. Ability to develop and deliver effective presentations and workshops. Ability to make decisions and recommendations involving highly complex issues. Ability to make thoughtful, informed, and thorough decisions. Ability to assess situations and make decisions that fall outside the scope of established policy. Ability to exercise sound judgment. Ability to develop and monitor budgets. Ability to manage complex financial arrangements. Ability to manage staff performance by establishing standards and goals, evaluating performance, providing feedback, and taking corrective action. Ability to motivate employees. Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support. Ability to foster the long-term learning and development of staff through coaching, managing performance, and mentoring. Ability to effectively lead committees and plan meetings. Ability to identify, obtain, and effectively manage organizational resources (e.g., people, materials, assets, budgets). Ability to develop and implement policies and procedures. Ability to administer human resource policies and procedures, such as collective agreement provisions. Ability to effectively recruit, train, supervise, and motivate employees. Ability to develop and implement strategic business plans. Ability to design and implement financial models. Ability to perform complex analyses. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to analyze and redesign work flow business processes to make them more efficient and effective.





# 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:** 17828  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level B      **Business Title:** Systems Analyst - Windows/Unix Specialist  
**Department:** Faculty of Land & Food Systems  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-22      **Available Openings:** 1

### Job Summary

As a member of the Learning Centre Staff, the Systems Analyst plays a key role in supporting the Faculty's educational research and teaching. This position integrates and delivers general and specialized computer and network management, consulting, and support services.

### Organizational Status

Reports to the Manager, Computing Systems. Interacts and liaises with faculty, staff, students, suppliers and any technical staff who might work with the position. He she coordinates with other members of the Learning Centre Staff on assigned activities.

### Work Performed

In conjunction with other members of the Learning Centre Staff, the Systems Analyst is involved in the strategic analysis, design, implementation, deployment, management, and support of faculty computer and network hardware and software, with responsibility for Unix (Linux, Mac) and Windows platforms. Working within assigned priorities and resource constraints, the Systems Analyst responds to requests for consulting and support from users of the shared computer and network facilities. Specific responsibilities are:

- Installs, configures, tests, and maintains both scalable, distributed, robust computer and network services, and individual computer and network systems
- Monitors system and application programming; analyzes results and resolves discrepancies
- Provides input on hardware and software purchases, inventory, and installation
- Delivers field support and maintenance of the shared facilities
- Documents, investigates and presents end user issues and problems to Learning Center Staff and ad hoc project teams
- Identify needs, develops training materials and or courses, and provides training sessions to end users.
- Reviews ongoing theoretical and practical developments, methods, standards, and artifacts relevant to system management and security
- Participates in developing requirements, conceptual design and investigates alternatives and makes recommendations
- Prepares a variety of written reports for presentation based on requirements
- Provides substitute coverage for other members of the Learning Centre Staff
- Monitors and remediates computer and network operations ensuring integrity, security, and performance
- Performs other related duties as necessary



# The University of British Columbia

## Staff Job Postings

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### **Supervision Received**

The Systems Analyst reports to the Manager, Computing Systems, who assigns projects, activities, operational priorities, and identifies resource constraints. This position works independently but coordinates with other Learning Centre staff as required by the activity.

### **Supervision Given**

The Systems Analyst may advise faculty members on assigned projects and may supervise work study students.

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

The Systems Analyst will have root access to many faculty computer and network systems. The consequence of misuse to these systems can be absolute. The consequence of errors in routine system management can include widespread and prolonged loss of computer and network services. Incorrect design decisions can result in systems which are difficult to manage and subject to spontaneous failure. Incorrect system configuration can expose security vulnerabilities with similar consequences. Delays in response to system events could result in a loss of services. Delays in responding to field support requests can have consequences for individuals responsible for critical faculty operations. Incorrect backup and recovery management can increase the severity of any of these consequences. Any of these effects could prevent the Faculty from meeting its research and teaching obligations

### **Qualifications**

Undergraduate degree in a relevant discipline. Field of study primarily related to computer and network systems. Minimum of two years experience or the equivalent combination of education and experience. Experience with the application of software development methodologies in a variety of compiled, interpreted, and text processing languages, such as PHP, Python, JavaScript and R. Demonstrated knowledge of Apache Web server configuration and management, system management and field support on free Unix (Linux, FreeBSD) platforms and familiarity with operating system internals on these platforms. Practical experience with network protocols and services, such as DNS, NFS, LDAP, DHCP, NTP, HTTP and Nagios, in the development and operation of a distributed computer and network infrastructure. Familiarity with MySQL database management. Ability to communicate effectively verbally and in writing. Excellent interpersonal skills with the ability to provide quality service to clients end users in a courteous, patient manner. Ability to work effectively independently and in a team environment. Ability to effectively manage multiple tasks and priorities. Demonstrated ability to interpret field support requests in light of assigned activities, priorities and resource constraints. Strong organizational and time management skills. Able to meet deadlines under stress. Understands and relates to the academic and research vision of the Faculty and is enthusiastic about contributing to the learning environment of the University.

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## Job Posting

**Job ID:** 17742 (Repost)  
**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:** 2014-03-10      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-12      **Available Openings:** 1

### Job Summary

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



# The University of British Columbia

## Staff Job Postings

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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



# The University of British Columbia

## Staff Job Postings

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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:** 17786  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level C      **Business Title:** Systems Analyst II  
**Department:** MedIT  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-31      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-17      **Available Openings:** 1

### Job Summary

The Systems Analyst II implements, integrates and supports complex or campus-wide vendor supplied applications. The role participates in the evolution and delivery of learning technology to learners in the Faculty of Medicine.

### Organizational Status

Reports to the Senior Manager, Application Services, MedIT.

A member of the eLearning Operations Team.

Works closely with the Instructional Designers on the Educational Technology team;

Supports Faculty of Medicine departmental Instructional Support Staff (ISS) and educational program administrators.

Supports the Education Assessment Unit in the delivery of on-line surveys, quizzes and exams through the LMS.

### Work Performed

Specific Duties:

Provides expert technical systems consultation for the Learning Management Systems (LMS) and other learning applications systems utilized in the Faculty of Medicine.

Develop and integrate new tools that will enhance the delivery of learning materials to learners in the Faculty of Medicine.

Implements changes and configures the LMS.

Delivers technical support to program staff responsible for the development of on-line quizzes and exams.

Executes ongoing maintenance and annual preparation of learning environments.



# The University of British Columbia

## Staff Job Postings

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### Core Duties:

Researches and evaluates vendor supplied applications, develops recommendations, and implements accordingly.

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

Manages production and non-production application environments.

Maintains core application infrastructure, including virtual servers, networks and firewalls.

Plans and performs global configuration changes or module deployments for enterprise or complex applications.

Integrates vendor-supplied applications with existing infrastructure and applications through custom interfaces and components.

Manages small to medium sized projects and related budgets.

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

Develops or modifies software code to meet specifications or facilitate integration.

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

Develops application documentation requirements for functions, modifications, back-ups and operating procedures. Provides ongoing maintenance and operational support for applications.

Supports application lifecycle and applies and follows appropriate change management methodologies and best practices.

Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools and provides input to strategies for ongoing support and upgrade of these systems.

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

Performs other related duties as required.

### **Supervision Received**

Work is reviewed in terms of achievement of specific project objectives.

### **Supervision Given**

May manage staff and be responsible for hiring, evaluation, discipline and termination.

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

Large volumes of confidential data exist in websites and databases developed to support academic, administrative and research within the Faculty of Medicine. Errors in judgment could severely impact the security and privacy of data, hampering the Faculty of Medicine from meeting its reporting requirements. Errors in design may impact operational efficiencies or affect the misinterpretation of data.

### **Qualifications**





# The University of British Columbia

## Staff Job Postings

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Undergraduate degree in a relevant discipline. Bachelor of Science degree in Computer sciences (or equivalent). Minimum of three years experience or the equivalent combination of education and experience. Strong experience with Learning Management Systems (BlackBoard, Moodle, Sakai, Canvas Equella, DSpace, SharePoint, Alfresco, etc.)

Strong experience with Content Management Software such as WordPress, SharePoint and Drupal particularly with blogs, wikis and portals.

Experience in web design, HTML, XML, Javascript, CSS and working knowledge of common web development languages (PHP, ASP, etc.)

Experience in online exam delivery an asset.

Experience in software development (Java or .Net an asset). Experience working with SCORM an asset

Experience working in a technical support role. Knowledge of the software development life cycle. Knowledge of Service Oriented Architecture (SOA). Knowledge of web security and best practices. Knowledge of database security and best practices. Knowledge and application of industry standard coding and documentation practices. Experience in testing new and existing software.

Some software deployment experience is an asset. Knowledge of web and database technologies.

Knowledge of the Freedom of Information and Protection of Privacy Act would be an asset.

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## Job Posting

**Job ID:** 17646 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level C **Business Title:** Change Management Specialist  
**Department:** UBC IT - IT Application Devlp  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-12 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-11 **Available Openings:** 1

### Job Summary

The Change Management Specialist is responsible for interface between people and technologies. Focusing primarily on increasing and enabling the adoption of new processes and technologies by taking a structure change management approach including communication and training plans introduced by assigned project(s) within the Project Management Office (PMO).

The Change Management specialist will create and implement a change management plan which maximizes adoption through employee engagement and minimizes risk. The plan will incorporate comprehensive communication plans and a training curriculum that supports process and technology implementation and incorporates tactics to drive faster adoption, greater utilization and higher proficiency. The Change Management Specialist will create and manage target measures to ensure new processes and technologies meet desired adoption, utilization and proficiency goals.

### Organizational Status

The Change Management Specialist reports to the Manager, Business Analysis & Quality Assurance in the Project Management Office in UBC IT.

Strategic direction is provided by the Manager , BA & QA, and the Director of the Project Management Office; day-to-day direction is given by a Project or Program Manager on assigned projects.

Works daily with a project team typically made up of a project manager, business analyst(s), developers, functional experts, and other project specialists. Works closely with a broad range of stakeholders, including management and staff of UBC IT, clients from administrative and academic units, and external entities including vendors, regulatory agencies, and partner institutions.

### Work Performed

- Apply a structured change management approach and methodology for the adoption of new processes and technologies focusing on the interaction between people and technology.
- Create and manage measurement systems to track adoption, utilization and proficiency of individual changes.
- Develop a change management plan based on a situational awareness of the details of the change and the groups being impacted by the change.
- Identify potential adoption risks, and develop specific plans to mitigate or address the concerns.
- Conduct readiness assessments, evaluate results and present findings in a logical and easy-to-understand manner.



- Develop a set of actionable and targeted change management tactics - including communication methods, process training curriculum and recommendations for increasing or accelerating adoption.
- Execute on the communication plans and support the execution of coaching, training and process adoption plans by employee-facing managers.
- Identify any issues or concerns relating to adoption of new technologies and work with stakeholders to develop and implement corrective actions.
- Create and enable reinforcement mechanisms and celebrations of success.
- Work with project teams to integrate change management activities into the overall project plan.
- Work with operational managers, HR and union specialists to formulate plans and activities to support project implementation.
- Liaise with Director, People Leadership and Change Management to ensure alignment with overall UBC-IT change activities.
- Work with other PMO staff on establishing guidelines and templates on change management activities
- Liaise with other projects to share learnings and knowledge on change management and the adoption of processes and technologies as required.
- Additional responsibilities on a project may include project coordination, requirements analysis, business process mapping, training, writing and or editing public content.

### **Supervision Received**

Works under the general direction of the Manager, Business Analysis & Quality Assurance in the Project Management Office of UBC IT and daily direction of a Project or Program Manager on assigned projects. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

### **Supervision Given**

In general, provides mentoring and coaching to managers on how to manage change, as well as provides leadership and education to other staff in the Project Management Office on demonstrated areas of expertise. May supervise, advise, mentor or coach on change-related work of other UBC IT staff on a project.

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

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Change Management Specialist will have a direct impact on how efficiently and effectively new systems and processes are adopted by the user community. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community, affecting up to tens of thousands of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Experience and knowledge of change management principles and methodologies. Previous change management experience is required. A solid understanding of how people go through a change and the change process. Experience with large-scale organizational change effort. Experience with IT Service Management, ITIL principles an asset. Training and experience in PROSCII or equivalent change management methodology framework. Able to work effectively at all levels in an organization. Must be a team player and able to work with and through others. Ability to influence others and move toward a common vision or goal. 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. 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. Investigates defined issues with uncertain cause. Solicits input in gathering data that help identify and differentiate the symptoms and root causes of defined problems. Suggests alternative approaches that meet the needs of the organization, the



situation, and those involved. Resolves problems and escalates issues with suggestions for further investigation and options for consideration as required. Participates in change initiatives by implementing new directions and providing appropriate information and feedback. Offers ideas for improving work and team processes. Experiments with new approaches and improves productivity through trial and error. Establishes and maintains relationships and alliances. Shares information and readily determines to whom to go for relevant information. Seeks assistance and feedback in the problem solving process. Partners with others to achieve expectations. Collates and reports information. Identifies trends and exceptions. Investigates to define problems more accurately. Sorts information in order of importance. Identifies relationships and linkages between components. Identifies variable potential causes and effects. Solicits guidance to define criteria and assign values of importance and urgency. Escalates issues of an exceptional nature.

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### Job Posting

**Job ID:** 17762 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level C      **Business Title:** Project Manager I  
**Department:** UBC IT - Desktop Services  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-17      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-21      **Available Openings:** 1

### Job Summary

The Project Manager I manages the entire lifecycle of a small project or phases of a larger project which include developing a project plan, coordinating the activities of a project team, identifying appropriate resources needed, and developing schedules to ensure timely completion of project

### Organizational Status

The Project Manager will work with the Project group as part of the team providing services such as the planning, managing, monitoring, evaluation and installation of I.T. Infrastructure system, applications and tools to the University Community and off campus clients. The Project manager will liaise with personnel within, Information Technology, Project Services, various other Campus service units, University technology professionals, external consultants (SMEs), I.T. architects, and faculty, staff and students bodies. The Project Manager will report to the Program Manager.

### Work Performed

#### Specific Duties:

- Prepares project plans and aspects of contingency plans.
- Develops schedules and timelines for the various departments to ensure work performed is completed on schedule.
- Allocates resources to projects according to project plans and resource availability.
- Consults with UBC IT internal departments and external departments, groups, and contractors with the goal of providing reliable I.T. infrastructure, service solutions and system integration installation to small- to-medium-to-large sized projects.
- Prepares Project budget estimates and quotations based on project requirements.
- Provides project management for the delivery of assigned projects
- Provides timely project status reports
- Creates project Risk logs, documenting the steps and people interactions needed and performed during all the phases of a project. Produces written reports outlining the progress of projects, writes signoff letters and other documents associated with the completion of a project.
- According to approved plans, makes necessary contacts, obtains signatures and authorizations for necessary forms, and notifies necessary units within UBC.
- Ensures project billing requirements are completed.



### Core Duties:

- Initiates projects following appropriate project management methodology including gathering and defining project requirements, developing project charters, project plans, budgets and schedules, identifying staffing requirements, and forming project teams.
- Follows project management methods, procedures and quality objectives, and tracks metrics for assessing progress.
- Provides work direction and leadership to assigned project team, including scheduling, assignment of work, review of project efforts and removal of roadblocks which may inhibit project success.
- Assesses variances from the project plans, budgets and schedules, develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, cost, and quality objectives, and keeps management aware of the situation.
- Conducts formal review with business sponsor at project completion to confirm acceptance and satisfaction.
- Identifies and recommends potential improvements in current methodologies.
- Develops and maintains a productive working relationship with project sponsors, project teams, vendors and key clients.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as directed.

### Supervision Received

Project Manager will work with considerable latitude and reports to the Program Manager for project or service-related activities. Results are reviewed to ensure that overall effectiveness and long term objectives have been achieved.

### Supervision Given

The position supervises diverse and multi-disciplinary project team(s). This position is responsible for explaining procedures processes to the project team members and stakeholders. Provides direction and guidance to IT technical teams to make sure the project is completed on time maintain the triple constraints. Monitors progress of projects as assigned and coordinates activities to ensure that deadlines are met.

### Consequence of Error/Judgement

Errors in estimates could result in the project going over budget. Errors in scheduling could result in delays forcing the University to miss construction and or occupancy schedules.

### Qualifications

Undergraduate degree in a relevant discipline. Professional certification in PMI, PMP or related certification. Minimum of three years experience or the equivalent combination of education and experience. Demonstrated ongoing career development through active and self-motivated professional development in the field

The equivalent combination of education and experience in dealing with Information technology integration projects.

Proven track record of initiating and completing successful projects.

Experience in a higher Education environment is an asset. -Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources.

-Ability to write clear and well-structured documents related to projects (e.g. requirements gathering , project plans, budget estimates, understand service level agreements, quotations, project status reports, sign-off agreements, etc). Knowledge in Project Charter creation.

-Ability to deliver defined results within budget and schedule.

-Ability to present project information to mixed (technology teams and senior managerial) audiences.

-Ability to effectively manage multiple tasks and priorities.

-Ability to effectively facilitate groups to achieve appropriate outcome.

-Ability to prioritize and work effectively under pressure to meet deadlines.

-Ability to make sound decisions in circumstances of ambiguity, uncertainty, and pressures of limited time.

-Exceptional organizational skills.

-Excellent customer relations skills.



# The University of British Columbia

## Staff Job Postings

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- Strong interpersonal skills with the ability to resolve conflicts at all levels.
- Ability to exercise tact and discretion.
- Excellent knowledge of infrastructure and connectivity practices.
- Good knowledge of construction safety procedures.

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:** 17591 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level D **Business Title:** Project Manager II  
**Department:** UBC IT - UBCNETwrk& Inf Facil.  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-14 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-11 **Available Openings:** 1

### Job Summary

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

The UBCNetwork and Infrastructure Facilities Project Manager II is responsible for the IT management of a wide variety of connectivity infrastructure projects at UBC right through to completion. Primarily works on UBC construction related projects providing project management for the UBC IT portion from design phase through service implementation. May also work on other infrastructure and networking related projects. Acts as the initial and formal point of contact for UBC IT customers and provides support to planning, estimating, implementation and administration activities.

### Organizational Status

Works within the Connectivity Infrastructure group as part of a team providing networking and infrastructure services to the University Community. Reports to the Team Lead of Connectivity Infrastructure under the UBCNetwork and Infrastructure Facilities unit.

Liaises with personnel from other UBC IT units, UBC Project Services, various Campus service units, University technology professionals, external consultants, architects, trades, faculty, staff and students.

### Work Performed

Specific Duties:

- Provides complete project management activities for voice data infrastructure and service requests through UBC IT - the majority of which are defined on a per project basis. Project cycle runs from need analysis and estimating right through to final project billing.
- Coordinates and works with Clients, any number of UBC IT internal departments in addition to outside departments, regulatory groups, and consultants & contractors with the goal of providing reliable IT infrastructure and service solutions to medium-sized construction projects.
- Prepares IT budget estimates and quotations based on project infrastructure and service requirements that are incorporated into larger campus project budgets.





# The University of British Columbia

## Staff Job Postings

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- Prepares high-level project plans and aspects of contingency plans.
- According to approved plans, makes necessary contacts, obtains signatures and authorizations for necessary forms, and notifies necessary units within UBC to initiate construction as it relates to UBC IT.
- Maintains project logs, documenting the steps and people interactions needed and performed during all the phases of a project. Produces written reports outlining the progress of projects, writes signoff letters and other documents associated with the completion of a project.
- Compiles information for the development of schedules and timelines for various UBC IT departments to ensure work performed is completed on schedule. Allocates resources to projects according to project plans and resource availability.
- Compiles and consolidates billing requirements for UBC IT projects from various UBC IT departments and contractors and submits single complete invoice to client. Ensures payment is received for invoices submitted.

### Core Duties:

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

### Supervision Received

Works under general administrative direction on projects and service priorities as assigned by the Team Lead of Connectivity Infrastructure under the UBCNetwork and Infrastructure Facilities unit. Reports to project and or service managers, both internal and external to UBC IT for project or service-related activities. Results are reviewed to ensure that overall effectiveness and long term objectives have been achieved.

### Supervision Given

Provides direction and guidance to UBC IT and UBC staff to make sure that connectivity infrastructure projects are completed as assigned. Monitors progress of projects as assigned and coordinates activities to ensure that deadlines are met.

### Consequence of Error/Judgement

Errors in UBC IT estimates could result in the University project going over budget. Errors in UBC IT scheduling could result in delays forcing the University project to miss construction and or occupancy schedules.

### Qualifications

Undergraduate degree in a relevant discipline. RCDD certification preferred. A minimum of 5 years of experience, in-depth



# The University of British Columbia

## Staff Job Postings

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knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience.

Extensive experience with and knowledge of structured cabling best practices and general construction processes, including a sound understanding of the CSI Master Format and in particular divisions 16 and 17, managing building projects, or equivalent combination of training and experience.

Proven track record of initiating and completing successful projects.

Excellent knowledge of IT communications and networking concepts.

Excellent knowledge of EIA TIA IT infrastructure and connectivity best practices.

Excellent knowledge of the University Design Guidelines.

Good understanding of UBC IT service level agreements related to connectivity.

Good knowledge of construction safety procedures.

Knowledge of UBC and UBC IT financial processes is an asset.

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

Ability to provide quality service to customers in a courteous, patient manner.

Strong interpersonal skills with the ability to resolve conflicts at all levels.

Ability to effectively facilitate groups to achieve appropriate outcome.

Ability to develop and deliver effective presentations and workshops.

Ability to maintain accuracy and attention to detail and effectively manage multiple tasks and priorities.

Ability to work in a team environment, either as a team leader or member.

Ability to make sound decisions in circumstances of ambiguity, uncertainty, and pressures of limited time.

Ability to deliver defined results within budget and schedule.

Ability to write clear and well-structured business documents related to connectivity projects (e.g. business requirements, project plans, budget estimates, service level agreements, project status reports, sign-off agreements, etc).

Ability to present project information to audiences of mixed IT knowledge and experience.

Ability to visit and inspect construction sites.

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



# The University of British Columbia

## Staff Job Postings

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understanding, and clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations.

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

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

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

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

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



## Job Posting

**Job ID:** 17645 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level E      **Business Title:** Manager, Quality Control Practices  
**Department:** UBC IT - IT Application Devlp  
**Salary:** \$76,415.00 - \$95,518.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-12      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-11      **Available Openings:** 1

### Job Summary

The Manager provides management and technical leadership to a reporting unit. Within the Information Technology portfolio, the Manager, Quality Control Practices is responsible for the testing policy within the organization. The Manager will provide leadership in the technical specialization of testing processes, standards, methods and all pre-production environments. The Manager leads the Performance and Security Test teams providing thought leadership on these specialties as well as all testing related matters within the organization. In addition, the Manager develops relationships with key customer and user groups, and researches IT applications industry developments.

### Organizational Status

Reports to the Senior Manager Quality and Methods. Actively participates as a member of the UBC Information Technology Management Team. Authorized to act as required in emergency situations relating to Testing policy, standards and methods. This position has interdependencies with all groups within UBC IT and selected vendors providing ongoing contracted services to UBC Information Technology.

### Work Performed

Specific Duties:

Management:

- Understands the IT and UBC Information Technology mission, vision, principles, goals and objectives and works to ensure all activities performed within the testing specialty teams are in alignment.
- The Manager leads all team members on all UBC IT project teams in the verification and validation of the products and services being produced and supported by UBC IT. As a leader in a technical specialization, the Manager will provide leadership, guidance or input into on all projects within UBC IT.
- Provide work direction and leadership to Performance and Security testing staff. The manager will manage the work of these direct reports across all inflight projects within UBC IT.
- Hold responsibility and oversight across all projects undertaken by UBC IT to ensure that validation and verification methods (quality control) are understood, implemented and executed according to standards that will be developed and driven by this position.
- Develops and maintains active communication with key customers and other user groups. Builds and maintains required technical competencies within the Performance and Security testing specialty teams and throughout the organization. Builds and sustains a



strong and cohesive team culture for the Performance and Security testing specialty team.

- Stays current with industry trends related to IT applications testing, development and maintenance.
- Develops and maintains IT architecture as it relates to testing and testing capabilities.
- Develops tactical and strategic plans for the Performance and Security specialty teams. Ensures the Performance and Security specialty team members follow appropriate technical process design and applications development methodologies.
- Develops realistic budgets for the Performance and Security specialty as well as pre-production environments and toolsets and manages to those budgets.

Customers Project Management Operations:

- Within the area of testing needs, identifies key customers and establishes effective relationships with them. Understands the customer's business. Establishes targets for customer satisfaction and service delivery. Builds and sustains good working relationships with customers. Develops operational level understanding with customers. Proactively determines current and future customer needs.
- Manages the design, development and build-out of a performance and security testing framework. Create and manage sub projects related to Service Delivery Projects.
- Practices established project management and operational processes and practices. Evaluates alternatives, completes feasibility studies, prepares cost benefit analysis (business cases), and makes systems design recommendations. Creates comprehensive project plans including activities, schedules, resources, budgets, and quality assurance of deliverables. Develops system test plans, system migration plans, change impact assessments, communications plans and training plans.
- Facilitates discussions and chairs meetings with stakeholders, to ensure team approach and unified understanding of Performance and Security specialty projects.
- Monitors project management critical success indicators and takes appropriate corrective action. Measures operational and project related performance indicators for the Performance and Security specialty teams, products and services and takes appropriate corrective action if required.
- Conducts critical incident reviews and post-implementation reviews to ensure continuous improvement and learning.
- Performs appropriate resourcing and activity scheduling.
- Oversees the development and maintenance of relevant documentation, including that for customers and technical end-users.
- Develops sound business continuity and disaster recovery plans and tests on a regular basis. Stays current with trends and emerging technology to ensure currency of the testing capability at UBC.
- Builds and maintains strong and effective Performance and Security specialty teams with a high-performance culture.
- Mentors and coaches team to ensure continuous improvement in all Performance and Security specialty staff. Performs performance and career development activities on a regular basis. Builds and maintains good working relationships with other UBC Information Technology groups, teams, colleagues and peers. Builds and maintains good working relationships with UBC IT vendors.

Core Duties:

- Works with business partners and or IT leadership to understand and anticipate business and IT project needs of a reporting unit.
- Develops strategies, operating plans, targets and measures for unit and leads the day to day delivery of its programs, services and activities.
- Establishes and administers unit budget and ensures for cost efficiencies.
- Develops and implements procedures, methods, standards and controls are created and followed to foster operational efficiency, monitor compliance, mitigate risks, and achieve unit results.
- Develops and implements innovative business solutions, programs and services, leads projects, and collaborates with others on integrated solutions and initiatives across other administrative academic areas.
- Develops and manages reporting 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.



# The University of British Columbia

## Staff Job Postings

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### **Supervision Received**

Works under the administrative direction of the Senior Manager Quality and Methods, UBC Information Technology. The Manager, Testing, must be able to work independently and assume full responsibility for his/her decisions. Results are reviewed for achievement of overall and long term objectives.

### **Supervision Given**

This position will be responsible for the Performance and Security testing specialists from an organizational perspective. The individual will provide thought leadership to all members of the UBC IT community in relation to testing standards, practices and methods. Thought leadership responsibilities may include influencing and mentoring technical and user staff from a variety of departmental organization units within UBC Information Technology as well as other stakeholder representatives from around the UBC campus.

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

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Manager, Testing will have a direct impact on how efficiently and effectively new systems and processes are safely deployed to the user community. Error in judgment, poor analysis or failure to act decisively could have a detrimental effect and adversely impact the university community, affecting up to tens of thousands of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue.

### **Qualifications**

Undergraduate degree in a relevant discipline. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Experience leading a technical specialty testing team. Experience providing coaching on development testing best practices and identifying and initiating programs to introduce new services.

Strong knowledge of multiple professional Performance testing tools and methodology

Strong knowledge of Security testing tools and methodology

Strong knowledge of test case management tools and bug trackers

Strong knowledge of performance and security testing within custom development and COTS project environments

Strong knowledge of VMWARE and its impacts on performance tuning

Strong knowledge of nTier architectures, message queues, ESBs and their impacts on performance and security testing and analysis

Strong knowledge of performance test results analysis and reporting

Knowledge of automation test tools is an asset.

Demonstrated ongoing career development through active and self-motivated professional development. Demonstrated track record and commitment to delivering results and proactively supporting applications and services.

Experience in performance management, career development, problem-solving, change management, budget development and financial management. Knowledge of the unique requirements of an applications development, maintenance and operations environment and how to manage it well. Knowledge of applications architectures, how they have evolved and how they inter-relate in present circumstances.

Knowledge of project management disciplines and best practices, applications development and implementation.

Implementation knowledge and experience with leading-edge and best practices. Excellent communication skills (reading, writing, listening, speaking, and presentation). Effective leadership, consulting, facilitation, conflict resolution and negotiation and team-building skills are an asset. Ability to coach and mentor staff. Ability to build relationships and to consult with customers and potential customers.

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



# The University of British Columbia

## Staff Job Postings

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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** - 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.

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### Job Posting

**Job ID:** 17735  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Editorial & Production Serv  
**Classification Title:** Editorial&Prod.Serv , Level D      **Business Title:** Director, Pacific Educational Press  
**Department:** Pacific Educational Press  
**Salary:** \$83,293.00 - \$104,115.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-03-23      **Available Openings:** 1

### Job Summary

Responsible for the strategic and operational planning, organizing, directing, and controlling of activities of Pacific Educational Press. This involves ensuring the financial and intellectual success of post-secondary and K-12 published works issued under the imprint of the Faculty of Education, University of British Columbia, and also ensuring that other activities undertaken by the press in support of its primary publishing goals are carried out in an effective, efficient, and economically successful manner.

### Organizational Status

Reporting to the Dean, Faculty of Education, the Director supervises a staff of 6-8 Management and Professional staff and 2-4 unionized support staff and oversees the publishing of works bearing the Pacific Educational Press imprint. The Director acts as Chief Executive Officer of the press.

### Work Performed

1. Selects all works published by Pacific Educational Press, based on an assessment of manuscript quality and business feasibility.
2. Acts as Publisher and Editor-in-Chief of the press.
3. Selects all K-12 textbook projects undertaken by Pacific Educational Press, based on an evaluation of curriculum and market potential.
4. Supervises the editorial planning and acquisition activities of the press, including peer review of post-secondary titles, and expert and teacher reviews of K-12 titles.
5. Responsible for the timely submission of persuasive funding applications to the Department of Canadian Heritage (Canada Book Fund and Livres Canada Books) and for pursuing other funding opportunities where appropriate.
6. Responsible for monitoring provincial territorial bid sites to identify suitable Requests for Proposals to develop educational resources for the K-12 market.
7. Responsible for preparing proposals, including business plans, budgets, schedules, and sample chapters as required in response to appropriate Requests for Proposals.
8. Responsible for ensuring that the press's publications are produced in a timely manner making the best possible use of available resources, while maintaining high standards of editorial, design, and production excellence.
9. Supervises all human resources issues, including recruitment, training, and performance reviews across the organization.





10. Recruits, trains, and regularly reviews the work of senior management staff, directs their activities, delegates responsibility to them, and motivates them to meet objectives.
11. Directly supervises the work of senior managers in administration, editorial and production, and marketing.
12. Supervises the Editorial and Production Manager to ensure the timely, cost-effective development of publications that adhere to high editorial and design standards.
13. Supervises the Sales and Marketing Manager, approves promotional and sales plans and budgets for each title the press publishes, and reviews the effectiveness of promotional campaigns.
14. Develops budgets and financial plans with the assistance of the press's Business Manager, and supervises the Business Manager's work with the university financial protocols and records systems.
15. Responsible for meeting budgetary targets and for ensuring that the financial resources of the press are managed responsibly.
16. Ensures that a cost-effective publishing plan is prepared for every new publication envisioned or contracted by the press.
17. Negotiates and signs contracts for obtaining and licensing intellectual property within the limits established by Legal Counsel as an authorized signatory designated by the Board of Governors.
18. Responsible for protection of the intellectual property rights licensed to the press by its authors and for the intellectual property for which the press is the copyright-holder; develops policies for the exploitation of these rights.
19. Represents the press at conferences and book fairs and at other local, national, and international events related to the scholarly and publishing endeavours of the press.
20. Represents the press in national and international publishing and educational organizations.

### **Supervision Received**

Operates independently. Reports on request about the overall progress of the press to the Dean and Director of Finance and IT of the Faculty of Education.

### **Supervision Given**

Directly plans, directs, and supervises the activities of all senior managers and, through them, all employees of the press and numerous outsourced contract and commissioned staff, including textbook writers, editorial service providers, printers, suppliers of art, photographs, and graphic design, and other service providers as needed.

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

The Director is responsible for the planning and implementation of all activities of the press, an organization with sales revenues that range from \$1-\$3 million dollars, depending on the current position in the textbook development cycle, salary expenses of approximately \$800,000 year, and a backlist of more than 200 titles. Ensures that revenues exceed expenses and that projects are completed in a timely and efficient manner and meet the high scholarly and pedagogical standards required of the Faculty of Education imprint. Failure to meet these goals can result in serious financial losses and or damage to the Faculty of Education's reputation.

### **Qualifications**

Post-graduate degree in a relevant discipline. A master's degree in an appropriate field, or an equivalent combination of relevant education and experience. Ten or more years of comprehensive experience in book publishing, including a sound understanding of acquisition, editing, production, sales and marketing, rights and permissions, and working knowledge of publishing "best practices." Minimum of 12 years of experience or the equivalent combination of education and experience. Three to five years' experience in administration, supervisory, and program management experience, including planning, implementing, budgeting, and analysis of departmental program effectiveness. Thorough knowledge of and successful history of participating in government-funded financial support programs for book publishing, including those offered by the Department of Canadian Heritage, and project funding opportunities available through foundations and other philanthropic organizations dedicated to advancing education and pedagogy.

Thorough knowledge of and successful history of responding to Request for Proposals for textbook development projects for



# The University of British Columbia

## Staff Job Postings

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provincial and territorial ministries of education.

Thorough knowledge of the K-12 school system and how it accesses educational resources, including an understanding of curriculum and curriculum renewal processes and how these relate to market needs for new educational resources for students and teachers.

Working knowledge of current book business models for print and digital editions, including adapting to new technologies and distribution channels; demonstrated job-related experience with and or commitment to diversity in the work academic school environment; demonstrated interest in exploring new models for publishing, disseminating, and promoting educational publications; and excellent verbal and written communications skills.

The successful candidate will possess and be able to demonstrate:

- effective interpersonal and leadership skills,
- a capacity for diplomacy, tact, and patience,
- the ability to work under pressure and motivate others,
- strong analytic, organizational, strategizing, and negotiating skills to deal with the wide variety of circumstances that may arise.

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:** 17779  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level A      **Business Title:** Practicum Coordinator  
**Department:** UBC Farm  
**Salary:** \$ 24.99 - \$ 30.00 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2014-04-01  
**Job End Date:** 2014-11-30      **Possibility of Extension:** Yes  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-03-14      **Available Openings:** 1

### Job Summary

The Centre for Sustainable Food Systems (CSFS) at UBC Farm is a 24-hectare teaching, research and community farm located on the University of British Columbia's Vancouver campus. More information about the Centre can be found at [www.ubcfarm.ubc.ca](http://www.ubcfarm.ubc.ca).

The Practicum Coordinator is responsible for administration and delivery of the UBC Farm's community oriented adult educational programming, including the UBC Farm Practicum in Sustainable Agriculture. The CSFS will be hosting the seventh season of the Practicum in Sustainable Agriculture program March through November 2014. With 53 program graduates to date and 10 incoming practicum participants this year, our goal is to inspire and cultivate new farmers and food sustainability leaders who will transform their communities and their food systems through initiatives and enterprises that are economically, socially, and ecologically healthy and viable.

We are seeking an energetic and inspired person to work with the UBC Farm team, lead the Practicum, and grow our adult education programming opportunities at the Centre for Sustainable Food Systems. The ideal candidate is an experienced grower who is ready to step back from primary production share their passion and knowledge with others. For more information on the UBC Farm Practicum program, please visit <http://ubcfarm.ubc.ca/teaching-learning/practicum>.

### Organizational Status

Reports to the CSFS Director. May supervise or co-supervise 1-2 seasonal staff. Provides seasonal instruction to 10-12 adult community learners via the Practicum program. Works closely in a collaborative environment with other CSFS staff, including the Field Manager, Annual Production Coordinator, and the Practicum Field Mentor. Maintains relationships with stakeholders including community program participants, partner organizations, partners in the BC food and farming community, guest presenters and lecturers, and UBC students, faculty and staff. Works with the UBC Farm Academic Coordinator, who helps to facilitate relationships with faculty members.

### Work Performed

- Overall administration of adult community oriented education programs including assisting in development, delivery and evaluation
- Manages programs for overall financial viability



# The University of British Columbia

## Staff Job Postings

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### UBC Farm Practicum in Sustainable Agriculture

- Works with UBC Farm staff to plan, prioritize, and facilitate day-to-day field instruction in the context of our working campus farm production and marketing systems
- Engages adult learners with hands-on group and individual instruction in both classroom and field settings using existing non-credit curriculum
- Organizes program schedule, including lectures, workshops, field trips, and demonstrations that form the theoretical framework for practical field skills.
- Develops a year-round plan for providing support and guidance to present, past, and future practicum students
- Coordinates with UBC faculty to provide learning opportunities and expertise to program guest speaker series
- Maintains and nurtures partnerships with the BC Farming and Food communities with a long-term vision of student networking and mentorship support
- Maintains ongoing recruiting and outreach strategies for the practicum and builds year-round adult education programming opportunities based at the UBC Farm
- Contributes to the updating of the curriculum based on balanced needs of UBC Farm production systems and delivery of the new farmer training curriculum
- Manages accurate program administrative, outreach, student feedback and field documentation and develops program reports; ensures program learning outcomes are met
- Recommends program modifications based on ongoing evaluation as well as staff and student feedback

### Other

- Participates in the development and implementation of other community oriented programming (short courses, workshops, etc) focused on farming and gardening topics such as cultivation, soil management, plant propagation, seeding, weed management, pest management, irrigation, harvest, and post-harvest processing
- Collaborates with the Communications Coordinator in the creation of marketing materials and promoting adult education opportunities to the general public and the UBC community
- Assists the Annual Production Coordinator with management of fields as needed
- Performs other related duties as required

### Supervision Received

Reports to and works under the general direction of the CSFS Director. Must show a significant degree of autonomy and be able to make day-to-day decisions independently, but will review major decisions with and defer high-impact decisions to the Director. Evaluation of the performance of major job responsibilities will include reviews of quality and effectiveness in achieving program objectives and financial viability, as well as adherence to the Centre's mission and vision.

### Supervision Given

May supervise or co-supervise 1-2 seasonal staff. Provides seasonal instruction to 10-12 adult community learners via the Practicum program. This individual is responsible for prioritizing and delegating tasks to the Practicum students that are appropriate to their skill level, and is responsible for reviewing their work and providing feedback as needed. Additional instruction via short courses and workshops targeting adult learners of diverse group sizes is to be developed as part of the position.

### Consequence of Error/Judgement

The Practicum Coordinator is a representative of the CSFS and the Faculty of Land and Food Systems. This individual's approach and delivery of information in dealing with the general public and variety of site users present at the UBC Farm reflects on these units. Therefore, ensuring high regard for professionalism, safety, and adherence to UBC policies is of considerable importance.

To ensure the efficient and fiscally responsible management of fee-for-service adult education programs, the successful candidate will need to ensure that programs achieve their stated objectives and provide a good value for the students. Failure to meet these objectives could affect the reputation of the programs and the future willingness of potential students to pay for the service,



# The University of British Columbia

## Staff Job Postings

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jeopardizing the viability of the programs.

When dealing with powered equipment, including tractors and field implements in a variety of field conditions and weather, the Practicum Coordinator will need to critically assess each operation before proceeding in order to ensure the safety of individuals involved. When using high-powered equipment, poor judgment of the operating conditions and context can result in operator injury or death.

### **Qualifications**

Undergraduate degree in a relevant discipline. Bachelor's degree in at least one of the following: Botany, Ecology, Soil Science, Agricultural Economics, Agronomy, Agroecology; or equivalent practical-vacation training in Horticulture and or Greenhouse management. Minimum of two years experience or the equivalent combination of education and experience. Must have experience as primary grower or farm operator. Preference will be given to experience on farm operations that (a) were under certified organic management, (b) proved to be financially self-sustaining to support an owner-operator, (c) were located in BC, and (d) had similar characteristics to the current UBC Farm operation. Demonstrated teaching and facilitation experience; able to comfortably provide classroom and hands-on group and individual instruction to students of diverse ages and backgrounds. Experience working within a large public-sector organization (i.e. a university or government organization) is an asset. Ability to teach. A Broad base of technical skills, with understanding of all aspects of horticultural production, soil and landscape management, equipment use and maintenance, computer use, and animal care in a mixed farm setting. Ability to assess training requirements and develop, coordinate, lead, and evaluate training. Ability to communicate effectively verbally and in writing. Ability to deal effectively with a diversity of people. Ability to work effectively independently (taking initiative) and in a hectic team environment. Demonstrated ability to model the knowledge, skills, and work habits required to successfully operate a viable farm-garden enterprise. Ability to effectively identify and manage multiple tasks and priorities with minimal supervision. Strong organizational skills Physical ability to perform the duties of the job. (e.g., lifting, standing, operating farm equipment) and have a flexible schedule. Familiarity with the UBC Farm site, vision and operations is an asset. Valid Class 5 Drivers License.

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### Job Posting

**Job ID:** 17797  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B      **Business Title:** Coordinator, Doctoral Exams Unit  
**Department:** FacofGradStudies&PostdocStudies  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-01  
**Job End Date:** 2014-12-24  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2014-03-11      **Available Openings:** 1

### Job Summary

Doctoral exams are the pinnacle milestones for doctoral students, and all doctoral exams at UBC are coordinated by the Faculty of Graduate and Postdoctoral Studies (G+PS) (approx. 500 exams per year from more than 100 graduate programs). Final Doctoral Exams are public events, and require coordination of multiple participants, both within and outside the University. Significant professional judgment is required to manage a variety of issues that arise during this stressful and time-sensitive juncture of a doctoral student's life. Each student's examination is unique and requires assessment and approval of an individualized examination committee and on specific examination results and recommendations. The Coordinator is accountable for overseeing the application of Senate-governed policies to all individual doctoral exams. The responsibilities of the Doctoral Examinations Unit are highly time-sensitive, requiring tact, familiarity with a broad range of academic disciplines and cultures, and complex problem-solving in stressful situations involving world-class scholars within and outside of UBC.

### Organizational Status

The Doctoral Exams Unit Coordinator oversees and is responsible for gaining resolution of complex situations that fall outside of normal policies related to final doctoral examinations. The Coordinator uses independent judgment in evaluating multiple elements of each individual examination, including the composition of Examination Committees and the written reports generated by External Examiners and Exam Chairs, and judges their acceptability in relation to Senate guidelines. The Coordinator reviews highly unusual situations with senior faculty members, such as the Dean, Associate Deans and Graduate Program Advisors, and provides advice on policy interpretation, past precedent and courses of action. The Coordinator is responsible for ensuring that resolution of high-pressure, complex cases is reached and communicated to relevant parties in a timely way. This role also includes the supervision of CUPE staff positions, and managing the overall effective functioning of the unit.

Reports to the Director, Student Academic Services and Dean G+PS. Provides information and resolves issues with research supervisors, Graduate Advisors, Graduate Secretaries, Dean's office management staff. Represents UBC and G+PS in communications and arrangements with top scholars at other universities in Canada and world-wide. Advises doctoral students on policies and procedures. Supervises and trains Doctoral Unit staff, temporary staff and work-learn students.

### Work Performed

Operations Management 40%

1. Interprets, implements, and enforces Senate and G+PS policies on doctoral exams, extension and graduation. Develops and



# The University of British Columbia

## Staff Job Postings

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proposes policy changes for review and approval of the Policy Committee, Grad Council, and University Senate, in consultation with the Dean, Associate Deans and the Assistant Dean, Student Admin & Strategic Initiatives.

2. Oversees and is responsible for evaluating Exam Committee nominations, External Examiner reports and Chair's reports, and either consulting senior academic personnel for further review, or approving and forwarding to Doctoral Exam Assistants for processing. Advises the Dean G+PS of any extraordinary policy or procedural issues or significant academic concerns that might require postponement of the exam, or other special actions. Recommends possible course of action to be taken regarding negative reports or other special circumstances based on precedent and policy. Advises External Examiners and internal exam committees of the Dean's decision.
3. Makes decision to postpone any doctoral exams for which the External Examiner's report did not arrive in the time-frame as outlined in established procedures.
4. Advises students, faculty members, staff, External Examiners and Exam Chairs on policy and procedures, with respect to a highly rules-driven Senate-governed examination process. Regulations apply to a broad spectrum of academic disciplines and cases; considerable knowledge and intelligence are needed for interpretation and application.
5. Reviews, monitors, plans, streamlines, directs, and coordinates procedures and practices for doctoral exams to ensure the delivery of excellent customer service.
6. Plans, coordinates, promotes and presents information sessions to the university community.
7. Oversees and is responsible for the development, or revision of instructions, forms and deadline notices, ensuring updates are made by support staff and distributed to the university community via e-mail in a timely manner. Updates website regularly.

### Staff Management 35%

1. Supervises and coordinates the activities of the Doctoral Unit staff with respect to doctoral exams and implements measures to monitor and improve performance, and increase efficiency to deliver excellent customer service.

### Data Analysis, Data and Web Management 15%

1. Liaises with SAS Business Systems Analyst to design, test and implement MySQL tables and queries to track all stages and transactions of all doctoral examinations.
2. Responsible for the content and timely update of G+PS web pages on the doctoral exams procedures
3. Analyzes data on thesis submission, exam outcomes, participation by disciplinary Faculty and information session participation. Prepares statistical reports and recommends appropriate procedures and measures for improvement to senior administrators in the G+PS and the Senate Policy Committee. Prepares and distributes monthly reports for review by Associate Deans in the various disciplinary Faculties.

### Financial Management 5%

1. Has budget signing authority for Honorarium payments and courier way bill purchases.
2. Oversees timely preparation of all Requisitions for payments.
4. Responds to queries regarding payments, follows up with Financial Services and resolves discrepancies.

### Other Related Duties as Required 5%

### Supervision Received

Works under minimal supervision. Reports to the Associate Dean, Grad Policy & Program Review, G+PS on academic matters. Reports to the Director of SAS regarding administrative matters.

### Supervision Given

Supervises CUPE 2950 Doctoral Exams Assistants. Occasionally coordinates and assigns work to temporary staff and or work-learn students.

### Consequence of Error/Judgement

Exercises appropriate latitude in judgement and decision-making when evaluating internal and External Examiner nominees, External



# The University of British Columbia

## Staff Job Postings

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Examiner reports, Chair reports and referring problematic issues to the Associate Dean, Grad Policy & Program Review-G+PS. Errors in judgement may result in the candidate failing an exam when a postponement of exam and re-submission of revised thesis would be more appropriate. A failed exam significantly tarnishes and impedes the candidate's reputation and may jeopardize their future career prospects. Errors in interpreting and monitoring adherence to arm's length policy and selection criteria for suitable External Examiners, University Examiners and Chairs may result in the scheduled exam being cancelled. Failure to properly assess and oversee the overall doctoral examination process may result in University policies not being upheld, thus compromising the academic integrity of UBC and its degrees.

Incorrect actions, decisions or delays in securing External Examiners or Chairs, or delays in scheduling doctoral exams, may adversely affect employment opportunities or damage the careers of doctoral students, and may lead to appeals which could negatively affect the reputation of the Faculty of Graduate and Postdoctoral Studies and the University. Missed deadlines or failure to act in proper and swift manner can result in missed requirements and postponement of exams, which can affect graduation status of students.

Any errors and or omissions in judgment could seriously undermine the roles, responsibilities and effectiveness of The Dean and or The Faculty of Graduate and Postdoctoral Studies.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Knowledge of UBC internal systems, Student Information Systems (SIS and SISC) an asset. Ability to maintain accuracy and attention to detail. Familiarity with graduate education an asset. Ability to effectively use MS Word, Excel, Outlook and Powerpoint. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to effectively recruit, train, supervise, and motivate employees. Basic knowledge of web content management systems.

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:** 17834  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level C      **Business Title:** Instructional Designer/Project Manager  
**Department:** Center for Teaching, Learning & Tech  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01  
**Job End Date:** 2015-03-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-14      **Available Openings:** 1

### Job Summary

The instructional designer project manager provides leadership in the application of educational technology and research to the design and development of distance education and flexible learning courses and other educational materials. Develops and manages distance education and flexible learning projects from proposal through development to readiness for course delivery.

### Organizational Status

Reports to the Senior Manager, Distance and Blended Learning. Works with academic course authors, external clients and development teams.

### Work Performed

- Provides leadership, expertise and training in instructional design for distance education and flexible learning materials and methods;
- Initiates research projects related to the design and efficacy of distance education and flexible learning materials and methods;
- Participates in strategic planning for the development of distance education and flexible learning programs and courses;
- Develops and monitors budgets, schedules and resources for projects;
- Liaises with and provides instructional design expertise and media selection recommendations to course authors and external clients in the development of educational processes and materials;
- Liaises with UBC Digital Media Technologies;
- Manages and coordinates multiple projects and project teams within UBC;
- Manages and coordinates multiple projects and project teams external to UBC;
- Develops workshops and trains UBC staff and other interested parties in the use of educational technologies;
- Represents UBC distance education and flexible learning interests through provincial, national and international associations and liaisons;
- Performs other related duties as required.

### Supervision Received

Works independently with general direction of the Manager, Distance and Blended Learning, the Centre for Teaching, Learning and



# The University of British Columbia

## Staff Job Postings

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Technology

### **Supervision Given**

Manages project teams of varying composition, depending on the scope and nature of the specific project. Project teams may include University faculty members and staff, colleagues within CTLT, external clients and specialist staff hired for specific tasks.

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

Errors in judgment may result in the inefficient use of resources, and may damage the image and reputation of the University, and the Centre for Teaching, Learning and Technology.

### **Qualifications**

Master's degree in Education. Master's degree in educational technology, distance education, educational psychology, or related field also desirable. Minimum of six years experience or the equivalent combination of education and experience. Relevant experience in the design and development of educational materials delivered at a distance and use of instructional media. Teaching using on-line and multimedia technologies. Teaching and learning experience in post-secondary environments an asset. - Proven project management skills; - Ability to work under pressure; - Proven leadership abilities; - Effective diplomatic and interpersonal skills; - Familiarity with a wide variety of instructional technologies; - Proven teaching facilitation skills. - Some experience with media design and production background

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## Job Posting

**Job ID:** 17788  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level C      **Business Title:** Assoc Director,Sustainability & Community Programs  
**Department:** Botanical Grdn & Ctr for Hort.  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-14      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-17      **Available Openings:** 1

### Job Summary

Within the context of the initiatives described in Place and Promise and the priorities established through Advancing Science, and in order to meet the objectives of the Garden's mandate and business plans, the Associate Director, Sustainability and Community Programs is responsible for developing and overseeing or implementing all aspects of sustainability and community programs in the Botanical Garden, including public and education programming and events that meet the objectives of the Garden's mandate and business plans.

### Organizational Status

The Associate Director, Sustainability and Community Programs reports to the Director of the Botanical Garden. The position is responsible for supervising and directing staff, students, and volunteers, including a part-time Sustainability and Community Programs assistant and Event Coordinator. Works closely with the Marketing and Communications Manager, Research Manager, Associate Director Horticulture and Collections, other Garden staff, and the Friends of the UBC Botanical Garden, and sits on the Garden Executive with the Director, Associate Director, Horticulture and Collections, and the Associate Director, Research.

### Work Performed

- works in consultation with the Garden Research Manager and Associate Director, Horticulture and Collections, as well as faculty members and campus groups, to select , develop, customize, and implement programming to maximize undergraduate and graduate student and faculty education and engagement in the Garden
- establishes, develops, manages, and implements sustainability and community programs at the Garden, including educational program offerings for adults, children, K to 12 students, specialist groups, and cultural communities, including First Nations communities
- conducts educational needs assessments in consultation with target communities and groups (including faculty) and prepares long-range plans for program delivery
- develops and manages the integration of sustainability and community programs, projects and initiatives to enhance the on-site educational and cultural experience of undergraduate and graduate students, community members, and stakeholder groups
- works with the Garden Research Manager and Associate Director, Horticulture and Collections to manage and organize internships and student placements
- develops and oversees the integration of educational and engagement content into relevant signage, exhibits, guides, conservation curriculum, marketing material, staff training, and community engagement efforts



- works in collaboration with the Associate Director, Horticulture and Collections and Research Manager to develop a comprehensive Garden and collections interpretation program
- leads the development and implementation of community education campaigns including engagement activities.
- works in consultation with Botanical Garden management (Marketing, Research, Administration and Horticulture and Collections) to coordinate sustainability and community programming with other Garden-related education activities
- supervises staff and assists in the day-to-day delivery of curriculum-based education
- revises existing programs to better meet the Garden's education and engagement goals.
- develops partnerships with UBC partners (including, but not limited to, UBC Sustainability Initiative, the Sustainability Ambassadors Peer Program, the Teaching & Learning Office UBC Farm, the Beaty Biodiversity Centre and Museum, the Faculty of Science, and other Faculties) to enhance Garden-based projects and to plan, develop, implement, and oversee joint projects.
- develops maintains relationships with campus and community groups based on the Garden's priorities
- promotes the Garden's sustainability and community education programs in curricula across faculties and within local and regional schools
- seeks relationships and liaises with School Boards, governmental and non-governmental agencies, and other education institutions as appropriate in the development and delivery of relevant programming
- creates and implements mechanisms for tracking and reporting-out to partners and stakeholders on progress on achieving sustainability program goals and actions
- develops, trains, leads and evaluates an education team (staff, interns, student and non-student volunteers) to effectively deliver sustainability and community education programs in the Garden and off-site
- recruits, interviews, trains and supervises relevant staff
- oversees, in consultation with Marketing and Administration, sustainability-related activities and special events, including events for members and donors
- acts as the Garden representative on Faculty, University and community committees as appropriate
- plays a leadership role in grant writing and donor development relative to this position
- assists Marketing and Communications in researching markets and developing marketing plans for program areas
- provides content for website and, with reference to Marketing and Communications, responds to visitor and media requests
- is one of three (or more) Garden representatives on the 2016 Centennial Committee
- manages the Garden's sustainability and community program budget in consultation with the Director and Garden Administrator
- performs other duties as required

### **Supervision Received**

This position works under the supervision of the Director of the UBC Botanical Garden.

### **Supervision Given**

Sustainability Program Assistant, Events Coordinator, Temp Staff, students, volunteers

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

Error in judgment or information given would result in loss of credibility and service to the visitors, educators and schools that participate in garden events and programs. Inability to budget accurately would result in inaccurate financial assessments. Lack of customer service skills would impact the overall experience of the garden visitor.

### **Qualifications**

Master's degree in Education. University graduation with an MSc or PhD in a relevant field preferred. Minimum of six years experience or the equivalent combination of education and experience. Experience developing, overseeing and integrating educational and engagement Program planning and management experience and skills, including setting of goals and priorities, strategic planning and communication. Experience managing program budget. Experience developing volunteer programs. Knowledge and experience in community development required. Experience in facilitation of adult learners and programs. Experience working in a university settings is an asset. Experience supervising and leading program staff and working with volunteers. Knowledge of the



University's sustainability initiatives. Knowledge of community development principles. Knowledge of adult education principles. Knowledge of and sensitivity to inner-city issues. Knowledge of and sensitivity to the university community. Strong interpersonal and organizational skills. Ability to communicate effectively verbally and in writing. Ability to work effectively across diverse professional and community cultures. Ability to work effectively independently and in a team environment. Ability to maintain connection between a long-range vision and day-to-day functions. Ability to envision and implement innovative programs and initiatives that support student and community development. Ability to work flexible hours, including evenings and Saturdays.

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:** 17813  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level C2      **Business Title:** Strategist, Learning Technologies Prof Development  
**Department:** Center for Teaching, Learning & Tech  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01  
**Job End Date:** 2015-03-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-13      **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 Learning Technologies Professional Development Strategist is responsible for leading the development and implementation of a comprehensive research-informed professional development strategy for the teaching and learning users (faculty, graduate students, undergraduate students and instructional support staff) of the broad range of UBC-supported learning technologies. This position is University-wide in scope, working at multiple levels (units and individuals) to facilitate the effective use of the learning technologies in UBC's exceptional learning and teaching environments and to integrate the continuous change management implications into the overall professional development programming provided by CTLT.

#### Organizational Status

Reports to the Associate Director, Teaching and Learning Professional Development. Leads working teams across and beyond CTLT (IT, Library, Faculties) that develop and provide professional development on a broad range of learning technologies. In general, this role works as part of an educational development resource team in support of courses, projects, and professional development programs within CTLT. Works with faculty, graduate students, learners, IT Services, instructional support units, elearning technical support staff and other teams within CTLT. Works directly with the TLPD Team Leads to provide direction on professional development plans related to UBC's elearning ecosystem.

#### Work Performed

- Develops, implements and evaluates a campus-wide professional development program to support UBC's learning technologies, inclusive of these groups - faculty, instructional support staff, graduate students, and undergraduate students.
- Plays a key role in staying current with new and emerging learning technologies and integrating them into CTLT's overall PD strategy.
- Plays a key role in decisions about implementation of new learning technologies in collaboration with CTLT leadership and IT.
- In consultation with the Senior Manager, Teaching & Learning Professional Development and the TLPD Team Leads develops programs and special seminars that support educational transformation and best practices with respect to integration of learning technologies into teaching practice, primarily for the UBC teaching community (faculty members in particular). Responsible for planning and budgeting of these educational programs.
- Conducts a needs assessment with UBC's Instructional Support Community to determine resource and professional development needs to support the integration of learning technology into discipline-based teaching practice.



# The University of British Columbia

## Staff Job Postings

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- Facilitates the development of a learning technology-focused community of practice (CoP) and knowledge base with faculty, graduate students and instructional support staff and helps build the foundation of this approach for the wider UBC teaching and learning community in consultation with the Senior Manager, Teaching & Learning Professional Development and the TLPD Team Leads.
- Directs the development of resources in support of the use of learning technologies in teaching and learning practice; including the development of customized, discipline-specific professional development and reference materials to be used by instructional staff, instructors, and students.
- Leads instructional workshops and training, including computer-based, seminar style, and online workshops, where appropriate, for faculty, instructional support personnel, teaching assistants, graduate and undergraduate students.
- Develops and implements an evaluation plan for learning technologies professional development programs. This includes creating delegate surveys, coordinating focus groups with faculty, students, and instructional support staff and working with CTLT's Events staff to collect data.
- Consults with faculty individually plus in small and large groups in aligning use of learning technologies to learning objectives to enhance the educational experience of both the instructor and student.
- Liaises with UBC's departments and units to foster, develop, and implement collaborative, and complementary projects solutions in support of the use of learning technologies in teaching and learning practice.
- Under the general guidance of the Senior Manager, Teaching & Learning Professional Development and in line with CTLT's scholarship strategy, disseminates best practices via conferences, workshops and meetings at UBC and beyond.

### **Supervision Received**

Works under the general direction of the Senior Manager, Teaching and Learning Professional Development. Work is reviewed in terms of quality and effectiveness in meeting strategic UBC and CTLT goals.

### **Supervision Given**

Supervises co-op and work study students as well as some CTLT staff working on specific projects and initiatives. Manages staff and instructors and is responsible for hiring, discipline, evaluation and termination.

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

Errors in judgment result in critical interruptions to LMS Transition Project timelines and poor service to faculty and learners. Errors in judgement may damage the reputation of the University and the Centre for Teaching, Learning and Technology and the University.

### **Qualifications**

- Master's degree in Education. A minimum of 7 years of experience or the equivalent combination of education and experience.
- o 4-6 years experience developing and delivering educational programs.
- o 3-4 years experience working in application and professional development related to learning management systems (LMS), in particular WebCT Vista and Blackboard Learn.
- o Extensive experience with facilitating workshops and training sessions, including computer-based, seminar style, and online workshops.
- o Experience with website developments, writing software documentation, training manuals and online knowledge bases.
- o Experience supporting community teaching and learning events.
- o Software:
  - ¿ Must have excellent knowledge of LMS from both user and web-based administration perspectives.
  - ¿ Expert knowledge of internet technologies and languages.
  - ¿ Must have excellent knowledge of a wide variety of learning technologies including (LMS, blogs, wikis, ePortfolio software, social media, screen capture and office productivity applications), current operating systems (Mac & Windows).
  - ¿ Familiarity with multimedia formats in PC and MAC environments.
  - ¿ Sound knowledge of browser standards and common plugins helper apps.
  - ¿ Good troubleshooting skills related to Internet browser issues essential.
  - ¿ Strong word processing skills.



# The University of British Columbia

## Staff Job Postings

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¿ Adept with E-mail and online discussion software.

- Soft Skills:

¿ Excellent understanding of the university environment and ability to communicate and work with individuals across the university hierarchy.

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

¿ Sound evaluation skills and knowledge of a variety of evaluation processes.

¿ Well-developed understanding of the pedagogical implications related to the use of various technologies within the elearning ecosystem.

¿ Strong teaching, professional development and presentation skills.

¿ High degree of accuracy and attention to detail.

¿ Good organizational and time management skills.

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

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

¿ Understands and relates to the academic University environment.

¿ Demonstrated service orientation.

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## Job Posting

**Job ID:** 17821  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level B      **Business Title:** Communications and Program Development  
**Department:** Liu Inst. for Global Issues  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-07      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-20      **Available Openings:** 1

### Job Summary

Working under the direction of the Deputy Director the position will coordinate new and existing program initiatives within the Liu Institute for Global Issues. Projects include faculty and student exchanges, speaker series, workshops, meetings and conferences. This position will be working with the Deputy Director providing marketing and research support for the Institute.

This position is responsible for coordinating internal and external communications and marketing strategies for the Liu Institute for Global Issues, and for planning and executing new programming that supports the mandate of the Institute.

### Organizational Status

The Liu Institute conducts and facilitates research on global issues, mobilizing knowledge into solutions and policy. A hallmark of the Institute is to provide innovative learning and research opportunities for UBC graduate students, postdoctoral fellows, faculty, and community members that help to bridge the gap between academics and practitioners.

This position reports to the Deputy Director, Liu Institute for Global Issues and works independently with guidance and consultation from the Deputy Director, and advises the Director, faculty, and staff on all communications related matters.

This position is part of a staff team including finance and conference coordinators, admin, and student advising and is expected to interact with the team and advise on marketing and communications initiatives. The position will liaise with communicators and development officers in the Faculty of Arts, and other departments across campus, as well as with researchers and government officials in Canada and internationally.

### Work Performed

- Responsible for researching, writing, editing and producing content for communication for internal and external audiences, including e-newsletters, reports, web communications, e-brochures, and social media.
- Responsible for planning and managing the development and implementation of a broad range of academic and community engagement programming, such as conferences, speakers series, and public outreach events.
- Manages the ongoing promotion and marketing of events and programs that further enhance the Institute's identity, vision and values.
- Manages the Institute's website including updating content, developing new content, redesigning the website and providing



# The University of British Columbia

## Staff Job Postings

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training to other staff.

- Develops and implements a marketing and communications strategy for the Institute and planned new professional Master's Program.
- Works with Development to prepare briefing notes, plans and reports for specialised programming around donor interests.
- Evaluates and monitors the effectiveness of communication marketing strategies.
- Provides communication advice and assistance to Liu Institute faculty and staff on communication projects.
- Acts as a department liaison with committees and campus units (such as Public Affairs and IT) where needed.
- Developing policies and procedures for internal use to guide ongoing communications approaches within the organization.
- Research and data provision to Deputy Director for reports, briefings and policy development
- Administer space assignments in the Liu Institute building.
- Provide proposal support to the Deputy Director including formatting, editing and research tasks.
- Performs other related duties as required.

### Analysis & development

- Participates in project development including researching, compiling, interpreting, assembling and presenting requirements, design, and documentation
- Development of new modes of communication and outreach to enhance the national and international profile of the policy relevance of the Liu Institute research and activities
- Conducts research on conditions in local, regional or national area to assess market potential and future trends to identify possibilities for development

### Strategic planning and Management

- Project reporting, including planning and writing project narrative
- Developing implementation plans for annual goals established by the Deputy Director
- Assisting in the planning, growth and development of programs
- Recommending strategic planning and forecasting of future project activities and expenditures
- Researching and preparing recommendations for establishing cooperative linkages with similar institutes, in Canada & abroad, and with relevant divisions and individuals within government, academic and NGO institutions

### Implementation

- Implementing activities of program
- Developing, monitoring and reporting on work plans, budgets and expenditures
- Soliciting project related articles, reports, events
- Managing, planning, developing, writing and editing contents of project website
- Develops and delivers training related to the foregoing

### Supervision Received

Works independently with guidance and consultation from the Institute's Deputy Director, and in close collaboration with the Institute's faculty, staff and students.

### Supervision Given

Provide supervision to support staff, contractors or to student assistants on communications and marketing project-specific tasks.

### Consequence of Error/Judgement

The position is expected to function with a high degree of autonomy, working under broad guidelines. The incumbent is expected to ensure appropriateness of communications and other programming and that they are consistent with the values and objectives of the Institute, Faculty and University.

This position represents the work of the Liu Institute for Global Issues, and UBC. Decisions reflect the integrity of the



# The University of British Columbia

## Staff Job Postings

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Institution as a whole.

The individual will be required to work independently and will need to exercise judgment in the development of relationships and implementation of strategic initiatives.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in Marketing, Communications, or relevant discipline. Minimum of five years experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to gather, record, and organize information. Ability to select the most effective communication media for a situation. Ability to effectively use Word, Excel, PowerPoint, and publishing, design and web content updating software. Ability to exercise sound judgment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to exercise diplomacy, discretion and initiative. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment.

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### Job Posting

**Job ID:** 17830  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level B      **Business Title:** Communications Lead  
**Department:** Center for Teaching, Learning & Tech  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01  
**Job End Date:** 2015-03-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-14      **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 Communications Lead is responsible for communications initiatives in the Flexible Learning (FL) Program, within the Centre for Teaching, Learning and Technology (CTLT) and across Faculties. This role leads and coordinates communication and change management activities with broad and strategic impact, within the Flexible Learning Program. Through consulting with Faculties and the Program Team, this role will recommend, develop and implement a communications plan for the Program. This position provides leadership, consulting and advisory services, and strategic communications planning.

#### Organizational Status

The Centre for Teaching, Learning & Technology is a centrally positioned unit, providing leadership, academic services and support to the UBC teaching and learning community in the areas of scholarship of teaching and learning, curriculum development, flexible learning, instructional design, educational technology development, instructional support and teaching practice development. The Flexible Learning Initiative is a major, multi-component transformation that is expected to affect nearly every aspect of the university enterprise within the next 10 years. It is currently the top academic priority of the University. Flexible Learning at UBC is being led by a team of University leaders (at the level of President, Provost, Vice Provost, Associate Provost, and Deans) and is being implemented by CTLT.

#### Work Performed

- Works independently to lead, consult on and advise on communications and change management activities
- Interacts with and advises the Senior Associate Director, Flexible Learning
- Consults with stakeholders and the Program Team on requirements, constraints and plans
  
- Reviews and keeps current the Flexible Learning Program Communication plan, reflecting the current program status and communication requirements
- Advises and assists FL project managers and Faculty stakeholders with internal and external communications projects.
- Provides full analysis and strategic direction for an array of communications projects with impact at program and project levels.
- Identifies and advises Program Team on change impacts and people-side risks and develops specific communications plans to mitigate or address the concerns.
- Identifies and advises which central communication resources are required to support the faculty communications



- Through consulting and advising, develops strong relationships with Faculty communications resources to guide and support the implementation of the faculty communications plans
- In an advisory capacity, works with the Flexible Learning Program team to identify impacts resulting from changes to work processes. Develop communications plans to promote awareness and support these changes
- Collaborates with communications resources in CTLT to develop communications materials including website content, videos, brochures, etc.
- Where faculties have developed independent communications vehicles, identifies opportunities for leveraging and sharing these resources.
- Ensures that all communications are planned, targeted and provide consistent messaging that is aligned with program goals, objectives, and deliverables and UBC's overall strategic direction.
- Provides oversight and recommendations on documents and written correspondence including email, newsletters and eblasts and promotional material for publication in electronic media.
- Provides guidance on the creation of a website strategy to integrate the current web sites.
- Measures communications results and review effectiveness of the communications. Adjust plans as required.
- Other duties as required

### **Supervision Received**

This position reports to the Senior Associate Director, Flexible Learning.

### **Supervision Given**

None.

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

Errors in judgment could result in critical interruptions to the Flexible Learning Program and poor service to faculty and learners. Errors in judgment may damage the reputation of the University and the Centre for Teaching, Learning and Technology.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of five years experience or the equivalent combination of education and experience. 7-10 years related experience implementing communications strategies. Experience in change management. Experience working with people at senior levels. Effective interpersonal and leadership skills; ability to exercise a high level of diplomacy, tact and discretion. Demonstrated ability to exercise initiative, resourcefulness and sound judgment. Effective oral and written communicator including demonstrated writing, editing, proofreading and design skills. Demonstrated skills in developing, implementing and evaluating strategic communications plans. Able to juggle multiple projects simultaneously in a fast-paced environment to meet deadlines. Demonstrated willingness to learn and continually upgrade skills. Ability to work independently, as part of a team and cross functionally

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**Job Posting**

**Job ID:** 17694  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level B      **Business Title:** Senior Coordinator, Consultation  
**Department:** C+CP Consultation  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-24      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-20      **Available Openings:** 1

**Job Summary**

The Senior Coordinator, Consultation & Outreach will plan and implement consultation strategies and programs for all three units within Campus and Community Planning. Working closely with and reporting to the Senior Manager, Consultation and Outreach, the Senior Coordinator, Consultation & Outreach will be responsible for ensuring that timely, adequate and appropriate information is provided to internal and external stakeholders as required and a broad range of media and other audiences. Strong writing and project management skills are mandatory. This position will require some work outside of normal working hours.

**Organizational Status**

This position reports to the Senior Manager, Consultation. The position requires extensive contact with the Director, Public Engagement, Manager, Outreach, Associate Vice President, Campus and Community Planning, the Director of Planning for UBC Vancouver, Director of Policy Planning for UBC Vancouver UBC Okanagan, Director of Campus Sustainability, Director of Transportation Planning, University Architect, the Executive Director of Public Affairs, C+CP staff, UBC Properties Trust 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 Senior Manager, Consultation and Outreach to develop and implement consultation plans. May manage and plan small consultation initiatives.
- Supports consultation and outreach initiatives for all three units within Campus and Community Planning, including managing projects and programs. This may include organizing events, facilitation, and summarizing and analyzing input received.
- Writes and develops public consultation materials, including website copy, posters, display boards, info sheets, and presentations.
- Manages logistics for consultation events, such as open houses, workshops and public hearings.
- Supports outreach and consultation events for all three units within Campus and Community Planning including, public meetings, conferences, trade shows, information sessions and planning sessions tied to the work of Campus and Community Planning.
- Analyzes consultation feedback and drafts consultation reports. This includes quantitative and qualitative analysis.
- Develops strong rapport and relationships with all stakeholder groups, allowing for open and constructive communication and achievement of Campus and Community planning objective.
- Develops presentation materials for senior staff, including researching information, drafting copy, sourcing images and managing



# The University of British Columbia

## Staff Job Postings

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the approvals process within short timelines.

- Manages consultation and other advertising, including reserving space in publications, managing creation of the ad files, submitting the creative on time and on budget, and managing advertising records.
- Administration and development of the unit websites and social media outreach.
- Prepares briefing documents for Senior staff.

Provides basic layout for consultation materials such as info sheets, display boards and posters.

- Manages the departmental lunch and learn series, actively seeking internal subject matter experts who can address issues of interest in order to build institutional knowledge within the unit.
- Regularly monitors of media and social media.
- Working with the Senior Manager, Consultation and Outreach, provides analysis of consultation input and develops consultation reports.
- Evaluates the success of consultation approaches for discussion with the Senior Manager, Consultation and Outreach, the Director, Public Engagement, and others as appropriate.
- Other duties, as assigned.

### **Supervision Received**

Works under direction from the Manager, Public Consultation. Works independently within established guidelines and standards. Work is reviewed in terms of achievement of defined goals.

### **Supervision Given**

May direct the work of internal and external service providers.

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

The consequence of error associated with this position is 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 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. Degree preferably in Arts or Communications. Minimum of five years experience or the equivalent combination of education and experience. Public engagement, consultation or specific work related experience. Public affairs or graphic design experience preferred. Has the proven ability to effectively project manage communications programs and initiatives. Exceptional oral and written communication, presentation, facilitation and interpersonal skills. Proven experience with websites (content management systems) and social media. Familiarity with open-source platforms like Drupal and Wordpress desired. Experience creating written consultation and communications materials. Has the ability to establish a high level of rapport with senior management within the university community, stakeholders and opinion leaders. Experience with qualitative and quantitative methods and asset. Takes a proactive stance in solving problems and exhibits understanding and empathy, particularly when dealing with emotional topics of public concern and is comfortable with controversy. Exercises a high degree of diplomacy and discretion in all internal and external interactions. Understands the value of building relationships for the long-term. 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 working with graphic design programs (i.e. InDesign, PhotoShop, etc.) an asset. Familiarity using email delivery systems like Vertical Response desired. Experience working in a public sector or university environment an asset. Knowledge of matters related to sustainable community development.



# The University of British Columbia

## Staff Job Postings

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### Job Posting

**Job ID:** 17802  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level C2      **Business Title:** Manager, Community Relations  
**Department:** C+CP Campus Program & Animation  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-14  
**Job End Date:** 2014-09-05  
**Funding Type:** Funded by Multiple Sources  
**Other:** Leave Replacement  
**Date Closed:** 2014-03-19      **Available Openings:** 1

### Job Summary

Working closely with and reporting to the Director, Campus Programs and Animation, the Manager will be responsible for ensuring community and stakeholder relations strategies are planned and implemented. The Manager will also support program development and animation initiatives within the unit, with an initial focus on collaborative policy and program development. This work will be performed in a fast paced, high-pressure office environment, often in response to demands with difficult time constraints. The incumbent will be required to manage sensitive, confidential information. The incumbent may be required to work outside normal working hours to manage special project work and attend meetings.

### Organizational Status

This position reports to the Director, Campus Programs and Animation within Campus and Community Planning. The position requires extensive contact with the campus community and others through ongoing communication and consultation activities.

### Work Performed

Works closely with the Director, Campus Programs and Animation to develop and maintain ongoing relationships with internal and external stakeholders to help advance the University's strategic priority to deliver extraordinary campus experiences. Duties will involve attending meetings, organizing engagement and outreach activities, and briefings sessions. Key stakeholders include:

- the university community (e.g. AMS, GSS, VP Students, SHHS, faculty association, staff, alumni, student residence halls councils, other departments),
- the University Neighbourhoods' Association and various groups and individuals in the family housing neighbourhoods on campus,
- neighbouring communities and community organizations (e.g. University Endowment Lands, West Point Grey, Dunbar, South West Marine, Wreck Beach Preservation Society, Pacific Spirit Park Society), and
- Other communities of interest (e.g. planning, architecture, sustainable community development, engineering).

- Develops community engagement and relations strategies and work plans, including identifying resource requirements and evaluation of results.
- Track, manage and respond to inquiries related to departmental activities, which arrive through a variety of media including emails, letters and phone calls. This includes researching and preparing correspondence for signature by senior university personnel.
- Coordinates and supports community outreach activities in support of Campus Program and Animation initiatives.



- Manages the ongoing implementation of the UTown UBC community outreach strategy, which is a multi-year program that includes activities such as booths at community events, presentations to community organizations, and awareness raising. Develop a strategic approach to future implementation, and work with other UBC Departments, groups and the UNA to determine appropriate opportunities to build a coherent sense of community for residents on campus.
- Administer on-campus community building programs, including program planning and development, budget development and management, and supervision of staff and contractors
- Assists with implementing communications, consultation and community relations initiatives. This may include organizing events, facilitation, taking notes, and summarizing and analyzing input received.
- Assess success of community outreach approaches for discussion with the Director, Campus Programs and Animation and the Associate Vice President, Planning and others as appropriate.
- Exercises a high level of diplomacy and discretion in all interactions.
- Other duties as assigned.

### **Supervision Received**

Works with a high level of autonomy under the general direction of the Director, Campus Program and Animation. Work is reviewed against work plan objectives.

### **Supervision Given**

Supervises Community Outreach Coordinator, who is primarily responsible for UTown UBC. May direct and manage the activities of other subordinate staff, including the assignment of duties and responsibilities and setting of priorities. May supervise contractors and student employees.

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

Makes recommendations concerning stakeholder and community relations and issues relating to Campus Programs and Animation. 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 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 minimum of 7 years of experience or communications services or the equivalent combination of education and experience. Experience in a public consultation or community relations role dealing with local communities, regional and municipal governments, stakeholder groups and the general public.

Demonstrated ability to develop and implement effective community engagement strategies, programs and initiatives for government, corporate or non-profit organizations. 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. 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 and maintaining relationships for the long-term and is experienced in creating those relationships. 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. Interest in issues related to sustainable community development. Program management, particularly community building initiatives. This includes program planning and development, budget development and management, and supervision of staff and



# The University of British Columbia

## Staff Job Postings

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contractors.

Experience with sensitive issues in a diverse stakeholder environment.

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

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

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### Job Posting

**Job ID:** 17805  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level F      **Business Title:** Director, Internal Communications  
**Department:** Communications & Marketing  
**Salary:** \$98,962.00 - \$123,702.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-14      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-30      **Available Openings:** 1

### Job Summary

The Director Internal Communications will play a critical role in shifting UBC from a decentralized model to an integrated distributed operating model for internal communications and authentically connecting the UBC community, ensuring that UBC's incredibly talented staff and faculty are informed, engaged, and inspired to do their best work. The Director of Internal Communications leads the planning, development and implementation of a University-wide internal communication strategy and operational plan, aligned with UBC's vision, brand and strategic organizational priorities. He she will build and lead the internal communications team and provide strategic advice to the University's Executive Team on effective leadership communication, to enroll and engage staff and faculty in helping UBC to achieve its organizational goals. With an internal communications audience of 21,000 people, the Director is a strategic thinker, a relationship builder and 100% people-focused.

### Organizational Status

This role reports to the Managing Director, Communications and Marketing, and works closely with the University's Executive Team and senior leaders in the portfolios. Works collaboratively with diverse groups of academic and administrative stakeholders from across the university. Builds strong working relationships with staff from: Human Resources, IT, Public Affairs, Okanagan campus and other senior communication professionals across the University.

### Work Performed

- Leads and develops internal communication strategies for the University that engages employees in the University's organizational priorities and support the University's Communications and Marketing strategic plan across all faculties and departments.
- Provides internal communications counsel and expert coaching to the University's Executive and Senior leadership team and leaders across the University.
- Leads and develops internal communication projects and initiatives that support the University's Communications and Marketing strategic plan.
- Leads the the development of university wide internal communication action plans, identifying specific outcomes and measures of effectiveness.



# The University of British Columbia

## Staff Job Postings

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- Leads the development of university-wide internal communication policies, guidelines and processes to support effective, efficient communication with employees.
- Creates and fosters strategic partnerships and influential relationships with Senior University leaders, including Human Resources, IT, Public Affairs, and other Communication colleagues in departments and faculties across UBC's campuses to ensure integrated communication and change management policies, processes and messaging in support of the University's goals and visions.
- As a facilitative leader, leads the collection of staff and faculty feedback and strategizes how to incorporate the feedback, as well as leading practices research and other external learnings, to inform communication strategies and drive optimum results across the university.
- Drives communications innovation across the university by spearheading new and or improved methods of communicating with staff and faculty to enhance opportunities for information sharing and two-way dialogue.
- Identifies needs, leverages existing platforms and builds, implements and manages enterprise-wide employee communication channels and resources.
- Connects, leads and grows the community of UBC brand ambassadors.
- Provides strategic leadership, mentoring and coaching to a growing team of direct reports focused on internal affairs and communications.
- Leads development and oversees the management of a university-wide internal communications annual budget that supports strategic and annual plans.
- Identifies workforce value-add opportunities and hires and supervises external consultants and contractors as needed to drive optimal internal communications results.
- Performs other related duties as required.

### **Supervision Received**

Works with minimum guidance under broad guidelines established through the Communications and Marketing unit. The individual in this position will be expected to work independently and report to the Managing Director, Communications and Marketing. The position also works closely with the VPs and their senior leadership teams. Collaborates with HR, IT, and communicators across the University.

### **Supervision Given**

This position will manage up to 4 direct reports. This role may grow in direct reports as the integrated distributed model grows.

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

Must be able to work independently and exercise extensive judgment and decision making in managing proactive and reactive communication needs and issues. Every action and decision made could have significant impact on the brand equity and reputation of the University.

### **Qualifications**

An undergraduate degree in a relevant discipline and a University degree in Communications or Marketing. . 10 or more years of



experience in leading internal communications and change management communication within a large and complex private or public sector organization. Proven track record and demonstrated accomplishments in internal communications strategy development and execution, corporate communications, issues management and employee communications. Brings a track record of bringing brands to life internally and understanding employer people plan strategies. The ideal candidate is an outcomes-focused leader who demonstrates the following: Ability to think strategically while working independently, juggling the demands of the day-to-day execution of the internal communications plan and seeing the broad implications of events, long-range opportunities and potential problems. Exceptional service orientation and interpersonal skills, managing high performing teams, developing partnerships and working cross-functionally. Able to work in an environment that is decentralized, complex and with a diverse range of stakeholders. Demonstrates an understanding and respect for the University's culture and environment and its employees. Is able to relate to a diverse group of individuals. Superior knowledge of the principles of strategic communications and ability to respond to the needs of stakeholders in sensitive situations with acute awareness of the impact of actions. Leads through influence not authority. Recognized thought leader in the communications profession with a proven track record for being an effective change agent and face to face communicator who has a strong working knowledge of current coaching practices. Ability to build trust, have a high degree of integrity, flexibility, persistence and creativity. Demonstrated success and experience in supporting, counseling and advising senior leadership teams. Self-directed with highly developed planning, organizing and project management skills to handle multiple projects, meet deadlines and respond to changing conditions and priorities. Excellent written and oral communication and presentation skills. Knowledge and experience working with traditional and non-traditional communication platforms, including print, electronic, video, and social media. Significant experience in change management and large-scale planning and implementation. Bright, intellectually curious and excited by the goals of the University. Committed to openness and transparency. Able to identify and handle critical issues and remain calm under pressure. An innovator with the ability to generate ideas, fresh perspectives and original approaches and do so operating in a unique environment. Brand alignment: you embrace new thinking and innovation. You take risks and challenge the status quo. And you are not afraid of the failures that might result. At UBC we're open, bold, inspiring and globally-connected. Accreditation by the International Association of Business Communicators (IABC) or Canadian Public Relations Society (CPRS) is considered an asset.

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## Job Posting

**Job ID:** 17778  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Nursing  
**Classification Title:** Nursing, Level B **Business Title:** Pancreas Centre BC: Clinical Research Nurse  
**Department:** Surgery  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-07  
**Job End Date:** 2015-04-03 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-03-25 **Available Openings:** 1

### Job Summary

The Clinical Research Nurse will participate in research activities conducted by Pancreas Centre BC at Vancouver General Hospital, BC Cancer Agency, UBC and provincially. The incumbent will conduct a wide range of nursing and research activities related to investigating pancreatic diseases and supporting pancreatic cancer patients and their families. The Clinical Research Nurse, in collaboration with a multidisciplinary team, will be primarily responsible for designing, delivering and validating the effectiveness of a support system designed to link patients, their care givers and medical teams throughout British Columbia. The experiences of the patients, their care givers and medical team will be evaluated before and after the system is established to validate the effectiveness of the system.

Pancreas Centre BC was founded in 2012 as a result of private donations and is a joint initiative between the University of British Columbia, the British Columbia Cancer Agency and the Vancouver General Hospital. Through this multidisciplinary program we endeavor to become a worldwide leader in pancreatic cancer research and excellence in clinical care. Pancreas Centre BC has established three core research platforms to support research projects: a pancreatic registry and biobank, a clinical trials unit and a microarray unit. The current research priorities of the Centre include genomics, molecular pathology drug development and health services and outcomes research.

### Organizational Status

The Clinical Research Nurse reports to Dr. Stephen Chung, VGH Section Head of Hepatobiliary Surgery, Medical Director of Surgical Services for Vancouver General and UBC Hospitals and Professor, UBC Department of Surgery. Additional functional direction on the application of policies and procedures specific to the Faculty of Medicine (FoM) is provided by Wayne Davis, Director of Administration, Department of Surgery.

The Clinical Research Nurse will also work in collaboration with the Co-Directors, Surgeons, Gastroenterologists, Centre Manager, Research Facilitator, Clinical Educators, Nurse Clinicians, staff nurses, and other members of the Multidisciplinary Team (MDT). This position also requires close interaction with patients and study subjects.

### Work Performed

#### Research

- Design, deliver and evaluate the effectiveness of a province-wide support system for patients with pancreatic disease, their



# The University of British Columbia

## Staff Job Postings

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families and their medical teams.

- Inform patients about research study opportunities and the value of contributing to research projects including quality of life research, familial cancer studies and donating samples to the biobank.
- Work with consent nurses to ensure all pancreatic patients are provided the opportunity to participate in research.
- Screen patients for research projects (e.g. familial project) and or consent patients (e.g. patient registry, QOL project, Permission to Contact (PTC)).
- Set up a system to inform patients living outside of Vancouver about research projects and link patients to other Cancer centres to enable participation.
- Collect patient information from MDT Rounds, chart and or individual contact to incorporate in the Pancreas Patient Information Research Database.
- Work with researchers and the research facilitator to support and or identify research projects.
- Conduct research that is focused on identifying and or incorporating best practices and evidence-based care to foster the development and implementation of strategies designed to optimize excellence in patient client care and the health system.

### System Administration

- Set up a system to track the location of patients in the province.
- Create a standardized approach for patient contact and providing patient information materials according to best practices.
- Create a standardized approach to provide information to patients about research and opportunities for participation (screening, enrolment, consent, PTC) throughout the province.
- Assist with developing and implementing provincial standards, clinical practice guidelines and other processes that support excellence in service delivery and are consistent with national international guidelines.
- Work with the MDT and colleagues to achieve excellence in the delivery of services and patient client care throughout BC.
- Establish links to community health services (home care, palliative care, social work etc.).
- Provide leadership, direction and expert advice to the MDT in the area of nursing, resource planning, program and health system improvement, research and professional development.
- Build relationships locally and provincially that promote the achievement of cooperative goals and contribute to an atmosphere of trust and mutual respect.

### Patient Care

- Meet patients at their first point of contact at VGH (surgical appointment) or BCCA (diagnostic appointment).
- Provide patients with an appropriate information package that they require about pancreas illness.
- Ensure patients are given clear information concerning their disease, procedures and treatments, and answer their questions about their care.
- Provide support from the time of diagnosis onward and navigate through their care.
- Visit with families immediately following surgery to provide emotional and or logistical support. If requested, visit patients on the wards prior to them attending their first Oncology appointment.
- Facilitate referrals to the palliative care team and community teams for patients requiring symptom management or end of life care.
- Liaise with office staff to facilitate new patient appointments and follow-up investigations and treatments to provide support to patients and their families and explaining any investigations that may be required.
- Provide information and act as a link to resources in patients communities such as GP's, specialists and palliative care.
- Act as a contact point for patients, an information resource, and provide ongoing contact via email, website, etc.
- Provide patients and families with knowledge about research opportunities.

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### Multidisciplinary Team

- Establish and implement a protocol to coordinate patient care from contact with GI and or HPB Surgeon and then liaison with BCCA, Palliative Care or Community physician. Work closely with BCCA nurse(s) to ensure seamless care for the patient.
- Coordinate the multidisciplinary, multi-institution care via weekly rounds and through direct and indirect contact with patient care teams.
- Assist in the planning, development and implementation of clinical policies and programs designed for improving patient client care and quality of service.





# The University of British Columbia

## Staff Job Postings

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- Manage MDT Rounds including:

- o Pre-Rounds: Works with MDT to prepare patient information including history, radiology, GI diagnostic, laboratory, etc.
- o Rounds - Prepares for patient case presentations with radiology, laboratory, surgeons, and GI.
- o Post Rounds - prepares report for sign off by Rounds Physician Leader and ensures report is filed in patient's chart.
- o Set up video conferencing for rounds so clinicians throughout British Columbia may participate

### Education

- The Clinical Research Nurse's role includes education; this can be at any level from the patients and their relatives to nursing staff regarding caring for patients with pancreatic cancer.
- Provide leadership and guidance to team members using effective coaching techniques, mentor staff, conduct performance evaluations, enable developmental opportunities, participate in recruitment activities and make final hiring decisions in collaboration with the leadership team.
- Provide mentorship and supervision to assist graduate and undergraduate students to develop a thorough understanding and skilled use of advanced nursing practices and related competencies.

### Supervision Received

The incumbent works under minimal supervision direction and will exercise a high degree of clinical judgment and autonomy. She/he will be expected to develop a work plan and timelines and exercise a considerable amount of judgment and initiative in duties and responsibilities. Performance is subject to periodic review to ensure achievement of overall objectives.

### Supervision Given

Trains and supervises other professional staff such as researchers, research assistants and or research nurses.

### Consequence of Error/Judgement

The incumbent is expected to exercise excellent judgment and to work independently. Decisions are made that can have direct impact on the Pancreas Centre BC's research program and overall performance. Errors or incorrect decisions could potentially result in delays in completing a research project or seriously compromise the quality of the research. Incorrect decisions, inappropriate handling of interactions and communications could raise concern about compliance with privacy and confidentiality obligations and cause embarrassment for the Centre, the Department and to faculty, staff, and students at the University and affiliated hospitals, as well as to patients and affiliated organizations.

### Qualifications

Research Nurse: Registered Nurse with CRNBC. Clinical Associate: Undergraduate degree in Nursing & Registered Nurse with CRNBC. Nurse Practitioner Clinical Associate: Postgraduate degree in Nursing & Registered Nurse with CRNBC. A Masters degree or equivalent would be advantageous. Research Nurse: Three years of nursing and administrative experience. Clinical Associate: At least two years of experience in a clinical position. Nurse Practitioner Clinical Associate: Two years of experience in primary care NP practice or the equivalent combination of education and experience. Registered Nurse Certificate and current registration with the College of Registered Nurses' of British Columbia is required.

At least three (3) years of experience setting up and leading research projects in nursing care is required.

At least five (5) year's recent related experience working in a health care and research setting with a focus in Pancreas Cancer and in a progressive leadership role is preferred.

Canadian Nurses Association certification in Oncology or membership in provincial, national and or international professional association(s) related to Oncology is preferred.

At least three (3) years of experience with research and or clinical trials and obtaining subject consent is required.

At least three (3) years of direct experience linking patients to services (e.g. palliative care, social services, clinical trials) in rural communities is required. Ability to work effectively independently and in a team environment. Effective communication, interviewing and counseling skills required. Experience counseling patients and their care givers with terminal illnesses is required. Excellent organizational abilities, including the ability to prioritize workload and meet deadlines.



# The University of British Columbia

## Staff Job Postings

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Demonstrated ability to communicate effectively with health care professionals and with others, orally and in writing. Solid judgment and ethical conduct including ability to maintain confidentiality, tact and discretion. Ability to handle patient data in a strictly confidential manner. A high degree of computer literacy including Microsoft Word and Excel. Ability to work a flexible schedule. Ability to identify problems early and engage in constructive problem-solving.

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### Job Posting

**Job ID:** 17812  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Human Resources  
**Classification Title:** Human Resources, Level A      **Business Title:** Human Resources Coordinator  
**Department:** Human Resources  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-31      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-14      **Available Openings:** 1

### Job Summary

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

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

### Organizational Status

Reports to the Human Resources Manager, Finance, and works collaboratively with Payment and Procurement Services, Comptroller's Office, Treasury and various other FRO staff and management as well as the FRO HR team; is a member of the Human Resources Advisory Services team. Works with various departments within UBC, including but not limited to: Employee Relations, Organizational Training & Development, Return to Work, Pensions, Payroll, and Benefits.

### Work Performed

- Coordinates and assists managers in drafting job descriptions. Facilitates the job classification process. Consults with the HR Manager, Finance on new positions and internal promotions. Works with Compensation Associates Consultants in Human Resources where appropriate. Responsible for oversight of recruitment including: reviewing and approving HR paperwork, creating job postings, participating in and coordinating the interview process and assisting Recruiting managers in the design of interview questions and conducts references where appropriate.
- Provides advice and assistance to management in recruiting matters: reviews relevant recruitment provisions and processes (per employment group) ensuring processes are objective and inclusive; confirms core competencies; assists in the development of interview questions; participates in interviews; evaluates candidates against identified core competencies; makes selection recommendations; advises Recruiting managers on reference checks and letters of regret, as well as job offers of employment,



# The University of British Columbia

## Staff Job Postings

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verifying internal equity and candidate qualifications. Creates and maintains an ongoing reserve of candidates. Advises and coaches on posting deadlines, Staff

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

-Provides information and general advice to client departments relating to grievance, layoff, termination, or internal placement procedures involving CUPE 2950 and CUPE 116 staff. Prepares termination and layoff letters. Identifying and referring more complex issues to the HR Manager, Finance or the Senior HR Manager, FRO.

-Monitors the recall and internal placement process. Facilitates recall process by meeting with employee and Union representative to determine suitable positions. This includes providing behavioural interviewing information and providing feedback to support the employee in returning to a suitable role.

- Coordinates duty to accommodate processes in conjunction with Return to Work Co-ordinators, develop action plans to accommodate an employee returning to work into a suitable position. Provides advice and assistance to departments including meeting with employee, RTW and union representatives to facilitate a successful placement. Identifies vacancies and liaises with departments, employee and Return to Work program.

- Advises client departments on salary administration for all staff groups, union and non-union including authorization of salary increases up to the midpoint.

- Reviews and authorizes staff and student appointments, extension, transfers, etc that have a higher level of complexity.

- Oversees and maintains the electronic recruiting system and HRMS (E-Recruit and Position Management). Provides ongoing feedback to technical support. Participates in the development of training materials.

- Provides information and general advice regarding University policies, procedures and practices, and the interpretation of collective agreements, other agreements and handbooks governing conditions of employment. Refers matters which are more than moderately complex to the HR Manager, Finance or the Senior HR Manager, FRO.

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

- Assists the HR Manager, Finance in the oversight and management of Attendance Management Programs.

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

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

- Attends and participates in regular Manager and Leadership Meetings, as well as FRO HR team meetings.

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

- Performs other duties as required.

### **Supervision Received**

Works under the general supervision of the Human Resources Manager, Finance and in accordance with established principles and methods. Works closely with departmental management teams as well as the Senior HR Manager, FRO.

### **Supervision Given**



# The University of British Columbia

## Staff Job Postings

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

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

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

### **Qualifications**

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

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### Job Posting

**Job ID:** 17681  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Human Resources  
**Classification Title:** Human Resources, Level C      **Business Title:** Organizational Development & Learning Consultant  
**Department:** Human Resources  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-31      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-18      **Available Openings:** 1

### Job Summary

The Organizational Development & Learning Consultant works in conjunction with members of the University community to orchestrate cultural change and organizational learning initiatives within the Vice President, Finance Resources and Operations portfolio (VP FRO). In partnership with the functional department's leadership, this role identifies learning needs, development plans, and change management initiatives in alignment with "Place and Promise", "Focus on People" and the Vice President Finance Resources and Operations' plan and unit level strategic and business plans. Implements organizational development & learning initiatives, both formal and informal; influences and supports change at individual and organizational levels with respect to capacity, readiness, resilience, engagement, analysis and evaluation of initiatives; provides coaching, consultation, advice and support in change management, organization effectiveness and performance improvement issues; manages succession planning, and staff recognition programs; provides consultation, advice in communications initiatives.

### Organizational Status

As an internal consultant, works closely with the management teams within the VP FRO portfolio. Works independently on assigned projects. Operationally reports to the Senior Human Resources Manager, Finance Resources & Operations, and for professional practice reports to the Director, Organizational Development and Learning in Human Resources. Develops strategic partnerships and coordinates initiatives with the VP FRO portfolio and the Organizational Development and Learning Team in Human Resources for the purpose of aligning interests and developing synergies. Also works closely with other Human Resources staff in Building Operations and the HR Department.

### Work Performed

1. Plans and organizes initiatives of ODL programs for the VP FRO portfolio within the overall context of the University strategic plans and the department strategic plans. This requires proactive involvement in strategic planning, goal setting, and change initiatives.
2. In consultation and collaboration with management teams, takes leadership for providing coaching advice to clients to build leadership capacity, improve change initiatives, and foster quality improvement. Identifies factors that could impact on successful implementation of change efforts. Conducts organizational reviews of teams as requested, providing recommendations and assisting teams in the implementation of changes.



3. Conducts assessments, prepares reports and analyses, makes recommendations for change, initiates and evaluates learning opportunities. Develops methods to determine the value effectiveness of ODL programs. Designs and facilitates learning and planning sessions for departments within portfolio.
4. Develops and manages the implementation of learning and development initiatives and practices to support cultural change, meet business goals and build unit and individual capacity.
5. In consultation and collaboration with management teams, leads performance management, succession planning, staff recognition, and employee survey initiatives.
6. Develops methods to identify areas of performance improvement, and provides support to implement performance changes, e.g. identification of learning needs, course content design centered on learner's needs, workshop delivery methods, training evaluations, training support to internal trainers, etc within the context of current HR initiatives.
7. Works with managers to develop their coaching and analytical skills so they can contribute to the development of their staff. Acts as a consultant or facilitator as appropriate in the support of affecting cultural change.
8. In consultation with managers and directors, takes leadership for helping clients to identify work processes, design new structures, and realign practices to meet strategic goals and objectives of the unit. Assists groups to assess root causes and identify performance gaps, implementing and or supporting implementation of appropriate initiatives, including facilitation, program design, materials development and performance analysis as required.
9. Maintains strong working relationship with colleagues in HR Organizational Development & Learning to update knowledge and standards of professional practice with respect to instructional design and delivery, change management principles and practices, quality improvement and process redesign, multi-media instructional technology, performance improvement, 360 assessment ,leadership development, and organizational learning theory and practice, in order to identify areas for improvement and changes in practice to assist client learning. Identifies and accesses tools for staff to develop learn independently.
10. Identifies the need for, and the sourcing, evaluating and making recommendations about third-party learning and development programs. Manages third-party contracts and evaluates initiatives delivered by contractors.
11. Takes leadership for a variety of specialized projects, anticipating and researching new trends and consulting with the Operational Effectiveness team in Building Operations and the Organizational Development & Learning team in Human Resources.
12. Performs selected administrative work related to above projects.

### **Supervision Received**

Works under general direction and broad concepts and exercises independent judgment and initiative in addressing complex issues. Work is performed independently and collaboratively with other team members. Emphasis is given to communication and team work towards common goals. Keeps the Senior Manager, the Director, ODL, HR and other team members informed of actions through reports and discussions. Unusual items requiring policy decisions are brought to the Senior Manager and the Director's attention.

### **Supervision Given**

No immediate reports but assigns work as appropriate to support staff.

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

This position works in conjunction with functional area directors and managers in the effective planning, development, implementation and maintenance of ODL projects, programs and initiatives. Utilizes a variety of research methods, data collection and analysis strategies as well as advanced software (spreadsheet and database) applications to support the initiatives



undertaken. Failure to perform the above effectively would cause significant loss of support for and credibility from program participants, managers and senior administration and would result in lost opportunity costs with respect to change readiness. Error in judgement in determining kinds of resources and techniques needed could result in high costs to the unit, would affect the quality and success of the projects, and credibility of programs that have both strategic and operational impact.

### **Qualifications**

Undergraduate degree in a relevant discipline. Degree in Education with emphasis on business administration, organizational development and human resources management. Coaching certification accredited by the International Coaching Federation (ICF) or International Association of Coaching (IAC) preferred. CHRP designation preferred. Minimum of five to seven years of related experience or the equivalent combination of education and experience. Demonstrated skill and knowledge of current training and organizational development practices with strong emphasis on change management. Effective oral and written presentation and communication skills. Effective problem-solving and conflict management skills to advance a healthy working environment. Demonstrated experience in managing projects, meeting deadlines and resolving unexpected and or ambiguous situations or issues. Proven intercultural competencies. Ability to communicate and interact with understanding and respect across diverse cultures. Ability to negotiate and influence within a collaborative framework. Demonstrated commitment to life long learning, shared leadership and continuous improvement. Demonstrated ability to anticipate future trends consequences and create innovative strategies and flexible plans. Demonstrated initiative to analyze and resolve problems quickly, efficiently, and collaboratively. Ability to work in a team-based environment and to build, manage and maintain high-quality relationships.

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## Job Posting

**Job ID:** 17662  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level A      **Business Title:** FuturAgua Project Coordinator  
**Department:** Earth and Ocean Sciences  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Part-Time (63%)  
**Desired Start Date:** 2014-05-01  
**Job End Date:** 2016-08-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-03-15      **Available Openings:** 1

Applicants should submit a cover letter and a resume. Please submit two copies of your cover letter. One version should be in English and one in Spanish.

### Job Summary

Job Summary

As the Project Coordinator for the FuturAgua research project, the incumbent will work with Principle Investigators (PIs) to prepare and monitor the project's budget; develop and implement short and medium-term research plan; facilitate collaboration and communication between the research partners; and manage and participate in visits to Cost Rica. They will also advise the PIs on navigating the challenges and opportunities that arises when working with partners in Costa Rica.

### Project Summary

Full Title: Enhancing Adaptation and Resilience to Drought in Dry Tropical Socio-Ecological Systems: The Guanacaste, Costa Rica.

### Participants

A internationally-recognized groups of researchers, with expertise in climate and weather issues, water resources, ecosystem services, modeling and decision support, governance, stakeholder decision processes, psychology and rural development are engaged in a collaborative regional case study set in the arid region of Guanacaste, Costa Rica.

### Research Summary

These researchers belong to Carnegie Mellon University (US), The University of British Columbia (Canada) and The Agricultural Research for Development (France), and work in partnership with The Center for Tropical and Agricultural Research and Education (Costa Rica).



# The University of British Columbia

## Staff Job Postings

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The partners work closely with the civil society organizations in the region as well as the entities that manage water, giving particular focus to the community values and economic circumstance that influence water related decisions. Indeed, civil society organizations played an important role in project design. The research teams will be managed by the leading PI and will meet regularly to discuss progress, and will have close contact with civil society organizations throughout the project.

The research is developed through an effective set of four work packages: (A) characterization of current conditions, (B) impacts of changing climate and weather on resources, people and other drivers of change; (C) methods for and implementation of decision aids, the development of practical new heuristics, communication, and outreach; (D) project management. The partners, in collaboration with local leaders and managers, will ultimately create sets of alternative actions that could build specific kinds of resilience in water-oriented social-economical systems.

### **Organizational Status**

Reports to project PIs and works under their direction and guidance.

### **Work Performed**

Under the direction and guidance of the project PIs, the Coordinator works with the PIs to complete the following duties:

#### Project and organization management

- Develops and or implement project objectives, budgets, work plans and strategies
- Performs management duties with accountability and authority for the strategic direction of the project, and ensures grant requirements, schedules and deadlines are met
- Manages personnel and resources as needed
- Maintains awareness and knowledge of contemporary organizational development theory and methods, and provides suitable interpretation to Principal Investigators
- Manages project timelines.
- Manages field trips and the research team's visits to Costa Rica and reciprocal visits to Costa Rica.

#### Budget management

- Analyze financial information and data.
- Contributes to developing budget proposals for sources of outside funding

#### Research

- Develops and coordinates short and medium-term research plans.
- Develops an overview of research tasks.
- Implement a research Consortium Agreement
- Contributes to research effort by participating in sub-projects. Analyzes information and drafts reports and performs and or coordinates research activities

#### Knowledge transfer



- Oversees the creation, processing and distribution of information between investigators, to and from stakeholders, to granting agencies, and to the public; through the project website and other channels.

### **Supervision Received**

Works under general direction. Work reviewed against task objectives.

### **Supervision Given**

None required

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

Damage to relations with stakeholders and general disorganization

### **Qualifications**

Undergraduate degree in a relevant discipline. Bachelor and a advanced degree (Masters or PhD) in environmental sciences preferred. Minimum of two years experience or the equivalent combination of education and experience. The contract will start in June 2014 and finish in August 2016, on a 22hours week basis. The work, when in Canada, takes place at UBC (Vancouver) in a shared office at the Earth and Ocean Sciences-South wing building. The Research Coordinator will be based in Vancouver and will spend significant periods in Costa Rica, (timing and duration are to be determined). Willingness and ability to travel internationally is required. Fluency in English and Spanish. Knowledge of Central America environments and institutions Experience in governance and policy research with a focus on Latin America Experience in stakeholder engagement Experience in natural resource research, with experience in Latin America. Proven project coordinator skills Ability to effectively use GIS. Skills in negotiation, mediation and facilitation. Ability to engage with stakeholder. Ability to address and moderate interpersonal conflict by confronting issues and taking appropriate action. Ability to act as the "glue" between the stakeholders, researchers, students and professors: able to facilitate group cohesion, good communication (including feedback), motivation and assure inclusion. Knowledge of organisational development theory and group dynamics.

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## Job Posting

**Job ID:** 17754  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level A      **Business Title:** Research Coordinator  
**Department:** James Hogg iCAPTURE Centre  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-12  
**Job End Date:** 2015-03-31      **Possibility of Extension:** Yes  
**Funding Type:** Funded by Multiple Sources  
**Other:**  
**Date Closed:** 2014-03-10      **Available Openings:** 1

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

### Job Summary

The Research Coordinator will ensure day-to-day PROOF Centre research activities are a success for all relevant programs and in response to funding organization. These activities will include: research coordination and administration, study participant enrollment, biological material sampling, acquiring relevant clinical and administrative data and other related functions as needed. The Coordinator will also provide supervision and training to research assistants and summer students and perform other related duties as required..

### Organizational Status

The Research Coordinator will report directly to the Research Manager. Research assistants and summer students will report directly to the Research Coordinator.

### Work Performed

Research Coordination:

- o Developing work priorities for research projects, setting timelines and ensuring research objectives and deadlines are met;
- o Participate in study planning and execution to ensure research is conducted according to study protocols;
- o Directly participating in screening and enrollment of eligible study participants:
  - Reviews patient history for suitability of study participation
  - Provides written and verbal consent
- o Coordinate study procedures and participant's study visits;
- o -Coordinating acquisition of data from multiple sources and individuals
- o Responsible for maintaining the accuracy, accessibility, and confidentiality of study files and subject records;
- o Establish working relationships with related hospital departments and staff;
- o Writing and editing ethical review applications, annual renewals, and study protocol amendments;
- o Work collaboratively with the research coordinators and manager to provide summary reports of research progress;
- o Actively participate in research team meetings to define strategy, goals and scope of a research project. Provide regular updates on research activities; establish effective communication with all team members; ensure timely notification to the Research Manager of issues or problems; and
- o Ensure ICH GCP guidelines are met.



# The University of British Columbia

## Staff Job Postings

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### Research Administration Coordination:

- o Initiate, develop, and implement administrative procedures
- o Act as a key liaison between personnel and other participating organizations. Helping to write reports as required.
- o Coordinate project meetings
- o Develop work priorities, set timelines ensuring all deadlines are met
- o Perform other related duties as necessary

### Research Training:

- o Training of Research Assistants and summer students in research skills such as quality assurance in data collection, computer programs, hospital databases, and data entry.

### **Supervision Received**

The Research Manager will provide direct supervision.

### **Supervision Given**

The Research Coordinator will be responsible for supervising the Research Assistants and summer students.

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

The quality of the overall research, the research team's communication, and the performance of Research Assistants and other staff will be affected.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Administrative experience, skills and knowledge in research coordination. Knowledge of and experience in qualitative data collection. Experience working with people in a health care, academic, and or research environment preferred. Excellent computer skills (word processing; excel). Working knowledge of ICH GCP regulations. Demonstrated ability to think critically, analytically and respond in a broad range of activities with a high level of independence. Exceptional organizational skills and demonstrated ability to maintain a high level of efficiency and accuracy and attention to detail. Excellent interpersonal skills and the ability to demonstrate tact and respect. Demonstrated effective oral and written communication skills. Demonstrated initiative and the willingness to work closely with members of a research team to ensure problems are resolved quickly and appropriately. Ability to exercise good judgment, work under pressure, prioritize work-load and meet deadlines; Ability to be self-directed, and to work both independently and within a team environment.

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## Job Posting

**Job ID:** 17773  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level A      **Business Title:** Awards Officer  
**Department:** UBCO-Officeof ResearchServices  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-21      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-10      **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 Awards Officer has three primary functions.

Responsible for the creation of research grant accounts in RISE and establishing funding commitments in the UBC accounting system (FMS). This will also include university transfers, account extensions, changes to research accounts and grants. Provides authoritative information to faculty, department administrators, unit Heads and Deans regarding sponsoring agency financial and other policies and procedures, grant application, and post-award processes. Provides statistical information and reporting on research activities conducted at the UBC Okanagan campus. Ensures the flow of research grant applications in ORS from institutional signature to grant account set up and maintenance.

Oversees the administration for the Internal Grant Committees and acts as the liaison for the Research Office to all faculty and students to provide current information on internal grants, web site monitoring and coordination and dissemination of the results of the Internal Grant competitions. Responsible for the administration of Institutional Research Award programs

### Organizational Status

Reports to the Manager, Research Services, UBC Okanagan campus. This position liaises with researchers at UBC campuses, Office of Research, University Industrial Liaison Office (UILO) and various government offices and other sponsoring agencies.

### Work Performed

- Creates research contracts and grant accounts, and establishes funding commitments by:
  - Reviewing and processing grant and sponsored research applications, transferring, contracting and ensuring they are complete and in compliance with the granting agency requirements.
  - Reviewing and administering research grants and donations from granting agencies and other sources external to the UBC Okanagan campus, including ensuring conformity with University Policy and establishing appropriate accounts in RISE.
  - Reviewing and administering research grants for all granting councils, foundations and associations.
 Advising and providing authoritative information to faculty, Unit Department Heads, and Deans regarding financial information and management on their research awards, granting agency policies and contract terms, University policies and procedures, indirect cost recovery and overheads.



# The University of British Columbia

## Staff Job Postings

---

- Training university research community in the requirements for the establishment of research accounts and budgets.
- Liaising directly with sponsoring agency personnel, Financial Services, Industry Liaison, faculty, administrative personnel at the UBC Okanagan campus and the Research Services Offices.
- Analyzing and providing statistical information on research activities at the UBC Okanagan campus.
- Delegates administrative record keeping and data input to Administrative Assistant as appropriate, ensures records are maintained.

### 2. Oversees the administration for the Internal Grant Committees by:

- Advising and providing authoritative information regarding proposal preparation and grant application processes.
- Monitoring compliance with university and sponsoring agency policies on research involving human subjects, use of animals in research, use of biological hazards and other research policies and procedures.
- Liaising with the Chairperson of the Internal Grants Committee and coordinating all meetings and correspondence for the Committee.
- Coordinating information for the Internal Grant Committee for adjudication purposes.
- Updating all web based forms and sending updates and all information from internal competitions to web site manager.
- Overseeing all Institutional Research Award programs

### 3. Provides support and assistance to the Manager by:

- Ensuring successful flow of research grant applications through pre (intake) and post award processes in ORS
- Assists in training new admin pre-award staff

### 4. Performs other related duties or special projects as required.

#### **Supervision Received**

Reports to the Manager, Research Services at the UBC Okanagan campus. Establishes their own priorities in accomplishing job duties, and receives instructions for unusual problems.

#### **Supervision Given**

No supervision required.

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

This position has significant influence on the quality and effectiveness of the services provided by Office of the Vice Principal Research (Okanagan) and the Office of Research Services. Non-compliance with contractual terms and or sponsoring agency guidelines could result in the return of agency funds, loss of future funds and or inability to collect funds owed to the University.

Incorrect interpretation of Sponsoring Agency and University policy provided to faculty may result in non-compliance with sponsoring agency terms on the use of funds and decreased success rate in grants competitions. Errors in the establishment of research accounts and budgets in the Financial System (FMS) could create significant liability for the University.

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

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

#### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. A background in finance, work in a research-related field or a business environment, knowledge of research



# The University of British Columbia

## Staff Job Postings

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procedures, and a knowledge of University structure, policies and procedures would be an asset. Critical thinking skills, in particular the ability to analyze significant amounts of information for comparison and contrast with specified requirements. Ability to synthesize findings, and judge and substantiate the significance of the findings. Ability to handle details with a high degree of accuracy and to organize and prioritize a high volume of work to meet both internal and external deadlines. Excellent interpersonal and communication skills and a demonstrated ability to exercise high level of tact and diplomacy in dealing with a wide variety of contacts. Demonstrated computer literacy, particularly word processing and data entry skills with an intermediate knowledge of MS Office. Ability to exercise good judgment, tact and discretion. Ability to work both independently and as part of a team. The incumbent must possess a considerable amount of initiative and judgment in managing workload demands under pressure to meet deadlines.

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### Job Posting

**Job ID:** 17654  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Statistical Analysis  
**Classification Title:** Statistical Analysis, Level B      **Business Title:** Health Economist  
**Department:** Populn&PublicHealth,Schoolof  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01  
**Job End Date:** 2016-01-31      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-20      **Available Openings:** 1

This position is appointed in the School of Population and Public Health at the University of British Columbia. The business address for this location is 2206 East Mall, Vancouver, BC, Canada V6T 1Z3.

#### Job Summary

This position will be appointed through SPPH at UBC, with an office based in the Pharmacoeconomics programme at the Centre for Health Evaluation and Outcome Sciences at St Paul's Hospital.

The incumbent will be part of a team that performs high quality health economic projects to inform hospital, provincial and federal agencies on the value of drugs and technologies. The team conducts multiple projects including ascertaining the cost-effectiveness of new medications, and novel strategies for delivering health care. The position will assist the team by conducting econometric analysis of data, developing economic models, and disseminating results as manuscripts and reports.

#### Organizational Status

The School of Population and Public Health (SPPH) was created in May 2008, and is part of the Faculty of Medicine. The School is a vibrant interdisciplinary academic environment where the next generation of public health researchers and practitioners are trained to generate new knowledge and translate it into action, focused on improving and sustaining the health of local, national and international populations.

CHEOS is an interdisciplinary research centre comprised of core scientists and staff, students, postdoctoral fellows and visiting scholars. It is a research centre within the Providence Healthcare Research Institute, with several core faculty appointed through SPPH.

The pharmacoeconomics group within CHEOS seeks to help health professionals and policy makers make efficient decisions on the use of health care resources. With increasing fiscal pressure on health care budgets, the work seeks to inform practices and policies that ensure the health of Canadians is maximized within these financial constraints.

#### Work Performed

- Contributes expertise in econometric modeling methodology to ensure robust interpretation of economic evidence to support policy decisions
- Conducts econometric modeling, analysis, and computations on large health economic datasets (using econometric techniques such



# The University of British Columbia

## Staff Job Postings

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as multivariate regression, difference in difference methods)

- Design, develop coordinate and or implement economic modeling and methodologies to assist projects ascertaining the cost-effectiveness of drugs and technologies (Markov models, simulation)
- Use experimental design theory to develop questions for surveys that will obtain key economic indicators of defined populations (resource utilization and quality of life)
- Prepare and deliver conference presentations, academic manuscripts, and technical reports as required.
- Responsible for ensuring that the security and confidentiality of all data is maintained.
- Participate and contribute to the Centre rounds and related activities
- Participate in the development and submission of grant applications with Centre based as well as collaborating scientists.
- Perform other related duties, as required

### **Supervision Received**

The incumbent will receive day-to-day supervision and support from Dr. Nick Bansback, an Assistant Professor at SPPH and scientist at CHEOS. In addition, advice and support will be provided by the pharmacoeconomics programme at CHEOS including the Director Aslam Anis.

### **Supervision Given**

The incumbent will assist supervising graduate students who are co-supervised by the Pharmacoeconomics programme Principal Investigators.

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

The position requires exceptional judgment to identify and recommend sound economic evaluation techniques for projects. Take part in final decisions regarding appropriate analyses in consultation with investigators. The incumbent will require minimal supervision and will exercise independent judgment regarding scheduling and timely completion of tasks.

Error would result in publication of inadequately analyzed data. It would also involve potentially incorrect decisions being made in relationship to funding of the particular program, and could lead to incorrect or inappropriate policy and practice recommendations being made.

Error would also be associated with the loss of investigator productivity as well the potential loss of renewal grant funding.

### **Qualifications**

Post-graduate degree in Statistics. Masters degree in Health Economics. Minimum of three years experience in research analysis or the equivalent combination of education and experience. Experience with working in an academic health economics group would be advantageous. - Understanding on the core theories of economics in health care including concepts such as supply and demand, opportunity cost and consumer theory.

- Ability to conduct econometric analysis in software such as Stata, R or SAS
- Experience in creating econometric models in Excel, TreeAge, or Arena.
- Time management
- Project management - ability to work on multiple projects at the same time
- Interpersonal skills.

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### Job Posting

**Job ID:** 17823  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Security  
**Classification Title:** Security, Level A  
**Business Title:** Assistant Operations Manager, Campus Security  
**Department:** Security Services  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-14  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-23  
**Available Openings:** 1

This position requires flexibility in working hours. Ability to work evenings, days and weekends is required.

#### Job Summary

The Assistant Operations Manager, Campus Security manages the operational and administrative staff functions for security activities. Such activities include developing operational plans for responding to daily nightly events, participating in the development of long term strategic plans, developing, implementing and communicating policies and procedures, overseeing the scheduling of staff and assisting with the management of human resources activities for campus security staff.

#### Organizational Status

Reports to the Operations Manager, Campus Security. This position assists with the management of approximately 100 full-time and hourly employees through a line of unionized supervisors and works closely with a variety of internal and external stakeholders.

#### Work Performed

- Develops operational plans and contributes to the development of long term strategic plans in collaboration with the Manager, Campus Security and the Campus Security Leadership Team.
- Oversees the scheduling of staff and ensures there is sufficient coverage to meet operational requirements. Manages overtime and requests for time off in accordance with the collective agreement and established policies and procedures.
- Develops, Implements and communicates policies and procedures; recommends changes as required. Follows up with staff on an ongoing basis to ensure tasks are carried out in accordance with departmental policies and procedures. Takes corrective action as required.
- Liaises with the RCMP, municipal law enforcement agencies and various University departments on investigations.
- Conducts investigations and provides follow-up with customers.
- Develops effective security procedures for staff at static sites including the Museum of Anthropology.
- Monitors bulletins, timesheets, incident radio reports, inspection and other logs and safety inspection records. Ensures that all incident reports are maintained to a specific standard.



# The University of British Columbia

## Staff Job Postings

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- Recruits, develops, manages, evaluates, coaches, disciplines and terminates staff.

### **Supervision Received**

The Assistant Operations Manager, Campus Security works independently and has considerable autonomy. This position will report to the Manager, Campus Security and will consult with the Campus Security Leadership Team on non-routine and complex security issues.

### **Supervision Given**

Manages the activities of patrol and security staff through subordinate supervisors. Plans, assigns, coordinates and reviews as required.

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

Decisions about policy and resource allocations as a result of inadequate or inaccurate information have a direct impact on the security of students, faculty and staff and residents on campus. Decisions have a direct impact on the productivity of operations with respect to cycle time reduction, service failure, cost reduction and the reputation of the university. Given the direct operational responsibility, decisions have the potential of impacting the culture, environment and morale of staff within the unit.

### **Qualifications**

Undergraduate degree in Criminology, or Psychology or equivalent. Completion of the Justice Institute of BC Private Security Officer's certificate or a professional designation as a security or protection professional is an asset. Minimum of two years experience in security, training, office and staff management or the equivalent combination of education and experience. Experience managing in a unionized environment is an asset. Working knowledge of: Criminal Code of Canada, BC Motor Vehicle Act, BC Highways Act, Charter of Rights, Rules of Evidence, operation and monitoring of electronic intruder alarm systems is an asset. Ability to effectively use MS Word, Excel, Outlook and PowerPoint at a basic level. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to supervise, manage and lead staff. Ability to work effectively independently and in a team environment. Ability to maintain accuracy and attention to detail. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Valid British Columbia driver's license is required. Ability to work evenings, days and weekends is required.

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### Job Posting

**Job ID:** 17804  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Security  
**Classification Title:** Security, Level A  
**Business Title:** Security Communications Coordinator  
**Department:** UBCO - Parking and Security  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-07  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-14  
**Available Openings:** 1

### Job Summary

Communications Coordinators in Security Services monitor alarm systems, access control and Closed Circuit Television (CCTV) in support of campus security and acts as liaison with other University Departments and emergency services. Communications Coordinators efficiently address inquiries in a professional manner, helping to ensure the safety and security of UBC Okanagan campus faculty, staff, students and visitors as well as University property.

### Organizational Status

Reports directly to the Security Coordinators, UBC Okanagan campus Security Services.

### Work Performed

- Coordinates communication with respect to security activities by:
  - Operating and controlling the 24 7 communications network for day-to-day issues which may include, but is not limited to, security, parking, facilities management, Safe Walk, Blue Phone, residences, and all campus buildings and properties.
  - Controlling the 24 7 communications network, acting as liaison with local emergency services such as RCMP, Ambulance, Fire Department, and or all University Departments and contacting appropriate UBC authorities and administrators in the event of an emergency.
  - Controlling, assessing and analyzing numerous computer databases for information and relaying as needed to the appropriate departments, authorities and persons.
  - Conducting regular systems integrity checks according to established protocols and dealing with outcomes.
- Supervises and oversees the contract security workers ensuring they respond and give proper assistance to the campus as needed by:
  - Receiving complaints, dispatching issues to appropriate personnel and documenting in accordance with policies and procedures.
  - Investigating complaints, reporting, making recommendations for outcomes and following up on issues.
  - Monitoring and operating security systems including CCTV, intrusion alarm systems, Access Control Systems and dispatching Campus Security personnel.
- Ensures appropriate documentation is completed as per regulations by:
  - Coordinating and maintaining logs, various reports (Incident Reports) and other information records.



# The University of British Columbia

## Staff Job Postings

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- Providing direction, training and feedback to contracted security workers with respect to required documentation.

4. Participates in inter-departmental initiatives with an eye to sharing information and ideas from a safe and secure campus perspective.

5. Performs other related duties as required.

### **Supervision Received**

Reports directly and works under the supervision of the Security Coordinator, while working with little direct supervision, is expected to execute mutually agreed objectives while providing regular process and performance reports.

### **Supervision Given**

Manages the day-to-day operations and provides leadership and direction to the contracted security services. Supervises any delegated task or operational requirement received from the Security Coordinators.

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

Prioritizes and uses judgment related to the communication of information in accordance with established policies and procedures; inappropriate communication may impact service provided by others. 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.

Precedents and procedures are not always present in the role. While a portion of each task is or may be documented, many unique or exceptional circumstances occur which have to be proactively resolved. It is in these situations where the incumbent must concentrate, and have excellent problem solving skills to complete the task.

Decisions made and actions taken could have adverse affects on the culture, environment and staff morale within campus Security subsequently affecting the overall operations of the department and its relations with other agencies and the UBC Okanagan campus departments.

### **Qualifications**

Undergraduate degree in Criminology, or Psychology or equivalent. An undergraduate degree in Criminology or Psychology or equivalent. A valid Basic Security Training certificate (level I and II), and Occupational First Aid Level I are preferred. Must have a valid class 5 driver's license. Minimum of two years experience in security, training, office and staff management or the equivalent combination of education and experience. A minimum of two (2) years relevant experience or the equivalent combination of education and experience. Ability to work effectively independently and in a team environment. Ability to gather, record, and organize information with accuracy and attention to detail. Effective written communication, including the thorough documentation of incidents through accurate report writing. Ability to respond appropriately to inquiries on the phone and in writing, and make appropriate referrals. Ability to communicate in a clear, attentive, and polite manner. Ability to listen actively and attentively, and obtain clarification as required. Ability to communicate efficiently using a standard security radio system. Ability to provide quality service to members of the community in a courteous, patient manner. Ability to perform word processing and data entry efficiently and effectively. Ability to operate a computerized phone system and other standard office equipment. Ability to determine the nature and urgency of inquiries and issues, and prioritize appropriately. Ability to remain calm, effective, and safe in emergency or crisis situations. Ability to approach interactions with an awareness of sensitive issues and maintain confidentiality as required by statute and policies. This position will work a modified workweek that includes 12 hour shifts with no off-site scheduled breaks.



# The University of British Columbia

## Staff Job Postings

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## Job Posting

**Job ID:** 17765  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Media Services  
**Classification Title:** Media Services, Level A2      **Business Title:** Assistant Producer, Video and Digital Media  
**Department:** MedIT  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-15  
**Job End Date:** 2014-10-15  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-16      **Available Openings:** 1

### Job Summary

Working with the Educational Technology team in the Technology Enabled Learning (TEL) unit within the Faculty of Medicine's IT group (MedIT), the Assistant Producer, Video and Digital Media is a term position, 6 months in duration that will be focused on advising and creating digital visual and other media services for teaching and learning. He/she will gather requirements from stakeholders, and will be responsible for the video and other digital media production for various projects, including filming, editing, and other activities related to audio-visual post-production.

The position is responsible for preparing and implementing service plan templates for a variety of multimedia projects; participating in the design, development and implementation of digital media projects; coordinating digital media production schedules with project partners and advising project stakeholders on best practices in digital media production for the purposes of teaching and learning.

The range of produced materials may include videos, audio and multimedia materials for the web.

This position requires work in both an office environment and off-site, and may be required to work some early mornings, evenings and weekends.

### Organizational Status

The Assistant Producer reports to the Senior Manager, Educational Technology. He/she works closely with the educational technology portfolio, other aspects of MedIT and the Dean's Office, Faculty of Medicine.

### Work Performed

Creates, develops and follows plans for the implementation of video and digital media services in an academic health environment;

Oversees and participates in conceptualizing, scripting, organizing, filming, producing and editing digital videos and other multimedia projects;

Consults with various clients on the creation of video-based learning and/or research materials; recommends best practices for the creation and delivery of these materials;





# The University of British Columbia

## Staff Job Postings

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Advises on the continuous improvement of video and digital media offerings

Makes recommendations and oversees the purchase of audio, visual and post-production equipment and manages physical assets;

Plans and develops services for various clients for the online delivery of video and digital media, via multiple platforms;

Researches new technologies and methodologies in the realm of digital and video-based media, and monitors trends in the industry that may be of benefit to teaching and learning in the Faculty of Medicine.

Identifies online multimedia resources or databases for academic use and manages and coordinates source files and digital media artifacts with a local database.

Assists in the development of appropriate evaluation and impact assessment strategies for video and digital media projects;

Determines efficient cost effective video delivery methods.

### **Supervision Received**

Works autonomously with little guidance under the supervision of the Senior Manager, Educational Technology. Work is reviewed in terms of achievement of desired results.

### **Supervision Given**

Provides supervision to Video and Digital Media Specialist in planning and executing video and digital media projects in all phases of pre-preproduction through delivery of completed projects to clients and stakeholders.

From time to time, manages external digital media service providers and in some case guides the work of students and is responsible for allocating workload and assigning tasks as required.

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

Makes decisions regarding unit operations and in the development of video and digital media resources, services and technologies.

### **Qualifications**

Two year diploma in media and broadcast production. Undergraduate degree in Film, Media Design, Interactive Arts and Technology or similar is preferred. Minimum of four years experience or the equivalent combination of education and experience. Experience in the following is required:

- Filming, editing and producing digital videos for the web;
- Conceptual planning, scripting, managing a production set;
- Working in a supervisory role: managing preproduction, production, postproduction, design crew from concept to delivery;
- Using multimedia e-learning and authoring tools.

Solid experience with video production for broadcast standards. Extensive experience with:

- Final Cut Pro Studio, Adobe Premiere, or other video editing software;
- Streaming media, video encoding formats;
- Articulate or Adobe E-Learning and creating multimedia flash presentations, including interactive modules;
- Adobe InDesign.

Experience with learning management systems, virtual patients and other learning technologies is an asset. Experience working within a post-secondary educational environment, creating or overseeing the creation of educational videos and digital media



# The University of British Columbia

## Staff Job Postings

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projects is preferred.

Excellent communication and presentation skills. Comfortable working with executives, physicians, senior academic leaders and community members.

Ability to initiate ideas and propose creative solutions. Ability to work effectively with minimal supervision and meet deadlines. Ability to supervise and guide the work of others and to manage and delegate tasks on multiple projects simultaneously in a fast-paced environment.

Demonstrates flexibility and effects change in a positive manner. Understanding of communication and media theories and their application. Broad understanding of educational processes and adult-learning theories.

Committed to continuous learning and skills upgrades. Ability to understand and implement audience-specific requirements.

Ability to gather client requirements and recommend services based on assessed needs. Highly organized with a strong attention to detail, accuracy, and presentation of information. Ability to impart technical information to audiences at all skill levels.

Strong understanding of how to build client focused solutions and value propositions. Well-developed interpersonal skills including a high level of integrity, ethics, trustworthiness, professionalism, diplomacy, tact, and patience.

Ability to take initiative and exercise judgment about seeking input and advice from others. Ability to constructively challenge the status quo, in the pursuit of service excellence. Ability to work collaboratively with staff at all organizational levels. Ability to work independently, as part of a team, and cross functionally across teams. Experience and or interest in educational technologies and delivery a definite asset.

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### Job Posting

**Job ID:** 17787  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Health Safety & Environment  
**Classification Title:** HS&E, Level D **Business Title:** Manager, Occupational Health & Safety  
**Department:** Risk Management Services  
**Salary:** \$76,415.00 - \$95,518.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-16 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-10 **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 development, promotion and management of a comprehensive university-wide occupational health and safety (OH&S) management system. Working in partnership with senior University administration, heads and senior managers in academic, administrative, and ancillary departments, the position provides guidance and leadership for the development and implementation of systematic approaches to departmental OH&S programs. This position is also responsible for the implementation and utilization of performance measurement activities, development of training programs, division objectives, policies, and guidelines related to occupational health and safety issues. Working under the direction of the Chief Risk Officer, major responsibilities include assessing the needs for university-wide OH&S management systems, developing workable OH&S management systems and approaches, implementing effective management systems components, reviewing and assessing the effectiveness of OH&S management systems in place, and reporting on the status of OH&S initiatives to senior management and or the Board of Governors as required; and liaising with government agencies and the community at large. The incumbent also acts as resource for all UBC departments regarding applicable OH&S federal, provincial and municipal regulations and UBC policies, and assisting University departments to conform to these criteria.

#### Organizational Status

This position reports to the Chief Risk Officer and dotted line reporting to Managing Director, Building Operations. The position works closely with senior personnel in UBC administrative offices as well as UBC faculties, departments and ancillary operations. The position also interacts with governing committees through regular written and verbal reports. The position is the principle University contact for WorkSafeBC and its safety compliance officers.

The position has provides leadership and direction to one Health, Safety and Wellness Advisor, one RMS Advisor (Occupational Hygiene), one Health and Safety Coordinator, one Asbestos Safety Coordinator, and supports the supervision and direction of one Health and Safety Advisor (SHHS). In addition, this position works closely with other Risk Management Services departmental staff. From time to time, this position will supervise and direct contract workers and work-study students and also manage, oversee, coordinate, or participate with other campus groups on health and safety projects.

#### Work Performed

- Responsible for developing, overseeing, promoting and managing university-wide OH&S management systems based on the integration



and adaptation of recognized OH&S management systems criteria

- Responsible for developing, managing, and providing leadership for university-wide OH&S systems including Safety Program development and implementation as per the WorkSafeBC regulations: University wide Safety Program Auditing, Hazard Identification, evaluation, and control programs, Risk Assessments, Safety Inspection programs, Hazard Specific Safety Training programs, Construction Safety Management Systems, Confined Space Safety programs, Ergonomic safety and awareness programs, Indoor Air Quality assessment and mitigation programs, Local First Aid Response programs in compliance with WorkSafeBC regulations, Fall Protection programs, Respiratory Protection programs, Hearing Conservation programs, Building Life Safety programs (such as Fire Safety and Emergency evacuation programs)
- Interacts and consults with senior University administrators, administrative heads of unit, departmental managers, and other UBC staff to provide leadership and direction, and advises on appropriate OH&S management systems elements
- Develops and promotes tools and resources to assist UBC staff and faculty to conform with OH&S management system standards, OH&S regulations, and UBC policies
- Initiates, oversees or develops training programs, policies, workplace procedures and guidelines related to OH&S management systems issues
- Identifies & develops practical solutions to resolve departmental OH&S non-conformance issues and recommends courses of action
- Develops assessment mechanisms for regular reports on OH&S management systems issues for campus faculty, staff, students, and visitors. Researches and writes reports and recommendations for enhancements or changes to existing systems.
- Stays up to date with changes to applicable HSE legislation and emerging issues trends in HSE management systems concepts, and analyses and communicates the impacts to affected UBC groups
- Acts as a technical resource for the Department of Risk Management Services and participates in the RMS Leadership Team
- As directed by the Chief Risk Officer, conducts special projects on occupational safety issues and carries out additional duties as requested
- Manages UBC Confined Space Program in accordance with WorkSafeBC regulations
- Principal contact for WorkSafeBC regarding Incidents Accidents within Building Operations.
- Responsible for developing, coordinating, and advising in all areas of university wide OH&S programs such as program documentation, site-specific safety inspection protocols, safe work procedures, accident investigations, and annual injury statistics and reports. The position supports occupational hygiene activities and interacts with federal, provincial and municipal regulatory agencies and assists University departments to conform to relevant regulations.
- Provides leadership and direction to staff

### **Supervision Received**

Work is performed independently within established program criteria and other guidelines. Work is subjected to periodic review and consultation by the Chief Risk Officer and Managing Director, Building Operations to determine that the quality and quantity of work performed meets established program objectives. The position will keep the Chief Risk Officer and Managing Director informed on on-going activities and will consult with the Chief Risk Officer and Managing Director on major problem areas or deviations from established program objectives.

### **Supervision Given**

This position is responsible for managing (including hiring, evaluating performance, disciplining and terminating) one Health, Safety and Wellness Advisor, one RMS Advisor (Occupational Hygiene), one Health and Safety Coordinator, one Asbestos Safety Coordinator, and supports the supervision and direction of one Health and Safety Advisor (SHHS). From time to time, this position will supervise and direct contract workers and work-study students and also manage, oversee, coordinate, or participate with other campus groups on health and safety projects. This position provides functional supervision to faculty, staff and students to ensure conformance to OH&S standards, and provides technical direction, training and advice.

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

This position is responsible for ensuring the design and implementation of HSE management systems at the University conform to established HSE standards, policies and guidelines, including the requirements of the BC Workers' Compensation Act and Occupational Health and Safety Regulation and the BC Environmental Management Act and regulations. The result of inadequate HSE



management systems implementation could result in serious safety or environmental impacts or damage to the University community. The failure to comply with federal, provincial and municipal legislation could involve the legal accountability of officers and administrators of the University and damage to the due diligence reputation of the University.

### Qualifications

- Undergraduate degree in a relevant discipline. - University degree in Sciences or Engineering required
  - Graduate degree in Science, Engineering or Business Administration preferred
  - Familiarity with applicable federal, provincial and municipal health and safety and environmental legislation
  - Formal HSE management systems training
  - Designation as a "Professional Engineer," "Certified Industrial Hygienist," "Canadian Registered Occupational Hygienist" or "Canadian Registered Safety Professional" is desirable
  - Certification in a recognized management systems or auditing organization (e.g., EMS(LA), CEA, etc.) is desirable
  - Knowledge of and experience with budgetary and financial management an asset
  - Knowledge of University programs, policies and procedures is an asset
  - Successful completion of UBC Biosafety, Chemical Safety, and Radiation Safety courses required (within one year of hiring)
- Minimum of six years experience and At least four years in area of specialization and management experience or the equivalent combination of education and experience. - Minimum of six years progressive experience and responsibility in fields directly related to occupational safety issues
- Experience in implementing occupational safety management systems or programs with academic or government organizations
  - Expertise in safety management system development, safety legislation, OH&S auditing, development and administration of programs, and compliance methods
  - Up-to-date working knowledge of applicable OH&S federal, provincial and municipal legislation, especially the BC Workers' Compensation Act and Occupational Health and Safety Regulation
  - Expert knowledge of recognized safety management system standards (e.g., OHSAS 18001, ISRS, ISO 14001, etc.), compliance auditing standards (i.e., ISO 19011), and behavioural safety techniques
  - Experience leading and conducting training courses, seminars, task forces, etc.
  - At least four years of supervisory and project management experience. - Senior-level report writing, program planning and evaluation skills
  - Ability to lead and motivate a team and resolve technical program and administrative conflicts
  - Excellent public speaking, presentation and training skills
  - Highly developed oral and interpersonal skills
  - Assertive, self-starter, able to work under limited supervision to meet program goals and deadlines
  - Able to apply regulations and procedures to a wide variety of work situations
  - Ability to make exceptional technical and organizational decisions
  - Ability to work with diverse academic, administrative and union groups with resolute persistence, stamina and adaptability
  - Must be able to work independently and as well as within collaborative groups
  - Excellent computer skills essential (including database and website software)

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## Job Posting

**Job ID:** 17820  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level A      **Business Title:** Development Associate, Faculty of Medicine  
**Department:** Fac Med Development & Alumni  
**Salary:** \$39,076.00 - \$46,912.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-14      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-22      **Available Openings:** 1

### Job Summary

The incumbent of this position is responsible for the coordination of complex processes in the unit that are fundamental to the fundraising process, works on specific development related tasks in support of the University's fundraising mandate, such as events, drafting correspondence briefing notes and ensuring donor and donation information are accurately maintained.

### Organizational Status

Report to Senior Associate Director, Development.  
 Works with UBC Faculty and staff involved in fundraising.

### Work Performed

- Develops, implements, maintains and updates an effective and consistent donation documentation workflow to ensure timeliness and accuracy of donation acknowledgement and recording, which supports the unit in their external work.
- Develops, implements, maintains and updates an effective and consistent financial management system and communicates to the unit and to the relevant external units to ensure timely dissemination of information that affects these parties in their work.
- Assists in the preparation of briefing notes including researching potential prospects as identified by development officers;
- Coordinates details with regards to donor recognition, acknowledgement and stewardship programs;
- Liaises with other UBC units on event arrangements and coordinates invitations lists, ensuring lists are correct and complete.
- Prepares updates based on outcome of donor meetings and analytical reports;
- Drafts and prepares correspondence (i.e., introduction, solicitation and strategy letters to volunteers staff) concerned with the process of fundraising;
- Acts as the unit lead on the UBC-wide donor database, communicates any updates on procedures and processes in the database, provides training on the database, responsible for ensuring current donor and alumni data.
- Generates donor prospect solicitation materials and correspondence.
- Coordinates distribution of communication materials;
- Performs other related duties as required.

### Supervision Received

Works under the direction of the manager to achieve objectives. Work is reviewed for achievement of objectives, soundness of



# The University of British Columbia

## Staff Job Postings

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judgement and quality of work.

### **Supervision Given**

None.

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

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

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of up to 1 year of related experience or the equivalent combination of education and experience. Computer experience required (Customer Relationship Management System (database), Word, Excel, Outlook, Powerpoint). Excellent verbal and written communication skills. Exceptional organizational and analytical skills. Exceptional interpersonal skills required in relating to internal and external customer, donors and high-level officials. Ability to communicate effectively in writing. Ability to maintain accuracy and attention to detail. Ability to provide quality service to customers in a courteous, patient manner. Ability to work in a team environment. Ability to do basic budgeting.

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## Job Posting

**Job ID:** 17736  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level D      **Business Title:** Development Officer, Faculty of Dentistry  
**Department:** Development Office  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-31      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-25      **Available Openings:** 1

### Job Summary

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

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

### Organizational Status

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

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

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

### Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the unit;
- Develops and implements a plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors;
- Develops and implements strategies for closing major gift solicitations and coordinates staffing for major gift solicitations;
- Develops and manages a portfolio of major gift prospects (75-125) making face-to-face visits (100-125 annually) for the purpose of discovery, cultivation and solicitation strategies for major gift prospects (a major gift is defined as a donation of \$25,000 or more); or is responsible for supporting development related activities of senior university administration by managing complex relationships with multi-unit stakeholders;
- Develops proposals and works with donors to generate gifts for priority projects, with an expectation to make solicitations (20-25 annually) at the major gift level; or administering fundraising programs, conducting research, developing strategies and





# The University of British Columbia

## Staff Job Postings

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preparing proposals;

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

### **Supervision Received**

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

### **Supervision Given**

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

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

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

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

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

### **Qualifications**

Undergraduate degree in a relevant discipline. A degree in commerce, marketing or economics would be an asset. Minimum of three years experience or the equivalent combination of education and experience. Three years' fundraising or related experience or an equivalent combination of education, training and experience. Requires UBC wide knowledge and understanding of priorities, projects and opportunities. Thorough knowledge of the university environment and academic structure is preferred. Ability to work independently while exercising good judgement at all times. Ability to plan, co-ordinate and supervise the work of others, execute a variety of complex projects, and meet imposed deadlines. Strong verbal and written communication skills, both verbal and written, having the ability to communicate appropriately and effectively with donors, co-workers and other campus departments. Computer experience required; MS Windows environment, Microsoft Office preferred. Experience working with a centralized fundraising system an asset.

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## Job Posting

**Job ID:** 17764  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level D      **Business Title:** Development Officer  
**Department:** UBCO - Development  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-17      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-14      **Available Openings:** 1

This position has a salary range from \$57,417.00 to \$82,713.00

### Job Summary

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

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

### Organizational Status

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

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

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

### Work Performed

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



# The University of British Columbia

## Staff Job Postings

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

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

### **Supervision Received**

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

### **Supervision Given**

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

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

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

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

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

### **Qualifications**

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

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## Job Posting

**Job ID:** 17331 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level D      **Business Title:** Alumni Relations Manager, Faculty of Dentistry  
**Department:** Alumni UBC  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-01-13      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-23      **Available Openings:** 1

### Job Summary

The Manager of Alumni works closely with the Director of Development and the Associate Executive Director, Alumni Engagement in the development and implementation of the alumni relations program. The role will be instrumental in developing and managing priority alumni relationships in the Lower Mainland, across British Columbia and in national and international markets, in order to advance the Faculty's strategic goals through building relationships, community outreach initiatives, enriching the lives of alumni and developing relevant and engaging communications materials. The optimal goal is the development of a lifelong meaningful relationship between the Faculty and its alumni.

Working in collaboration with the Faculty of Dentistry Development Office and UBC Alumni Affairs, the successful candidate works closely with the Director of Development to ensure strategic identification, cultivation and stewardship of relationships with key alumni leaders, which may include; leveraging existing alumni and institutional relationships, identifying volunteer opportunities to engage alumni, building connections to respond to alumni interests, engaging academic units and facilitating fundraising opportunities, and organizing special activities and or events that further such objectives.

### Organizational Status

Reports to: Director of Development, Faculty of Dentistry and Senior Director, Alumni Engagement.

Works with: This position is a member of the Faculty of Dentistry Dean's Office and UBC Alumni Affairs; works closely with the Faculty, staff and student leadership; Faculty Advisory Committees; student and alumni groups representing the Faculty; and colleagues in the Office of Alumni Affairs.

May involve the President's Office, Vice-Presidential Offices, Ceremonies, Public Affairs, and other senior administrators, as appropriate.

Contacts: Alumni, volunteers, donors, external community partners and professional organizations and government agencies.

### Work Performed

Strategic Alumni and Community Relations

- Works closely with the Director of Development to develop strategic plans, in collaboration with Faculty and University



partners, to leverage alumni and community engagement, knowledge of alumni, interaction with students, alumni networks and strengthen Faculty partnerships with identified priority alumni communities.

- Identifies and builds connections with key individual alumni to develop and implement a comprehensive strategy to mobilize alumni to be Faculty ambassadors.
- Develops and maintains external relationships that contribute to strategic alumni relationship management, including those with professional organizations, government agencies and officials, and community organizations.
- Identifies opportunities with strategic internal and external communities to build relationships of institutional value and engage high-level alumni to advance those relationships within their respective communities.
- Plans and executes a series of high impact events with strategic communities to develop and engage strategic partnerships for the Faculty.

### Volunteer Management

- Supports the efforts of volunteer leadership within the Faculty advisory committees (as needed).
- Assists the advisory committees in growing the base of engaged volunteers and ensuring that their activities are strategic, sustainable, and aligned with institutional priorities.
- Partners with faculty members and staff to integrate and promote alumni participation in existing and expanding volunteer opportunities within the Faculty.
- Assists in building volunteer capacity within the Faculty to foster a stronger sense of community amongst alumni and students.
- Identifies potential alumni volunteers for existing dentistry advisory committees.
- Develops and implements volunteer recognition opportunities.

### Student Relations

- Connects students with alumni, celebrating student success, and leveraging existing student affinity and leadership groups.
- Works directly with the UBC Dentistry Student Services team.

### Communications

- Works closely with the Director of Development to develop strategy and manages communications with alumni communities.
- Develops content for alumni communications materials such as alumni e-newsletters, Trek Magazine, e-newsletters, Faculty magazine, Impressions, the Faculty's website and other collateral materials.
- Articulates Faculty aspirations and needs to UBC Alumni Affairs group to ensure alignment and maximum impact of resource investments.
- Maintains accurate alumni profiles and program information in the University's database in a timely, accurate and appropriate manner.

### Event Management

- Working closely with UBC Alumni Affairs and the Faculty of Dentistry, oversees and may coordinate a series of high impact events associated with milestone events and activities.
- Works closely with the Director of Development to anticipate strategic institutional and Faculty milestones and integrates these activities into a strategic alumni management strategy.

### Fundraising

- Working closely with the Director of Development, ensures plans and strategies are well integrated with overall Development plans.
- Working closely with Development staff, collaborates on plans to cultivate prospective major and planned giving alumni donors.
- Working closely with the Development staff, collaborates on strategic fundraising appeals for alumni donors.

### Work Performed

- Works in partnership with Faculty of Dentistry Dean's Office to facilitate strategic alumni relationships to maximize student, alumni and community engagement and support of the Faculty.
- Participates in developing and implementing a comprehensive plan for identifying, cultivating, engaging, and stewarding high-level student and alumni leaders.
- Participates in developing and implementing strategies to identify alumni needs then connect them with appropriate opportunities



# The University of British Columbia

## Staff Job Postings

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and partnerships within the University.

- Works closely with Director of Development to ensure appropriate recognition, acknowledgment and stewardship programs are implemented for identified student, alumni and community leaders.
- Works closely with the Director of Development in developing and implementing a program of assessment and evaluation to monitor and measure progress.
- Assist development staff in developing a comprehensive plan for identifying, cultivating, engaging and soliciting donations in support of the Faculty.
- Maintains accurate information management of alumni and integrates data collection and data mining into work plan.
- Performs other related duties as required (especially those related to the planning and execution of special events and or activities).

### **Supervision Received**

Works independently with general direction from the Director of Development and the Associate Executive Director, Alumni Engagement. Reports to Director of Development and Associate Executive Director, Alumni Engagement; establishes performance goals and expectations in consultation with same.

### **Supervision Given**

May have one or two direct reports.

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

The incumbent will oversee many of the Faculty of Dentistry's most visible interactions with alumni, thus errors in judgment could have far-reaching and long-term financial and non-financial consequences. For example, the incumbent will help identify and nurture relationships with influential alumni who may be approached by the Faculty for key leadership roles.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Minimum three years experience at a post-secondary education institution, including significant alumni relations and or advancement experience and or experience in fundraising. Experience in budget development and control required. People management experience. Proven leadership abilities. Experience in program development, delivery, and management. Experience in strategic planning, implementation, and communications, or the equivalent combination of education and experience. Excellent interpersonal and relationship-building skills. Outstanding verbal and written communication skills. Ability to manage multiple priorities, complex tasks, and to meet deadlines. Ability to effectively manage time and to work well under pressure. Excellent attention to detail. Excellent organizational skills. Agility in team environment and in working with a wide range of people. Ability to lead initiatives and projects involving senior colleagues and volunteers. Customer service and solutions-oriented. Creative thinking and problem-solving abilities. Comfort with consultative processes. High-level understanding of University advancement issues and environment.

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## Job Posting

**Job ID:** 17784  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Business Operations Mgmt  
**Classification Title:** Business Operations, Level F      **Business Title:** General Manager - UBC Football  
**Department:** Athletics and Recreation  
**Salary:** \$76,415.00 - \$95,518.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-14      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-03-17      **Available Openings:** 1

### Job Summary

#### Goals:

To establish UBC Football as a top 3 CIS program which challenges annually for the Vanier Cup, and is recognized for creating leading edge off-field initiatives in revenue generation.

To ensure the longevity and sustainability of the UBC football program through ties with students, alumni, performance partners and the business community.

#### Responsibility:

The General Manager is responsible for the overall business operations of UBC Football, increasing program revenues, creating a first-class environment for players, coaches, and alumni, providing an outstanding fan experience to both students and the football community, and establishing major donor support, including a long term endowment strategy. This senior level position requires experience in general management, financial management, communication, marketing promotion, and fundraising. In coordination with the Football Coach, the General Manager is responsible for developing financial backing for players, building game day atmosphere and establishing a robust marketing and promotion strategy for the UBC football Program.

The GM will forge a new, more commercially focused path for UBC football while working effectively within an established university setting. The position requires innovative, entrepreneurial spirit and drive, as well as extraordinary soft skills.

### Organizational Status

The General Manager reports to the Managing Director of UBC Athletics and to the Football Backers Board.

### Work Performed

#### Position Objectives:

Candidates will have the experience and skills to accomplish a diverse group of objectives including:

#### Strategy

- Help form the governance structure for the new UBC Football Backers Board
- Manage the UBC Football Backers Board for the effective development and stewardship of the Football program's vision, strategy and execution. This includes shaping meeting agendas, writing position papers for board approval and ensuring follow through on agreed actions
- Work closely in partnership with the Head Coach to support him in executing on all aspects of the Football vision and technical plan



# The University of British Columbia

## Staff Job Postings

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- Work closely with the Managing Director for Athletics & Recreation (MD) to ensure seamless integration and development of A&R and the 5 year sport plan for Football

### Marketing & Communications

- Market, promote, and increase visibility of UBC Football to all stakeholders, including alumni, students, staff, faculty, the University Neighborhood Association, the broader football community, potential sponsors, and recruits
- Create a communication strategy with the aforementioned stakeholders
- Create and monetization of an on-line and social marketing platform
- Engage the community and activate partners across the community to create and manage a volunteer and student workforce to promote and run UBC games and events
- Lead on the formation of a relationship with the AMS to generate student engagement
- Service all sponsors and donors to ensure satisfaction
- Enhance UBC Football's profile through charity and volunteering events
- Create and oversee databases, websites, newsletters, and social media
- Create and monetize the sales programs for a diverse corporate partner base
- In coordination with the A&R Sponsorship Manager, prospect for new sponsorship opportunities and audits of current sponsorship relationships
- Execute on sponsorship deliverables, game day scripts and presentation elements
- Liaise with the varsity game management team on all of the above, ensuring a coordinated strategy on branding, website, and logo usage, agreement on roles and responsibilities, as well as efficient use of resources

### Finances

- Efficiently manage the program budget and resources
- Increase stadium attendance and revenues
- Drive revenues through partnerships
- Create a football specific private foundation to grow and invest donated funds for the ongoing support of UBC Football
- Work with the support of UBC Development to maximize donations and develop fundraising capital campaigns
- Maximize scholarship potential, ensuring financial concerns do not affect performance

### Facility Management and Planning

- Work with the Athletics & Recreation Facilities team to maximize usage of the current stadium
- Support UBC Athletics & Recreation, Properties Trust and alumni developers on a plan for a new stadium

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### Partnership Management

- Engage with the A&R varsity integrated support services on cross-campus and community partnerships on student learning and research excellence
- Enhance Football's position at UBC and within the CIS by continuing to develop relationships and partnerships with BC Lions, Football BC, minor football, and high school football

### Player Development

- Ensure compliance with CIS regulations
- Establish programs to support the development of players both while members of the team and in their chosen careers
- Establish a career mentorship program to network with alumni
- Continue to grow employment opportunities for student athletes (eg, student athlete led football camps etc).

### Supervision Received

Reports to the Managing Director, UBC Athletics & Recreation and works closely with the Football Backers Board. Works independently under broad objectives.

### Supervision Given





# The University of British Columbia

## Staff Job Postings

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Manages student staff and leads managers from across A&R to deliver quality development, marketing and game management strategies.

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

The football program must be managed with the utmost of integrity so as to positively impact not only the University but also the donors who are associated with the football team. Donor support is paramount to the success of the program and the candidate must monitor the conduct of the coaches, players and all staff in a manner that does not result in negative publicity. The financial viability and future sustainability of the program rest in the hands of the person in this position. This position is entrusted with developing leadership skills in approximately 90 student athletes annually through their participation in a highly competitive athletic program. Furthermore, these athletes continue to represent the University's athletic programs and values long after their graduation from UBC, often bringing international recognition.

### **Qualifications**

Undergraduate degree in a relevant discipline. A minimum of 8 years of experience or the equivalent combination of education and experience. Knowledge and skills:

The General Manager must be an innovative and results driven individual with a well-established senior business and sports management network, and demonstrated competence in:

- Leadership and management skills with the ability to work within a team environment, to guide, lead and mentor staff
- Consensus-building and involving others in the development and enhancement of a strong organizational culture
- Partnership and marketing skills including the leadership of corporate sales programs, social marketing, and sponsorship development
- Communication: verbal, written, negotiation, counseling and conflict resolution skills
- Preparing and implementing strategic plans and setting organization goals to maximize market impact
- Budget and administrative management
- Sound business insight and ability to liaise and build relationships with business leaders, sponsors, and marketing partners
- Problem-solving and decision-making
- Research, analysis and evaluation of information
- Although not essential, ideally, the candidate will come with a strong Football background.

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:** 17790  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level B      **Business Title:** First Year Experience Coordinator  
**Department:** Ctr Stud Involmnt & Careers  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-01  
**Job End Date:** 2015-03-31      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-10      **Available Openings:** 1

### Job Summary

First Year Experience Coordinator will be responsible for program development, implementation, and evaluation and for working in partnership with and for students to contribute to a positive living and learning environment at the University of British Columbia. The First Year Experience Coordinator will be expected to be instrumental in the delivery of programs and services designed to support a culture of learning, leadership, involvement, and service for students. The First Year Experience Coordinator will work with students, staff, and faculty in student organizations, student government (AMS GSS), faculty departments, and with other student service areas to coordinate and deliver the First Year Experience, Student Learning, Leadership Development, and Student Involvement. The First Year Experience Coordinator will be expected to work in strong collaboration across the Centre for Student Involvement and Careers team, to both lead and support teams of student staff and volunteers, and to work independently to complete assigned duties.

### Organizational Status

The Coordinator position is a member of the Centre for Student Involvement and Careers staff team and will be supervised by the Program Director, First Year Student Initiatives.

### Work Performed

The Coordinator position will be responsible for the coordination and delivery of programs and services in the areas of First Year Experience, Student Learning, Leadership Development and Involvement that support and enhance student engagement and learning. Responsibilities include:

1. Develop and coordinate innovative, responsive, and professional programs and services (including UBC Jump Start and Imagine UBC) to enhance the learning and development needs of first year students.
2. Recruit, train, supervise and contribute to the leadership development of student staff and volunteers.
3. Identify gaps in programmatic areas, student life issues, and initiatives where programs and services would support and enhance student engagement and learning. Develop and deliver new programs and services.
4. Uphold the UBC Student Housing and Hospitality Services Residence Life Standards Contract for the Jump Start two week immersion program, and perform on call duties as needed.
5. Monitor risk and implement emergency standards and procedures as needed.
6. Manage confidential information for student staff and students, and abide by UBC privacy rules set out in the Freedom of Information and Protection of Privacy Act.



# The University of British Columbia

## Staff Job Postings

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7. Contribute to the evaluation and assessment of first year initiatives by collecting and analyzing data.
8. Participate on cross campus committees charged with responsibility for programs or initiatives to support student engagement. Representing the views and perspective of the Centre in a thoughtful and clear way.
9. Foster an inclusive and respectful learning environment where all students have the opportunity to thrive academically, and personally.
10. Provide clear communication to students, staff, faculty, parents and departments on the web and in print about first year student initiatives, programs and services.
11. Remain current in the literature and research in the field of Student Development.
12. Perform other responsibilities as required.

Evening and weekend work may be required. The incumbent may be required to live in residence for the duration of the Jump Start two week immersion program and fulfill on-call responsibilities during this time.

### **Supervision Received**

Working under the direction of the Program Director, First Year Student Initiatives and as a member of the Centre for Student Involvement and Careers team, the incumbent exercises resourcefulness in the coordination and delivery of student engagement and learning programs. This position is expected to function within clearly articulated priorities and objectives. Work is reviewed for quality and effectiveness of results.

### **Supervision Given**

May supervise student or volunteer staff in the coordination and delivery of first year initiatives and programs.

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

Errors in judgment may cause serious results and identifiable deterioration to faculty and student relations; reduce services; cause embarrassment; increase event and program costs; and impact negatively the Centre's reputation and accountability with organizations, students, faculty and staff. Decisions have an impact on the development of relationships both within the university and in external communities. Decisions affect the credibility of the Centre, and hence the success of these initiatives university and community-wide.

### **Qualifications**

Undergraduate degree in a relevant discipline. Masters degree preferred. Minimum of two years experience or the equivalent combination of education and experience. Minimum two years related experience working either professionally or as a student in a post-secondary environment in program development, program management or an equivalent combination of education and experience required. Experience in university residence life or equivalent strongly preferred. Experience in designing and delivering training and developmental or skill building workshops. Experience in a Windows-based environment, good knowledge of Internet technologies and willingness to learn to use new systems. Knowledge of the field of leadership development, student development and related literature and research an asset. Ability to plan ahead, anticipate problems, and meet deadlines efficiently. Ability to communicate effectively verbally and in writing. Ability to communicate well in a cross-cultural environment Ability to lead others and to function as an effective team member. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Demonstrated ability to work collaboratively with a variety of different stakeholders. A highly motivated, creative person with outstanding critical thinking. Ability to analyze problems, identify key information and issues, and effectively resolve. Proven ability to envision and implement innovative programs and initiatives. Proven ability to organize events, lead promotion activities, and coordinate and support student development programs. Ability to work flexible hours, including evenings and weekends.

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



# 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:** 17695  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Facilities Management  
**Classification Title:** Facilities Management, Level E      **Business Title:** Urban Designer  
**Department:** C+CP Planning & Design  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-24      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-20      **Available Openings:** 1

### Job Summary

The Urban Designer will work closely with the Director, Planning and Design on the visioning, design and stewardship of the campuses' built environment and transportation corridors. This position will be responsible for reviewing development applications for adherence to UBC planning and design policies and for developing, amending and implementing urban design and architectural concepts and policies for campus precincts and sites. The Urban designer will manage a variety of projects and contracts related to design, planning and policy facilitation.

### Organizational Status

This position reports to the Director, Planning and Design. The position supports a variety of advisory bodies. The Urban Designer will maintain working relationships with UBC departments including, Infrastructure Development, Building Operations, Parking, Student Housing & Hospitality Services, and other UBC departments and subsidiaries including the UBC Properties Trust. The Urban Designer will also liaison with architects and developers; and staff from Translink, the University Endowment Lands, the City of Kelowna, and other government authorities.

### Work Performed

- Advance design concepts, principles and guidelines contained in the UBC policies (e.g. Land Use Plan, Vancouver Campus Plan, Neighbourhood Plans, Transportation Plan, Public Realm Plan, Okanagan Master Plan, plus associated policies and guidelines).
- Scope, plan, and facilitate integrated urban design processes to develop new concepts, precinct plans and guidelines as required, ensuring appropriate stakeholder and community involvement.
- Provide specific advice on the urban design context and expectations for capital projects as part of site specific design briefs.
- Conduct design review of capital projects at various stages of the development application process based on UBC policies and urban design best practices.
- Conduct design and urban design related research.
- Provide advice and direction to applicants, Building Operations staff and the Director of Planning on the rehabilitation of heritage buildings and appropriate additions.
- Support the UBC Advisory Urban Design Panel, including preparing reports and follow-up on action items.
- Guide and advise Building Operations staff on the stewardship of existing buildings and development of maintenance programs.
- Prepare reports, presentations and other documents on various projects, programs and policies.



# The University of British Columbia

## Staff Job Postings

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- Develop and manage work programs.
- Serve as the delegate for the Director of Planning and Design in the Architect Selection process.
- Perform other design and planning-related duties as required.

### **Supervision Received**

Works with a high degree of independence under the general direction of the Director, Planning & Design.

### **Supervision Given**

May supervise several resource people and coordinate several issues at any one time. May manage the work of consultants. Will also coordinate efforts of department staff as required.

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

The Urban Designer is responsible for activities related to the development of the UBC campus lands. The incumbent will influence allocation of funding in certain areas within project budgets of several million dollars. Errors in this work can cause problems of a financial, legal or political nature, which in turn result in cost and time delays during resolution.

### **Qualifications**

Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. Post-graduate degree in Urban Design or Architecture preferred. Membership, or eligibility for membership, in the Architectural Institute of British Columbia is preferred. Minimum of six years experience or the equivalent combination of education and experience. Minimum of six years' experience or the equivalent combination of education and experience in urban design is required with demonstrated accomplishments in inner city or campus projects. Experience with the planning and design of urban precincts, large scale mixed-use developments and multi-modal transportation corridors is an asset. Superior verbal, written and illustrative communication skills are required with an emphasis on manual graphic abilities. Experience in leading multi-disciplinary teams, facilitating public input and bringing projects to completion through effective project management and collaborative problem solving is essential. Ability to review development proposals and provide constructive feedback to applicants verbally and in writing is essential. Ability to work within a team environment to identify issues and achieve problem resolution within defined time lines is necessary. Working knowledge of AutoCad, CorelDraw, PhotoShop, Illustration Sketch Up, etc, is desirable.

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## Job Posting

**Job ID:** 17758  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Facilities Management  
**Classification Title:** Facilities Management, Level E      **Business Title:** Campus Planner  
**Department:** UBCO-Campus Planning & Develop  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-26      **Available Openings:** 1

### Job Summary

Campus Planning and Development is responsible for a broad range of planning activities including the academic core of both UBCs Vancouver and Okanagan campuses, and the growing residential neighbourhoods unique to the Okanagan campus. Planning activities include land use, sustainability, transportation and infrastructure planning, campus and urban design, heritage and public realm planning, community services planning, provision of general information, and other related activities. In addition, this department plays a key role facilitating the relationship between the University and the Okanagan campus community. The framework of Place and Promise, including sustainable development, provides key guidance to this work. The department is supported by six functional units, three with system wide support responsibility for both the Okanagan and Vancouver campuses.

- Campus Planning and Design (system-wide)
- Sustainability Engineering (system-wide)
- Consultation (system-wide)
- Planning: Development Services (including all permits and inspections) (Vancouver campus)
- Campus Programs and Animation (Vancouver campus)
- Okanagan Campus Planning and Development

Together, these units ensure that any choices made about land, buildings, infrastructure and transportation serve UBC's academic mission and advance sustainability. Traditional City Hall functions, like land use and transportation planning, urban design review, development planning, heritage management and building permitting are handled in this department, as well as transit programs and building of cycling infrastructure. Campus Sustainability activities include development of green building standards, programs to reduce waste, conserve energy, develop sustainable forms of energy production, effectively manage storm water, ensure buildings are 'green', and coordinate community engagement in sustainability. The department also takes a strong role in the creation of a sustainable, complete on-campus community for faculty, staff, students and other residents that includes housing, transportation options, social and recreational facilities, green space, shops and services.

The Campus Planner will work closely with the Director, Campus Planning and Development and the Director, Campus Planning and Design on the development of amendments to the UBC Land Use Plan and a variety of other University long-range, strategic, housing and transportation planning and regulatory documents. The Campus Planner will also have a variety of other planning policy and community consultation assignments where required.

The working day is normally spent in buildings and outside on campus lands managed by the university. Periodic off-campus travel



# The University of British Columbia

## Staff Job Postings

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is required for liaison with external groups. The position may be required to work on off-hours to be involved in public consultation.

### **Organizational Status**

This position has a dual report to the Director, Campus Planning and Development and the Director, Campus Planning and Design. The position supports a variety of advisory bodies. The Campus Planner will maintain working relationships with UBC departments including, Infrastructure Development, Building Operations, Health Safety & Environment, Student Housing & Hospitality Services, and other UBC departments and subsidiaries including the UBC Properties Trust. The Campus Planner will also contribute to relevant planning policies of the Okanagan Regional District, the City of Kelowna and other government authorities.

### **Work Performed**

- Conduct policy research studies, develop and prepare reports with recommendations on various policies, programs and projects.
- Design planning programs to develop new land use plans and amendments as required in order to meet changing conditions.
- Develop and coordinate work programs to efficiently and effectively achieve planning program objectives. Develop terms of reference for specific projects. Supervise consultants and administrative staff where requested.
- Prepare reports on planning programs, planning processes and draft plans for senior university committees and the Board of Governors.
- Provide direct day-to-day support related to long-term land use plan, campus plan and neighbourhood plan administration, and carry out neighbourhood and campus plan monitoring and implementation.
- Organize and provide strategic management coordination oversight on critical department data resources including demographics, housing, GIS data, and UBC's Campus Simulated Information System (CSIS).
- To perform other planning-related duties as required.

### **Supervision Received**

Works with a high degree of independence under the general direction of the Director, Campus Planning and Development and the Director, Campus Planning and Design.

### **Supervision Given**

May supervise several resource people and coordinate several issues at any one time. May manage the work of consultants. Will also coordinate efforts of department staff as required.

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

The Campus Planner is responsible for planning activities related to the use and development of the UBC campus lands. The incumbent will influence allocation of funding in certain areas within project budgets of several million dollars. Errors in this work can cause problems of a financial, legal or political nature, which in turn result in cost and time delays during resolution.

### **Qualifications**

Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. Post-graduate degree in Community and Regional Planning or Urban Planning preferred. Minimum of six years experience or the equivalent combination of education and experience. Two years of planning and research related experience, preferably in a local government setting, in community, long-range, housing and or transportation planning. Familiarity with the Local Government Act and the Okanagan Regional District planning context. Familiarity with the University Act would be an asset. The position demands a high degree of versatility. Interpersonal, organizational and analytical skills should be evident. Candidate should have supervisory ability, a high degree of judgment and initiative as well as skills necessary for handling confidential information. Position requires a strong ability to communicate clearly and concisely verbally (including presentations) and in written and electronic formats. Must be able to write technical reports and have a comprehensive





# The University of British Columbia

## Staff Job Postings

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understanding of BC planning legislation and other responsibilities affecting UBC. Ability to prioritize and work effectively under pressure to meet deadlines is critical. Preferred computer skills include standard office software, plus GIS skills, In-Design, Illustrator, AutoCAD, Sketch-up and other planning and design related software.

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### Job Posting

**Job ID:** 17822  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Facilities Management  
**Classification Title:** Facilities Management, Level E      **Business Title:** BMS Technical Specialist  
**Department:** Building Ops - Bldg Mgt Sys  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-14      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-20      **Available Openings:** 1

### Job Summary

The Technical Specialist, Building Management Systems, assists the Manager, Building Management Systems in overseeing the operation of the university's automated computer based building management system (B.M.S). The B.M.S. functions primarily to control and monitor the operation of building heating, ventilating, air conditioning, and other systems to optimize energy use as directed by Operational Sustainability energy guidelines while maintaining satisfactory environmental conditions.

### Organizational Status

The Technical Specialist reports to the Manager, Building Management Systems.

### Work Performed

1. Oversees the operation and maintenance of computer based building management systems, including client server hardware and software, auxiliary control units, network devices, and all other components of an integrated system. Ensures that heating, ventilating, air conditioning, and other systems under automated control are operated in accordance with defined control strategies to ensure established energy management guidelines.
2. Works with the BMS Manager to improve, develop and implement operating policies, procedures, and guidelines which give direction, maintain security requirements and accessibility levels, and provide an efficient, effective operation.
3. Works with the Campus Sustainability Office (CSO) to implement the Energy Management Plan, provides input on proposed energy conservation projects; assists in development of long-range plans for energy conservation and implementation strategies; campus energy standards, policies and procedures designed to maintain an effective conservation program.
4. Reviews and or develops energy management, HVAC BMS software programs that that result in sustained reductions in energy use while maintaining appropriate environmental conditions.
5. In conjunction with the BMS, Manager reviews new projects during all phases of design and construction to ensure that the necessary information is available, and efforts are co-ordinated, to satisfactorily complete jobs.
6. Liaises with users, provides advice, and expedites projects involving B.M.S. and where Heating, Ventilating and Air



# The University of British Columbia

## Staff Job Postings

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Conditioning system is affected by B.M.S.; assists other staff in using B.M.S. as a diagnostic tool.

7. Reviews and approves maintenance work requests for the B.M.S. and its peripherals; determines the required scope of work and approves the associated costs; administers and co-ordinates the work of UBC personnel or contractors working on the B.M.S. This ensures that a high standard of workmanship is attained and that appropriate codes, regulations and safety standards are adhered to.
8. Liaises with contractors, consultants, suppliers in matters regarding the B.M.S. and represents UBC in the testing, inspection and the commissioning of new construction work for B.M.S. alterations or expansion.
9. Carries out studies, prepares reports and maintains system documentation and records related to system documentation.
10. Prepares project budgets and recommends projects to reduce costs and or improve conservation of energy while maintaining building environment comfort levels; recommends, designs and implements programming changes as required.
11. Conducts the safety program of the department within the section and acts as an elected officer of the Trades Safety Committee as required.
12. Responsible for the delivery of capital projects related to B.M.S. expansion, alterations and upgrades to the existing system and projects designed to increase energy efficient operation of the campus mechanical electrical systems; reviews drawings and specifications for new projects and comments on their effect. Assists in the co-ordination of any alterations or extensions; represents UBC in the testing, inspection and the commissioning of new construction work for B.M.S. alterations or expansion.

Responsibilities include, but are not limited to, the following:

- a) Preparing business cases for BMS expansion, alteration and upgrade projects.
- b) Preparing scope of work documents.
- c) Confirming and documenting the detailed scope of work.
- d) Coordinating, monitoring and assisting the Project Team in the development, review and approval of design and construction documents based on the project scope and budget, as well as UBC regulations and guidelines.
- e) Coordinating, monitoring and assisting the Project Team in the pre-construction phase of the project.
- f) Coordinating, monitoring and assisting the Project Team in the construction phase of the project:

13. Provides training and direction to tradespersons in the use of B.M.S., making recommendations with regard to their suitability and trainability.
15. Provides commissioning and review services for BMS upgrade and addition projects.
16. Preparing written reports detailing: BMS upgrade projects scope, progress, costs, status, affect and results achieved.
17. Assist in the development of content for our building performance displays and sustainability indicator displays.
18. Performs other related duties as assigned.

### **Supervision Received**

Within areas of technical competence and expertise, works independently in consideration of established practices, policies and broad procedures. References superior in problem situations or for decisions on matters affecting other than normal day-to-day operations.



# The University of British Columbia

## Staff Job Postings

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### **Supervision Given**

There is no direct supervision associated with this position.

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

The area supervised requires constant close attention since it is the major environmental control system for the University buildings. Shutdowns could have serious and costly consequences. Where errors occur, result in increased costs through energy, time and dissatisfied clients.

### **Qualifications**

Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. Degree in Mechanical or Electrical Engineering preferred. Certified Building or Instrumentation Engineering Technologist will also be considered. Minimum of six years experience or the equivalent combination of education and experience. Experience and training in design, installation or operation of large computer based building automation systems used to control and monitor heating, ventilating, air conditioning and other building support systems in institutional or commercial environments. Significant experience with the following commercial building management systems, Siemens System 600, Delta Controls, Johnson Controls and Honeywell's EBI, Energy Manager software and interfaces. Industrial instrumentation experience an asset, good knowledge of Alan Bradley PLC's required. Familiarity with green building design and operations, LEED and the Living Building Challenge. Familiarity with website content development applications. Knowledge of computer networks, direct digital control, pneumatic control, electric electronic control systems and their application to complex heating, ventilating, air conditioning and other building support systems. Experience with Windows based PC applications, including MS-Office [Word, Excel, Access, PowerPoint, Outlook]. Good background knowledge regarding sustainability imperatives, renewable energy, energy efficiency. Ability to use appropriate computer languages and programming skills applicable to commercial building automation systems. Ability to write technical reports, develop data gathering methodologies and schedules. Requires well-developed organizational skills with the ability to deal with many projects and tasks simultaneously. Ability to make oral presentations. Excellent oral, written and interpersonal communication skills. Good analytical and problem-solving skills as the Building Technician will be responsible for gathering, processing and analyzing building performance data. Ability to liaise with other technical and non-technical people including other Building Operations personnel and researchers (faculty and graduate students).

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:** 17628  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Facilities Management  
**Classification Title:** Facilities Management, Level F  
**Business Title:** Engineer, Climate and Energy  
**Department:** C+CP Sustainability/Engineerng  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01  
**Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-13  
**Available Openings:** 1

### Job Summary

- Provide technical engineering support and assistance to various climate and energy projects across UBC during both development and implementation phases;
- Prepare and periodically update energy and climate management plans
- Conduct data analysis, modelling and reporting related to UBC climate and energy performance;
- Monitor and evaluate new leading edge technologies for UBC;
- Conduct technical reviews of engineering drawings, other technical materials and engineering work completed by external contractors;
- Research and develop policies, standards and procedures for the engineering and technical work;
- Coordinate community, staff and student engagement in climate and energy management;
- Provide technical and policy services supporting behaviour and organizational change management activities related to climate and energy conservation.

### Organizational Status

Reports to the Director, Sustainability and Engineering.

### Work Performed

#### 1. Energy Management Planning

- Planning and periodically update energy management plans in collaboration with allied UBC units (Campus and Community Planning, Building Operations, Infrastructure Development, Student Housing and Hospitality Services, Athletics, UBC Properties Trust, Treasury and UBC Okanagan).
- Review and recommend energy management operations activities that are supportive of the sustainability goals of UBC;
- Monitor energy performance of sub metered buildings and ensure proper functioning of energy monitoring equipment;
- Model energy performance of sub metered buildings;
- Target and pursue improved building energy and water performance and generate regular reports for communication of building performance;
- Liaise with the Building Operations department in order to provide optimum building performance and identify conservation opportunities;
- Prepare technical feasibility studies, engineering calculations and project work plans as required;



# The University of British Columbia

## Staff Job Postings

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- Prepare business plans for energy and climate related projects based upon documented program needs;
- Research and develop policies and procedures for energy conservation;
- Monitor and evaluate new leading edge technologies for Lighting, Green Labs and Green Information Technology.
- Coordinate the implementation of energy conservation initiatives and ensure that stakeholders are appraised and provide appropriate input;
- Technical review of engineering project proposals, drawings, calculations, etc. as required;
- Assist Building Operations managers and project managers in evaluating HVAC and energy equipment to ensure effectiveness and efficiency;
- Develop training and or improvement plans to ensure the best operation in the area of HVAC and energy equipment maintenance;
- Prepare scope of work and provide technical review of the work of consultants, when required, to identify energy and water conservation measures;
- Identify and pursue internal and external funding sources for conservation projects;
- Monitor all building design, construction and renovation activities as relates to energy and water management;
- Coordinate equipment and other energy related audits;
- Review and recommend maintenance supply and equipment purchases to ensure energy efficient replacements are being specified;
- Confer with management, production, and marketing staff to discuss project specifications and procedures. Develop and revise Technical Guidelines

### 2. Climate Action Planning

- Planning and periodically update climate management plans in collaboration with allied UBC units (Campus and Community Planning, Building Operations, Infrastructure Development, Student Housing and Hospitality Services, Athletics, UBC Properties Trust, Treasury and UBC Okanagan).
- Carry out project coordination related to the implementation of Climate Action Plan (CAP);
- Document and control methodologies and materials required by the climate management system;
- Conduct research, planning, writing and analysis related to climate and energy initiatives programs and policy, as required;
- Advise on issues related to UBC compliance with legislation;
- Coordinate and provide technical support for the CAP working groups;
- Provide technical support to the campus community in the overall implementation of the CAP.

### 3. Climate and Energy reporting

- Manage all energy and climate related reports and related documentation in a manner suitable for quality auditing;
- Coordinate periodic reporting to ensure UBC's compliance with policies and legislation established by federal and provincial law and municipal policy in the area of climate and energy and water conservation;
- Review and implement information tracking systems and protocols for energy and CAP reporting;
- Provide technical support for integrated water, waste and energy projects;
- Preparation of UBC GHG inventories and related graphic and presentation materials;
- Confer with and report to administration and the public to provide information and solicit support for projects. Maintain website content up to date.
- Other planning and policy duties as assigned.

### 4. Administrative Duties

- Review and write reports, work plans and communications
- Perform other duties as required.

### **Supervision Received**

Reports to the Director, Sustainability and Engineering.

### **Supervision Given**

May supervise several resource people and coordinate several issues at any one time. Will manage the work of consultants. Will undertake field inspections and provide oral and written advice and recommendations. Will also coordinate efforts of department



# The University of British Columbia

## Staff Job Postings

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staff as required.

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

Given the high profile nature of climate change and global sustainability the consequences of poor decisions or errors will negatively affect the prestige of the university as it aspires to be a global leader. Decisions made in error can result in significant financial liability to the university. Decisions can affect the environmental conditions in any building on campus and wrong decisions could result in disruption of class schedules or normal working conditions. These decisions will also affect the cost of purchased utilities. Decisions can impact building operations, equipment performance and efficiency, user comfort, institutional and departmental image.

### **Qualifications**

Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. Bachelor's degree in mechanical, chemical or electrical engineering, engineering technology or equivalent related field preferred. A Masters in Business Administration and LEED accreditation are an asset. 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. Commercial building design operation experience. Seven years of experience in energy management, mechanical systems design, construction, and or maintenance, or closely related field. Project management business case development experience preferred. Knowledge of and interest in climate and energy management program development and implementation.

Knowledge of performance management systems as related to energy and climate.

Knowledge and understanding of building science, HVAC, lighting and district energy systems.

Knowledge, interest in and understanding of current energy and climate policy.

Ability to effectively manage project budgets, tasks and personnel.

Strong organizational and interpersonal skills.

Ability and interest in engaging with the academy to leverage the intellectual capital of the university.

Excellent modeling skills (Microsoft Excel).

Strong writing skills.

Excellent communication skills.

Motivated self-starter.

Professional, ethical, and responsible behaviour.

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## Job Posting

**Job ID:** 17757  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Service Unit Directors  
**Job Category:** Facilities Management  
**Classification Title:** Director, Campus Planning&Dev      **Business Title:** Director, Campus Planning&Dev  
**Department:** UBCO-Off.of CampusPlanning&Dev  
**Salary:** \$90,789.00 - \$113,487.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-26      **Available Openings:** 1

### Job Summary

The Director, Campus Planning and Development is responsible for leading and managing the Okanagan campus' planning, design and infrastructure development functions. Reporting to the Associate Vice-President (AVP), Finance and Operations and AVP Campus & Community Planning (C&CP), the Director is responsible for a broad set of planning and development functions including long-range and short-term planning, capital program planning and delivery, public realm, municipal infrastructure, operational sustainability, transportation planning and community engagement.

### Organizational Status

The Director, Campus Planning and Development reports jointly to and works independently under the supervision of the AVP, Finance and Operations and the AVP, C&CP with functional accountability to the Managing Director, Infrastructure Development. Instructions are generally verbal and strategic in nature.

The position develops and maintains positive and productive relationships with a broad range of internal and external stakeholders including the President's Executive team, Okanagan Leadership Team (OLT), Faculties and Academic Departments, Campus Operations and Risk Management, Infrastructure Development, UBC Properties Trust (UBCPT), Treasury, Development Office, IT Services, Student Housing and Hospitality Services, Athletics and the City of Kelowna to create great spaces for people to teach and learn, conduct leading edge research and enjoy the life of the campus community.

The position also requires extensive contact with the campus communities, academic user groups, campus neighbours and others through ongoing communication and consultation activities.

### Work Performed

1. Directs the development and implementation of long range land-use plans, policies and guidelines to meet changing conditions for the University (e.g. Campus Master Plan, transportation plan, etc.)
2. Formulates and maintains a Capital Priorities plan for the Okanagan campus, within the context of the Okanagan's Strategic Plan and working with input from key stakeholders. This plan sets out and prioritizes infrastructure development projects required to achieve University objectives, determines life-cycle cost requirements associated with each project, identifies proposed funding sources and financing requirements, and identifies critical issues to be addressed in order to achieve the overall plan.





# The University of British Columbia

## Staff Job Postings

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3. Directs the activities of Campus Sustainability in the development of long range resource management plans (climate, energy, water and waste), long range energy infrastructure plans, engagement and outreach programs to support long range planning and operational sustainability reporting, in collaboration with the Associate Director of Operational Sustainability.
4. Directs the preparation of information, analysis, reports and policy recommendations on long-range land-use, strategic planning and development-related matters.
5. Guides technical work, analysis and research to support development of long-range plans, policies and design guidelines and overseeing maintenance of a planning database.
6. Leads public consultation in accordance with best practices to integrate, where applicable, the insights of the community into the plans and ultimately the outcomes.
7. Preparing a quarterly update of capital priorities and a status report on major capital projects in progress including explanation for variances and recommended appropriate modifications.
8. Developing project business cases for application for government funding.
9. Preparing and presenting project reports and proposals for approval by the OLT and President's Executive.
10. Liaises with applicable stakeholders such as the Development Office, Treasury and Finance on funding and financing for capital projects.
11. Responsible for obtaining feasibility studies and cost estimates.
12. Consults with applicable stakeholders such as Facilities, Infrastructure Development and UBCPT to ensure life-cycle cost and operational issues are properly addressed in infrastructure projects.
13. Ensures that new and renovated facilities meet University objectives for functionality, reliability, sustainability, and maintainability and comply with BC University space standards.
14. Developing model for space allocation which includes developing a planning strategy for the efficient and effective utilization of building space and the efficient and orderly growth and retrofit.
15. Initiating and directing the pre-design planning process for new buildings, alterations and redevelopment of existing facilities.
16. Directing the overall management of space inventory, analysis and space programming on Campus with support from the Infrastructure Development team.
17. Ensures the planning of UBC lands is carried out in accordance with applicable statutes, by-laws, zoning and appropriate internal policies and standards.
18. Overseeing, supporting and coordinating sustainability initiatives with other operational units, the Okanagan Sustainability Institute and the University Sustainability Initiative to strengthen the culture of sustainability across the Okanagan campus community.
19. Developing and maintaining a strong and motivated team that is accountable for Campus Planning and Development services and results and ensuring that all its activities support and are consistent with the mission, vision, goals and objectives of the University.



# The University of British Columbia

## Staff Job Postings

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20. Developing strong relationships across the University including the Executive, Okanagan Leadership Team, Faculties and Academic Departments, Infrastructure Development, Facilities Management, Treasury, Development Office, Student Housing & Hospitality Services and Athletics to create a unique, vibrant and sustainable community.

21. Developing strong relationships with a number of important parties, including:

- The City of Kelowna as an essential partner;
- The Provincial government in general, and with the Ministries of Advanced Education, Community, Sport and Cultural Development and Transportation in particular;
- The Glenmore Ellison Improvement District (GEID);
- Campus neighbours;
- The property development community;
- Property management organizations; and
- Other institutions and organizations with an interest in furthering the interest of the University's infrastructure development.

22. Represents department on various committees.

23. Performs other duties as required.

### **Supervision Received**

Works under the leadership and direction of the AVP, Finance and Operations and AVP C&CP. Work is reviewed in terms of overall results on major projects and coordination of activities with other departments.

Functional accountability to the Managing Director, Infrastructure Development.

### **Supervision Given**

Direct reports: Associate Director, Okanagan Sustainability Operations, Campus Planner, Project Manager and Space Coordinator

Oversees: Campus Planning and Development employees

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

This position is critical to the success of UBC's Okanagan campus and the services that it provides. The Director is accountable to the AVP, Finance & Operations and AVP C&CP for the planning of the campus, for the delivery of the plan and for the broad engagement of the University community. The Director must apply independent judgment, tact and discretion due to the broad and extensive implications for the success of Campus Planning and Development in the areas of strategic, operational, and financial and human resource management. High level decision-making is required. Decisions impact the reputation of Campus Planning and Development across campus and with the community. Government funding for projects relies on proof of responsible and accurate space dedication, compliance with BC Universities' Space Standards and meeting the University's enrollment targets. The consequence of decisions could result in loss of funding, incomplete or delayed major capital projects, cost overruns, funding shortfalls delays and inconveniences for users, wasted materials, and legal consequences.

### **Qualifications**

Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association.

Specialization in the fields of Architecture, Engineering, Community Planning, Urban Planning or Interior Design is an asset.

Minimum of 10 years experience involving the management of professionals or the equivalent combination of education and experience. Ability to inspire, lead, coach and manage a diverse team. Experience working in complex political, administrative and financial frameworks. Ability to prioritize and lead and manage under pressure to meet deadlines. Experience in preparing and presenting information at the Executive level to assist in decision-making. Strong communication skills to effectively represent issues and options to the campus community. Thorough understanding of relevant government departments and ability to maintain



# The University of British Columbia

## Staff Job Postings

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relations with them. Strong interpersonal and oral and written communication skills, emphasizing listening, and negotiating; bargaining, compromising, and conciliation; ability to summarize needs, determine priorities and necessities. Demonstrated leadership and organizational abilities; mature judgment, ability to make decisions under time constraints, managing risk and uncertainty, multi-tasking, and ability to set priorities. Knowledge and skills in financial planning, project development and management, and facilities administration. Advanced level computer skills, specifically with MS Windows programs. Experience developing and managing large work programs and budgets. Extensive experience in conflict resolution, interest based negotiation and facilitation. Effective written and verbal presentation communications skills. Understanding of regulatory frameworks, objectives and approaches. Working experience with the University Act, the Local Government Act, the Municipalities Enabling and Validating Act (Part 10). Extensive knowledge of the objectives, principles, and practices applicable to municipal responsibilities in planning, development and regulation. Knowledge of current smart growth, sustainability and urban design best practices. Comprehensive knowledge of capital planning and budgeting, infrastructure development processes in an institutional setting, facility planning, project management, contract administration and construction management.

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## Job Posting

**Job ID:** 17798  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 2                      **Business Title:** Research Asst/Tech 2  
**Department:** Nursing, School of  
**Salary:** \$ 20.34 - \$ 22.29 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2014-04-01  
**Job End Date:** 2014-07-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-03-11                      **Available Openings:** 1

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

### Job Summary

The Research Assistant will perform duties on three research projects: one project related to wound care and management, one project related to nursing student clinical placements and one project related to nursing informatics competencies. The Research Assistant will work closely with the research team to contribute to the success of this project.

### Organizational Status

The Research Assistant reports to the Principal Investigator and liaises with research team members and members from study partner sites.

### Work Performed

- Liaises with research team members
- Assists with preparation of ethics applications for 7 schools of nursing by compiling information provided by the PI.
- Cleans data using Excel and runs descriptive statistics using SPSS
- Searches the literature and identifies relevant articles related to nursing informatics and wound care
- Transfers surveys to Web-based survey tool
- Communicates with study partner sites to send recruitment emails for survey - visits study sites to explain survey methods with study partners at schools of nursing in Vancouver area
- Assists with the preparation of reports and manuscripts: formats papers, formats bibliography using endnote or other reference manager, uses findings from literature search in manuscript preparation
- Other duties as assigned by the principal researcher

### Supervision Received

The Research Assistant receives instructions during orientation and on subsequent new assignments or changes in procedures. The work will be carried out independently as a member of a collaborative investigative research team under general supervision. The Principal Investigator will review the Research Assistant's work to ensure that it meets the expected standard.

### Supervision Given



# The University of British Columbia

## Staff Job Postings

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

Errors made in this position can impede the progress of the research project within the unit and cause adverse relationships with partners, decision makers, and funding agencies and may compromise the positive promotion of the research. Errors or incorrect decisions could potentially result in delays in completing the project or seriously compromise the quality of the research.

### **Qualifications**

High School graduation. Minimum of 2 years related experience or the equivalent combination of education and experience. Excellent administrative and time management skills; Excellent writing and communication skills; Ability to be thorough, accurate, and have a high level of attention to detail; Ability to gather, record, and organize information; Familiarity with UBC Library resources; Proficiency in MS Office products (particularly Word & Excel); Proficiency with use of online resources and the World Wide Web; Ability to work independently, under pressure and meet deadlines; Willing to learn statistical package (SPSS).

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## Job Posting

**Job ID:** 17799  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 2                      **Business Title:** Research Asst/Tech 2  
**Department:** Psychiatry  
**Salary:** \$39,656.00 - \$43,456.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-21  
**Job End Date:** 2014-06-06  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-03-12                      **Available Openings:** 1

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

### Job Summary

The Research Assistant will assist in the preliminary analysis and interpretation of research data and compilation summary of statistical results in investigations of maternal mental health. This will include aiding in the preparation of manuscripts for publication. The majority of studies will be examining the use of different pharmacological therapies for depression and anxiety during and following pregnancy.

### Organizational Status

The incumbent will be employed by Dr. Shaila Misri (Principal Investigator). The incumbent will report directly to Dr. Misri or in certain cases to the Research Coordinator, Jasmin Abizadeh.

### Work Performed

- Data entry and back up
- Score questionnaires
- Maintain accurate records of work patient tracking
- Assist in analyzing and interpreting research data
- Assist the Principal Investigator in research-related documentation and reports
- Assist the Principal Investigator in grant writing, preparation of manuscripts for publication, and preparation of presentations.
- Assist in other related tasks as required

### Supervision Received

Dr. Shaila Misri, Principal Investigator, will provide general supervision of work performed and will provide the main contact and tracking of work done by the incumbent. Receives instruction on new or unusual duties

### Supervision Given

None



# The University of British Columbia

## Staff Job Postings

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

Errors made could compromise the results of research projects, and therefore impact the credibility of the Investigator. Works within well-defined guidelines and procedures but exercises judgment in establishing priorities and carry out tasks.

### **Qualifications**

High School graduation. Minimum of 2 years related experience or the equivalent combination of education and experience.

Ability to effectively use Microsoft Word, Excel, SPSS 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 be thorough, accurate, and have a high level of attention to detail.

Ability to communicate effectively verbally and in writing.

Ability to work effectively independently and in a team environment.

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## Job Posting

**Job ID:** 17743  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Clinical Skills and Simulation Lab Assistant  
**Department:** Nursing, School of  
**Salary:** \$41,814.00 - \$45,600.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01  
**Job End Date:** 2015-03-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-03-27                      **Available Openings:** 1

### Job Summary

Works interdependently with the Clinical Skills Lab (CSL) Manager to support all clinical simulation and lab learning experiences for undergraduate (BSN) and Nurse Practitioner (NP) students by assisting course leaders, clinical instructors, program coordinators, faculty, and students with appropriate resources to successfully complete evidence-based learning opportunities in the simulated patient care environment.

Primary responsibility for providing technical support for all clinical simulation operations in the CSL, including preparation, maintenance and repair of patient simulators (software and hardware) and related multimedia peripherals; also responsible for software programming of clinical scenarios.

### Organizational Status

Works in a nursing education lab that simulates a real nursing practice setting and patient care environment. Required to lift or move heavy objects, such as moving adult size mannequins with assisting equipment, when necessary.

Hours will fluctuate dependent on lab usage schedule. Coverage may include Saturday and evening hours.

The Clinical Simulation Technician reports to the CSL Coordinator and works closely with the CSL Manager to provide ongoing technical support for the daily operations and activities of the clinical simulation labs including simulation delivery. This person is responsible for human patient mannequin evaluation, support, maintenance and setup, computer software support for simulation tools, as well as A V equipment used in the simulation lab.

### Work Performed

1. Modify furnishings, supplies and equipment to simulate, as closely as possible, that found in the clinical setting as necessary for the course specific skills labs planned by course practice leaders; Ensure required supplies and equipment are readily available and conveniently set up in advance of scheduled labs; Ensure rooms are cleared of supplies and equipment following lab sessions; Provide appropriate supplies and equipment for students' independent practice;





# The University of British Columbia

## Staff Job Postings

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2. Set up, maintain and manage high-fidelity simulation based lab activities.
  - a. acquire and maintain skills and knowledge related to existing and newly acquired technologies used in the CSL
  - b. install, configure, operate, maintain, and repair human patient simulators, computer, and audiovisual equipment (e.g. video cameras, digital cameras, microphones) for the Simulation Lab.
  - c. program software to model simulator's physiological responses to scenario specifications
  - d. operate and maintain task trainers, mannequin based simulators, computerized simulators, virtual reality procedural trainers and associated supplies and equipment
  - e. operate audio-video recording system during sessions and debrief
  - f. monitor all patient simulator systems, providing and or scheduling needed maintenance on a timely basis
  - g. perform standard preventive and corrective maintenance of equipment according to manufacturer's recommendations
  - h. troubleshoot and resolve problems with simulation equipment
  - i. demonstrate the technical aspects of operating simulators to faculty members and others
  - j. assist with the operation of the simulators in teaching sessions when required
  - k. develop Quick-Guide reference aids for faculty and staff and maintain reference materials for simulation equipment and related audio-visual and computer hardware and software
  - l. reinforce and maintain high ethical standards of conduct and procedures to assist in ensuring the security of the CSL technology assets and data
3. Oversees the repairs and regular maintenance for high-fidelity simulation lab facilities including requests and scheduling, purchase orders and documentation.
  - a. Research specifications for hardware and software products Assist in maintaining an accurate inventory of hardware and software
  - b. Identify and implement solutions to problems related to simulation equipment, computer hardware and software
  - c. Repair and maintain equipment as required or initiate repairs for equipment under warranty
  - d. Communicate with manufacturers regarding maintenance, repairs, updates and technology changes
4. Participate in and contribute to the upkeep of the CSL by recommending and or performing general cleaning such as ordering and stocking of lab supplies; scheduling housekeeping and laundry services; making beds; organizing supply carts; general tidiness and organization of simulated patient care rooms; recommend and implement changes in work processes to improve quality-of-service.
5. Provide summaries, obtain price quotes, and make recommendations for purchase of equipment, supplies and materials related to the high-fidelity simulation resources as requested.
6. Carry out any other related duties as required in keeping with the qualifications and requirements of the role.

### **Supervision Received**

Works under the general direction of the Coordinator of the CSL in all phases of work performed.

Work progress reviewed by CSL Assistant Coordinator to ensure conformity to established principles and procedures.

Role requires extensive team collaboration to effectively provide teaching and learning support in the CSL for students, faculty and staff.

### **Supervision Given**

May give work assignments and direction to lab assistant (e.g. student) working in the CSL.

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

Lack of effort and or error in judgment would result in safety risks for faculty, students and staff working in the lab and have negative impact on student learning experiences.



# The University of British Columbia

## Staff Job Postings

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Works independently to consistently apply principles of planning, organization and time management in setting priorities and executing assigned workflow.

Due to the number of courses activities supported, the workload can require the ability to work on multiple, unrelated activities and a wide variety of clinical simulation technology products and applications at the same time.

### Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Minimum of 3 years related experience or the equivalent combination of education and experience. Prefer experience working in an acute care clinical environment or nursing clinical skills lab environment that simulates a real practice setting where responsibilities included setting up the lab and ensuring equipment and supplies for clinical skills teaching and learning activities. Familiarity with operational, facilities, and equipment requirements of a nursing skills simulation laboratory;

Possess working knowledge of handling nursing equipment and supplies. The candidate should possess strong troubleshooting abilities as they relate to minor repairs of hardware and software. Familiarity with human patient simulator technology required.

The successful candidate will be proficient in PC and Mac-based computer hardware and software applications as well as MS Office. A bachelor's degree is preferred as is clinical simulation experience. Candidates should have knowledge of medical terminology and be able to communicate with that terminology. It is important that the candidate be familiar with standard (hospital-based) medical equipment and proficient with audio-visual technology and equipment. Effective task planning, organizational and time management skills. Ability to work calmly with frequent interruptions under pressure during busy periods. Ability to independently prioritize and use good judgment.

Capacity of self-direction to execute workflow independently.

Ability to work effectively in a team environment Ability to be thorough, accurate, and have a high level of attention to detail.

Ability to relate effectively to staff, faculty and students. Ability to exercise tact, discretion and initiative, and to communicate effectively and tactfully with others in obtaining and providing information.

- Ability to communicate effectively verbally and in writing Technical facility with computers and computer peripherals; experience with human patient simulators

- Technical facility with audiovisual, video and multimedia equipment hardware and software

- Ability to effectively use e-mail and Microsoft Office products at an intermediate level (e.g., Outlook, MS Word, MS Excel)

- Ability to use web-based resources at an intermediate level (e.g. Youtube, social media, searching and retrieval of information)

Interest in keeping abreast of nursing skills and current trends of clinical practice

- Ability to problem solve when necessary

- Remains current with technical and professional skills

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## Job Posting

**Job ID:** 17755  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Research Asst/Tech 3  
**Department:** James Hogg iCAPTURE Centre  
**Salary:** \$41,814.00 - \$45,600.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-03-17  
**Job End Date:** 2015-03-16                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-03-10                      **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

Plans and performs experiments in tissues ranging from human samples to mouse, rat and tissue culture. Perform in house analysis of experiments and present data. Emphasis on molecular biology techniques such as PCR, qRT-PCR, cloning. Analyze protein using ELISAs and Western blot techniques. A strong understanding of or background in microarrays, next generation sequencing and bioinformatics would be an asset. An eventual transition to laboratory manager would be preferred.

### Organizational Status

Reports directly to Principal Investigator. Interactions and liaisons with research technicians and students. Located at the James Hogg Research Centre at St. Paul's Hospital. The applicant will have access to bench space whereby they can conduct the necessary analysis. Lighting is sufficient in all areas. All work will be done indoors. Hazards include: working with human blood samples, cytotoxic agents (cytokines, apoptosis inducing agents) and the handling of carcinogens (eg. ethidium bromide). A lab coat and goggles will be worn when necessary. Full access to safety hoods is provided.

### Work Performed

1. Set up in vitro tissue culture experiments:
  - Design and optimize conditions
  - Modify protocols as needed
  - Set up and execute high through-put tissue culture experiments
2. Process human microbial samples for downstream molecular analysis:
  - Process human blood and sputum samples
  - Organize blood and sputum samples
  - Isolate and quantify RNA and DNA
3. Analyze gene expression in animal and human blood and tissue and tissue culture samples:
  - DNA RNA extraction from cells
  - Annotation of FASTA sequences
  - Primer design and optimization



# The University of British Columbia

## Staff Job Postings

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-Optimization and execution of quantitative real time PCR

-Semi- quantitative PCR

4. Set up reporter gene assays:

-Primer design, PCR, cloning, transfection, tissue culture, luciferase assays

5. Use publicly available gene, SNP, and haplotype databases:

-Retrieve genotype data, FASTA sequences and do BLAST searches.

-Retrieve and compile genetic information from bioinformatic genome variation servers.

6. Measure protein expression in human samples:

-Perform ELISA to measure cytokine levels

-Develop ELISA protocols when needed

-Perform Western analysis

-Analyze results

7. Write reports and maintain lab protocol documents

### **Supervision Received**

Works under general supervision of the principal investigator; receives detailed instructions on the assignment of new duties and thereafter only on new or unusual problems.

### **Supervision Given**

The individual may be asked to teach others, including students, technicians, and the principal investigator.

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

The first person to evaluate the work will be the individual. If further assistance is needed the issue will be taken to the principal investigator. If an error has occurred, the individual in conjunction with the above listed people will think of the solution. The effect of the incorrect decision would be a delay in the work.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Minimum of 3 years related experience or the equivalent combination of education and experience. Molecular biology experience preferred, mammalian cell culture background essential, some genetics background. A strong understanding of or background in microarrays, next generation sequencing and bioinformatics would be an asset. Must be fastidious with respect to lab records and protocols. Experience in training others an asset. Effective oral and written communication, organizational, and interpersonal skills. Ability to work effectively both independently and in a team environment.

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## Job Posting

<b>Job ID:</b>	17793		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Technicians & Research Assists		
<b>Job Category:</b>	Research/Technical - Non Union		
<b>Classification Title:</b>	Research Asst/Tech 3	<b>Business Title:</b>	Research Asst/Tech 3
<b>Department:</b>	Psychiatry		
<b>Salary:</b>	\$41,814.00 - \$45,600.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2014-03-17		
<b>Job End Date:</b>	2015-03-16	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Grant Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2014-03-11	<b>Available Openings:</b>	1

### Job Summary

The Lab Administrator coordinates activities critical to the research of the Developmental Cognitive Neuroscience Lab. He or she oversees and participates in subject recruitment & scheduling; oversees and participates in data entry; participates in preparation and submission of research grant applications; conducts grant funding monitoring and reconciliation; participates in the preparation of manuscripts; prepares reference lists; participates in preparation of posters for scientific conferences; assists PI with scheduling, CV updating, travel arrangements; uses intricacies of Microsoft Office applications to do precise formatting and information searches; aids in planning, preparation, organization, and execution of a tri-annual international 5-day conference; aids in preparation of course materials including syllabus, copies of readings, and book orders; responsible for keeping track of supplies and equipment, placing orders for replacements when supplies run low; and other related duties.

### Organizational Status

This position reports to and receives work direction from the Principal Investigator Director of the Developmental Cognitive Neuroscience Program and supervises junior laboratory members. The position works as part of the lab team that includes research assistants, postdocs, graduate students, undergraduate students and volunteers. The position liaises with the Department administration office and various granting agencies, collaborators, etc. on behalf of the Lab

The Developmental Cognitive Neuroscience Program and Laboratory is dynamic & interdisciplinary. It focuses on the 'executive functions' that rely on prefrontal cortex (these are critical for creative and flexible problem-solving, meeting unanticipated challenges, self-control, resisting temptations, focused attention, and the discipline to persevere). Research interests currently center on (a) classroom interventions to try to improve these skills in young children, (b) the roles of dance, music, storytelling, circus and physical activity in improving executive functions and academic and mental health outcomes, and (c) sex differences in young adult men and women in the effects of stress and genotype on the dopamine system in prefrontal cortex and therefore on executive functions. Learn more at: <http://www.devcogneuro.com>

Workspace is a furnished, brightly-colored office space in the Detwiller Pavilion. A therapy dog is in the office. It's a youthful environment; most people in the lab are undergraduate or graduate students or people between university and graduate school. Environment varies from quiet with little going on to what is more usual: many things going on and deadlines to meet. Equipment includes computers, printers, copier, VCRs, laminator, scanner, and fax machine.

### Work Performed



# The University of British Columbia

## Staff Job Postings

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- Supervises junior lab members in subject testing (infants thru adults)
- Oversees and participates in subject recruitment & scheduling
- Oversees and participates in data entry
- Actively participates in submission of research grant applications to organizations such as NIH, IES, NSERC, CIHR, & SSHRC
- Performs grant funding monitoring and reconciliation
- Participates in manuscript preparation
- Prepares reference lists
- Participates in preparation of posters for scientific conferences
- Assists PI with scheduling, CV updating, travel arrangements
- Uses intricacies of Microsoft Office applications to do precise formatting and information searches
- Responds to queries from teachers and administrators, parents and children, journalists and policymakers about the lab's research; is often the voice of the Lab to the public
- Aids in planning, preparation, organization, and execution of a tri-annual 5-day conference
- Aids in preparation of course materials (syllabus, copies of readings, and book orders)
- Researches vendors and arranges for purchase of equipment, services, and supplies, ensuring a competitive price
- Monitors supplies for program and laboratory; places orders to insure supplies are available when needed; follows up as required.
- Oversees, maintains, and updates a massive Endnote bibliographic database, creating reference lists in different styles as required by different academic disciplines
- Performs other related duties

### **Supervision Received**

Works under the supervision of Prof. Diamond. Receives instructions for new assignments and for changes in procedures. Carries out duties and responsibilities with minimal day-to-day supervision. All final products should be checked by Dr. Diamond.

### **Supervision Given**

Supervises junior lab members.

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

Errors could have serious consequences and could compromise the research results, waste time and or materials, and could negatively impact funding for studies.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Minimum of 3 years related experience or the equivalent combination of education and experience. - Experience in performing related duties in a high-powered, fast-paced academic, scientific setting, preferably in an experimental psychology lab. - Excellent interpersonal skills with people of all ages and backgrounds (including very young children).

- Expertise with email, word processing, spreadsheets, statistics, and database software programs (e.g., Word, Excel, Access, PowerPoint, Adobe Acrobat).

- Quick learner; able to grasp new tasks & terminology quickly & able to learn with minimal instruction.

- Extremely detail-oriented: able to maintain exceptional accuracy and attention to detail; excellent eye for picking up minor errors.

- Not intimidated by new projects or technical equipment.

- Able to work well and stay calm under pressure

- Extremely well-organized and efficient: able to effectively multi-task, prioritize and juggle multiple projects at the same time in a fast paced environment.



# The University of British Columbia

## Staff Job Postings

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- Excellent English oral and written communication skills; able to clearly and concisely communicate in a professional manner to non-experts, immediately getting to the point and the heart of the matter.
- Able to work independently and as part of a research team
- Able to interact effectively with all levels of the University and with agencies, institutions, and individuals.
- Able to exercise tact, discretion, and judgment.
- Knowledge of UBC policies, procedures, and environment preferred.
- Knowledge of different styles of grant applications for CFI, NIH, NSERC, CIHR, SSHRC, etc. preferred.

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.