



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:21-APR-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

INTERNAL APPLICANTS

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

EXTERNAL APPLICANTS

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

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

THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

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

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

VIEW OUR CAREER OPPORTUNITIES WEEKLY

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

VIEW YOUR APPLICATION STATUS

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

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

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

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



Job Posting

Job ID: 18112
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Research Assist./Tech. II **Business Title:** Research Assist./Tech. II
Department: UBCO - Nursing
Salary: \$ 20.60 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2014-04-16
Job End Date: 2014-08-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2014-04-26 **Available Openings:** 2

There are 2 part time positions available for 10 hours week each.

Job Summary

The successful candidate will provide support to the principal investigator, Susana Caxaj, in carrying out a variety of research and knowledge translation activities. They will review and synthesize literature, collect and analyze data and also support the development of grant applications and or scholarly publications.

Organizational Status

The research assistant will report directly to Susana Caxaj, an assistant professor in the School of Nursing at UBC Okanagan. They may also liaise with community and health service stakeholders as required to carry out their responsibilities.

Work Performed

Reviewing and synthesizing scholarly literature.
Coordinating logistical aspects of the research process.
Transcribing audio-recorded interviews and providing feedback on data collection questionnaires based on experience reviewing audio recordings or transcriptions.
Suggesting themes or codes arising from audio recordings transcriptions they have reviewed as potential areas of further analysis.
Initial drafting of grant applications, to be reviewed by the PI.
Contributing to the development of scholarly publications by collecting literature, brainstorming with PI, drafting specific sections under the direction of the PI.
Supporting the development of data collection and analysis strategies by helping identify logistical or contextual considerations that could influence the choice of research design.
Search databases for scholarly articles supporting a specific methodological approach.
Performs other related duties as required.

Supervision Received

The research assistant will report directly to the PI, Susana Caxaj. . The successful candidate is expected to communicate with the principal investigator on an ongoing basis. Supervision may include meeting teleconferencing on a weekly basis, or, as required.



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Supervision Given

No supervision required

Consequence of Error/Judgement

This position requires an ability to work independently, seeking guidance and clarification from the principal investigator as necessary. The successful candidate is expected to complete tasks in a timely manner, ensuring ongoing communication about the progress of their work. They should demonstrate strong writing and communication skills that reflect a high level of critical reasoning. Repeated failure to meet deadlines or to effectively communicate changes in work status could jeopardize research. This position may involve interactions with diverse groups and or engagement with issues that require sensitivity and respect. Unethical or careless behavior that fails to demonstrate a high level of sensitivity and respect in carrying could result in negative reputation of the PI or the University.

Qualifications

High school graduation, some additional training in a related field and a minimum two years of related experience or an equivalent combination of education and experience.

Completion courses in research methods or inquiry is preferred. Previous experience as a member of a research team is recommended.

Completion of an undergraduate degree or certificate program in Indigenous studies, mental health, global health, environmental issues or a related field is preferred. . Significant experience with community organizing, environmental advocacy, global health activism and or mental health promotion is preferred. Fluency in written and spoken Spanish is preferred. Formulate opinions and synthesize information independently Effectively search databases to gather literature in a systematic fashion Communicate effectively through written and spoken word Anticipate and organize logistical requirements to ensure project success Think creatively to mobilize participation and strengthen project networks Respond to feedback to better meet project goals Communicate passion for social environmental justice, health equity, cultural safety and global health Remain intellectually curious, demonstrating an avid interest in social change

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Job Posting

Job ID: 18097
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Trades - BCGEU
Classification Title: T.Q./Journeyman
Business Title: Shift Maintenance Engineer / TQ
Department: UBCO - Facilities Management
Salary: \$47,712.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-26
Available Openings: 1

This position is full time and covers the weekend shift.

Job Summary

The Maintenance Engineer is responsible for operating and maintaining building equipment and infrastructure related to boilers, cooling towers, pumps, air compressors, geo-exchange and district energy system HVAC systems, controls, fire suppression systems and other related equipment to ensure the campus remains operational 24 hours a day, seven days a week.

Organizational Status

Under the general direction of the Manager, Operations & Utilities. This position reports directly to the Charge Engineer. Maintains effective working relationships with a variety of internal and external groups, including UBC faculties, staff and administrative departments, other institutions, external agencies, advisory committees, professional associations and community organizations.

Work Performed

1. Provides safety checks by:

- Review daily log book to maintain communication continuity between shifts.
- Follow log book procedure as in accordance to the BC safety authority.
- Inspect Boiler systems for safe operation and report abnormalities to the Charge Engineer.
- Conduct rounds of building mechanical rooms and report abnormalities to the Charge Engineer.
- Follow all safety procedures such as lock out, fall arrest, confined space entry, etc.
- Wear appropriate personal protective equipment.
- Attend job related safety training.

2. Complete systems operation and maintenance ,essential to UBC operations, including:

- Monitor water quality in both open aquifer loop, district energy system heating and cooling systems and report anomalies or water quality concerns to the Manager, Operations & Utilities.
- Works in a team approach to assist in the safe operation and maintenance of the campus mechanical systems and supporting infrastructure.
- Work with required professional services or external contractors to assist in planning, designing and execution of complex



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system related contract work.

- Assists in collection of records of utility data such as meter readings.
- Conducts preventative maintenance of the specialized and highly technical district energy systems, geo-exchange systems, HVAC systems, boiler and chiller systems, air and vacuum compressors, and supporting infrastructure, requiring significant periods of concentration throughout the day.
- Reports the need for inventory items requiring replenishing to the Charge Engineer.
- Responds to urgent University situations such as fire alarms, floods, leaks, power disruptions, etc.
- Conducts periodical fire hydrant flushing and testing.
- Conducts routine fire sprinkler system tests.
- Enters work order status into work order system.
- Purchasing of supplies and recording into excel tracking system.
- Monitors and makes necessary adjustments to building automation systems.
- Responds to space temperature complaints.
- Minor cleaning of mechanical areas.

3. Responsible for administrative functions such as:

- Keeping and maintaining necessary administrative and systems records, such as log books, records, and tool inventories.
- Responsible for holding a p-card and monthly reconciliations.

4. Performs other related duties as assigned.

Supervision Received

Under the limited supervision of the Manager, Operations & Utilities; reports directly to the Charge Engineer.

Supervision Given

None.

Consequence of Error/Judgement

Errors in judgement could result in damage to buildings and or equipment, classes being cancelled or delayed, lost revenue from chargeable booking, unnecessary over time, delayed or cancelled events. Errors in dealing with security and or emergency calls could lead to increased risk of injury or property damage. Failure to recognize and report hazards and apply safe work methods, such as lock-out procedures, could result in safety hazards to the campus community and co-workers. Campus community safety would be compromised. It could also cause a backlog in the work load and delays in critical business functions. Poor judgement could result in injury to staff, students and faculty, reduced service to the University and its staff as well as significant financial repercussions.

Consequence of errors in judgment could compromise campus community safety. Work load backlog and delays could effect critical business functions.

Qualifications

Over 6 years' progressive related experience. Cross connection control certification an asset. Refrigeration experience an asset; gas fitting an asset. Building Automation Systems experience an asset. . Over 4 years progressive related experience. Physical ability to perform the duties of the job. (e.g., lifting, standing, working at heights, operating forklifts) Basic computer skills in MS Word, Excel, and Outlook. Excellent communication and interpersonal skills are required. Valid Class 5 Driver's License required. Able to work flexible hours and or shifts and possibly weekends. This position is also required to share the responsibility of being on-call. Analytical thinking that incorporates creativity and innovation. Flexibility and comfort with change.



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Job Posting

Job ID: 18129
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Trades - BCGEU
Classification Title: T.Q./Journeyman
Business Title: Shift Maintenance Engineer / TQ
Department: UBCO - Facilities Management
Salary: \$ 26.22 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2014-05-20
Job End Date: 2015-03-31
Funding Type: Budget Funded
Other: BCGEU (UBCO) - Auxiliary
Date Closed: 2014-04-29
Available Openings: 1

Job Summary

The Maintenance Engineer is responsible for operating and maintaining building equipment and infrastructure related to boilers, cooling towers, pumps, air compressors, geo-exchange and district energy system HVAC systems, controls, fire suppression systems and other related equipment to ensure the campus remains operational 24 hours a day, seven days a week.

Organizational Status

Under the general direction of the Manager, Operations & Utilities. This position reports directly to the Charge Engineer. Maintains effective working relationships with a variety of internal and external groups, including UBC faculties, staff and administrative departments, other institutions, external agencies, advisory committees, professional associations and community organizations.

Work Performed

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- Conduct rounds of building mechanical rooms and report abnormalities to the Charge Engineer.
- Follow all safety procedures such as lock out, fall arrest, confined space entry, etc.
- Wear appropriate personal protective equipment.
- Attend job related safety training.

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- Monitor water quality in both open aquifer loop, district energy system heating and cooling systems and report anomalies or water quality concerns to the Manager, Operations & Utilities.
- Works in a team approach to assist in the safe operation and maintenance of the campus mechanical systems and supporting infrastructure.
- Work with required professional services or external contractors to assist in planning, designing and execution of complex



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- Keeping and maintaining necessary administrative and systems records, such as log books, records, and tool inventories.
- Responsible for holding a p-card and monthly reconciliations.

4. Performs other related duties as assigned.

Supervision Received

Under the limited supervision of the Manager, Operations & Utilities; reports directly to the Charge Engineer.

Supervision Given

None.

Consequence of Error/Judgement

Errors in judgement could result in damage to buildings and or equipment, classes being cancelled or delayed, lost revenue from chargeable booking, unnecessary over time, delayed or cancelled events. Errors in dealing with security and or emergency calls could lead to increased risk of injury or property damage. Failure to recognize and report hazards and apply safe work methods, such as lock-out procedures, could result in safety hazards to the campus community and co-workers. Campus community safety would be compromised. It could also cause a backlog in the work load and delays in critical business functions. Poor judgement could result in injury to staff, students and faculty, reduced service to the University and its staff as well as significant financial repercussions.

Consequence of errors in judgment could compromise campus community safety. Work load backlog and delays could effect critical business functions.

Qualifications

Over 6 years' progressive related experience. Cross connection control certification an asset. Refrigeration experience an asset; gas fitting an asset. Building Automation Systems experience an asset. . Over 4 years progressive related experience. Physical ability to perform the duties of the job. (e.g., lifting, standing, working at heights, operating forklifts) Basic computer skills in MS Word, Excel, and Outlook. Excellent communication and interpersonal skills are required. Valid Class 5 Driver's License required. Able to work flexible hours and or shifts and possibly weekends. This position is also required to share the responsibility of being on-call. Analytical thinking that incorporates creativity and innovation. Flexibility and comfort with change.



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Job Posting

Job ID: 18085
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Food Services Assistant-F/S **Business Title:** Food Services Supervisor
Department: Food Services
Salary: \$ 19.37 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2014-04-21 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2014-04-22 **Available Openings:** 1

Retail Subgroup: Trek Express including Triple O

Job Summary

Oversee the operation of a single food services unit and or assist in the operation of a complex food services unit(s) supervising food service workers, participating in food service work and handling related administrative duties.

Organizational Status

Reports to unit Manager.

Work Performed

Supervises the workload of food service workers, ensuring employees meet UBC Food Services' customer service standards.
Trains food service workers, following up to ensure an understanding of the material covered.
Assists with and recommends scheduling options to the unit manager.
Orders food supplies required for day to day operations.
Monitors and reviews cost controls, such as, labour costs, food costs and waste and overhead expenses, with unit manager.
Handles customer comments and complaints and refers to unit manager as required. Monitors customer satisfaction via surveys, comment cards, and any other types of feedback.
Relieves and assists food service workers as operationally required.
Ensures that the quality of product being produced and or sold is up to department standards and safety and cleanliness standards are adhered to at all times; takes action with production or makes recommendations as required.
Participates in related day to day office administrative duties, such as, answering telephones, record keeping, filing, data entry, performing basic calculations, typing correspondence, inventory, and month end procedures.
Ensures that systems and procedures for daily sales, cash collections controls, banking and ledger reconciliation are being followed; processes payments and deposits.
Recommends daily specials and ongoing menu changes.
Suggests and implements unit promotions including processing and delivering of You-Care packages.
Ensures all kitchen equipment and point of sale systems are in working order; reports and follows up on maintenance as required.
Contacts employees for coverage of last minute vacancies of shifts.
Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.



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Supervision Received

Works independently under general supervision.

Supervision Given

Supervises a large number of food service workers, involving training, assigning and monitoring work.

Consequence of Error/Judgement

Makes decisions regarding the coordination and allocation of food service workers and acceptability of work performed; inappropriate decisions could result in poor quality of food and service with an impact on sales of an ancillary department.

Qualifications

High School graduation, Food Safe Level 1 Certificate and completion of Food Service Management course. 2 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 18072
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Mail Sorter **Business Title:** Mail Sorter
Department: Campus Mailing Services
Salary: \$ 17.07 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2014-04-28 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-22 **Available Openings:** 1

Job Summary

Campus Mail Sorters are responsible for sorting all incoming mail and parcels received by Campus Mail for distribution to the University community.

Organizational Status

The Campus Mail Sorter reports to the Mail Distribution Coordinator.

Work Performed

Campus Mail Sorter duties include:

- Sorting all incoming mail and parcels and preparing them for distribution
- Assembling and bundling mail into the delivery zones
- Assisting with loading vans with mail racks and bins
- Assisting Mail Truck Drivers with deliveries as necessary
- Obtaining signatures for mail picked up by customers
- Responding to general enquiries in relation to Campus Mail
- Carrying out any other related duties as necessary in keeping with the qualifications and requirements of the position.

Supervision Received

Works under the general supervision of the Campus Mail Distribution Coordinator.

Supervision Given

None but may explain work sequences to others.

Consequence of Error/Judgement

Errors in mail sorting can cause service delays and adversely impact the campus community due to late or lost mail.



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Staff Job Postings

Qualifications

High School graduation. the equivalent combination of education and experience. Six months experience in a large automated mailing service is an asset. Ability to provide quality service to customers in a courteous, patient manner. Ability work effectively under pressure to meet deadlines. Ability to organize work allotment in an efficient manner. Physical ability to perform the duties of the job and lift up to thirty (30) kilograms. Ability to maintain accuracy and attention to detail. Ability to work effectively as a member of a team.

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Job Posting

Job ID: 17530 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Metal Worker **Business Title:** Metal Worker
Department: Building Ops - Sheet Metal
Salary: \$55,716.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-22 **Available Openings:** 1

Job Summary

The Metal Worker performs skilled sheet metal work in the fabrication, repair, maintenance and renovation work of sheet metal fixtures for heating, ventilation, roofing, windows, doors and other related installations throughout the University.

Organizational Status

This position reports to the Architectural Trades Manager. The Metal Worker receives direction from oral and written instructions, work orders, drawings, specifications and lay out work which are assigned by the Head Sheet Metal Worker. This position works collaboratively with other Metal Workers as well as employees in various trade classifications within the department of UBC Building Operations.

Work Performed

Fabricates eave troughs, down pipes, metal windows, metal frameworks, metal clad doors, counter tops, windows, fume hoods, and other galvanized iron, aluminum and stainless steel fixtures for heating, ventilation, roofing, windows, doors and other related installations including handling of asbestos or other hazardous insulation materials.

Conducts inspection tests on various machinery and equipment as it relates to sheet metal repair and maintenance, diagnoses defects and carries out repairs or recommends solution to correct problems to supervisory staff.

Assembles parts and joins them by welding only up to 10 gauge steel, soldering, brazing, bolting, riveting, screwing, and other related methods.

Prepares cost estimates for jobs as required.

Works in correct safe manner and in accordance with all safety standards, practices, procedures and ensures protective clothing is work where required.

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

Responds to trouble calls and emergencies during normal working hours and after working hours.

Keeps current with preventative maintenance concepts, technology, and theory and maintains familiarity with manufacturer and regulatory maintenance requirements.

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

Supervision Received



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The Metal Worker works under the general supervision of the Head and Sub Head Metal Worker, following directions from oral and written instructions, work orders, drawings, and specifications and lay out work

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

A trade certification to journeyman level as a Sheet Metal Worker, Valid level C welding certification. Valid and subsisting Class 5 Drivers Licence with a satisfactory driving record. Minimum 5 years of related experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Excellent customer service skills with the ability to provide quality service to all user groups within the community in a courteous, patient manner. Ability to work in a team environment and develop and maintain cooperative and productive working relationships with supervisors and peers. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work effectively with minimal supervision.

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Job Posting

Job ID: 18081
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Evening - Full-Time Service Worker
Department: Building Ops - Custodial
Salary: \$35,196.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-28 **Available Openings:** 1

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

Job Summary

UBC Building Operations provides comprehensive facilities maintenance, operations and renovation services for lands and buildings owned by the University of British Columbia.

Custodial Services is responsible for the custodial care of UBC buildings. Building Service Workers provide cleaning services for offices, classrooms, labs, and common areas at the Vancouver Point Grey Campus, provide minor maintenance tasks, lock and unlock exterior doors, and set up for University functions and events; including final exams and Congregation ceremonies.

Organizational Status

Building Service Workers report to the Superintendent, Custodial Services, the Custodial Manager or the Assistant Supervisor, depending on the shift worked. Daily work assignments and instructions are given by the Head Service Worker. Building Service Workers work both independently as well as in pairs or a team environment dependent on the nature of the custodial task performed.

Work Performed

Dusts, sweeps, mops, washes, vacuums, strips, waxes, polishes, shampoos, disinfects and scrubs, as applicable, all surfaces of floors, walls, fixtures, furniture and appliances in various areas of buildings, operating light or heavy duty hand or power operated cleaning equipment in the performance of duties, as required.

Maintains adequate level of cleaning supplies and equipment according to instructions and work assigned; requests and receives materials and equipment as needed and ensures relevant equipment is in good operating condition

Cleans up spillages and spot washes and waxes floors where spillages occur.

Cleans the interior and exterior of windows, other glass surfaces, shades and Venetian blinds.

Replenishes materials, such as soap, toilet paper, paper towels and writing papers in designated areas according to need

Sweeps and cleans sidewalks and related areas and clears snow when required.



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Collects garbage and waste, empties waste receptacles and deposits in containers or at pick up points.

Performs tasks such as cleaning light fixtures and unplugging toilets and submits reports regarding maintenance or repairs needed to building and utilities and reports signs of abuse or failure of fixtures and furnishings.

Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.

May be required to re-arrange, move and set up furniture and equipment.

May be required to make beds, distribute and change linens, remove soiled linen to designated collection area and collect laundry.

May be required to fill vending machines and attend to petty cash.

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

Supervision Received

Building Service Workers work under the general supervision from the Head Service Worker and from oral and written instructions and in accordance with standard procedures. Receives specific instructions on new or unusual problems from one of the following; Head Service Worker, Assistant Supervisor, Custodial Services, Custodial Manager and or Superintendent, Custodial Services.

Supervision Given

None.

Consequence of Error/Judgement

Building Service Workers make decisions related to the sequence of custodial duties; errors may have minor impact on the efficiency of service provided.

Qualifications

Completion of Grade 10. 1 years relevant experience or the equivalent combination of education and experience. Building Service Worker certification an asset. General knowledge of custodial rules and regulations, security and safety policies and procedures. Ability to operate standard custodial equipment. Ability to follow instructions and to adopt new methods and practices. Ability to work effectively with minimal supervision and accurately prioritize tasks in order to meet operational deadlines. Effective communication skills with the ability to establish and maintain effective working relationships with managers, supervisors and peers.

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Job Posting

Job ID: 18091
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Administrative Support 3 (Gr6)
Department: Paediatrics
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-23 **Available Openings:** 1

Job Summary

To assist in the coordination and development of the academic research programs within the Division of Pediatric Cardiology. This position provides administrative support to the Heart Centre located at BC Children's Hospital

Organizational Status

The position works closely with all faculty members in their academic endeavors. Collaborates and interacts with other members of the pediatric administrative team, divisional secretaries, research personnel, and representatives from within the hospital and university communities. This position works closely with fellows, subspecialty residents, residents, medical students, summer students and other administrative professionals within a teaching hospital setting.

Work Performed

- Coordinates educational academic events for the Heart Centre; assists faculty members with administration of academic research projects.
- Develops and maintains database and tracks projects in three major stages: award stage, budget finalization stage and project completion phase.
- Assists faculty and PI's with preparing ethics and grant applications (compiling and entering information into forms).
- Ensuring project expectations are met through continuous follow-up with key representatives such as project leaders and faculty.
- Organizing and coordinating presentations, seminars, workshops, conferences, symposia and special presentations.
- Maintains database of attendees and invitees for meetings and scientific programs.
- Coordination and acquisition of information from multiple sources including external researchers, government agencies and research institutions.
- Transcribing and proofreading grant applications and proposals.
- Coordinates weekly and monthly research meetings.
- Responds to oral and written enquiries regarding the research academic programs.
- Maintains the learner (students trainees) rotation and other schedules.
- Organizes summer student programs and applications
- Updates, maintains and distributes learning objectives for all types of learners (students trainees) in the Division.
- Organizes and attends weekly monthly academic research meetings. Records and distributes minutes. Follows up issues raised and agenda items.



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- Maintains Divisional Faculty CV's and teaching dossiers.
- Uses considerable knowledge, discretion, judgment in learners concerns and requests.
- Provides other administrative support to the divisional academic program.
- Assists with financial record keeping as related to Divisional research activity.

Supervision Received

This position reports to the Division Head, Pediatric Cardiology or designate.

Supervision Given

Will be required to formally train new staff on work procedures, and or oversee work of students and or temporary staff. Works closely with academic Division members and other research personnel

Consequence of Error/Judgement

This position is expected to work independently, with minimal supervision. Applies knowledge of procedures, guidelines and regulations and makes decisions within established protocols. Uses sound judgment, tact, discretion and sensitivity in problem solving. Significant problems are referred to the Head, Division of Cardiology or the Director of the fellowship program.

Participates actively in dialogue and development of creative team-based solutions.

Errors in administrative duties will have a negative financial impact on the division. Errors in their appointment documentation would have an adverse effect on ward and clinic staffing levels. Poor communication and suboptimal assistance may damage the division's and the fellowship program's credibility, with potential loss of fellowship training accreditation with the Royal College of Physicians and Surgeons.

Qualifications

High School graduation and 1 year post-secondary education. 4 years related experience or the equivalent combination of education and experience. Computer experience required (Word, Excel, PowerPoint, Outlook preferred). Experience in an academic health care setting is an asset. Effective oral and written communication, interpersonal and organizational skills. Ability to type 60 wpm and to operate a normal range of office equipment. Ability to type letters, memos, and reports, often of a specialized nature specific to the field of pediatrics. Ability to take and transcribe minutes. Ability to compose correspondence using concise business English. Ability to work both independently and within a team environment. Ability to exercise tact and discretion in a multicultural environment. Ability to prioritize work and meet deadlines. Ability to maintain accuracy and attention to detail. All positions in the Department of Pediatrics at BC Children's Hospital require a Criminal Record Check (CRC). A pre-employment CRC is required as part of the recruitment process and any offer of employment is contingent pending positive results of the CRC.

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Job Posting

Job ID: 18134
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: Microbiology
Salary: \$40,752.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2014-05-05
Job End Date: 2015-05-04
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-28 **Available Openings:** 1

Job Summary

The Administrative Assistant provides secretarial support and administrative assistance to the Director of the Centre for Microbial Diseases & Immunity Research. This position will provide support in coordinating grant applications, managing the Director's calendar, coordinating schedules, arranging meetings, making travel arrangements and preparing travel reimbursement forms, preparing correspondence and reports, directing phone calls and emails and general secretarial duties. The Director is also a full Professor with teaching duties and runs a large research laboratory

Organizational Status

The Administrative Assistant reports primarily to the Director. Receives work direction from the Director, Project Manager and Lab Manager.

Works independently under minimal supervision; work requires initiative to prioritize, plan and complete assignments independently.

Work Performed

- Provides executive administrative support to the Director, and acts as a personal and confidential secretary to the Director.
- Organizes the electronic calendar of the Director by scheduling meetings and appointments, identifying and communicating high priority requests, and coordinating with other schedules. Books rooms, arranges teleconferences and arranges catering if needed.
- Assembles and maintains bring forward materials from a variety of sources for meetings, travel arrangements, grant applications and correspondence.
- Screens and responds to a variety of written, e-mail and oral inquiries of an interpretive nature, and requests for meetings with the Director. Uses diplomacy and tact in dealing with University officials, faculty members, staff, industrial contacts, students, media representatives and the general public.
- Coordinates all travel arrangements for the Director, including airline, hotel and ground transportation; these arrangements are often of a complex nature and require a high level of coordination and attention to detail. Coordinates all travel arrangements for visiting lecturers, and other faculty members, scientific collaborators and students coming for meetings, interviews or to present seminars.
- Edits and formats (using appropriate software; e.g. Word, Acrobat, PowerPoint, Excel, Endnote, Photoshop) a variety of materials of a confidential and sensitive nature, including general correspondence, grant applications, research papers, annual reports and referee letters.



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- Performs weekly financial duties by preparing travel reimbursement requisitions and other requisitions for payment.
- Assists with preparation of teaching materials, distributing material to students and coordinating material received from students.
- Manages records including filing, creating maintaining files, culling existing files, and packaging files for archiving.
- Updates materials to be provided to the webmaster for updating the Director's websites
- Organizes occasional social functions, assists with social events; booking rooms booking catering, assisting with set up.
- Orders office supplies and oversees the operation of office equipment. Acts as contact person for service calls when required.
- Acts as backup to project manager and lab manager, as required, and performs other related duties as required.

Working Conditions

- Job is performed in a standard office environment
- Work pressures, peak periods, multiple demands, deadlines or interruptions moderately impact task completion ability
- -The incumbent will have a private office with a window beside the office of the Director.

Supervision Received

Works independently under minimal supervision; occasionally seeks direction advice from the Director. Work is performed in accordance with broadly established procedures and practices requiring initiative to prioritize, plan and complete assignments independently, and judgment to determine which of many methods are applicable in any given situation.

Supervision Given

The incumbent has no supervisory responsibilities.

Consequence of Error/Judgement

The Director will rely on the incumbent's work being accurate and error-free. Inaccuracies in documents, grants, and reports could potentially delay the operation of the UBC facility and could result in grant applications not being successful, which would affect the ability of research to be conducted. The Scientific Director has a very tight schedule: time conflicts will result in him missing meetings and flights, reflecting negatively on himself and the University.

Qualifications

High School graduation and 1 year post-secondary education. 4 years related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to work effectively with minimal supervision. Ability to effectively use <job-specific software> at an intermediate level(e.g., Outlook, MS Word, MS Excel).

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Job Posting

Job ID: 18118
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: Pacific Inst for Math Sciences
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-30
Job End Date: 2014-10-31
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-23 **Available Openings:** 1

Job Summary

The BIRS Secretary will provide secretarial support to the BIRS Scientific Director in all their capacities, exercising tact and discretion. This position will multi task to provide support to the BIRS scientific programs, operation and financial processing.

Organizational Status

This position reports to the BIRS Administrator for HR functions such as vacation and sick leave, and receives direction from the BIRS Scientific Director, and BIRS Administrator.

Work Performed

- Provides secretarial support to the BIRS Scientific Director, including responding to or redirecting correspondence, scheduling and organizing meetings and conference calls, making comprehensive complex travel arrangement, preparing expense claims and travel reimbursements.
- Prepares and formats letters and documents with MS Words and LaTeX.
- Enters, edits and manipulates data and information in BIRS database. Maintains mailing list. Maintains, updates and publishes information on the website using Croogo; creates webpages using HTML. Updates information on internal wiki.
- Compiles program statistics and data for analysis and reports for internal and external users
- Prepares annual report with InDesign and other publishing and graphic softwares; prepares program calendar poster
- Supports Scientific Program Committee meeting and makes accommodation and travel arrangement for panelists. Supports the review process, including performing internet searches and compiling review documents with strict confidentiality for review panels.
- Coordinates various meetings, including room bookings, equipment, and catering, and all other requirements.
- Obtains quotations and perform analysis before purchases to support cost-effective purchasing.
- Performs regular financial processing, processes requisitions, deposits, journal vouchers and reimbursements using Smart Forms. Reviews claims submitted for appropriate documentation. Tracks financial transactions and maintain shadow system and reconciles to FMS; follows up and resolves discrepancies appropriately. Responds to inquiries regarding the status and progress of requisition, as required. Maintains familiarity with finance policies at UBC and BIRS. Reconciles monthly P-card holder transactions. Resolves most queries or errors independently.
- Other duties related to the qualifications and requirements of the job.

Supervision Received



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Work is performed under the supervision of the BIRS Director and is subject to review by him/her and the BIRS administrator. Tasks are performed according to established principles and guidelines. A great many of the required tasks are performed independently and therefore the ability to work unsupervised for periods is extremely important.

Supervision Given

None.

Consequence of Error/Judgement

Poor or inadequate communication could cause difficulties for visiting scientists, negatively affecting the reputation of BIRS. If work is not performed in a timely manner, the information for conference participants may be incorrect and/or scientific reports may not be available when required. Financial work requires both accuracy and timeliness. Position is required to make decisions within established guidelines.

Qualifications

High School graduation and 1 year post-secondary education. 4 years related experience or the equivalent combination of education and experience. Ability to effectively use various softwares on Mac computers at an advanced level (e.g., MS Word, Excel, Powerpoint). Adobe suites (Adobe Acrobat, InDesign), e-mail applications, database at intermediate level. Ability to compile letters and reports using LaTeX. IT troubleshooting experience an asset. Experience with Faculty Services Centre (FSC) and Common CV (CCV) an asset. Ability to effectively modify and maintain information on web sites. Familiarity with Mac OS; Photoshop, Illustrator a definite asset. Croogo and wiki web-based systems and HTML at an intermediate level. Ability to gather, record, and organize information. Familiarity with database system. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to exercise tact and discretion. Ability to deal effectively with the public in a professional, efficient and courteous manner. Ability to work both independently and within a team environment. Ability to accurately process requisitions and reimbursements within required timelines. Familiarity with FMS, CentreSuite, and UBC finance policy. Ability to prioritize and work effectively under pressure to meet deadlines. Demonstrated ability to take initiative, analyze problems, identify key information and issues, exercise good judgement and resolves problems. Flexible approach to work; willingness to work irregular hours as and when necessary. Ability to locate required information using a variety of methods (e.g., online information sources, manuals, database). Familiar with online searches for Mathematical journal articles. Ability to perform word processing at 60 words per minute and operate a normal range of office equipment.

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Job Posting

Job ID:	18093		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Administrative Suppt		
Classification Title:	Administrative Support 5 (Gr8)	Business Title:	Executive Assistant to the Director
Department:	Populn&PublicHealth,Schoolof		
Salary:	\$43,428.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2014-05-01	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2014-04-24	Available Openings:	1

Job Summary

Responsible for the senior level management of the Director's activities and provides administrative support to the Director and the Senior Administrator of the School of Population and Public Health (SPPH). Liaises with senior leadership in SPPH, including theme leads and program directors; at UBC - Faculty of Medicine Dean's office, senior University officials and administrators across campus; external to UBC, Ministry of Health officials, Health Officers Council, Health Authorities across the Province, and other health professionals from national and international committees and organizations. Manages a variety of ongoing, annual and one-time academic projects and activities within the School. The Executive Assistant is expected to be knowledgeable about all aspects of the School, its activities and governance, policies and procedures of the Faculty of Medicine and of the University as it pertains to the Executive Assistant's duties. This position exercises initiative and judgment to assess and respond to issues and resolve administrative problems. The Executive Assistant advises faculty, staff and students on procedural matters providing necessary direction.

The office is located in the School of Population and Public Health building. There is overhead fluorescent lighting, new furniture, an ergonomic chair, and Mac computer. No known hazards are present.

Organizational Status

The School of Population and Public Health in the Faculty of Medicine 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. The full-time Faculty of SPPH, 65 in total are at the Vancouver Campus and at St. Paul's Hospital, Vancouver Hospital, BC Children's & Women's Hospital, BC Cancer Agency, BC Centre for Disease Control and the Arthritis Research Centre. In addition to the full-time Faculty, there are 56 Clinical Faculty, 49 Adjunct Faculty and 73 Associate Members. The School has 70 staff members between the areas of support, managerial and research.

The SPPH's academic program includes teaching in the medical curriculum, the Residency Program in Preventive Medicine and Public Health and the following graduate programs: MHA, MHSc, MPH, MSc (OEH), MSc and PhD. In addition, the School is the home of the Bridge Program and the Western Regional Training Centre in Health Services Research. The total number of graduate students in these programs is 357.

This position reports directly to the Director and the Senior Administrator of the School of Population and Public Health.



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Staff Job Postings

Work Performed

Executive Administration

Develops, analyzes, prepares and reviews briefing notes and plans for the Director for meetings and presentations.

Serves as the primary contact for external organizations and agencies; communicates on behalf of the Director as directed; may accompany the Director to meetings and events.

Participates in strategic planning and policy development.

Liaises with provincial, federal and international granting agencies.

Liaises with the office of Associate Dean, Research, Faculty of Medicine, Research Services and Industry Liaison.

Oversees the Director's schedule and ensures that deadlines are met.

Provides coordination and support for the School's committee meetings, including Faculty meetings, School's Executive Committee, Senior Advisory Committee to the Dean of Medicine, Teaching Assignment Committee, finance committee and ad hoc committees as necessary, including planning and coordinating monthly meetings (e.g. preparation of materials, coordination of agenda topics, research, presentations, briefing papers, research materials and minutes). Ensures follow up of business arising from the meetings.

Drafts complex correspondence, some of which are of a confidential nature (e.g. correspondence on appointment, promotion and tenure of Faculty, merit awards and salary adjustments for Faculty).

Coordinates collection of information on grant funding, including policies and procedures, disseminate such information to faculty and research staff, ensure that grant and career award applications are complete for the Director's signature.

General administrative activities include: maintaining filing system for Director, managing mail (e.g. correspondence from the President's Office, the Dean, Faculty Association, which may include discerning information regarding faculty and staff (e.g. conflict of interest, cause for disciplinary action, concerns regarding behaviour, salaries). May be required to provide general administrative support for senior faculty and other duties as required.

Plans and co-ordinates meetings, retreats, workshops, symposia and special events for the School. This includes coordinating catering and other supplies as necessary.

Human Resources

Manage the human resources processes related to faculty recruitment, prepare recruitment advertisements and place advertisements in journals, receive applications, follow-up with applicants for additional material, prepare correspondence for soliciting reference letters, schedule interviews and travel arrangements if necessary, and liaise with the Faculty of Medicine for information and clarification.

In collaboration with the School's Senior Administrator, prepare and assemble documentation for promotion and tenure consideration by external reviewers and University committees.

Coordinates the mandate of the Clinical Faculty Appointments & Promotions committee, Adjunct Faculty Appointment committee and Associate Member committee. Schedules meetings, prepares minutes and correspondence and takes follow-up action.

Manages the processing of appointments for Associate, Clinical and Adjunct Faculty - composes correspondence to the candidate and letter of recommendation to the Dean, prepares appointment form, maintains personal files and database of non full-time Faculty and liaise with the Faculty of Medicine.

Liaises with and provides information to Associate, Clinical and Adjunct Faculty on procedural matters, providing necessary direction.

Financial

Duties include processing financial requisitions, submitting travel requisitions and expense claims as well as reconciling claim reimbursements for the Director.

Supervision Received

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

Supervision Given



The University of British Columbia

Staff Job Postings

Required to supervise other staff members in the absence of the School's Senior Administrator and the Human Resources Manager.

Consequence of Error/Judgement

This position has access to highly confidential information that requires handling with discretion.

Errors by the Executive Assistant could lead to very serious losses in reputation of the School, loss of revenue, legal proceedings, embarrassment to the Director and other University officials.

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

Qualifications

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Minimum five years of experience in a large and complex organization, working as a senior executive coordinator assistant in the private or public sector preferred. Knowledge of UBC's policies and procedures preferred. Experience in managing projects that involve a variety of stakeholders. Ability to work effectively under pressure, handle heavy volumes and meet constant deadlines. Ability to independently apply a broad knowledge of policies and procedures. Ability to supervise, establish standards of performance and resolve work problems. Excellent oral and written communication, interpersonal, problem-solving, analytical and organizational skills. Ability to effectively use Macintosh operating system, Microsoft Word, Excel, Filemaker Pro, PowerPoint at an intermediate level. Ability to work effectively independently and in a team environment. Ability to exercise a high level of tact, diplomacy and discretion in developing and maintaining collaborations with senior level academic, industry and community leaders. Excellent oral and written communication, interpersonal, problem-solving, analytical and organizational skills. Ability to exercise a high level of tact, diplomacy and discretion in developing and maintaining collaborations with senior level academic, industry and community leaders. Ability to work effectively independently and in a team environment. Ability to effectively use Macintosh operating system, Microsoft Word, Excel, Filemaker Pro, PowerPoint at an intermediate level.

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Job Posting

Job ID: 18075
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 3 (Gr4) **Business Title:** Financial Proc. Spec 3 (Gr4)
Department: Fisheries Centre
Salary: \$38,808.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-01
Job End Date: 2016-04-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2014-04-25 **Available Openings:** 1

Job Summary

The Sea Around Us Finance Clerk prepares and processes the accounting and related paperwork for the Sea Around Us unit, in the Fisheries Centre. Reconciles against monthly FMS reports, ensures all charges adhere to existing policies, follows up on all discrepancies to resolution with appropriate office to ensure completeness of records. Prepares all financial statements and various reports both within UBC and with a variety of external research funding sources in a timely manner to meet all UBC and external reporting deadlines. Prepares and maintains monthly Sea Around Us internal funding and cost updates and projects expected incomes and expenses for internal planning purposes. Ensures maintenance of all financial files.

Organizational Status

Reports to the Fisheries Centre's Finance and Administration Manager, with secondary reporting to the Sea Around Us Principal Investigator and the Sea Around Us Project Manager. Supports Sea Around Us faculty, staff, and students in their financial and administrative needs. Liaises with central services including Financial Services, Human Resources, Faculty Relations, Faculty of Science Dean's Office, UILO, ORS, etc.

Work Performed

1. Finance:
 - a) Reconciles monthly ledgers, monitors expenses, investigates and resolves irregularities, maintains financial databases, processes requisitions and journal vouchers, and tracks invoice payments.
 - b) Sets up project grants, prepares grant information, and maintains financial records of contracts and grants.
 - c) Prepares all internal and external financial reports.
 - d) Assists the Sea Around Us in developing and monitoring Sea Around Us budgets, and prepares projections of expenses and income for internal planning purposes.
 - e) Prepares and processes payment requisitions, travel requisitions, journal vouchers, purchase requisitions and invoices
 - f) Prepares and reviews requisition forms to ensure compliance with policies and adequacy of supporting material, correcting errors when appropriate, or returning to originator.
 - g) Coordinates and reconciles Sea Around Us Visa PCard and AMEX card.
 - h) Prepares timesheets and honoraria payments
 - i) Prepares bank deposits and tracks accuracy through to the ledger.
 - j) Processes and analyses accounts payable and revenue accounting.



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Staff Job Postings

k) Identifies grants for closing and prepares relevant paperwork.

2) Administration:

- a) Supports the Sea Around us PI and Project Manager in all budgetary and financial matters.
- b) Liaise with Sea Around Us faculty, staff, and students for assistance with grant and contract management.
- c) Maintains Sea Around Us office equipment list.
- d) Prepares courier and mail.
- e) Other duties as required.

Supervision Received

Reports to the Fisheries Centre Finance and Administration Manager, with secondary reporting to the Sea Around Us Principal Investigator and the Sea Around Us Project Manager.

Supervision Given

None.

Consequence of Error/Judgement

Takes responsibility in planning the sequence of duties, the work methods to be employed, and the action to be taken. Delays in requisition processing may cause hardship and problems to employees and students. Ensures timely financial reporting, and confidentiality of various issues. Delays in financial reporting to external funding sources may lead to unsatisfactory relations with external funding sources and risk of non-renewal of funding.

Qualifications

High School graduation and Completion of one year post secondary education in a related field. Preferred training in basic accounting and basic office procedures and practices. 3 years of related experience or the equivalent combination of education and experience. Experience with UBC financial policies, rules and regulations, and accounting systems preferred. Experience with purchasing (Purchase Card) procedures preferred. Computer experience at an intermediate to advanced level (Word, Excel, Access, PowerPoint, Outlook, web browser). Administration experience will be an asset. 1) Knowledge of standard accounting procedures. 2) Ability to maintain accuracy and attention to detail. 3) Ability to work under pressure and to meet deadlines. 4) Strong interpersonal skills. 5) Ability to exercise tact and discretion when handling sensitive issues. 6) Knowledge of UBC policies and procedures related to finance and payroll matters. 7) Effective oral and written communication skills. 8) Effective organizational, analytical, and multi-tasking skills. 9) Ability to work both independently and within a team environment.

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Job Posting

Job ID: 18115
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 2 (Gr5) **Business Title:** Program Assistant 2 (Gr5)
Department: Psychology
Salary: \$39,492.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-28 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-24 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Work Performed

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

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

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



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

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

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

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

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

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

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

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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



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

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Job Posting

Job ID: 18099
Location: Outside Vancouver - Hospital
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 2 (Gr5) **Business Title:** Program Assistant 2 (Gr5)
Department: Medical Postgraduate Education
Salary: \$39,492.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2014-04-28
Job End Date: 2015-01-23
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2014-04-24 **Available Openings:** 1

Job Summary

This .6 FTE (60%) position provides support to the Education Director and the Senior Program Year 1 (PGY1) Program Assistant on a part-time basis. Liaises and works co-operatively daily with physicians, Hospital Authority personnel, Fraser Health Authority staff & UBC Programs. Assists with many aspects of resident training, information and education. All duties and responsibilities are carried out at the Royal Columbian Hospital in New Westminster, BC in liaison with local and out - of-region contacts.

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

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

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

This position works collaboratively with on-site undergraduate program assistants.

Organizational Status

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

Work Performed

Provides Administrative Support by:



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- Performs duties related to supporting the Royal College Postgraduate Education in the UBC Postgraduate Programs. This includes responding to inquiries of a routine and non-routine nature, collaborating with the UBC Postgraduate Dean's Office, the Royal College programs and the Royal Columbian training site, and assisting the Senior Program Assistant with the administration of rotations.
- Maintains online PGY1 resident evaluation system and ensuring the following information is entered into the system: resident rotation information; seminar attendance; vacation and conference information; academic half day attendance and lecture information; and sick time off in lieu of records.
- Determines low performance resident evaluations and alerts Senior Program Assistant and Education Director.
- Advises with the development and implementation of program policies and procedures in collaboration with the Education Director.
- Coordinates required meetings, videoconferences for both UBC and Fraser Health using the Resource Scheduler, etc., and posts monthly room calendars on each room of meetings booked.
- Pulls files of incoming residents for each new block and filing away last block files, as well as files of past residents when queries arise for confirmation of residency.
- Assists with user requests for incoming residents by liaising with IT, and ensures incoming residents are set up with photo IDs and keycard access. Ensures passwords and dictation numbers are set up for all visiting residents and fellows, and assists with resetting passwords for those having difficulties logging into the system.
- Liaises between Medical Administration and Royal College Residents regarding pager and proxy card handover at the beginning and end of each block (4 week cycle).
- Tracks vacation requests for residents, and coordinates with Preceptors to ensure that adequate house-staff coverage for patient care is not compromised.
- Prepares notification to all services ensuring residents are freed of all clinical obligations without compromising appropriate resident house-staff coverage during periods of mandatory program educational events and courses.
- Assists Senior Program Assistant with coordinating educational and social events, including annual orientation and farewell events.
- Assists with maintaining the program manuals including educational objectives, resident handbooks and procedures, and Program Assistant manuals, and advising of any process changes from last year's orientation.
- Provides vacation coverage for Senior Program Assistant.
- Performing other related duties as required.

Scheduling Duties:

- Assists the Education Director and the PGY-1 Senior Program Assistant with the planning, scheduling and resource management for the Royal College Specialty Program. This includes preparing documentation, corresponding with lecturers and Preceptors in the program, coordinating the assignment of resident rotations and off-service residents requiring rotations at the Royal Columbian Site, and tracking all aspects of the Royal College Specialty Residents' clinical rotations.
- Creates Monthly Resident Visitor list, liaising with Fraser Health for facility access.
- Interprets guidelines, policies and procedures pertaining to Royal College, Family Practice and visiting Residents inquiries of a non-routine and routine nature.
- Coordinates resident schedules and maintains resident personnel files, including database, evaluations, attendance records, correspondence and licenses.
- Monitors residents' attendance and punctuality.
- Posts and distributes schedules to Physicians, Senior Residents, Residents, Unit Clerks and Site Leaders, Family Medicine Program and RCH Counterparts via fax, email and posting on hospital bulletin boards.
- Enters call schedules on the Fraser Health intranet.
- Prepares materials for seminars and lectures and solving problems associated with rooms and equipment.

Financial Duties:

- Collaborate with Senior Program Assistant on collecting and synthesizing payment information from clinical teachers.
- Verifies and tracks units of teaching from hard -copy schedules and One45 to Excel.
- Advise on teaching payment forms how many weeks teacher is eligible to be paid.



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- Determines and prepares requisition payments to Preceptors using tallied units for distribution to preceptors
- Follow up with preceptors for missing info on payments.
- Assists PGY-1 Senior Assistant in doing monthly reconciliation of funds and preparing reports for submission to the postgraduate deans office in preparation of yearly audit by the Ministry of Health
- Requisitioning payments and stipends for faculty.
- Prepares travel requisitions, journal vouchers, subscription forms, conference payments and any other payments as required.
- Prepares and submits resident reimbursement of statutory holidays.

Supervision Received

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

Supervision Given

None

Consequence of Error/Judgement

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

Qualifications

High School graduation and 1 year post-secondary education. 3 years of related experience or the equivalent combination of education and experience. Ability to effectively use Word (word processing), Excel, Access (spreadsheet, database and Internet applications) at an intermediate to advanced level. Effective oral and written communication. Ability to perform word processing at 55 words per minute. Ability to exercise independent judgment and interpretation of information. Prior experience with WebEval (One45) an asset. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to analyze data and data quality and make reliable decisions. Experience with STAR web database an asset. Ability to evaluate problems, identify key information and issues, and effectively resolve them. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion a must. Ability to work effectively independently and in a team environment. Proven strong interpersonal and organizational skills. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to prepare and adjust schedules to accommodate all requirements. Ability to be thorough, accurate, and have a high level of attention to detail.

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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: 18125
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:** Program Assistant
Department: Coop Education Program
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-05 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2014-04-27 **Available Openings:** 1

Job Summary

Responsible for assisting with the marketing, coordinating and selling of related engineering placement programs to local, national and international employers and professional associations for the Engineering Co-op Program. Responsible for: the coordination of coordinator faculty on site visits (750 per year); organization of student industry events; engineering co-op student interview coordination; and, posting of engineering co-op job opportunities. Responsible for assisting in the production of marketing materials and publications.

Organizational Status

Reports to the Administration Manager of the Co-operative Education Engineering Program. Works in close co-operation with Co-op Coordinators, and employers to determine effectiveness of program in meeting stakeholder requirements. Works with employers to market, develop, maintain and monitor academic related work placements.

Work Performed

- Researches and identifies potential clients in national and international industry, government agencies (municipal, provincial and federal) and institutions who would benefit from involvement with UBC Engineering Co-op programs.
- Collaborates in the development of academic-related Engineering co-op work placements through assessment of technical engineering job requirements, engineering discipline, and academic level of placement.
- Assists in the preparation of pre-employment training programs facilitated by the Co-op Coordinators.
- Coordinates half of the coordinator on-site and telephone site visits.
- Assists the Interview Liaison Representative with the organization, booking and scheduling of student interviews with industry.
- Assists the Front Desk Administrator with the posting of engineering co-op positions.
- Coordinates student industry events and receptions.
- Coordinates trade show attendance and marketing trips for Co-op Coordinators.
- Assisting in the production of marketing materials and publications.

Supervision Received

The Program Assistant works under the direction and supervision of the Administration Manager and Director. He she will work independently with minimal supervision and will be required to exercise tact and discretion. He she will receive specific



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instructions only on unusual problems or on matters that depart radically from established policy and procedures. He she will also work in cooperation with the Co-op Coordinators.

Supervision Given

n a

Consequence of Error/Judgement

Failure to adequately assess employers could result in students being placed in inappropriate work environments. Failure to apply policies and procedures established by the Ministry of Skills, Training and Labour could result in loss of accreditation and or financial support. Poor judgment, errors or lateness in project deliverables has a significant impact on the program and may lead to loss of student jobs, potential financial support and the reputation and professionalism of the Co-op Office. He she will be required to identify problem areas, come up with possible solutions, implement change and evaluate processes.

Qualifications

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

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Job Posting

Job ID: 18078
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:** Site Coordinator, Vancouver Fraser Site
Department: Family Practice
Salary: \$43,428.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2014-04-28 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2014-04-22 **Available Openings:** 1

Job Summary

This position provides diversified administrative assistance at UBC Dept of Family Practice, Postgraduate Residency -Vancouver Fraser Site. It requires a broad and extensive knowledge of the organization and operation of the Residency Program, Fraserhealth Authority and the University. The incumbent works with UBC Postgraduate Program Office and Site Faculty at the Vancouver Fraser Site to provide organizational support in the areas of Curriculum Development, Faculty Development, Assessment and Evaluation, Behavioural Medicine and Research. The position cooperates and may supervise other administration assistants who may be providing administration of undergraduate and royal college postgraduate programs. The incumbent is given varying degrees of latitude for exercising independent initiative and judgement in developing methods, scheduling priorities and coordinating and maintaining office routines which normally require input from various hospital and UBC units and or sources.

Shared office in the Site Administrative Office in Royal Columbian Hospital, and in the Fairmont Medical Clinic in Vancouver.

Organizational Status

Reports to the Site Director of Vancouver Fraser Family Practice Postgraduate Program and the Program Manager. Interacts with: family practice faculty and staff, site faculty, preceptors and residents, Office of Postgraduate Education in the Faculty of Medicine and various health professionals and healthcare organizations.

Work Performed

1. Coordinates with community health care providers and organizations to develop schedules for Residents' education and training.
2. Liaises with clinical instructors in order to coordinate training for Residents in various procedures and is responsible for ongoing communication with regard to the Resident's role.
3. Is responsible for the coordination and assignment of preceptors for the Residency Programs.
4. Prepares monthly resident call schedule.
5. Administers costs centre budgets, including the review of monthly departmental budget statistics and maintenance of all



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accounting records.

6. Assists in the development of the yearly program budget for Postgraduate Medical Education.
7. Monitors overall program budget including but not limited to reconciliation of accounts at academic and fiscal year end; processes incoming invoices; preparing cheque requisitions.
8. Administers the disbursement of Clinical Teaching Fund for bedside teaching according to policy and guidelines set up by the Faculty of Medicine and the Family Practice Residency Program.
9. Maintains and update intranet website for Vancouver Fraser residents and faculty, ensuring that important information are being posted on the intranet on a timely fashion.
10. Updates and distributes Resident schedule and calendar, and notifies Residents of upcoming CME events.
11. Assists in the preparation and updating of Resident Manual annually.
12. Works with the Site Director and Site Faculty in the planning of an orientation program for new Family Practice residents and is responsible for the organization and implementation of all introductory lectures and courses during the orientation process.
13. Organizes and maintains the web based evaluation system for all rotations and electives. Includes but is not limited to: daily administration, maintenance and monitoring of the system; input of incoming evaluations as required; monitoring incoming and outstanding evaluations; updating information as required; printing and distributing reports as required.
14. Processes Clinical Faculty Teaching payments for per session billings to presenters for curriculum-based lectures.
15. Processes incoming invoices; preparing cheque requisitions as required.
16. Advises residents' and faculty on UBC and hospital policies and procedures.
17. Oversees call rooms for Residents, visiting Residents Medical Students; issues parking passes
18. Coordinates with UBC Faculty of Medicine, electives for Family Practice Residents, and maintains the elective listing, ensuring that the provincial licensure requirements are met for Residents.
19. Maintains appropriate records and data on all current and previous trainees within the program and creates reference letters on request for the Program Director's signature.
20. Is responsible for the organization and participation in training courses including, NRP, ACLS, ATLS and others as required.
21. Provides administrative support for the Site Director, Faculty and Committees associated with the Residency Programs including but not limited to preparing and sending out agendas and notice of meetings; transcribing minutes of meetings; circulation of minutes to members of various committees.
22. Screens incoming items and prioritizing for attention of Site Director; responding to routine correspondence and drafting replies on behalf of the Site Director.
23. Works with the site faculty responsible for Curriculum Development in preparing core curriculum schedules, weekly rounds and academic teaching sessions for Residents.
24. Works with the site faculty responsible for Faculty Development in the implementation of courses and training for the professional development of faculty and clinical teachers.



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25. Works with the site faculty responsible for Assessment and Evaluation in facilitating communication, clarifying policies regarding the appraisal protocol for Residents and Teachers and participates in a variety of assessment opportunities for Residents in the program and in preparation for CCFP exams (ie. practice SOOs twice per year).
26. Works with the site faculty responsible for Behavioural Medicine in the development of a program of academic education for residents.
27. Undertakes various tasks as assigned by the faculty responsible for Research including organization and participation in workshops.
28. In cooperation with the UBC Family Practice Residency Program, directs all aspects of organizing an annual education program in Vancouver for Family Practice Residents and Faculty.
29. Performs other related duties as necessary.

Supervision Received

Receives initial instruction on new responsibilities. The incumbent is expected to be able to take initiative; problem solve, apply discretion to determine course of action and then follow through independently.

Supervision Given

N A

Consequence of Error/Judgement

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

Qualifications

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Previous medical education experience helpful. Working knowledge of accounting concepts and principles. Ability to effectively use Word, Excel, Powerpoint, and Outlook at an intermediate level. Familiarity with web page maintenance. Knowledge of AV, web conferencing and video conferencing equipment technology. Ability to take initiative, and to work independently within a team environment. Excellent organizational skills and ability to prioritize to accommodate changing workload. Ability to work effectively in a dynamic and demanding environment. Excellent professional judgment. Strong interpersonal skills. Must have superlative problem-solving skills, and the ability to navigate in the changing landscape of medical education. Ability to take initiative, determine course of action and then follow through independently. Ability to communicate effectively, both verbally and in writing. Ability to multitask with attention to detail. Demonstrate planning abilities to meet deadlines and to follow up, ensuring deliverables are met.

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Job Posting

Job ID: 18088
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Undergd Student Supp
Classification Title: Undergrad Student Supp 2 (Gr4) **Business Title:** Undergrad Student Supp 2 (Gr4)
Department: Political Science
Salary: \$38,808.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-06-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-22 **Available Openings:** 1

Job Summary

The position provides secretarial support to the Department Head, Undergraduate Program Director and the Undergraduate Advisors, and provides information to undergraduate students on program and University policies and procedures and course issues. It provides assistance to the Administrative Manager with departmental financial processes.

Organizational Status

Works under the direction of the Department Head, Undergraduate Program Director, Undergraduate Advisors and the Administrative Manager. Reports to the Administrative Manager. Liases with Arts Advising Office , Enrolment Services and Payment and Procurement Services.

Work Performed

-Assists the Undergraduate Program Director and Undergraduate Advisors with Honours and Majors applications admission process. Creates undergraduate applicants files, obtains transcripts, checks for requirements, and prepares letters of acceptance rejection from the Undergraduate Advisors; contacts students who have not completed the requirements prior to application deadline; maintains files until students have graduated; sends out congratulatory letters from the Head and Undergraduate Programme Director to the Majors Honours students who are graduating in the Spring and Fall every year.

-Provides information to prospective Honours and Major students in Political Science and Joint Majors POLI ECON and POLI PHIL students on application procedures, admission requirements, course availability, deadlines, etc.

-Prepares statistics for the Honours, Majors and Joint Majors programs admitted to the program for the Undergraduate Program Director and Advisors; maintains the email list for undergraduate students accepted into the programs.

-Assists students with their registration and provides guidance on course changes, withdrawals, late registration, appeals, and re-read of papers or exams; processes add force forms on SISC upon approval of instructors.

-Prepares draft of the Undergraduate brochure based on previous year's copy for Undergraduate Advisors' approval before it's posted on the web site.



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- Enters the final exams information on the SISC Exam tab.
- Types updates the Teaching schedule and the Undergraduate Courses Timetable based on the SISC schedule for distribution to faculty members and for posting.
- Maintains records of photocopying printing, postage and fax charges; bills faculty and graduate students for personal expenses and collects payments for the Administrative Manager.
- Prepares financial forms manually or online, i.e., Journal Vouchers, Requisition for Payment and Travel Requisition forms for the Administrative Manager or Head's approval as required.
- Acts as receptionist; responds to telephone, email and in-person enquiries based upon knowledge of the programs and department and University policies and procedures.
- Makes ad hoc bookings for faculty for meetings, extra lectures, exam reviews, make-up exams, and MA PhD presentations. Also provides assistance with booking seminar and or event rooms, catering, and hotel reservations for speakers.
- Prepares Undergraduate and Graduate Student Appointments online or paper for the Administrative Manager's approval; submits hourly paysheets.
- Prepares reference letters as requested by Faculty members.
- Processes Key Requests through the UBC Key Request System.
- Processes incoming and outgoing mail, faxes; handles courier service requests
- Types correspondence as required for distribution to faculty and or students.
- Serves as a contact for the Head when directed communicates on behalf of the Head when asked schedules appointments for Head when asked. Answering calls redirected from Head.
- Provide administrative assistance to the Head, including confidential matters, maintain files for the Head. Coordinate and provide follow-up on reports and other materials prepared by the head.
- Under the direction of the Administrative Manager, provides administrative assistance for Tenure and Promotion work.
- Serves as contact point for faculty, sessional instructors, graduate students and teaching assistance for general UBC policy and procedure questions.
- Maintains files for course outlines, change of mark forms, add drop forms, etc.
- Orders office supplies and stationery as required.
- Provides assistance to Faculty and graduate students with photocopying printing, clear paper jams and arranges for service when necessary.
- Provides assistance to the Graduate Program Secretary as required, sorting and opening of mail, giving basic information to graduate students, and other routine work.
- Prepares reference letters as requested by Faculty members.
- Oversees the work of the Work Study student assistants as required.



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- Updates department website as required.

-Maintains the Political Science Faculty Email and Telephone Directory.

Supervision Received

Works independently under general supervision. Unusual problems referred to the Administrative Manager or the Undergraduate Advisors.

Supervision Given

N A

Consequence of Error/Judgement

The duties are performed in accordance to established procedures and accepted practices in the department with ability to choose action within limits defined by procedures. Failure to maintain student files could result in a student being refused for admission. Incorrect information provided to other departments and the general public would reflect poorly on the department.

Qualifications

High School graduation and one year post secondary diploma. with training in office procedures and practices. 3 years of related experience or the equivalent combination of education and experience. or two years of relevant UBC experience. Computer experience required at an intermediate level (Word, Access, Excel, UBC SISC, FSC, FMS, ePAF, email and internet applications in a PC environment preferred). Knowledge of university systems and procedures relating to the undergraduate programs preferred. Effective oral and written communication and interpersonal skills. Ability to perform word processing at 60 words per minute, Ability to operate job-related equipment (e.g., multi-line phone switchboard) (e.g., fax machine, photocopier) Ability to prioritize work, multi-task and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 18128
Location: Vancouver - Point Grey Campus
Employment Group: Excluded M&P
Job Category: Human Resources
Classification Title: Senior ER Advisor **Business Title:** Senior Employee Relations Advisor
Department: Human Resources
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-28 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-28 **Available Openings:** 1

Job Summary

The University of British Columbia is one of the largest universities in Canada, and one of the largest employers in the province of British Columbia, employing more than 6,000 faculty members and approximately 19,000 support staff (including student employees) spread across more than 10 bargaining units or employee groups. One of the key functions of the Human Resources Department is to be responsible for the negotiation, administration and maintenance of collective agreements, conflict management and dispute resolution, and to provide direction and consultation to client departments in the interpretation of legislation governing employment practices.

Reporting to the Associate Director, Employee Relations and working within the Employee Relations team, this position is responsible for developing labour relations strategies and policies affecting staff at the University; acting as counsel or instructs counsel for the University at arbitration and other hearings; interpreting and administering collective agreements and other agreements and handbooks governing conditions of employment of support staff at the University; providing coaching and advice to the Human Resources Advisors, Human Resources Associates and client departments on all matters relating to labour relations management; and developing working relationships with various union and employee representatives.

Organizational Status

Reports to the Associate Director, Employee Relations. Works closely with other Employee Relations team members. Provides coaching, consultation and advice to the Human Resources Advisors, Human Resources Associates, and client departments. Acts as a liaison with union and employee representatives. Provides work to the Legal Assistant (Law Student) and the Employee Relations Assistant.

Work Performed

Identifies significant issues, conducts research and prepares recommendations and position papers regarding labour relations policies and procedures.

Investigates, researches and analyzes labour relations and employment issues as they relate to individual cases, grievances or collective bargaining preparation.

Acts as counsel or instructs counsel for the University at arbitration and other hearings. Researches case law, past practice,



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assesses impacts exposures, and identifies solutions. Prepares cases by developing strategies, preparing interviewing witnesses and preparing opening and closing statements. Negotiates with union and association representatives to resolve disputes prior to formal hearings where possible.

Drafts and signs Letters or Memorandums of Agreement in settlement of issues. Interprets and administers collective agreements and other agreements governing conditions of employment of employees at the University.

Acts as the University representative in Step 3 grievance meetings. Researches and prepares case in conjunction with the Human Resource Advisor. Presents case on behalf of client Department and attempts to reach settlement of grievance. Attends various informal meetings with union and employee representatives, departmental representatives and employees to resolve disputes or matters.

Provides consultation, coaching and advice to Human Resources Advisors, Human Resources Associates and, where required, client departments on all matters relating to employee relations management and labour and employment law. Provides interpretations of current agreements and policies on more complex employee or labour relation issues. Recommends strategies to support client departments.

Provides direction to Human Resources Advisors and client departments in the interpretation of University policies, procedures, and practices and their application to the work place; and in the interpretation of legislation governing employment practices at the University (e.g. Employment Standards Act, Human Rights Code and Freedom of Information and Protection of Privacy Act).

Provides direction to Human Resources Advisors and client departments engaged in grievance, layoff, termination, or internal placement processes which are particularly complex or which have far reaching legal or financial implications for the University.

Develops effective working relationships with Human Resources Advisors and colleagues and various employee and union representatives.

Creates educational materials and delivers seminars and workshops relating to employee relations.

Maintains current knowledge and awareness of labour and employment law, human resource best practices, labour relations standards and practices and legislative changes to ensure the University's compliance.

Performs other related duties as required.

Supervision Received

Reports to the Associate Director, Employee Relations. Assigned work directly by the Associate Director, Employee Relations or the Director, Advisory Services. Wide latitude for the exercise of independent judgement in problem solution. Performance evaluated in terms of attainment of set objectives.

Supervision Given

Provides work and direction to the Employee Relations Assistant and the Legal Assistant. Provides coaching, advice and guidance to the Human Resources Advisors all matters relating to employee relations.

Consequence of Error/Judgement

Poorly conceived recommendations provided to the members of the University community, the Associate Director, Employee Relations or to Human Resources which may have a negative impact on the development of sound labour relations strategies and policies.

Inadequate preparation or ineffective negotiation during settlement discussions may undermine the University's success in meeting its objective to achieve a satisfactory agreement or result in long term negative consequences and significant financial



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implications.

Inadequate presentation of argument at an arbitration or mediation may jeopardize the University's position and result in the loss of a case and consequently financial burden and loss of reputation for HR.

Failure to provide satisfactory labour relations advisory support to Human Resources Advisors or to provide timely advice to client departments may result in a disruption of operations in client departments. Unsatisfactory advisory support may result in an increase in the frequency of arbitrations and consequently an increase in the financial commitment of client departments.

All of these errors would negatively impact on relations with unions or employees and or contribute to an unfavourable public image of the University.

Qualifications

Undergraduate degree in a relevant discipline. University degree with a specialization in labour relations, or an equivalent combination of education and experience. Postgraduate training in labour and employment law preferred. Minimum of eight to nine years of related experience and at least 3 years of demonstrated management leadership experience or the equivalent combination of education and experience. Experience in labour relations in a complex, unionized environment. Proven track record in hearing and responding to grievances, negotiating settlements, preparing for and presenting at arbitrations and establishing effective relationships with unions and associations. Thorough knowledge of current Human Resource Management practices and specifically those pertaining to employee relations. Thorough knowledge of provincial and federal legislation governing employers' Human Resource practices. Flexible, innovative and creative. Intuitive, confident, self-motivated and able to work independently. Excellent oral and written communication skills. Excellent organizational skills. Excellent analytical and problem solving skills. Ability to take the lead in case management by thoroughly exploring options to support Advisors in meeting their University wide client needs. Ability to influence others. Ability to establish and maintain supportive working relationships with client Departments and partnerships with Advisors and colleagues. Ability to work collaboratively. Ability to develop and implement strategies to meet the needs of departments or units within the University. Ability to establish and maintain effective working relationships with union representatives. Ability to negotiate and to deal with issues involving conflict effectively. Ability to solve complex problems. Ability to work under pressure and to meet deadlines.

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The University of British Columbia

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LAW FOUNDATION REPORTING:

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

LIAISING WITH UBC FACULTY OF LAW LEGAL COMMUNITY

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

DOCUMENT PREPARATION AND OFFICE MAINTENANCE:

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

ADMINISTRATIVE SECRETARIAL SUPPORT:

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

FINANCIAL MONITORING:

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

OFFICE SYSTEMS MANAGEMENT:

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



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data collection.

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

Supervision Received

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

Supervision Given

Monitors the work of a temporary assistant when required.

Consequence of Error/Judgement

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

Qualifications

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



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Job Posting

Job ID: 18082
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level F **Business Title:** Finance Director
Department: Education, Dean's Office
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-21 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-22 **Available Openings:** 1

Job Summary

The Director of Finance is a senior leadership role responsible for providing comprehensive financial leadership, expertise and direction to the Faculty of Education. The Finance Director is accountable to the Comptroller for financial strategies, budget, management reporting and capital planning throughout the Faculty, the budget exceeds \$40 million.

This position has Faculty-wide impact and contributes to the strategic direction, plans and objectives by identifying issues and opportunities, evaluating organizational impact and introducing innovative initiatives to move the strategic plans forward. At the same time, the Director is a conduit for influence and information sharing between the Comptroller Office and the Faculty. The Director provides leadership and direction in establishing innovative practices and programs. Further provides authoritative advice on financial issues, and to a lesser extent, human resources and operational issues. Must be aware of both the external and internal political and economic environment within which the University functions and foster relationships with key contacts.

The Faculty of Education is comprised of four academic departments, a large teacher education program with a First Nations component, a variety of centres and service units as well as a publishing entity. The >\$40 million financial operation of the Faculty of Education is centrally administered. There are over 2,000 post-baccalaureate and graduate students plus 150 full-time faculty and about 100 staff.

Organizational Status

This position reports directly to the Comptroller, and establishes a close working relationship with the Dean. From a practical point of view, the Director will take day to day direction from the Dean while keeping the Comptroller informed during bi-weekly review meetings. Has regular contact with Senior Management in central service offices, e.g. VP-Academic & Provost Office, Payment & Procurement Services, Budget Office, Research Services, UILO, Faculty Relations, Treasury, Legal Affairs, Campus Security, etc., as well as with senior management in other faculties. Internally represents the Faculty in financial and or other administrative matters, while at the same time supporting the Comptroller Office.

Work Performed

Financial Management

-Lead the vision and provide strategic financial advice consistent with organizational objectives on effective use of financial resources; make recommendations on specific budget initiatives, assessing alternatives and consequences of options.



- Direct the development of business plans including detailed annual operating budgets, financial forecasts and financial plans for the Faculty.
- Responsible for consistent and transparent financial stewardship, lead the establishment and measurement of relevant key performance indicators; and provide advice on relevant operational key performance indicators to monitor their success and performance.
- Reviews all new business initiatives (i.e. cost-recovery initiatives and other new opportunities) and provides appropriate recommendations to the Dean.
- Establishes, develops and implements financial and fiscal policies, systems and procedures to ensure good fiscal management of the faculty and each academic unit, long term financial viability and the sustainability of business operations. Communicating policies and changes to the faculty..
- Directs the preparation of financial reports, financial models, estimates, summaries of results, variance analysis and other operational strategic performance measures.
- Ensures that the senior leadership receives appropriate financial reports and or access to these systems on a timely basis to assist in achieving their goals and making decisions. Directs the investigation of issues identified.
- Directs business process reviews, re-engineering and develops new processes and procedures to increase efficiency and effectiveness. Makes recommendations to senior leadership for changes to procedures relating to improved financial control or accountability.
- Lead the development of the audit plan and reviews the findings of internal audits conducted to ensure adequate financial controls are implemented and in place to safeguard the integrity of each academic unit.
- Collaborate with senior members of UBC central services to prioritize initiatives, advise on and resolve issues and processes regarding financial systems related matters.
- Lead the implementation of UBC initiated financial systems in the faculty and each academic unit.
- Responsible for the financial integrity of the portfolios financial operations; Advises senior leadership on the internal control environment; financial risk, business risk and control risk.
- Lead the implementation of and communication of budget policy and priorities throughout the Faculty
- This position must make decisions regarding unusual or new accounting transactions or processes as well as be able to analyze the most complex accounting transactions and explain the results to senior leadership.

Strategic Planning and Direction

- Responsible for providing strategic and operational leadership support within an environment of significant change.
- Serves as a member of the Dean's Executive Team; participates in all budget, curriculum, research, space, staffing and policy decision-making undertaken by the team.
- Acts as an ex-officio member of the Dean's Advisory Committee. This position provides direction authority to execute various decisions plans made at the Dean's Advisory Committee.
- Identifies and researches issues for the Dean and recommends and initiates resolution of these.
- Works in close partnership with the Dean on special projects and projects of a sensitive, confidential nature. Researches background, then participates in formulating the Education position.

Human Resources

- Together with the Deans Office and in conjunction with senior academic personnel, is responsible for developing recommendations for overall human resources for the Faculty.
- Responsible for determining finance staffing requirements, skill set and expertise requirements, establishing job descriptions, interviewing, hiring staff, providing coaching for performance improvement.
- Working with the Deans Office, determines and recommends Faculty-wide staffing needs and matches these with the financial resources of the Faculty of Education.

Performs other duties as related to the position.

Supervision Received

The Director works independently under broad directives from the Comptroller and day to day direction from the Dean. Keeps the Comptroller and Dean informed and up-to-date on the Faculties' financial position and administrative issues. Discusses with the



Dean and acts upon issues of Faculty-wide impact. Performance is reviewed by the Comptroller in consultation with the Dean in terms of the achievement of long term goals.

Supervision Given

The incumbent provides advice, guidance and consultation to the Faculty's Heads, Directors, Managers, Supervisors and members of the Faculty on financial and human resources issues to ensure that the University's policies and practices are administered equitably. Directly supervises the Accounting Office staff.

Consequence of Error/Judgement

As a key executive position in the Comptroller office and the Faculty of Education this position must exercise good judgment and ensure due process has been followed in all areas. Errors of judgment or procedure in financial or other matters could lead to serious financial issues for the University. Any lapse in judgment in any area of responsibility could seriously undermine the Faculties' credibility. Errors in long term strategic planning could have a lasting negative impact.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). Minimum of 9 years experience or the equivalent combination of education and experience. Proven financial planning and modeling, systems development, and budgeting is required. Management level experience is required in strategic planning, facilitative leadership, business process improvement and systems re-engineering. Effective financial and management skills; the ability to master detail while understanding broader concepts; ability to identify, as well as creatively solve problems and take initiative to improve processes; ability to work creatively, resourcefully and effectively; strong oral and written skills; ability to think strategically and implement actions to move complex issues forward; proven judgment and decision-making skills.

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Job Posting

Job ID: 18086
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Executive Assistant to the CIO, UBC IT
Department: UBC IT - Administrative Office
Salary: \$49,226.00 - \$59,094.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-11 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-22 **Available Openings:** 1

Job Summary

The Executive Assistant to the CIO, UBC IT oversees support to the CIO in his daily activities to help him be efficient and effective. This includes management of the CIO's daily schedule of meeting commitments, travel and communication. It also extends to the preparation of departmental related communications, handling of confidential information, analysis of information, and general support to help ensure the objectives and goals of the CIO and the department are met.

The position handles highly confidential and sensitive matters relating to senior university administration and Finances. A clear understanding of the goals of the office of the CIO is essential.

The incumbent may be required to work at an alternate location in support of the CIO, as well as working additional and non-traditional hours.

Organizational Status

Reports to and oversees support to the CIO. Acts as a liaison between the CIO and the President, UBC Board of Governors, the Provost and other University Vice-Presidents, as well as Managing Directors and their personal support staff across all university portfolios, other higher education entities and strategic partners. This also includes the personal assistants of Deans, Department Heads and Directors, Executive Directors, AVPs, and VPs.

Work Performed

- Performs a stewardship role for the overall efficient daily work of the CIO, to ensure his goals and objectives are met. This includes providing input into goal setting objectives and strategies of CIO, analyzing and strategically managing the CIO's personal commitments with the Provincial Government, the President's Office, Board of Governors, Deans' Offices and industry partners exercising judgment as to the best use of the CIO's time, based on current priorities within the Portfolio.
- Responsible for the overall management - including development, delivery, and implementation of special projects as entrusted to the CIO by the Offices of the VP Academic and the VP Finance, Resources & Operations. Project reports will be presented to the CIO and other senior leadership.
- Provides author editor and creative assistance in the preparation of the CIO's communications, correspondence, presentations,. Communications include: Senior UBC Administrative staff, President's Office, VP Academic and VP Finance, Resources & Operations, Board of Governors, and various UBC and UBC IT Committees.
- Acts as the primary contact person for the CIO for information and inquiries; this requires a detailed understanding of the



structure of the portfolio and the functioning, nature and scope of the units within the portfolio. Communicates on behalf of the CIO as directed.

- Oversees the CIO's professional time, including reviewing protocol for scheduled events and arranging complex travel, may accompany the CIO to meetings and events.
- Oversees executive-level administrative support to the CIO.
- Develops and maintains an active network of internal and external contacts, and promotes the initiatives of UBC IT, as appropriate.
- Researches, prioritizes and determines the appropriate course of action, referral, or response on a variety of complex matters.
- Will provide mentoring and act as a knowledge base and point of contact for other Executive Assistant team.
- Performs other related duties as required by the CIO.

Supervision Received

This position works independently under the direction of the CIO. May receive direction from the VP FRO's Office, the VP Academic's Office and UBC IT SMT members.

Supervision Given

May oversee and direct the work of employees in lower classification as it relates to the CIO.

Consequence of Error/Judgement

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

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

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Proven administrative experience in a large and complex organization.

A minimum of 3 years administrative and management experience working at a senior executive level is preferred. 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. Coordinates the information gathering and reporting process. Reviews trends and compares to expectations. Conducts research to define problems and prepares responses to anticipated questions. Prioritizes multiple issues and opportunities. Identifies relationships and linkages within several information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Defines priorities within performance objectives. Reports and identifies areas that need guidance in order to resolve complex issues. Anticipates the possible outcome of potential solutions.



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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. Seeks out new challenges that require risk taking. Determines the resources, team support, and technical needs necessary to enable success and procures them. Keeps responding to the challenge in spite of obstacles and setbacks. Ability to explain, assign, and monitor work. Ability to manage staff performance by establishing standards and goals, evaluating performance, providing feedback, and taking corrective action. Ability to develop and monitor budgets. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to effectively manage multiple tasks and priorities.

Knowledge of University policies, procedures, governance and administrative systems preferred. Pro-active and cognizant of conflicting priorities with the ability to advise and direct resolutions.

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

Ability to maintain accuracy and attention to detail.

Ability to exercise judgment, tact, discretion and diplomacy.

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Job Posting

Job ID: 18111
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level C **Business Title:** Manager, Finance & Administration
Department: Ctr for HighThroughput Biology
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2014-05-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-23 **Available Openings:** 1

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

Job Summary

The Manager, Administration is responsible for providing leadership and direction for all administrative activities for the Centre for High-Throughput Biology (CHiBi). Works in close partnership with the Director on all matters of strategic planning and direction, financial management and research administration. Participates as part of the leadership team in developing and designing effective administrative processes for human resources, administration, financial management, facilities management, major construction initiatives, space planning, workplace safety and environmental and sustainability initiatives which support all units within the core facilities of CHiBi. Establishes innovative programs and practices to improve the day-to-day and long term quality and efficiency of all services. Leads change initiatives with respect to human resources and employee relations, staff recognition and development, succession planning, compensation and other areas, as applicable. This position advises, counsels and provide authoritative information to the Director, faculty, managers and staff on human resources, facilities, planning, grant and finance administration, and administrative issues ensuring compliance with University policies and practices.

Organizational Status

Reports to the Director. All other Units and Managers within CHiBi including the Core Facilities and IT report through this position to the Director. There are approximately 125 personnel in CHiBi including 9 faculty, 21 staff, 24 postdocs and research associates as well as 65 graduate students. CHiBi faculty members hold academic appointments in 6 departments across the faculties of Science and Medicine. Maintaining and managing such a broad range of academic affiliations is a complex role. This position works closely with the Faculty of Science Dean's Administrator, liaises with UILO, Payment and Procurement Services, Research Services, UBC Treasury, Budget Office, Human Resources, Project Services, Plant Operations and other central University agencies.

Work Performed

OPERATIONAL EFFICIENCY AND EFFECTIVENESS

- > Works in partnership with faculty and staff to develop and implement organizational change initiatives; leads business process reviews and operational effectiveness initiatives
- > Ensures compliance with security and safety regulations.
- > Provides advice to managers for day-to-day management of their facilities, conduct administrative training sessions to assure



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new policies are understood.

- > Manages building administration, security, core support facilities and information technology facilities for the areas that fall under the aegis of the Centre for High-Throughput Biology
- > Manages and oversees facilities-related services including renovation projects, site staff and contractors.
- > Ensures that employees and students receive adequate WHMIS and other safety training through CHiBi and the supervisors.
- > Maintains an effective working relationship with Campus Planning, Plant Operations and contractors and their work crews.
- > Coordinates activities of Plant Operations, CHiBi Safety Committee and the personnel in CHiBi to resolve Health and Safety issues.
- > Proactively ensures effective security measures are in place to prevent and deter theft of departmental assets.
- > Responsible for security, authorization of keys and controlled access. Assumes responsibility for emergency call-out for building and other emergencies.
- > Writes reports, creates slide presentations and creates policies in conjunction with the Director, works in close partnership with the Director on special projects of a confidential and sensitive nature.
- > In consultation with the Director, performs other tasks as required.

HUMAN RESOURCES

- > Develops, manages, implements and assesses human resources programs, policies, practices and procedures within CHiBi, CHiBi Core Facilities and the research groups.
- > Provides leadership in planning and developing budgets for the above Centres.
- > Interprets, applies and provides advice on collective agreements.
- > Provides advice and guidance on employee recruitment and selection, job classifications, employee relations, employee learning and development.
- > Oversees performance management, recognition, coaching, discipline and succession planning.
- > Responsible for recruiting, training, evaluating and terminating staff.
- > Initiates changes to the organizational structure of the administrative and technical groups by recommending redeployment of resources
- > Departmental reviewer and approver for release and approval of all staff postings.
- > Coordinates annual staff salary increase process.
- > Calls and chairs ad hoc meetings of unit managers to discuss problems.
- > Deals with Visa and Immigration issues as required.
- > Chairs various committees; establishing committee goals and objectives and implementing action plans.

FINANCE

- > Develops and implements financial policies for CHiBi to resolve problems and improve management of financial resources.
- > Prepares budget forecasts for the Director on all areas of financial activity, anticipating changes in expenditure revenue trends and recommending reallocation of funding to meet changes in priorities.
- > Oversees and conducts preparation of interim financial statements for research expenditures and ensures account holders are expending funds in compliance with funding guidelines.
- > Develops, implements and maintains policies and procedures for acquisition, utilization, maintenance and replacement of furniture and office equipment and research support equipment.
- > Identifies and develops potential revenue generation opportunities.
- > Provides recommendations to researchers and faculty members in the management of research grant and contract accounts.
- > Manages the research grants on behalf of the department, including tracking commitments and incoming funds, monitoring balances.
- > Manages internal transfers and reconciliation of title accounts against expenses for departmental shared services.
- > Responsible for closing of year end books.
- > Interprets and monitors financial policies and procedures established by UBC and the granting agencies that affect the use of grant funds, and determines if payments to contractors are in compliance with Revenue Canada and the University's regulations.
- > Manages FMS on-line processing (corrects internal control issues, processes financial transactions); implements new financial processes and internal controls to improve efficiency of financial workflow within the finance unit; final authorization on FMS transactions to enable cheque production.



- >Coordinates year end reconciliation of all contract and research accounts.
- >Provides financial information to internal and external auditors.
- >Ensures financial transfers from UBC and other universities' administrative units are received and processed and that all revenues payable through ancillary operations are received.
- >Oversees contractual agreements between granting agencies and researchers; produces variance reports and advises the Director of impending problems inconsistencies.
- >Authorizes expenditures on accounts; consults with Director on unusual expenditures;
- >Prepares and checks invoices for external users of departmental supplies and services.

Supervision Received

Works under the general direction of the Director, is required to work autonomously and exercise considerable judgement and initiative in duties and responsibilities.

Supervision Given

Manages several units of staff directly and indirectly through multiple levels of subordinates.

Consequence of Error/Judgement

Effective management of resources is critical for the success of CHiBi and the ability of research faculty to hire personnel, manage grant funds and carry out research. Errors in designing and implementing new processes, procedures and systems could result in serious impact to the operational activities of CHiBi, to the job satisfaction of staff and faculty and to the education of the graduate students. Errors in judgment in providing well-designed planning documents, sound strategic advice, and effective leadership would undermine CHiBi's ability to set and implement priorities for allocation of resources, resulting in an inability to achieve the research mandate of the Centre and in a loss of stature and credibility to the University and the public. Work requires diplomacy, confidentiality, and an understanding of multi-interdisciplinary research projects and university governance.

Qualifications

Undergraduate degree in a relevant discipline. University degree (BSc or MSc). A minimum of 5 years of experience or the equivalent combination of education and experience. A minimum of five years of related accounting and senior administrative experience including training in strategic planning, human resources management, financial and business administration, budgeting and financial control. Experience with computerized accounting systems, spreadsheets and databases within a University or large complex organization. Experience with UBC Financial and Human Resources systems and Supply Management procedures including FMS, HRMS, nVision, PS Query and Hyperion budgeting is required. Excellent interpersonal, oral and written communication skills, analytical and conflict resolution. Demonstrated supervisory and problem solving skills. Ability to effectively manage staff and workflow to meet changing priorities and deadlines. Proven ability to coach, counsel, mentor and lead and identify staff strengths with the capacity to team-build, effectively maintaining relationships with all levels of faculty, staff and students, University officials, Industry and other government organizations. Ability to work independently and within a team environment. Ability to exercise tact, discretion and good judgment.

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Job Posting

Job ID: 18130
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level G3 **Business Title:** Executive Director, Operational Strategies
Department: Fac Med Financial Services
Salary: \$117,575.00 - \$146,970.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-06-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-05-05 **Available Openings:** 1

Job Summary

As a member of the Dean's Executive Team, the Executive Director, Operational Strategies provides strategic leadership, vision and direction in the areas of finance, administration, IT, and facilities development and utilization of the Faculty. This includes recommending policies, implementing change and working with the Dean and other members of the Executive, to ensure the necessary resources are allocated to support planning, funding, and implementation of appropriate systems and processes required by the Faculty to fulfill its academic mandate. The role provides direction in the allocation of resources to Faculty operations, aligned with the Strategic Directions document guiding the Faculty. This position is expected to cultivate and foster strategic relationships with key individuals and stakeholders, throughout the Faculty, UBC, partner Universities, provincial Health Authorities and other relevant institutions, funding agencies and various ministries within the provincial and federal governments, to achieve improved collaboration and a more coordinated approach.

The Faculty's financial clusters report jointly to this role and the UBC Comptroller through the Senior Director, Finance. This role is integral to ensuring effective financial services are being provided to the Faculty of Medicine (FoM) units while maintaining the ongoing focus on the academic mission and the unique relationships the Faculty has with our health authority partners and government.

Organizational Status

The largest of the 12 faculties at the University, the Faculty of Medicine is composed of 19 academic basic science and or clinical departments, 2 schools and a number of research centres and institutes. The Faculty has approximately 1800 administrative and research support staff and managers, over 700 full-time Faculty, and over 5000 clinical faculty. Together with its partners including BC's six Health Authorities and their affiliated teaching hospitals, the Faculty provides innovative programs in the areas of health and life sciences through a province-wide delivery model with learners, faculty and staff located throughout British Columbia.

Reports to the Dean, Faculty of Medicine. Works closely with and collaborates all other members of the Dean's Executive and their leadership teams and with Department Heads, School Directors and Senior Administration.

Work Performed

Strategic Leadership



The University of British Columbia

Staff Job Postings

Provide leadership in the development and implementation of resource allocation plans, strategic business and operational plans, new initiatives, and policies, procedures and processes across the Faculty that reflect the strategic plan and mission of the Faculty.

- Provide leadership, support and direction to administrative leaders in all units of the Faculty to ensure an effective and efficient allocation and use of resources to support the administrative activities and infrastructure required to achieve the mandate and strategic priorities of the Faculty.

- Lead the development of Faculty wide and Dean's Office unit specific strategic plans, policies, and continuous improvement recommendations related to financial affairs, administration, IT, and facilities development and utilization. Coordinate the priorities of the areas to best achieve the operational strategies of the Faculty.

- Build strong and effective working relationships with University administration, all levels of government, government agencies, health authorities, provincial and national groups in the health professions and associated agencies.

- Oversee development and production of all relevant business operational data, projections, and forecasts that are required to support FoM's strategic planning process.

Work with the Office of the UBC Vice President, Finance, Resources and Operations to ensure the Faculty's strategic priorities and processes align with UBC. Represents the Faculty's interests in negotiations concerning financial management and resources allocations.

Financial Affairs

Ensure the overall effective stewardship of the financial resources of the Faculty and alignment of those resources with the academic mission.

- Frame discussions on Faculty-wide strategic budget allocation processes and decisions to ensure best outcomes are achieved. Engage Senior Leadership in budgetary discussions throughout the Faculty to ensure key concerns are addressed.

- Facilitates the creation and implementation of a sustainable budget framework for the Faculty and each of its units.

- Work with the Dean and other members of the Executive to establish the necessary relationships with key stakeholders to secure adequate funding for the Faculty.

- Work with government agencies to ensure funding requirements are met and ensure systems are developed to support reporting requirements and accounting structure needs.

- Ensure that provincial legislation and regulations relating to financial issues and University Hospital Health Authority Faculty and external agency or government financial policies and procedures are respected.

- Directs the development of proposals related to budgetary controls, restructuring and or consolidation of functions to support decision making related to budget constraints.

- Provides oversight to the continuous development of Faculty processes for the production of financial projections, forecasts, policies, and systems for developing budget, statistical, variance, and financial reports, as required.

- Based on high level strategies, forecast and identify major financial project needs, direct the identification and analysis of options, and recommend courses of action.

- Direct the development of budgets, funding allocation options, and other financial plans and projections for consideration by the FoM Finance Committee, the Distributed Project Planning Committee (DPPC), and others as required.

- Ensure a strong partnership with the Comptroller, Finance Leadership Office and the Department of Financial Services.

Administration

Provide leadership, direction and oversight of key administrative policies and procedures.

- Oversee the development, implementation, monitoring, and continuous improvement of administrative policies of the Faculty. Ensures appropriate consultative processes to achieve buy-in from key stakeholders on new initiatives.

- Ensure that all Faculty and University administrative systems are in place and are operating effectively and efficiently to meet the Faculty's goals and objectives.

- Provide strategic counsel and advice to the Dean, Department Heads, and Administrators on major administrative issues, including interpretation of key documents and review of major contracts and agreements.



The University of British Columbia

Staff Job Postings

- Work collaboratively with Executive Director, Faculty Affairs to ensure that the organizational structure, appropriate staff, and necessary resources are in place, and that administrative staff are given the continuing direction, guidance, and development to contribute effectively to the Faculty's strategic objectives and desired outcomes.
- Responsible for guiding the development of recommendations and successfully implementing changes in the Faculty's administrative and business processes.
- Negotiate and monitor affiliation agreements with academic institutions and health authorities, in concert with Executive Associate Dean, Clinical.
- Negotiate and authorize agreements with service providers on behalf of the Faculty in key areas of responsibility.
- Lead major administrative development projects, as appropriate.
- Work collaboratively with Director, Academic Portfolio Initiatives in the VP Academic and Provost Office.

Information Technology

In collaboration with the Chief Information Officer, UBC IT, set overall strategic direction and provide coordinated leadership in the development, implementation, and management of information systems and educational technology.

- Ensure all Faculty and University administrative systems are in place and operating effectively and efficiently to meet the Faculty's goals and objectives and support departments in carrying out the academic mission of the Faculty.
- Facilitate the creation and implementation of information technology strategies for improved academic and administrative delivery in concert with Faculty executive, government ministries, university administration, health authorities, and individual hospitals and other clinical sites.
- Facilitate processes for ensuring stakeholder input in the development and implementation IT plans and related endorsement of decisions.
- Provide leadership and oversight on major IT projects.
- Provide leadership on various internal and external committees (Faculty, universities, and health authorities) charged with the development of IT solutions for building academic and administrative capacity, ensuring the Faculty's needs are understood.

Facility Development & Utilization

Provide overall leadership and guidance in the development and utilization of physical space to enable effective research, education, and administration.

- Facilitate the creation and implementation of strategies for academic space development, acquisition, funding, and administration in concert with Faculty executive, government ministries, University administration, health authorities, and individual hospitals and other clinical sites across the Province.
- Oversee implementation of processes for determining academic space acquisition and utilization plans and related endorsement of decisions.
- Provide strategic leadership on major facility development projects.
 - Advise Ministry of Health, health authorities, and UBC administration of recommended construction projects.
 - Negotiate, maintain, and update health authorities' memoranda regarding academic space with affiliated institutions in concert with the Exec. Assoc. Dean, Clinical Affairs.
 - Maintains effective partnership with UBC Building Operations Facility Management, health authority and off site Facility Management Teams and Facility Management Teams for partner University sites.

Other
Committees (Member)

Supervision Received

The Executive Director, Operational Strategies works independently and with delegated authority under broad directives from the Dean as his/her representative.



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Staff Job Postings

Supervision Given

- Director, Space Planning and Facilities Management
- Director, IT Operations
- Director, Technology Enabled Learning
- Senior Director, Finance
- Executive Assistant

-Sets broad direction and has indirect management responsibility for departmental senior administrative staff.

Consequence of Error/Judgement

As a key player in the Faculty's strategic and leadership team and operating with a high degree of independence and responsibility, the Executive Director, Operational Strategies must exercise superior judgment at all times. Errors could result in significant concerns regarding the liability, credibility and integrity of the Faculty and University and partners including, health authorities, government ministries and hospitals. These relationships are key to the success of the Faculty and the incumbent must understand the collaborative nature of these relationships and their importance in our ability to help navigate and manage effectively in an extraordinarily complex environment. Given the extremely sensitive nature of many of the areas of activity, even small errors in judgement or inadvertent omission have the potential to cause great harm. The incumbent must work independently and largely outside of defined terms of reference and draw from knowledge of University and Faculty of Medicine policies and practices in recommending courses of action.

Qualifications

Masters degree in a relevant discipline. . Minimum of ten years experience with more than five years in a related senior financial role or the equivalent combination of education and experience.

Experience in a university environment and or public sector. Knowledge of the governance, systems and decision making processes at the University is an asset. Ability to develop and implement strategic business plans. Demonstrated ability to manage teams of people and deliver results. Ability to establish and build effective, collaborative, trusting working relationships and establish credibility and influence with senior leadership within various organizations. Ability to contribute strategically, creatively, resourcefully and effectively within a strong leadership team. Demonstrated ability to relate to a diverse group of individuals and positions and to facilitate group consensus. Effective negotiation, conflict resolution and mediation skills. Exercises judgment when taking risks. Ability to draw on a breadth of business knowledge and depth of expertise as required to understand implications of various initiatives. Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support. Capacity to see beyond the immediate problem when directing multiple strategic initiatives. Ability to "read" situations and lead by influence. Ability to balance detail analytical skills with the need for strategic philosophical direction. Demonstrated success in analyzing and effectively resolving issues outside of existing procedures. Effective self-manager; ability to plan and organize a heavy and diverse workload. Solid judgment, particularly when dealing with confidential and sensitive information. Extensive skill set and understanding of multiple business models and budgeting processes is required. Ability to interpret financial data at a high level and to present findings developed from a compilation of complex and possibly disparate financial data is desired. Knowledge in financial and records management systems and in spreadsheet analysis methods. Excellent oral and written communication and presentation skills.

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



Job Posting

Job ID: 18067
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level A **Business Title:** Bioinformatician/Computational Biologist
Department: Michael Smith Labs
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-01
Job End Date: 2015-04-30
Funding Type: Grant Funded
Other:
Date Closed: 2014-04-23 **Available Openings:** 1

Job Summary

A plant biochemistry lab in the Michael Smith Laboratories seeks applicants for a junior bioinformatician computational biologist to support the data analysis of a genome-, transcriptome-wide association study. The successful candidate will be joining a dedicated, experienced and highly motivated team to analyze RNAseq data collected from several hundred individual spruce and cedar trees.

Organizational Status

This position will report to the faculty member, senior bioinformatician, postdoctoral fellow and project manager for goals and objectives of the overall project. The candidate will work collaboratively with other researchers in the project, including graduate students and technicians within the project.

Work Performed

This position will include the following responsibilities:

- Assist the senior bioinformatician in the research group.
- Mine established databases.
- Manage new databases developed from this project.
- Provide first level programming and technical assistance to users by coding necessary instructions, testing, and debugging working programs when necessary.
- Use Linux operating system and programming languages targeted to biological systems.
- Reformat and compile project datasets, which may include sequence data, functional assays, SNP markers, phenotypic markers and proteomics.
- Support and collaborate with the research team to resolve data issues when necessary.
- Document findings for review by supervisor and suggest possible new tools.
- Other related duties

Supervision Received

The faculty supervisor, research scientist and postdoctoral fellows will supervise this position.



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Staff Job Postings

Supervision Given

No specific supervision required.

Consequence of Error/Judgement

Work will be discussed with the senior bioinformatician and postdoctoral fellow on a regular basis. The successful applicant will be responsible for errors in their work, for reporting problems and mistakes in a timely way, and for correcting those errors. Errors will impact on the whole project and the work of other researchers, losing valuable research time and money.

Qualifications

Undergraduate degree in a relevant discipline. University degree in biological science and or computer science (ideally both). Minimum of one year experience or the equivalent combination of education and experience. Preference given to individuals with experience working with EST and or SNP databases. It is beneficial to have practice with Bash, Sed, Awk, Perl, and MySQL programming, Python, Ruby script, and R statistical languages, as well as knowledge of cluster analysis and working with large databases. Individuals with familiarity in the analysis of biological networks and the integration of data from various platforms into a comprehensive database will be given priority. Strong interpersonal and communications skills and the ability to work with a multi-disciplinary team are essential.

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Job Posting

Job ID: 18135
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Support Analyst II
Department: UBC IT - Learning Applications
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-28 **Available Openings:** 1

Job Summary

The Support Analyst II consults with user groups to determine business needs and to identify the appropriate technology solution.

The Support Analyst II provides application support, requirements definition, functional application design, configuration, implementation, testing, data conversion, training and documentation for the University's enterprise learning applications.

Organizational Status

The Learning Applications group supports the University's enterprise learning applications, which service faculty and students both locally and around the world.

Reports to the Manager of Learning Applications, UBC IT. Generally works under the daily direction of a Team Lead.

Interacts directly with faculty, staff, and students. Collaborates with University technology professionals to coordinate support and assist with application implementation and enhancement projects.

Work Performed

Specific Duties:

- Develops expert-level functional knowledge of learning applications and provides recommendations on how they can be configured or enhanced to support the University's vision of transformative student learning.
- Assists in the diagnosis and resolution of technical issues with other University technology professionals in a complex and highly-integrated environment of administrative systems, learning technologies, and student information systems.
- Identifies, elicits and documents business requirements, defines business rules and communicates requirements for the implementation of business solutions. May prepare functional, system and program specifications.
- Develops quality assurance and performance tests to prevent application or infrastructure changes from negatively impacting service and performs testing.
- Analyzes processes for the conversion to a new learning technology. Develops and or prepares conversion programs procedures and provides conversion assistance.
- Prepares training plans, training materials, and trains clients, as required, during system implementation.
- Contributes to the development of archival retention procedures, capacity plans, feasibility studies, service level commitments, and disaster recovery plans.



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Staff Job Postings

- Liaises with the technical support units of vendors.
- Participates in campus learning technology committees and communities to better understand client requirements and encourage collaboration in the development and support of learning technologies.
- Contributes functional expertise to the on-going strategic planning and development of the University's learning technology ecosystem.

Core Duties:

- Consults with user groups to ensure a thorough understanding of software, hardware, information systems and procedural requirements in order to determine their business needs and to identify the appropriate technology solution.
- Makes recommendations on the use of the appropriate technology services and products and the purchase of related hardware, software and network equipment.
- Researches emerging technologies and their potential impact on the enterprise.
- Provides technical support and troubleshooting in the use of information technology products and services.
- Installs and maintains servers, networks, and related software and hardware.
- Creates and maintains documentation in accordance with prescribed standards.
- Contributes to the development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the general direction of the Manager, Learning Applications. Generally works under the daily direction of a Team Lead. Can also work under the direction of a Business Analyst, Systems Analyst, Project Manager or other senior resource as assigned. The Support Analyst must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

May mentor students and other resources who assist with application support.

Consequence of Error/Judgement

The University's enterprise learning applications are mission critical components of the educational technology infrastructure that 60% of UBC's faculty use to deliver their courses. Student users of these applications represent 80% of our local student population with thousands more who access these applications as distance learners around the world. The dependencies on the University's learning environment have made it critical that these applications perform at a very high level with little or no disruption of service.

The decisions and actions taken by the Support Analyst will have a direct impact on how efficiently and effectively the University's enterprise learning applications will perform and function. Errors in judgment, poor decisions or advice, failure to act decisively could result in having a detrimental impact on the University's ability to deliver course materials in a timely fashion and conduct online testing, which could lead to placing the University in a liable position.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Minimum of 3 years of related experience, including 1 year of application support experience or the equivalent combination of education and experience.



Demonstrated ongoing career development through active and self-motivated professional development.

Experience supporting Learning Management Systems (e.g. Blackboard, Moodle, WebCT) or similar enterprise systems (e.g. Enterprise Resource Planning) is highly desired.

Strong understanding of Internet protocols (e.g. HTTP, SSL, WebDAV, SMTP, SSH, Telnet) and web services (e.g. REST, SOAP).

Strong knowledge of web browsers, plugins (e.g. Flash, Java) and cross-browser compatibility issues.

Experience with desktop support (e.g. MacOS X, Windows).

Proficient with Unix Linux command line system.

Proficient with office productivity tools (e.g. MS Office, SharePoint, Visio).

Experience in several of the following areas: requirements definition, functional application design, configuration, implementation, testing, data conversion, training and documentation.

Demonstrated proactive approach to customer service and responsiveness to customer needs.

Good organizational and planning skills.

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

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

Nice to Have:

- o Understanding of instructional design best practices and learning theories.
- o Familiar with learning technologies (e.g. Respondus, Wimba Collaboration Tools, iClicker, Turnitin, uPortal, Mediawiki, Wordpress).
- o Familiar with streaming media technology (e.g. Kaltura).
- o Familiar with monitoring tools (e.g. Coradant TrueSight, Intermapper, Nagios).
- o Familiar with databases (e.g. Oracle, MySQL), database design, and related tools (e.g. Toad, SQL Developer).
- o Familiar with programming languages (e.g. Java, JavaScript, Perl, PHP) and related technologies (e.g. JSON, XML).

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

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

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



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Staff Job Postings

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.

Information Systems Knowledge - Identifies means of integrating technical support requirements with enterprise processes and strategies. Identifies technological opportunities to meet client needs. Creates information system solutions to meet the needs of business stakeholders. Partners with appropriate technical consultants, experts, and managers to resolves complex problems across all IT solutions.

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Job Posting

Job ID: 18106
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Systems Administrator I
Department: UBC IT - Systems
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-23 **Available Openings:** 1

Job Summary

The Systems Administrator I consults with users and analyzes their systems hardware and software problems, and contributes to the design, provisioning and configuration of systems based on user needs. The Systems Administrator I has a good understanding of Incident Management and Request Fulfillment principles and practices and is responsible for the resolution of all Systems related incidents, and fulfillment of all systems related service requests.

Based on instruction from the Senior Systems Administrators and Systems Architects, the Systems Administrator I installs and supports systems hardware and software solutions, assists in providing recommendations for systems supported infrastructure as part of regular operations. This position also provides systems infrastructure provisioning, configuration, and support in a timely, efficient manner in accordance with all service level agreements.

This position works to provide coverage during core hours (8AM to 5PM) but requires flexibility, as some work must be performed outside of regular business operating hours. The Systems Administrator I will also be required to act in an on-call capacity to provide maintenance activity, and in the event of major service disruptions.

Organizational Status

The Systems Administrator I supports clients of UBC's Department of Information Technology (UBC IT). This position reports to the Senior Manager, UBC IT Systems. The Systems Administrator I requires extensive contact with UBC staff, faculty, and students and also with members of the general public. The Systems Administrator I accepts tasks from the Senior Manager and the Team Lead of UCB IT Systems. This position works closely with Systems Architects, other Systems Administrators of UBC IT Systems and collaborates with management and staff of various UBC IT departments.

Work Performed

Specific Duties:

- Accepts tasks from the Senior Manager and the Team Lead of UBC IT Systems, which may include deploying new hardware, software or security updates, or resolving issues related to hardware or software.
- Monitors, modifies, and updates network and server monitoring systems and ensures all technologies and services offered by UBC IT Systems are monitored.
- Ensures appropriate security is maintained across all technologies and services offered by Systems.



- Prepares and maintains documentation in accordance with prescribed standards.
- Documents, configures, installs, and maintains :
 - server and storage infrastructure.
 - virtualization infrastructure.
 - patch management and antivirus solutions.
- Documents, creates, and manages computer and network accounts for various systems.
- May be required to provide training on support procedures to other IT Support staff.
- Assists in maintaining an inventory of equipment, service contracts, warranties and maintenance agreements.
- Supports the acquisition, deployment, tracking and retirement of information technology.
- Supports users, both remotely and in-person, to diagnose and resolve problems, escalates when necessary, and documents problem status and action taken.
- Manages the operation of all technologies and services offered by the UBC IT Systems team
- Resolve incidents, fulfills service requests, and ensures proper change management process is followed.

Core Duties:

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

Supervision Received

Works under the general direction of the Team Lead, UBC IT Systems. Must be able to work independently and carry out work to completion. Keeps the Senior Manager and the Team Lead of UBC IT Systems informed of the status of work in progress. Works on tasks to meet deadlines on various projects. Work is reviewed in terms of achievement of desired results.

Supervision Given

This position works as a member of a UBC IT Systems support team. This position may require the training of newly hired staff on software and hardware used by UBC IT Systems and UBC IT staff.

Consequence of Error/Judgement

Errors in the implementation and support of enterprise systems could cost the University many thousands of dollars in lost productivity in teaching, learning and research time, and could impact the timely delivery of services to clients [e.g. students, faculty, staff and the general public].

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Experience configuring and supporting VMware environments, operating system and application patch management, and antivirus solutions. Experience supporting Windows, Mac, and Linux server configurations.



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Staff Job Postings

- Strong technical, analytical, and problem-solving skills in order to design, install, trouble-shoot, and maintain IT infrastructure.
- Knowledge of computer networks and system monitoring.
- A good understanding of data storage, backup and recovery, and load balancing.
- Must be able to move and lift a wide assortment of equipment.
- Plan and carry out multiple tasks and projects, prioritize and organize effectively, work under pressure and meet established timelines.
- Ability to work independently and in a team environment with minimal supervision.
- Demonstrated willingness to learn and continually upgrade skills.
- Excellent written and verbal English communication skills are critical.

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

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

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

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

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

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

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Job Posting

Job ID: 18056 (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:** Business Analyst II
Department: UBC IT - Digital Media Tech
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-07
Job End Date: 2016-05-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-24 **Available Openings:** 1

Job Summary

The Business Analyst II leads the assessment of client needs in an effort to align business initiatives with information technology solutions. The Business Analyst will provide leadership in implementing new technologies for UBC-wide and province-wide platforms for Digital Asset Management, including classroom-based video systems, image systems, and a powerful front end to enable users to easily search for content across the university.

As the primary business analyst, this position will own communications with a cross-disciplinary team of faculty, staff, and technical users, and will work closely with the user groups to understand the business needs as well as with technical resources to develop and implement solutions to meet these business needs. The BA will drive user adoption across the university with ongoing communications and user engagement, and by planning and helping deliver training programs for the user community.

The BA will work in a fast-paced environment across multiple projects simultaneously. This position consults with and provides guidance to faculty, staff, and technical leaders. The BA will have a leadership role on innovative, leading-edge Digital Asset projects, and will have responsibility of leading cross-disciplinary teams.

Organizational Status

UBC IT Digital Media Department provides a suite of digital media services to the University community including strategic enterprise-wide technology projects, web mobile services and creative services.

This position reports to the Director, Digital Media, within the Digital Media Technologies Department. This individual helps in the development of digital media assets for use across all client stakeholder environments (funded and cost recovery). This individual collaborates with management and staff from all sections of Information Technology. This individual also interacts directly with other University technology professionals on relevant projects and tasks.

Work Performed

Specific Duties:

- Lead discovery sessions with IT, faculty, staff, and other users to determine business and system requirements, develop use cases for a centralized digital asset platform, and bring diverse user groups to consensus around the highest priority requirements and use cases.
- Document resulting business and system requirements and use cases.



The University of British Columbia

Staff Job Postings

- Research off-the-shelf digital asset platform vendors and systems, conduct vendor demos, map to requirements and use cases, and recommend best fit for each of the digital asset systems.
- Select the best off-the-shelf systems for each platform, maintain the prioritized list of use cases and implementation activities, and implement the systems across the University, in collaboration with the project team.
- Prepare for and attend Steering Committee meetings and other leadership meetings as needed, and document and communicate results.
- Develop planning for system installation, implementation, configuration, and customization of selected systems.
- Lead the vendor and internal IT teams throughout the implementation and configuration process
- Implement configurations and customizations for selected systems, work with the software vendors to implement and configure the systems, develop test cases and test plans, lead the testing effort with IT, faculty, and staff, and prepare the system for go-live and support.
- Manage, track, and resolve project issues.
- Manage the product roadmap, and ensure that key use cases and requirements are included in the system configuration and customization.
- Develop the test cases and the test plan for system, performance, and user testing.
- Manage and track issues found during testing, and ensure bugs are resolved in a timely manner.
- Development of user training materials and user communications.
- Execution of go-live and support as needed.

Core Duties:

- Leads the assessment of client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities and recommends options.
- Identifies, elicits, and documents business requirements, defines business rules and communicates requirements for the implementation of business solutions.
- Communicates with stakeholders of varying technical ability and subject matter expertise.
- Leads short-term planning sessions to implement integrated business process improvements and documents discussion and agreements.
- Provides consultative services for the development of policies and procedures.
- Analyzes metrics to ensure for client satisfaction.
- Provides input to feasibility studies for standard development projects and enhancements.
- Provides technical guidance and leadership to less-experienced individuals.
- Prepares functional, system and program specifications.
- Develops user test cases and validates test results during user acceptance testing and system acceptance testing stages.

Typically performs functional testing.

- May prepare project status reports and communicate status to client.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

The BA must be self-motivated, with the ability to work with limited supervision to achieve project goals. The BA will work closely with a Program Manager, who will provide direction and supervision on weekly activities. For day to day tasks, the BA is expected to work with the project team to achieve project goals, and to work to achieve daily tasks independently.

Supervision Given

The BA will lead the project team in ensuring delivery of daily tasks and milestones, and will provide guidance and supervision to the project team in achieving these tasks. This will include ensuring that the use cases, requirements, and specifications are implemented in the system, issues are tracked and resolved, and tests are performed successfully prior to implementation.

Consequence of Error/Judgement



The person in this position makes decisions regarding the development of media resources and technologies. Disruptions to these projects or improper delivery of assets (over budget, over time or improperly produced) could have a significant impact on clients and their ability to deliver on strategic goals (academic mission, sustainability, operations, etc.)

Errors in judgment, poor planning, or failure to act decisively could have a detrimental effect on the delivery and consumption of digital media resources by clients. Unreliable systems or poor project management could lead to missed contractual obligations for performance and availability which would damage the reputation of UBC and UBC-IT. This could adversely impact the University community, including the stakeholders involved, which would result in possible lost productivity, funding and revenue.

Qualifications

Undergraduate degree in a relevant discipline. Degree in Business Administration, MIS CIS, Engineering, Computer Science, or related field. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Experience as a Business Analyst. Experience delivering large-scale strategic systems for large enterprises as well as working with software vendors and off-the-shelf software implementations. Experience with digital asset management systems is a plus.

Strong Business Analysis skills, including requirements, use cases, functional and technical specifications, test plans, test cases, and issue management

Strong interpersonal and communication skills with technical and functional leaders, including facilitating discovery sessions, interviewing functional and technical users, and developing and making presentations to user groups

Strong negotiating and facilitation skills, including the ability to facilitate requirements and use case meetings, and the ability to reach consensus on business and system requirements with diverse user and technical groups

A combination of big-picture thinking and detailed analytical skills, including both the ability to discuss the long-term future of digital asset management systems, and the ability to focus on specific requirements, configuration activities, and test cases for a specific system implementation

Self-motivated, self-starter, team-oriented individual, with a commitment to work through the issues to ensure successful project delivery, and the ability to work in multiple roles throughout the project life cycle

Strong analytical skills, including the ability to translate many diverse user viewpoints into a concise list of user requirements and use cases, and the ability to prioritize requirements based on business need

Documentation skills, including documentation of requirements, use cases, functional and technical specifications, test cases and test plans, and interim project deliverables for senior leaders

Research skills, including researching off-the-shelf systems to meet user requirements and working with vendors to conduct demos

Leadership skills, including leading user and technical groups, leading project teams, and managing relationships with software vendors

Technical skills, including the ability to lead developers and software vendors in system configuration and customization

Highly motivated, fast learner with demonstrated success working in a fast-paced work environment

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

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

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



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Recommends resource requirements and collaborates with impacted stakeholders.

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

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

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

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: 18055 (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:** Business Analyst II
Department: UBC IT - Digital Media Tech
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-07
Job End Date: 2016-04-30 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-24 **Available Openings:** 1

Job Summary

The Business Analyst II leads the assessment of client needs in an effort to align business initiatives with information technology solutions. The Business Analyst will provide leadership in implementing new technologies for UBC-wide and province-wide platforms for Digital Asset Management, including classroom-based video systems, image systems, and a powerful front end to enable users to easily search for content across the university.

As the primary business analyst, this position will own communications with a cross-disciplinary team of faculty, staff, and technical users, and will work closely with the user groups to understand the business needs as well as with technical resources to develop and implement solutions to meet these business needs. The BA will drive user adoption across the university with ongoing communications and user engagement, and by planning and helping deliver training programs for the user community.

The BA will work in a fast-paced environment across multiple projects simultaneously. This position consults with and provides guidance to faculty, staff, and technical leaders. The BA will have a leadership role on innovative, leading-edge Digital Asset projects, and will have responsibility of leading cross-disciplinary teams.

Organizational Status

UBC IT Digital Media Department provides a suite of digital media services to the University community including strategic enterprise-wide technology projects, web mobile services and creative services.

This position reports to the Director, Digital Media, within the Digital Media Technologies Department. This individual helps in the development of digital media assets for use across all client stakeholder environments (funded and cost recovery). This individual collaborates with management and staff from all sections of Information Technology. This individual also interacts directly with other University technology professionals on relevant projects and tasks.

Work Performed

Specific Duties:

- Lead discovery sessions with IT, faculty, staff, and other users to determine business and system requirements, develop use cases for a centralized digital asset platform, and bring diverse user groups to consensus around the highest priority requirements and use cases.



- Document resulting business and system requirements and use cases.
- Research off-the-shelf digital asset platform vendors and systems, conduct vendor demos, map to requirements and use cases, and recommend best fit for each of the digital asset systems.
- Select the best off-the-shelf systems for each platform, maintain the prioritized list of use cases and implementation activities, and implement the systems across the University, in collaboration with the project team.
- Prepare for and attend Steering Committee meetings and other leadership meetings as needed, and document and communicate results.
- Develop planning for system installation, implementation, configuration, and customization of selected systems.
- Lead the vendor and internal IT teams throughout the implementation and configuration process
- Implement configurations and customizations for selected systems, work with the software vendors to implement and configure the systems, develop test cases and test plans, lead the testing effort with IT, faculty, and staff, and prepare the system for go-live and support.
- Manage, track, and resolve project issues.
- Manage the product roadmap, and ensure that key use cases and requirements are included in the system configuration and customization.
- Develop the test cases and the test plan for system, performance, and user testing.
- Manage and track issues found during testing, and ensure bugs are resolved in a timely manner.
- Development of user training materials and user communications.
- Execution of go-live and support as needed.

Core Duties:

- Leads the assessment of client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities and recommends options.
- Identifies, elicits, and documents business requirements, defines business rules and communicates requirements for the implementation of business solutions.
- Communicates with stakeholders of varying technical ability and subject matter expertise.
- Leads short-term planning sessions to implement integrated business process improvements and documents discussion and agreements.
- Provides consultative services for the development of policies and procedures.
- Analyzes metrics to ensure for client satisfaction.
- Provides input to feasibility studies for standard development projects and enhancements.
- Provides technical guidance and leadership to less-experienced individuals.
- Prepares functional, system and program specifications.
- Develops user test cases and validates test results during user acceptance testing and system acceptance testing stages.

Typically performs functional testing.

- May prepare project status reports and communicate status to client.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

The BA must be self-motivated, with the ability to work with limited supervision to achieve project goals. The BA will work closely with a Program Manager, who will provide direction and supervision on weekly activities. For day to day tasks, the BA is expected to work with the project team to achieve project goals, and to work to achieve daily tasks independently.

Supervision Given

The BA will lead the project team in ensuring delivery of daily tasks and milestones, and will provide guidance and supervision to the project team in achieving these tasks. This will include ensuring that the use cases, requirements, and specifications are implemented in the system, issues are tracked and resolved, and tests are performed successfully prior to implementation.



Consequence of Error/Judgement

The person in this position makes decisions regarding the development of media resources and technologies. Disruptions to these projects or improper delivery of assets (over budget, over time or improperly produced) could have a significant impact on clients and their ability to deliver on strategic goals (academic mission, sustainability, operations, etc.)

Errors in judgment, poor planning, or failure to act decisively could have a detrimental effect on the delivery and consumption of digital media resources by clients. Unreliable systems or poor project management could lead to missed contractual obligations for performance and availability which would damage the reputation of UBC and UBC-IT. This could adversely impact the University community, including the stakeholders involved, which would result in possible lost productivity, funding and revenue.

Qualifications

Undergraduate degree in a relevant discipline. Degree in Business Administration, MIS CIS, Engineering, Computer Science, or related field. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Experience as a Business Analyst. Experience delivering large-scale strategic systems for large enterprises as well as working with software vendors and off-the-shelf software implementations. Experience with digital asset management systems is a plus.

Strong Business Analysis skills, including requirements, use cases, functional and technical specifications, test plans, test cases, and issue management.

Strong interpersonal and communication skills with technical and functional leaders, including facilitating discovery sessions, interviewing functional and technical users, and developing and making presentations to user groups.

Strong negotiating and facilitation skills, including the ability to facilitate requirements and use case meetings, and the ability to reach consensus on business and system requirements with diverse user and technical groups.

A combination of big-picture thinking and detailed analytical skills, including both the ability to discuss the long-term future of digital asset management systems, and the ability to focus on specific requirements, configuration activities, and test cases for a specific system implementation.

Self-motivated, self-starter, team-oriented individual, with a commitment to work through the issues to ensure successful project delivery, and the ability to work in multiple roles throughout the project life cycle.

Strong analytical skills, including the ability to translate many diverse user viewpoints into a concise list of user requirements and use cases, and the ability to prioritize requirements based on business need.

Documentation skills, including documentation of requirements, use cases, functional and technical specifications, test cases and test plans, and interim project deliverables for senior leaders.

Research skills, including researching off-the-shelf systems to meet user requirements and working with vendors to conduct demos.

Leadership skills, including leading user and technical groups, leading project teams, and managing relationships with software vendors.

Technical skills, including the ability to lead developers and software vendors in system configuration and customization.

Highly motivated, fast learner with demonstrated success working in a fast-paced work environment.

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

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

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



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

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

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

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

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Job Posting

Job ID: 18107
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Systems&Technlgy, Level D **Business Title:** Systems Administrator II
Department: UBC IT - Systems
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-23 **Available Openings:** 1

Job Summary

The Systems Administrator II designs systems hardware and software solutions, defines systems scope, and provides recommendations for all systems supported infrastructure as part of regular operations.

The Systems Administrator II deploys, configures and maintains systems infrastructure, and participates in medium to large scale infrastructure projects. The Systems Administrator II consults with users and analyzes their requirements, problems, and contributes to the design, provisioning and configuration of systems based on user needs. This position also provides systems hardware and software solutions, defines systems scope, and makes recommendations for systems supported infrastructure as part of regular operations. This position is also responsible for systems infrastructure provisioning, configuration, and support in a timely, efficient manner in accordance with all service level agreements.

This Systems Administrator II provides coverage during core hours (8AM to 5PM) but requires flexibility as some work must be performed outside of regular business operating hours. The Senior Systems Administrator will also be required to act in an on-call capacity to provided maintenance activity and in the event of major service disruptions.

Organizational Status

The Systems Administrator II supports clients of UBC's Department of Information Technology (UBC IT). This position reports to the Senior Manager, UBC IT Systems. The Systems Administrator II requires extensive contact with UBC staff, faculty, and students and also with members of the general public. The Systems Administrator II accepts tasks from the Senior Manager and the Team Lead of UCB IT Systems. This position works closely with the Senior Systems Administrator and Systems Architects, other Systems Administrators of UBC IT Systems and collaborates with management and staff of various UBC IT departments.

Work Performed

Specific Duties:

- Deploys new hardware, software, or security updates, and provide issue resolution related to hardware or software
- Implements new technologies and service as well as supporting existing technology and services
- Implements, manages and maintains industry standard infrastructure and services, largely centered on self-provisioning and automation.



- Monitors and analyzes technologies and services offered by UBC IT Systems, makes modifications and updates to network and server monitoring systems as needed
- Ensures appropriate security is maintained across all technologies and services offered by Systems
- Writes and maintains documentation in accordance with prescribed standards
- Configuration, installation and maintenance of server and storage infrastructure, virtualization infrastructure, backup and disaster recovery infrastructure, patch management and antivirus solutions
- Provides training to less experience IT Support staff
- Provide senior level expertise and guidance to System Administrators in maintaining an inventory of equipment, service contracts, warranties and maintenance agreements
- Participates in the life cycle of information technology
- Performs assessments, diagnostics and issue resolution to clients locally as well as remotely

Core Duties:

- Designs solutions to resolve system related business problems, meet user requirements, and streamline system work flows
- Formulates and defines system scope and objectives and recommends a strategy, potential solution, or "work-around"
- Monitors and analyzes systems issues and provides recommendations for all systems supported infrastructure as part of regular operations
- Provides guidance and training to less experienced analysts
- Writes and maintains systems documentation including user and technical manuals
- Designs, provisions and configures systems
- Acts as a liaison between technical groups and stakeholders to coordinate the system's installation and ensure technical compatibility and satisfaction
- Prepares documentation and defines system specific dependencies to assist in problem analysis
- Provides recommendations for improving procedures and coordinating system implementation
- Integrates development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools
- Performs other related duties as required

Supervision Received

Works under the general direction of the Team Lead, UBC IT Systems. Must be able to work independently and carry out work to completion. Keeps the Senior Manager and the Team Lead of UBC IT Systems informed of the status of work in progress. Works on tasks to meet deadlines on various projects. Work is reviewed in terms of achievement of desired results.

Supervision Given

This position works as a member of a UBC IT Systems support team. This position may require the training of newly hired staff on software and hardware used by UBC IT Systems and UBC IT staff.

Consequence of Error/Judgement

Errors in the implementation and support of enterprise systems could lead to significant financial loss for the University as well as lost productivity in teaching, learning and research time, and could impact the timely delivery of services to clients [e.g. students, faculty, staff and the general public].

Qualifications

Undergraduate degree in a relevant discipline. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Experience configuring and supporting VMware environments, operating system and application patch management, and antivirus solutions. Experience supporting



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Windows, Mac, and Linux server configurations.

The Systems Administrator II demonstrates strong technical, analytical, and problem-solving skills in order to design, install, trouble-shoot, and maintain IT infrastructure.

Knowledge of computer networks and system monitoring. A good understanding of data storage, backup and recovery, and load balancing.

Must be able to move and lift a wide assortment of equipment.

Plan and carry out multiple tasks and projects, prioritize and organize effectively, work under pressure and meet established timelines.

Ability to work independently and in a team environment with minimal supervision. Demonstrated willingness to learn and continually upgrade skills.

Since this position also involves extensive customer interaction in person, via phone, and email, as well as documentation creation: excellent written and verbal English communication skills are critical.

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

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

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

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

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

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

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All



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



Job Posting

Job ID: 18127
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Systems Administrator II
Department: UBC IT - Solutions&Integration
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-28 **Available Openings:** 1

Job Summary

The Systems Administrator II designs systems hardware and software solutions, defines systems scope, and provides recommendations for all systems supported infrastructure as part of regular operations. The Systems Administrator II is a key role with the responsibility of working with the technical and functional teams to support the University wide ERP (Enterprise Resource Planning) applications. This position is involved in performing ERP administration related tasks, planning and developing system implementation and enhancements, overseeing day-to-day operations and troubleshooting of the University wide applications.

Organizational Status

The Solutions and Integration team within the Administration Systems Management group is responsible for the middleware of the ERP applications including PeopleSoft, Hyperion, ImageNow, OBIEE, Tivoli Workload Scheduler, and other vendor applications.

The Systems Administrator II reports to the Manager, Solutions and Integration, and works closely with application teams, systems and network architecture teams, project managers, and managers of functional areas within the greater Administrative Systems portfolio, as well as with cross functional teams and individuals from across UBC, and external stakeholders and vendors.

Work Performed

Specific Duties:

- Administers the University wide ERP systems and manages related day-to-day operational responsibilities such as troubleshooting, problem solving, communicating technical instructions to various IT staff, and communicating impact to issues to key users and stakeholders.
- Provides technical expertise and leadership in the design, implementation, and maintenance of all ERP and related environments.
- Analyzes and reviews business requirements and provides recommendation on implementation options.
- Plans and develops system implementation and enhancements in support of current and new application services.
- Coordinates all infrastructure related efforts with Systems, Network, and Data Base Administration teams
- Works collaboratively with application development teams and subject matter experts to investigate and resolve problems in a timely and efficient manner; effectively manages the resolution of technical issues and problems.
- Provides technical solutions to a diverse range of complex problems.
- Designs, reviews, implements, and maintains ERP application access security policies.



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- Installs and configures ERP application servers.
- Performs application upgrades and patches on systems such as PeopleSoft, Hyperion, OBIEE, ImageNow, and other systems.
- Evaluates application performance and implements performance tuning.

Core Duties:

- Designs solutions to resolve system related business problems, meet user requirements, and streamline system work flows.
- Formulates and defines system scope and objectives and recommends a strategy, potential solution, or "work-around".
- Monitors and analyzes systems issues and provides recommendations for all systems supported infrastructure as part of regular operations.
- Provides guidance and training to less experienced analysts.
- Writes and maintains systems documentation including user and technical manuals.
- Designs, provisions and configures systems.
- Acts as a liaison between technical groups and stakeholders to coordinate the system's installation and ensure technical compatibility and satisfaction.
- Prepares documentation and defines system specific dependencies to assist in problem analysis.
- Provides recommendations for improving procedures and coordinating system implementation.
- Integrates development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the general direction of the Manager, Solutions and Integration with assigned areas of responsibility as described above.

Supervision Given

Functional supervision of technical consultants in project implementation. Functional supervision of internal staff in the use of systems and application tools.

Consequence of Error/Judgement

UBC IT plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The ERP systems support the University's teaching, research, and administrative work. Decisions and actions taken by the Systems Administrator will have a major impact on these systems.

Errors in judgment, decisions, and actions could negatively impact the ERP systems, and consequently affect the reputation of the University and could cause loss of productivity and revenue.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science or related field. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. 5 years of systems administration experience in a large enterprise environment.

Experience in one or more of the following middleware technologies: PeopleSoft, PeopleTools, Hyperion, OBIEE, ImageNow.

Experience in managing and supporting Linux and Windows servers.

Experience with Enterprise Application Integration - single sign-on, self-service, LDAP, application messaging, web services.



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In-depth knowledge of network protocol, firewalls, load balancers, Internet services.

Experience with PeopleSoft Enterprise Portal and PeopleCode is an asset.

Experience in one of more of the following technologies is an asset: WebLogic, Apache, Tomcat, ColdFusion, PHP, PERL, Java, SQL.

Web application development experience is an asset.

Excellent technical writing and documentation skills; including requirements gathering, concise, and understandable technical documentation

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

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

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

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

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

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

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: 18136
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Team Lead
Department: UBC IT - Web Services
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-28 **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 Team Lead manages and mentors staff in the day-to-day performance of work, participates in the development of resource plans, and provides technical leadership within various product and service lines. The Team Lead will use their web development expertise to support the professional development of the team and their strategic planning to continue developing the services offered by the team.

UBC IT Web Services is a full service web development team that works with a wide range of faculties and departments to deliver educational services and information to students, researchers, staff, industry and community over the internet to any device, anywhere, anytime.

The Team Lead thrives working directly with faculty and departmental leadership to understand their business needs and ensure the web services team is best able to meet them. The Team Lead will use their high energy, communication skills and web technical experience to continue evolving the team.

Organizational Status

Interacts directly with other University technology professionals and with faculty, staff and students at multiple levels in UBC. Reports to the Manager, Web Services, UBC-IT.

Work Performed

Specific Duties:

- Creates professional development plans for the team members.
- Is the first point of escalation for technical or project related issues.
- Actively enhances and introduces and products and services that allow Web Services to meet strategic goals.
- Collaborates with the Project Coordinator in ensuring current projects meet budget and timelines.
- Collaborates with the team Manager in ensuring prospective clients understand the services offered by the team and develops project proposals for them
- Actively solicits new clients and projects
- Architects and develops web projects



- Works directly with clients to clarify their business needs and propose solutions to meet those needs.
- Works with other developers, UX designers, creative designers, network management, systems management and DBAs to architect, develop and launch websites.
- Provides regular project updates to clients.

Core Duties:

- Manages staff in the day-to-day performance of work, provides leadership and mentoring, and uses a wide range of tools and techniques to create and maintain a collaborative, motivated and positive team atmosphere.
- Participates in the development of resource plans to meet staffing, space and equipment requirements. Coordinates and distributes work, monitors workloads and backlogs and makes necessary adjustments. Participates in the recruitment of new staff within respective team.
- Works with staff, project teams and other service providers to manage and coordinate work efforts. Ensures all resources understand and follow appropriate methods, procedures and techniques to successfully complete assigned tasks within committed timeframes and standards.
- Provides input into staff performance assessments, learning and development requirements, and recognition and reward recommendations.
- 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.
- Develops and implements procedures, methods, standards and controls to foster operational efficiency, monitor compliance, and mitigate risks to achieve team results.
- Performs the more complex elements of the work, applying an advanced level of technical expertise and judgement to achieve desired work outcomes.
- Leads or participates in the selection and negotiation of vendor contracts.
- May serve as a Project Manager on projects and would be responsible for the overall management and success of the project.
- Responsible for product expertise which would include development of new systems, acquisition of new software or hardware packages, changes and enhancements.
- 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 autonomously in accordance with general instructions as to methods and procedures. Work is reviewed in terms of achievement of desired results.

Works under the general direction of the Manager, Web Services, UBC-IT. Results are reviewed for achievement of overall and long term objectives.

Supervision Given

May provide guidance, coaching and technical leadership to, and provide feedback on performance of the Programmer Analysts and Project Coordinator.

In a project lead role, the Team Lead may direct and supervises work of other Programmer Analysts, Business Analysts, QAs, users and other staff assigned to projects.

Consequence of Error/Judgement

The position takes an active, participatory role in ensuring the quality of, the reliability and high availability of UBC websites, problem analysis and resolution, and ensuring services meet or exceed customer service levels at all times.

Qualifications



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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. 1 year of experience leading a web development team

- Providing coaching on development best practices
- Identifying and initiating programs to introduce new services

5 years of relevant web architect and development expertise, including:

- Strong front-end (Javascript, CSS and jQuery) expertise;
- Strong Drupal theming expertise;
- Ability to modify and develop Drupal modules;
- Responsive web development considered an asset.

5 years of client relationship experience, including:

- Requirements elicitation;
- Project coordination;
- Proposing technical solutions that meet client's business needs

Demonstrated career development through active and self-motivated professional development.

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

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

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

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

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

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

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



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



Job Posting

Job ID: 18109
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 Desktop Services Architecture& Development
Department: UBC IT - Desktop Services
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-28 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-23 **Available Openings:** 1

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

Job Summary

The Manager provides management and technical leadership to a reporting unit.

The Incumbent also manages and mentors staff in the day-to-day performance of work, participates in the development of resource plans, and provides technical leadership within various product and service lines. The Manager will lead various, often concurrent, projects and participate as member of a project, committee or workgroup.

This position provides leadership in the design, selection, or application of information systems to satisfy the business requirements of UBC which may include the development of business cases. This position requires a high degree of inter-organizational and intra-organizational coordination and the ability to work effectively across diverse departmental organizations to gain the consensus of stakeholders, as well as the ability to effectively manage and motivate teams, and problem solve to resolve issues.

The Manager will be responsible for negotiating with various stakeholders and senior management to resolve problems as they arise, create and agree new work schedules and revisions to project deliverables and secure stakeholder buy-in, and participate in strategizing for future change and growth.

Organizational Status

The Manager will provide leadership and own specific products and or services and will represent them on various committees and projects and will provide expert advice to stakeholders and staff with regard to issues and problems that may arise. This role will include mentoring staff to develop their skills in these areas.

This position has three major areas of responsibility: project management, operations management, and supervision and mentoring of staff.

Work Performed

Specific Duties:

- Distributing and completing daily work and work associated with multiple concurrent projects, often operating at various



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stages of the project management cycle.

- The Manager may serve as Project Manager, member of a project, or more informally, provide ad-hoc subject matter expertise. Regardless of the role in individual projects, the Manager is expected to maintain an overview of the status of various projects within their purview. The incumbent must be able to effectively manage all functions within the project management cycle and move between roles. These projects will be varied in scope and focus but will work on systems that impact UBC community user experience and impact the university's ability to meet IT delivery demands.

- Using a wide range of tools and techniques create and maintain a collaborative, motivated and positive team atmosphere.

Specifically, the Manager:

- Provides recommendations for change and problem resolution. Designs and may oversee the development of systems which considers a variety of requirements including changes or enhancements to existing systems, development of new systems; acquisition of new software or hardware packages and total cost of ownership.

- Works in conjunction with technical staff and management to facilitate common understanding of technologies, designs, strategies and projects.

- Works with peers and various stakeholders to determine and document functional requirements for systems in accordance with requirements and best practice.

- Assists in negotiation of vendor contracts. Acts a liaison with vendor and hardware software specialists to plan, coordinate and complete implementations and upgrades.

- Engages in the development of proposals as participant or owner; demonstrating a strong ability to represent requirements of each, as appropriate to individual proposals.

- Maintains a high-level understanding of their work area's current technical tools sets and architectures and future strategic directions.

- Knowledgeable of the wide spectrum of technologies available within the industry and application of such technologies within UBC.

- Able to lead infrastructure incident, problem, and needs analysis to develop configurations to solve complex multi-platform and multi-processing environments.

- Ability to order and prioritize work and objectives that meets customer groups needs for the right infrastructure services - performance, availability, backup and recovery, security and capacity.

- Analyze and establish good management practices for infrastructure systems security, integrity, audit, backup and recovery for systems and data repositories.

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.

Supervision Received

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



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specific objectives. The Manager receives operational direction from the Senior Manager, Desktop Services and strategic direction from the Director of Infrastructure.

Supervision Given

Manages staff directly and indirectly through subordinates.

Consequence of Error/Judgement

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

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.

Empower team members to be accountable for results and keep commitments.

Provide advice and counsel to staff for use in career planning and creates development plans to help staff achieve their career goals. Assigns and supervises staff to work which leverages their skills and capabilities as well as provides them with opportunities for learning.

Ability to develop and maintain cooperative and productive working relationships.

Ability to effectively facilitate groups to achieve appropriate outcome.

Demonstrates effective interpersonal skills including conflict resolution and change management.

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

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

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

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

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

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

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

Ability to maintain accuracy and attention to detail.

Strong organizational and planning skills.



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Ability to develop and deliver effective presentations and workshops.

Develops effective presentations on task status, schedule risks and opportunities, and budgets. Provides timely information to teams, project managers and IT and customer leadership on project status.

Where required, provides leadership for an entire project driving both the management and technical aspects of the project, and taking responsibility to resolve issues effectively and professionally.

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

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

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

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

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

Strategic Technology Planning - 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.

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: 18122
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Team Lead
Department: UBC IT - Systems
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-27 **Available Openings:** 1

Job Summary

The Team Lead manages and mentors staff in their day-to-day work, participates in the development of resource plans, and provides technical leadership within various product and service lines.

This position provides leadership in the design, selection, operationalization and support of information systems to satisfy the business requirements of UBC. This position requires a high degree of inter-organizational and intra-organizational coordination and the ability to work effectively across diverse departmental organizations to gain consensus of stakeholders, as well as the ability to effectively manage and motivate teams, and problem solve to resolve complex issues.

The Team Lead has accountability over the Enterprise Middleware Infrastructure for UBCIT. As part of the Systems team, you provide technical leadership and direction for the Enterprise Middleware Services, to include, but not limited to: the Message Queuing Services; the Enterprise Service Bus; Enterprise J2EE Application Servers; Enterprise Content Management System (Drupal); and the Enterprise Extract Translate and Load (ETL) Servers. You are responsible for defining and maintaining operational and support procedures, as well as ensuring service availability.

Organizational Status

UBC IT Systems provides Infrastructure as a Service to the University community, including virtualization, servers, storage, middleware as well as other cloud services.

The Team Lead will act as an "expert" within the Systems team for the offered products and services relating to the Enterprise Middleware; as such will provide expert advice to clients and staff with regards to design, implementation, issues and problems that may arise.

Work Performed

Specific Duties:

- Leads the distribution and completion of daily work and work associated with multiple concurrent initiatives, often operating at various stages of the development, deployment or operationalization cycle.
- Using industry standard, leads the implementation of practices for infrastructure systems security, integrity, audit, backup and recovery for systems and data repositories for the Enterprise Middleware.
- Leads incident and problem management for areas of responsibility, ensuring incidents and problems are resolved within SLC.



- Leads the life cycle of information technology for the Enterprise Middleware.
- Serve as Project Manager, member of a project, and provide ad-hoc subject matter expertise. Regardless of the role in individual projects, the Team Lead is expected to maintain an overview of the status of various projects within their purview. The incumbent must be able to effectively manage all functions within the project management cycle and move between roles. These projects will be varied in scope and focus but will involve work on systems that impact UBC community user experience and impact the university's ability to meet IT delivery demands.
- Develops reports on status, risks and opportunities, and budgets. Provides timely information to teams, project managers, IT and customer leadership on project status.
- Provides leadership and resource allocations across and within projects in their team. Specifically, the Team Lead:
 - oProvides ongoing reviews of practices for continuous improvement.
 - oDemonstrates commitment to meet deadlines and priorities and is accountable to the timely completion of assigned tasks.
 - oPerforms administrative responsibilities such as time tracking, staff allocation, etc.
 - oProvides recommendations for change and problem resolution.
 - oLead the design and oversees the development of systems which considers a variety of requirements including changes or enhancements to existing systems, development of new systems; acquisition of new software or hardware packages and total cost of ownership.
 - oWorks in conjunction with technical staff and management to facilitate common understanding of technologies, designs, strategies and projects.
 - oWorks with peers and various stakeholders to determine and document functional requirements for systems in accordance with requirements, best practice and industry standards.
 - oEngages in the development of proposals as participant or owner; demonstrating a strong ability to represent requirements of each, as appropriate to individual proposals.
 - oMaintains a high-level understanding of their work area's current technical tools sets and architectures and future strategic directions.
 - oAbility to order and prioritize work and objectives that meets customer needs.
- Leads the capacity planning for the Enterprise Middleware.
- Provide consultation and analysis to identify process improvements, cost and improve quality accuracy efficiency.
- Ensures appropriate security is implemented and maintained across the Enterprise Middleware.
- Ensures documentation is prepared and maintained in accordance with prescribed standards

Core Duties:

- Manages staff in the day-to-day performance of work, provides leadership and mentoring, and uses a wide range of tools and techniques to create and maintain a collaborative, motivated and positive team atmosphere.
- Participates in the development of resource plans to meet staffing, space and equipment requirements. Coordinates and distributes work, monitors workloads and backlogs and makes necessary adjustments. Participates in the recruitment of new staff within respective team.
- Works with staff, project teams and other service providers to manage and coordinate work efforts. Ensures all resources understand and follow appropriate methods, procedures and techniques to successfully complete assigned tasks within committed timeframes and standards.
- Provides input into staff performance assessments, learning and development requirements, and recognition and reward recommendations.
- 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.
- Develops and implements procedures, methods, standards and controls to foster operational efficiency, monitor compliance, and mitigate risks to achieve team results.
- Performs the more complex elements of the work, applying an advanced level of technical expertise and judgement to achieve desired work outcomes.



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Leads or participates in the selection and negotiation of vendor contracts.
May serve as a Project Manager on projects and would be responsible for the overall management and success of the project.
Responsible for product expertise which would include development of new systems, acquisition of new software or hardware packages, changes and enhancements.
Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
Performs other related duties as required.

Supervision Received

Works under the general direction of the Sr. Manager, UBC IT Systems. Must be able to work independently and carry out work to completion. Keeps the Senior Manager of UBC IT Systems informed of the status of work in progress. Works to meet deadlines on various projects. Work is reviewed in terms of achievement of desired results.

Supervision Given

Works with complete latitude within general policies and an administrative framework.

Provides guidance, coaching and technical leadership to, and provide feedback on performance of the System Administrators and Middleware Specialist.

Consequence of Error/Judgement

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Team Lead will have a direct impact on how efficiently and effectively the department performs and functions. Directly as Team Lead or indirectly through subordinates, errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community, 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. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of UBC IT and UBC.

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. -Strong technical, analytical, and problem-solving skills.
-Strong experience with middleware technologies.
-Applied experience working in enterprise environments.
-Excellent knowledge of SSL technologies.
-Experience supporting the application development life cycle: design, development, testing, pre-production, production...
-Solid understanding of incident, problem, change management methodologies.
-A strong understanding of multi-tier technology architecture.
-A good understanding of data storage, backup and recovery.
-A good understanding of networking, including switching, routing and load balancing.
-Experience building and supporting services in a virtual environments (VMWare).
-Demonstrate creative and innovative thinking.
-Positive attitude, organized, self-motivated and great team player.
-Excellent written and communication skills.
-Ability to develop and maintain cooperative and productive working relationships.
-Effective interpersonal skills including conflict resolution and change management.
-Ability to recognize and appreciate various points of view, including clients, peers and management.
-Understanding of Information Technology, with emphasis on offering Infrastructure as a Service, Virtualization, Storage, Middleware and Private and Public Clouds.



- Complete and thorough understanding on the operationalization and management of enterprise services and technologies.
 - Ability to translate client solution statements and requirement in order to provide the right solution.
 - Ability to analyze and redesign work flow business processes to make them more efficient and effective.
 - Ability to effectively manage multiple tasks and priorities and work under pressure to meet critical, time sensitive deadlines.
 - Ability to effectively facilitate groups to achieve appropriate outcome.
 - Ability to maintain accuracy and attention to detail.
 - Strong organizational and planning skills.
-
- Collaboration - Actively solicits ideas and opinions from others to efficiently and effectively accomplish specific objectives targeted at defined business outcomes. Openly encourages other team members to voice their ideas and concerns. Shows respect for differences and diversity, and disagrees without personalizing issues. Utilizes strengths of team members to achieve optimal performance.
 - Communication for Results - Conducts discussions with and writes memoranda to all levels of colleagues and peer groups in ways that support troubleshooting and problem solving. Seeks and shares relevant information, opinions, and judgments. Handles conflict empathetically. Explains the context of interrelated situations, asks probing questions, and solicits multiple sources of advice prior to taking action when appropriate.
 - Problem Solving - Applies problem-solving methodologies and tools to diagnose and solve operational and interpersonal problems. Determines the potential causes of the problem and devises testing methodologies for validation. Shows empathy and objectivity toward individuals involved in the issue. Analyzes multiple alternatives, risks, and benefits for a range of potential solutions. Recommends resource requirements and collaborates with impacted stakeholders.
 - Accountability - Sets objectives that meet organizational needs. Provides recommendations to individuals and teams on ways to improve performance and meet defined objectives. Monitors and provides feedback on individual and team performance against defined standards.
 - Developing Others - Provides guidance to others on ways of increasing their contribution to the mission, objectives, and values of the organization. Involves individuals in identifying developmental opportunities and provides feedback and recommendations. Involves others in setting development plans. Allocates resources for learning. Responds to requests for solutions to developmental problems.
 - Strategic Technology Planning - Investigates technology practices, priorities, and direction. Uses the strategic technology plan to set objectives and action plans for a specific work area

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: 18042 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E2 **Business Title:** Manager, Digital Assets
Department: UBC IT - Digital Media Tech
Salary: \$83,293.00 - \$104,115.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-24 **Available Openings:** 1

Job Summary

The Manager provides management and technical leadership to a reporting unit.

The Manager of Digital Assets works closely with business and IT teams within UBC IT and in the greater UBC Community to gather requirements and understand the business needs for Digital Asset Management at UBC, and translate these requirements into an operational and project plan for this unit. The Manager will lead project teams and have involvement in individual projects as needed, and will ensure successful delivery of all of the projects in the Digital Asset Management unit.

The Manager is responsible for leading and managing a reporting unit, and consults with and provides guidance to faculty, staff, and technical leaders. The Manager works with leading-edge technologies and provides leadership to cross-disciplinary teams to successfully deliver Digital Asset Management projects.

Organizational Status

The Digital Assets team provides consulting, deployment, production and post-production Digital Asset Management services across the UBC community (faculties and central units) and external to UBC (Shared Services) on a cost recovery and funded basis. This is a varied role requiring part; engagement, envisioning, management, communications and client engagement while leading the Digital Assets team through the use of best practices and methodologies.

The Digital Assets team is comprised of technical and project staff and the Manager - Digital Assets will provide direct oversight of this team.

Work Performed

- Develop strategic and operational plans for centralized Digital Asset Management at UBC and lead delivery of the programs and services within this area.
- Lead individual Digital Asset Management projects or participate in the projects as needed, including providing project management or business analysis expertise on these projects to ensure successful delivery of all projects within the reporting unit.
- Create and manage relationships with stakeholders including faculty, staff, and IT groups, to gather and understand business requirements for Digital Asset Management, and translate requirements into a plan for current and future projects and resources.
- Represent the Department in Steering Committee, Working Group, and or other governance meetings for Digital Asset Management



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- Develop and or review project charters for Digital Asset Management
- Develop and manage the resources within this reporting unit, including hiring, managing, training, career development, and performance management for this team. Oversee budget planning and management for the unit.
- Hire and manage the Digital Asset Management team which will deliver projects for centralized Digital Asset Management at UBC, and provide province-wide platforms for individual projects
- Provide guidance on career development, and create development plans for resources within this reporting unit
- Keep up-to-date with the latest Digital Asset Management technologies and strategies, and use this knowledge to develop future plans for Digital Asset Management projects

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 duties as required.

Supervision Received

The Manager must be self-motivated, with the ability to work with limited supervision to achieve reporting unit goals. The Manager will work closely with the Director of Digital Media Technologies, who will provide direction on the reporting unit. For day to day tasks, the Manager is expected to work with the teams to achieve unit goals, and to work to achieve daily tasks independently.

Supervision Given

The Manager will lead the team in career development, performance management, and resource assignments, ensure delivery of project tasks and milestones, and provide guidance and supervision to the team in achieving these tasks. This will include ensuring that stakeholders are in agreement with the unit goals and objectives, resource allocations are made according to these priorities, and the project teams have the resources they need to deliver successful projects.

Consequence of Error/Judgement

The Manager must be self-motivated, with the ability to work with limited supervision to achieve reporting unit goals. The Manager will work closely with the Director of Digital Media Technologies, who will provide direction on the reporting unit. For day to day tasks, the Manager is expected to work with the teams to achieve unit goals, and to work to achieve daily tasks independently.

Qualifications



Undergraduate degree in a relevant discipline. Post-graduate degree may be required for specialized positions. Degree in Business Administration, MIS CIS, Engineering, Computer Science, or related field is required. Minimum of 9 years experience or the equivalent combination of education and experience. Supervisory experience may be required. Technical expertise in a highly specialized area required. Experience as a Manager and experience as a Project Manager is preferred.

Experience delivering large-scale strategic systems for large enterprises.

Experience managing reporting units, hiring and managing teams, and developing and managing to budgets.

Experience with digital asset management systems is a plus.

Strong Management skills, including the ability to hire and manage teams, develop and manage to budgets, and provide career development and performance management.

Strong interpersonal and communication skills with technical and functional leaders, including determining strategies and prioritizing projects with business units, interviewing functional and technical stakeholders, and developing and making presentations to Steering Committees and other governance groups.

Strong negotiating and facilitation skills, including the ability to facilitate requirements and business priorities, and the ability to reach consensus on business needs with diverse user and technical groups.

A combination of big-picture thinking and detailed management skills, including both the ability to discuss the long-term future of digital asset management systems, and the ability to focus on the daily tasks which will ensure successful delivery of critical projects.

Self-motivated, self-starter, team-oriented individual, with a commitment to work through the issues to ensure successful project delivery, and the ability to work in multiple roles as needed on Digital Asset Management projects.

Documentation skills, including documentation of business priorities, project charters, resource requirements, and budgets, as well as development of slide presentations for project sponsors and governance committees.

Project Management skills, including the ability to develop and ensure delivery according to project plans and timelines, and the ability to lead all phases of the project lifecycle.

Research skills, including researching trends in Digital Asset Platforms, and software vendors that meet the current business needs.

Leadership skills, including leading user and technical groups, leading teams, and managing relationships with software vendors.

Technical skills, including the ability to manage technical resources.

Highly motivated, fast learner with demonstrated success working in a fast-paced work environment.

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

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

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

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



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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: 18105
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level A **Business Title:** Training Coordinator
Department: Payment and Procurement Svcs
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-14 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-23 **Available Openings:** 1

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

Job Summary

This role encompasses supporting the developments and delivery of the training strategy for the Payment and Procurement Services (PPS) portfolio. The Training Coordinator will be involved in outreach and will be responsible for facilitating PPS training opportunities throughout campus. This will include development of documentation for public consumption, writing of training manuals, course materials and other related training documents and session facilitation. The role also includes developing communication related initiatives in a variety of mediums, including print and website, project timelines and schedules.

Organizational Status

Reporting to the Communications & Learning Specialist, the incumbent interacts and communicates with staff, management & Directors and works closely liaises with all levels of Payment and Procurement Services staff. Establishes and builds relationships with cross functional units end users.

Work Performed

- Participates in the development, planning and implementation of the financial training strategy for PPS.
- Conceptualize, design, produce, and deliver a new balanced PPS training model;
- Develop a comprehensive understanding of the operational functionality of UBC financial systems & processes including FMS, Online Payment Tool (OPT), Smart Forms.
- Create and write relevant training manuals and any supplemental training materials, including a train-the-trainer guide; which thoroughly meets the identified training needs, holds the interest of the trainees, and are appropriately designed for the setting and comprehension level of the users;
- Develop a variety of blended teaching aids, such as practice exercises, multimedia visual aids, or computer tutorials and deploy these on a Learning Management System (LMS) and workshop facilitation.
- Understand the distinct user groups that will use the financial systems available through PPS, and prepare the specific training materials and training plans for each group;
- Coordinates with faculties, administrative units and the wider UBC community to plan and develop core training sessions.
- Deliver a variety of facilitated training sessions and present workshops to a variety of stakeholders across both campuses along with relevant subject matter experts;
- Provide ongoing advice and support to faculties and departments after training to facilitate successful user adoption.



- Works with the Communications & Learning Specialist to understand the need for a structured change management approach and methodology for the adoption of new processes and technologies focusing on the interaction between people and technology;
- Improves training program content and delivery by obtaining feedback and suggestions from trainees. Evaluates feedback and makes recommendations;
- Assists with the recruitment of trainers and their subsequent training;
- Performs other related duties.

Supervision Received

Works independently under the general direction of the Communications and Learning Specialist. Work is reviewed for appropriateness and conformance to established standards. This position is a critical training function.

Supervision Given

There are no direct reports to this position.

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 portfolio. The consequence of error could negatively impact learning opportunities for staff and user adoption rates.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. -Knowledge of adult education principles.;Prior experience developing and writing training manuals.;Prior experience delivering software training;Experience in the design and development of online educational materials;Ability to effectively manage multiple tasks and priorities;Ability to deal with a diversity of people in a calm, courteous, and effective manner;Ability to communicate effectively verbally and in writing;Ability to exercise sound judgment;Ability to prioritize and work effectively under pressure to meet deadlines;Ability to work effectively independently and in a team environment. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources.

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Job Posting

Job ID: 18045 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level B **Business Title:** ALDP Program Manager
Department: Center for Teaching, Learning & Tech
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2014-05-01
Job End Date: 2015-04-30
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-22 **Available Openings:** 1

Job Summary

This position provides the management and delivery of the Academic Leadership Development Program (ALDP), and related leadership development programs as they may be developed. The position contributes to the strategic process design and strategic planning for the program as well as content development for the program. It develops marketing strategies and materials, produces learning materials including the design and delivery of e-learning resources, and supports the ALDP Program Director and ALDP Planning Team. The Program Manager liaises with senior administrators, academic leaders and faculty across campus, and builds collaborative relationships with partners, cohort members and potential participants. The ideal candidate must have a great deal of initiative and integrity, excellent communication skills, an understanding of higher education and adult learning, and a balance of management, create, technical, analytical, communication and interpersonal skills.

Organizational Status

This position reports to the ALDP Program Director, and works collaboratively with ALDP Planning Team members and academic leadership partners to meet the goals and objectives of the program. The Program Manager will also work with CTLT and Human Resources colleagues, as needed, to ensure that the program objectives align with the University's teaching and learning goals. Key relationships for this position are those built with the participants in the program as well as with alumni of the program, engaging commitment, providing learning support, maintaining the e-learning environment, and working with campus administrators, Deans' offices and related offices to identify prospective applicants to the program.

Work Performed

- Works closely with the Program Director and the Planning team to develop, deliver and evaluate the program, including logistical arrangements for delivery of the program;
- Assists with program content development, including the development of flexible e-learning approaches;
- Ensures that each session is delivered effectively by working with the working group, the facilitator and resource persons, and takes a leadership role to ensure that workshop studio outlines are developed and materials prepared;
- Develops annual program course outlines and program materials in coordination with the Program Director and the Planning Team;
- Updates web-based pages and materials, develops and maintains on-line content for ALDP in Connect Learning Management System, and works collaboratively with CTLT flexible learning specialists to enhance online and blended content;
- Recruits program participants by working with Deans' Offices, Faculty Relations and Planning Team to identify eligible participants and gain support for their participation from senior administrators; builds strong relationships with program



participants communicating with participants on a regular basis;

- Creates and maintains relationships with program alumni to build a community of mentors for the programs. Supervises participation of previous cohort members in leadership programs and mentors their involvement;
 - Develops program communications, marketing strategies and materials for the program;
 - Administers, compiles and analyzes participant evaluations; prepares statistical reports; conducts assessments, prepares reports and analyses, makes recommendations for change; develops presentations and progress reports on the program showing key achievements and challenges;
 - Works within the program's budget and prepares regular budget reports and plans for review for the Program Director and the Planning Team;
 - Calls and attends Planning Team and other ALDP meetings, and provides related administrative support to the meetings;
 - Liaises with Advisory Committee and organizes annual meeting;
 - Maintains and updates knowledge of leadership development, change management principles and practices, instructional technology, and pedagogical practices to improve participant learning opportunities;
 - Works with the Program Director to streamline processes and look for efficiencies for the overall management of this program;
- Other duties as assigned requisite with skills and experience.

Supervision Received

Reports directly to the ALDP Program Director. This position liaises with and draws upon the expertise of members of the ALDP Planning Team, the working groups, participants in the program, on- and off-campus services, and CTLT and Human Resources staff to help both streamline program administration and develop relevant program resources

Supervision Given

This position may supervise students.

Consequence of Error/Judgement

Serious errors in judgment and failure to follow best practices may have negative consequences on the quality of academic leadership development at UBC. They may also damage the reputations of the Provost's Office, Human Resources, CTLT and the ALDP program.

Qualifications

Undergraduate degree in a relevant discipline. Degree in Education, Educational Technology, Organizational behavior, or related discipline. Minimum of four years experience or the equivalent combination of education and experience. Experience in development, design, delivery and evaluation of educational programs in a university setting, with demonstrated skill and knowledge of related pedagogy preferred, or the equivalent combination of education, skills and experience. Experience working with senior administrators and faculty in higher education will be preferred. . High degree of initiative, independence and flexibility. Ability to contribute to development of educational leadership content. Ability to assist with the development of strategic engagement processes and strategic plans. Effective project management abilities. Ability to maintain accuracy and attention to detail. Ability to independently organize ALDP's learning events. Excellent oral and written communication, interpersonal, planning, organizational, and problem solving skills. Ability to work both independently and collaboratively within a team environment. Ability to prioritize and work effectively under pressure to meet multiple deadlines. Diplomacy, tact, and discretion. Computer skills including Word, Excel, PowerPoint, Internet Research and HTML and ability to manage and update Word Press website and UBC's Connect Learning Management System.

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Job Posting

Job ID: 18102
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Evaluation Specialist
Department: Evaluation Studies Unit
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-26
Job End Date: 2015-06-30 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2014-04-29 **Available Openings:** 1

Job Summary

The Evaluation Specialist is responsible for planning, designing, implementing, and communicating the evaluation of programs and curricula for the undergraduate and postgraduate medical program within the Faculty of Medicine (FoM). This will include provision of support to decision-makers, faculty, and staff actively involved or affected by evaluation activities, working with collaborators, and strategizing and coordinating activities of the multi-site, multidisciplinary evaluation.

Organizational Status

The Evaluation Studies Unit (ESU) was established by the UBC Faculty of Medicine (FoM) in 2004. ESU provides comprehensive, rigorous and objective data to assist stakeholders in the on-going development and improvement of programs. It is organizationally placed within the Education portfolio of the FoM Dean's Office. Its mandate is to evaluate the effectiveness, quality, comparability, and impact of the MD Undergraduate and Postgraduate programs and provide supporting data for accreditation. The Unit also performs evaluations that support decision-making and social accountability across a broad range of other FoM programs.

The Evaluation Specialist will report to the Associate Director. She he will interact and work closely with the Operations Manager on issues related to work plans, personnel, and evaluation resources. She he will also interact regularly work closely with other members of the ESU, faculty and staff from the Faculty of Medicine (FoM). The Evaluation Specialist will attend, participate and act as a representative of ESU in committees, working groups, and planning meetings, as assigned.

Work Performed

- Develop, coordinate, and implement the evaluation strategy and project plans for assigned work
- Develop evaluation plans (including logic models) and program evaluation design and methods for program and instructional initiatives
- Manage evaluation projects in terms of allocating time and resources in order to meet deadlines
- Manage relationships with internal and external stakeholders who implement programs and or initiatives
- Review and critique program evaluation literature to contribute to development and application of best practices and new methodologies in evaluation studies
- Conduct literature reviews to ensure evaluations incorporate established theories and external evidence in areas of study
- Oversee the preparation of ethics applications



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- Develop data collection instruments and procedures to measure implementation and outcomes of programs
- Develop and improve processes procedures for the implementation of evaluation activities
- Oversee the collection of a range of data (e.g. surveys, focus groups, interviews, administrative data) from multiple sources
- Ensure evaluation activities are implemented in compliance with ethical requirements
- Managing the execution of qualitative (e.g. thematic) and quantitative (e.g. descriptive, inferential) data analysis
- Interpret results and write evaluation reports and recommendations, memos, and summaries for use by policy and decision makers
- Contribute to annual reports and other public documents related to evaluation activities
- Monitor the uptake of recommendations and facilitate the use of evaluation findings for planning and improvement
- Develop and implement communications plans to guide dissemination of evaluation findings to stakeholders
- Develop and deliver presentations for decision makers (e.g. committees, planning meetings, etc.) and professional and lay meetings
- Write and submit manuscripts, reports, etc. for external publication in collaboration with ESU and FoM colleagues
- Troubleshoot issues and respond to student, staff and faculty inquiries related to assigned evaluation work
- Supervise the work completed by Evaluation Assistants
- Serve as an expert resource to faculty and staff within the FoM on program evaluation
- Coordinate and or contribute to internal work groups and or projects aimed at increasing the efficiency and effectiveness of ESU
- Perform other duties as required to ensure the successful completion of evaluation projects

Supervision Received

The Evaluation Specialist will work under general Unit guidelines. Work will be reviewed in terms of quality and effectiveness in meeting Unit goals.

Supervision Given

The Evaluation Specialist will manage an assigned Evaluation Assistant and will be responsible for discipline and evaluation, and will participate in hiring and termination.

Consequence of Error/Judgement

The Evaluation Specialist is responsible for the planning, design, and implementation of evaluation activities in collaboration with members of the FoM. Poor decisions and errors in judgment could result in delayed completion of projects or inappropriate planning, result in financial loss, and damage the reputation of the Evaluation Studies Unit, the Faculty of Medicine and the University of British Columbia. In addition, the impact, if an error occurred, would be misinterpretation of results in information disseminated to decision-makers, the public, and academic audiences. The consequences could lead to inappropriate policy and decision-making related to medical education.

Qualifications

Master's degree in Education. Disciplines in evaluation, health or social science also preferred. Minimum of six years experience or the equivalent combination of education and experience. Professional experience in program evaluation required. Canadian Evaluation Society Credentialed Evaluator (CE) designation or ability to work toward meeting CE qualification requirements preferred. Familiarity with medical education and health services an asset. Strong experience in qualitative and quantitative research evaluation methods required. Computer experience and competency with Microsoft Office and data analysis software (e.g., SPSS, NVivo) is also required. Proven ability to establish and maintain effective working relationships with stakeholders or clients. Extensive knowledge of research evaluation methodology, statistics, and program evaluation. Strong ability to compose correspondence, reports, presentations, and other written materials using clear and concise business English. Excellent command of the English language with a strong ability to communicate effectively both verbally and in writing. Effective presentation skills and ability to communicate information in a way that is understandable to non-evaluation trained audiences. Proven skills in project management. Ability to effectively use MS Word, Outlook, PowerPoint and Excel at an advanced level. Ability to effectively use SPSS, and NVivo at an intermediate level. High level of thoroughness, accuracy, and attention to detail. Ability to analyze and interpret quantitative and qualitative data, determine implications, and provide recommendations.



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Ability to effectively manage multiple tasks and priorities. Proven ability to plan, prioritize and work effectively under pressure to meet difficult deadlines. Ability to review, critique, and synthesize literature and information from various sources. Ability to exercise tact and discretion. Ability to exercise sound judgment. Ability to anticipate problems and issues and plan ahead. Ability to work independently and demonstrate high level of initiative and self-directedness. Ability to work in a fast-paced team environment. Ability to travel as required.

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Job Posting

Job ID: 18114
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level C2 **Business Title:** Senior Manager, Communications and Engagement
Department: VP FRO Communications
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-05-08 **Available Openings:** 1

Job Summary

The Senior Manager, Communications and Engagement will be responsible for developing and evaluating strategies and implementing employee communications and engagement programs and change management initiatives within the Finance, Resources and Operations (FRO) portfolio. Working closely with the Director the position will ensure that adequate and appropriate information is provided to internal and external stakeholders and represent FRO to a broad range of audiences.

The position also works closely and is a part of the Building Operations Leadership Team (BOLT) to ensure communication objectives and strategies that are developed are consistent with other portfolio and university-wide initiatives.

This position may require work outside normal working hours.

Organizational Status

This position is a direct report to the Director, Communications and Engagement, and has a dotted-line relationship with the Managing Director of Building Operations. This position will be a member of the Building Operations Leadership Team (BOLT). It also relates to other senior staff in the FRO portfolio; and relates to senior staff in the VP, Communications and Community Partnership's portfolio, particularly the Managing Director, Communications and Marketing and the Director, Public Affairs.

Work Performed

- Works closely with the Director, Communications and Engagement to establish FRO communication priorities and to manage the unit; including administrative and staff management and budget development.
- Leads the development and implementation of employee communications and engagement programs for FRO. This includes developing communications strategies and formal communications plans.
- Plans and implements communications and engagement activities for FRO departments.
- Develops and implements FRO crisis communications and issues management plans
- Develops strong rapport and relationships with all internal and external stakeholder groups, allowing for open and constructive communication and achievement of FRO objectives.
- Oversees and facilitates public meetings, information sessions and outreach activities with internal and external stakeholders.
- Works closely with the BOLT to ensure communication objectives and strategies that are developed are consistent with other portfolio and university-wide initiatives; develops and implements communication and engagement programs.
- Develops strategy and content for social media and online tools.
- Develops and writes materials for print, display monitors, and web media.



- Conducts analysis of FRO communications and engagement processes and reports on effectiveness, including preparing briefs for senior university administrators.
- Acts as the Director in the Director's absence
- Ensures all communications and engagement activities are compliant with Freedom of Information and Protection of Privacy Act (FIPPA).
- Ensures consistency of FRO communications and engagement materials with UBC brand and initiatives in the media, advertising, and other online and print mediums, working closely with staff from the VP Communications and Community Partnership's portfolio.
- Acts as a spokesperson for FRO, when required.
- Exercises a high level of diplomacy and discretion in all interactions.
- Other duties as assigned.

Supervision Received

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

Supervision Given

Supervises the Communications & Learning Specialist. May direct and manage the activities of other subordinate staff, including the assignment of duties and responsibilities and setting of priorities. May supervise contractors.

Consequence of Error/Judgement

Makes recommendations concerning communications and issues relating to FRO. Exercises professional and managerial judgment in advising senior administration on a variety of matters with 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, if handled incorrectly, have the potential to alienate members of the university (i.e. staff, faculty and students).

Qualifications

Undergraduate degree in a relevant discipline. Degree in Communications or Arts preferred. A minimum of 7 years of experience or communications services or the equivalent combination of education and experience. Exceptional oral and written communication, presentation, facilitation and interpersonal skills. Experience with websites (content management systems) and social media. Experience with employee or public engagement. Experience with staff management and budgeting an asset. Experience working in a financial or university environment an asset. Has the ability to establish a high level of rapport with senior management within the university community, stakeholders and opinion leaders; utilize judgment and sensitivity in presenting issues; provides leadership and direction in determining appropriate courses of action. Ability to think strategically. Ability to effectively manage sensitive or controversial issues. Exercises a high degree of diplomacy and discretion in all internal and external interactions. Understands the dynamics of a fast-paced, ever-changing environment and can prioritize effectively. Is flexible and can manage changing priorities within a dynamic work environment. Possesses a collaborative, team-focused working style. Self-sufficient and self-motivated. Takes ownership of programs and tasks. Rolls up his/her sleeves to accomplish tasks. Interest in continuing to develop innovative approaches to employee engagement, including in-person, online and through the use of social media. 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.

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Job Posting

Job ID: 18087
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level A
Business Title: Study Coordinator-Cardiology
Department: Paediatrics
Salary: \$ 31.48 - \$ 37.79 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2014-05-01
Job End Date: 2014-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2014-04-25
Available Openings: 1

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

Job Summary

This is an entry level position for those nurses who have a minimum of one year clinical trials experience. The incumbent will conduct a wide range of general nursing activities that relate to clinical research. Activities will include but not be limited to, coordination of subject study participation, interviewing and data collection.

May work in a shared office. Will work at off-site clinics such as health departments schools and or home visits.

Organizational Status

Position requires a working relationship with other Research staff. Accepts direction from Senior Research Nurse and ultimately accountable to the Principal Investigator. This position requires close interaction with study subjects.

Work Performed

-Participates in implementation of strategies that have been developed in order to conduct the trial. Able to read, understand and comply with protocol requirements.

Identifies and recruits subjects

-Critically reviews background documents such as protocols, consents etc.

-Reviews patient charts, determines eligibility for participation based on set guidelines in the study protocol.

-Obtains detailed medical histories.

-Understands scope of the research and is able to perform recruitment for studies providing potential subjects with all necessary background information.

-Performs recruitment for both basic simple studies and complex detailed studies.

Interview study subjects

-Conducts informed consent with potential study subject in on-site, off-site clinics or home visit settings.

Collecting data

-Obtains history driven health assessments



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- Collects follow-up data by telephone or at visits.
- Completion of detailed source documentation case report forms
- Carry out nursing functions as outlined in the study protocol; such as collecting blood samples.
- Administer study medication
- Liaise with other groups such as laboratory, pharmacy etc.
- Adheres to the principles of randomization for study subjects as directed by the protocol.
- Able to set up subject appointments on-site or off-site. Schedules appointments for self and others research staff.
- Able to provide monthly progress reports on the study and conduct quality assurance.

Supervision Received

Study related activities are assigned by the Study Coordinator or Principal Investigator(s). Routine work does not require daily supervision; the end result is checked by the study coordinator. Supervision comes from the study coordinator and ultimately the Principal Investigator.

Supervision Given

May provide technical guidance to other project team members. May coordinate activities of research assistant or clerical staff assigned to the project.

Consequence of Error/Judgement

Duties are performed according to operating procedures, CT protocols, GCP guidelines, Health Canada Division 5 regulations, FDA CFR 51 regulations. Decisions are made for routine nursing duties. All non-routine decisions concerning eligibility are made in consultation with the CT coordinator, or the investigator in the coordinator's absence. Consequences of errors could result in medication errors, which could cause harm to the study participant, delays, possible loss of funding or impact the integrity of the study.

Qualifications

Registered Nurse with CRNBC. Detailed knowledge of the genetic thoracic aorta and connective tissue diseases. Certification for safe biomaterial handling. Minimum of one year experience. Technical skills including obtaining external pulse, pressure tracings during echocardiography. Ability to deal with the public and to work in a team environment. Effective communication, interviewing and counseling skills are required.

All positions in the Department of Paediatrics at BC Children's Hospital require a Criminal Record Check (CRC). A pre-employment CRC is required as part of the recruitment process and any offer of employment is contingent pending positive results of the CRC.

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Job Posting

Job ID: 17792 (Repost)
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B **Business Title:** Clinical Research Coordinator
Department: Cardiology Division
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-03-31
Job End Date: 2015-03-30
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-24 **Available Openings:** 1

Job Summary

The Clinical Research Coordinator coordinates research and clinical trial initiatives focused on supporting Cardiac Sciences. The Clinical Research Coordinator is expected to work collaboratively as part of a team with other clinical research coordinators, hospital staff, attending physicians, support staff, grant and industry sponsors and their representatives, regulatory agents and clinical investigators. In addition to areas of the hospital, outpatient visits are performed in clinical offices, and research recording and communication occurs within the research office. Attendance at clinical rounds and study meetings within the city occurs frequently, and travel to national international conferences and study meetings occur several times a year.

Organizational Status

The Clinical Research Coordinator reports to the Research Manager, Principal Investigator, attending cardiologists, and the Director. Since the conduct of a trial may involve working independently, the coordinator is responsible to apprise the Manager and Director of any important communication or events.

Work Performed

- Develops and supervises implementation of clinical trials.
- Develops and promotes activities relating to research and multi-centre clinical trials locally and internationally.
- Designs and develops data collection methodologies, instruments and databases.
- Oversees and coordinating data and specimen transfer.
- Conducts preliminary data analysis on study data bases.
- Generates progress and interim reports for presentation.
- Prepares and follows up on initiatives or issues relating to research and clinical trials.
- Acts as a key liaison with research manager, Principal Investigator (PI) and sponsors.
- Provides leadership in all areas of research and clinical trials in the hospital and community.
- Participates in developing and evaluating strategies to meet the clinical trial goals and objectives.
- Reviews and implements research protocol.
- Prepares study documents including ethical submissions, regulatory documents and hospital research approvals.
- Manages research and preparation of clinical trial budgets.
- Assists in preparation of financial reports.
- Participates in identifying and applying for additional funding.



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- Assists in hiring, training, and recruiting research and support staff.
- Facilitates participation of medical student and foreign trained MD's.
- Teaches and provides leadership to staff in associated areas within the hospital regarding the study purpose, goals, objectives and requirements.
- Independently evaluates eligible patients for study entry.
- Obtains and documents patient informed consent as per GPS (Good Clinical Practice)
- Administers study drug and or supplies appropriately as per study protocol.
- Manages study supplies and drugs, is accountable to the Investigator, sponsor, federal regulatory bodies as per Good Clinical Practice guidelines.
- Dispenses study drug and provides patient education on appropriate use and storage.
- Identifies, problem-solves, monitors and assesses subjects for adverse events and adherence to protocol under direction of the Investigator.
- Informs investigator, sponsor and UBC Clinical Research Ethics Board of any Serious Adverse Events to patients during the trial.
- Obtains appropriate related study data including blood samples & ECG's, hemodynamic measurements, and angiographic records.
- Performs case management of ongoing follow-up assessment including history, physical exam, veinipuncture, ECG, Doppler ultrasound and counseling of outpatients.
- Completes and corrects study records and case report forms independently or in consultation with the sponsor.
- Oversees completion and confidentiality of the study including audits by sponsor and or regulatory authority.
- Is responsible for the overall conduct of the studies.
- Ensures enrollment expectations are met.
- Meets deadlines for academic and industry sponsors.
- Functions as a resource with hospital staff, patients and colleagues
- Supervises nurses and technologists who are involved with the study conduct or patients.
- Supervise patient progress and follow-up.
- Attends sponsor Investigators meetings and education sessions.
- Performs 24 hour on-call duty and availability to come to the hospital when required.

Supervision Received

The Clinical Research Coordinator reports to the Research Manager, Principal Investigator, attending cardiologists, and the Director. Since the conduct of a trial may involve working independently, the coordinator is responsible to apprise the Manager and Director of any important communication or events.

Supervision Given

The Coordinator advises and oversees nurses and technologists who are involved with the study conduct or patients; acts as a resource with hospital staff, patents and colleagues; directs research assistant and clerical staff; and manages patient progress and follow-up. Delegated tasks include, for example, sending laboratory specimens, recording of data, and organizing study documents.

Consequence of Error/Judgement

The Coordinator is responsible for:

- a) Clinical mistakes made by Coordinator could be life threatening to patients. Ensuring patient safety includes: i) accurately judging study eligibility- accurately administering investigational or approved medications (intravenous and oral) ii) being prepared for any side effects (expected or unexpected). iii) updating clinical skills and knowledge to meet the demands of clinical complexity.
- b) Lack of careful attention to regulatory guidelines and approvals could suspend Investigator physician and hospital University as a site for further clinical research and or funding. The performance of clinical trials and research projects must strictly conform to appropriate regulations: i) personal: maintaining professional behavior and respect for patients and staff. ii) local: the UBC Clinical Research Ethics Board, Good Clinical Practice. iii) provincial: B.C. Privacy Act. iv) federal: Health Canada, International Conference on Harmonization, Tri-Council Policy Statement. v) international: U.S. Federal Code of



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Regulations (FDA), Declaration of Helsinki. In addition, the Manager and Director rely on the Coordinator to alert them to clinical problems and unexpected events concerning study patients and trial conduct.

c) Lack of study enrollment and completion of work according to deadlines would threaten loss of funding and consideration for future invitations to participate in clinical trials. d) Poor communication skills with patients would jeopardize their participation, and with sponsors and referring community physicians would reflect badly on the reputation of the research group.

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. 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. 3 years of experience in cardiology and or research preferred. Baccalaureate of Science an asset. Strong computer skills including Word, Excel and electronic communications. Effective oral and written communication, supervisory, problem solving, interpersonal, multi-tasking and excellent organization. Demonstrates responsibility and accountability. Is self-directed and has the ability to exercise judgment and initiative, team-oriented, committed and precise. Performs as a critical thinker and has the ability to operationalize a protocol into a functional study. Demonstrates ability to work effectively and precisely under pressure and time constraint (accuracy and attention to detail required). Able to demonstrate competency to operate study specific equipment. Travels throughout North America and Europe independently to study meetings and conferences for the Investigator and sponsor.

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Job Posting

Job ID: 18035 (Repost)
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B
Business Title: Clinical Research Coordinator
Department: Respiratory Medicine Division
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-05
Job End Date: 2015-07-31
Funding Type: Grant Funded
Other: Leave Replacement
Date Closed: 2014-04-28
Available Openings: 1

Job Summary

The Clinical Research Coordinator coordinates research and clinical trial initiative focused on supporting Respiratory Medicine.

Organizational Status

The position must work independently and within standard and acceptable boundaries for ethical and competent research practice. The position will be accountable to the Principle Investigator (Dr Nasreen Khalil) and Sub Investigators as well as within the guidelines of research staff practicing at the Vancouver General Hospital. In addition to areas of the hospital, outpatient visits are performed in clinical offices, and research recording and communication occurs within the research office. Attendance at study meetings within the hospital, and travel to national international conferences and study meetings occur several times a year.

Work Performed

Under broad direction of the PI, this position performs the following duties:

- . Planning and developing recruitment strategies, coordinating and conducting patient recruitment, screening, bookings and enrolling suitable patients into studies. Obtaining and documenting patient informed consent as per GPS (Good Clinical Practice)
- . Developing Standard Operating Procedures and implementing study protocol. This includes designing and developing data collection methodologies, instruments and databases.
- . Collecting patient blood samples and other human specimens as required and processing and shipping of samples according to regulations.
- . Acting as a key liaison with Principal Investigator (PI) and sponsors.
- . Managing study supplies, maintains inventory and is accountable to the Investigator, sponsor and federal regulatory bodies as per good clinical practice guidelines.
- . Creating and maintaining quality documentation on research subjects: source documents, CRFs, resolving queries. Ensuring study conduct with adherence to Good Clinical Practice guidelines.
- . Informing the investigator of the clinical progress of the study subjects and meeting with pharmaceuticals, consultants and CROs for trial initiation and monitoring of patients' visits.
- . Transmitting study data to sponsors.
- . Performing ECG testing including ones on special machines provided by sponsors and performing micro transmission.
- . Ensuring CT scan data is transferred to sponsor according to study protocol.



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- . Performing 6 minute walk test according to study protocol.
- . Participating in developing and evaluating strategies to meet the clinical trial goals and objectives and ensuring enrolment expectations are met.
- . Carrying out research functions including checking patient history, conducting interviews and questionnaires, making observations and assessing subjects.
- . Collecting, coding, data on enrolled patients into paper and electronic CRFs programs (certified user is preferable)
- . Informing investigator and sponsor of any Serious Adverse Events to patients during the trial.
- . Obtaining appropriate related data and follow up on Serious Adverse Events.
- . Providing patient education on study background, purpose, procedures and potential benefits and risks.
- . Dispensing study drug according to randomization number and maintaining study drug accountability and storage and ensuring appropriate notification to family physicians and or specialists of patient's participation and of any change in patient's condition or abnormal test results and action taken by PI.
- . Training patients on the use of new research devices including new inhalers according to study procedures and responds to and answers patient questions, concerns, and problems.
- . Coordinates the scheduling of patient appointments as per study requirements.
- . Conducting the close out of the study ensuring proper storage according to regulatory requirements.
- . Monitoring patients progress: Identifies, problem-solves, monitors and assesses subjects for adverse events and adherence to protocol under direction of the Investigator.
- . Participating in the review of new studies.
- . Attending investigator meetings, teleconferences and educations sessions.
- . Reimbursing patients for minor expenses and preparing cheque requisitions for payment for subjects' compensation when their individual enrollment is completed and preparing cheque requisitions for payment for study related services including: lab tests, pulmonary function testing, X-Rays, cardiac cath, CT scan, Pathology etc
- . Meeting deadlines for industry sponsors.
- . Communicating and coordinating study activity with nursing staff, VGH laboratory staff, PF laboratory staff , Cardiac Lab staff, CT scan, Pathology.

Supervision Received

The position will perform duties independently. PI and or his her designate will provide broad directives. The clinical research coordinator collaborates with the Research Manager.

Supervision Given

The Coordinator advises educates nurses, RTS, PF lab staff and VGH lab staff, who are involved with the patients or study conduct; acts as a resource with hospital staff, patients and colleagues and manages patient progress and follow-up.

Consequence of Error/Judgement

a) Lack of careful attention to regulatory guidelines and approvals could suspend Investigator physician and hospital University as a site for further clinical research and or funding. The performance of clinical trials and research projects must strictly conform to appropriate regulations: 1) personal: maintaining professional behavior and respect for patients and staff 2) local: the UBC Clinical Research Ethics Board 3) provincial: B.C. Privacy Act 4) federal: Health Canada, International Conference on Harmonization, Tri-Council Policy Statement, Good Clinical Practice and 5) international: U.S. Food & Drug Administration.

b) Clinical mistakes made by Coordinator could be life threatening to patients. Ensuring patient safety includes: 1) accurately judging study eligibility 2) being prepared for any side effects (expected or unexpected and 3) updating clinical skills and knowledge to meet the demands of clinical complexity.

In addition, the Manager and PI rely on the Coordinator to alert them to clinical problems and unexpected events concerning study patients and trial conduct: 1) Lack of study enrollment and completion of work according to deadlines would threaten loss of funding and consideration for future invitations to participate in clinical trials and 2) Poor communication skills with patients



would jeopardize their participation, and with sponsors and referring community physicians would reflect badly on the reputation of the research group.

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. Registered Nurse certificate is required . 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. Clinical experience in the area of respiratory medicine preferred. Knowledge of statistical methods and database applications is an asset. Ability to effectively use word processing, spreadsheet applications, electronic CRFs (Rave, Inform, RDC programs). Ability to effectively recruit, train, supervise, and motivate employees. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to exercise tact, discretion and diplomacy.

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Job Posting

Job ID: 18131
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level D2 **Business Title:** Director, Human Resources
Department: Library - Administration Div
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-19 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-05-04 **Available Openings:** 1

Job Summary

Responsible for the strategic development and management of comprehensive and innovative human resources programs in support of the Library's strategic plan and within the context of UBC's strategic plan. The Director provides professional knowledge and leadership, creativity and energy to ensure an human resources framework which enables organizational goals and strategies to be achieved. These include guiding and influencing organization wide change, performance management, employee development and workplace excellence programs. This work is done in collaboration with the senior management team; the Library HR team, University Human Resources and other University representatives as required. Additionally, the Director effectively leads the Library Human Resources department.

Organizational Status

Reports to the University Librarian and works in a highly collaborative manner as required to achieve the identified goals and outcomes. The position requires extensive broad contact throughout the Library; works closely with UBC Employee Relations Managers, Faculty Relations Managers, Human Resources Advisors, Total Compensation Team, and the Organizational Training & Development Team; establishes relationships with local union and association representatives. Works collaboratively with Associate University Librarians, Heads, Managers, Librarians and other Library Staff; other internal and external contacts as required. The Director is required to maintain effective and supportive relations with a broad array of staff, customers, colleagues, internal and external contacts, liaison, support and information groups.

Work Performed

Provides strategic leadership to the development and implementation of human resources strategies, programs and practices; designed to provide an exceptional workplace for staff to engage and develop.

Directs the Human Resources Staff in managing, organizing and delivering programs and services specific to recruitment and retention; performance management, staff development and planning; employee relations, collective agreement interpretation, recognition, compensation, health and wellness. payroll, record keeping and administrative projects.

Creates and implements programs, practices and policies to support the achievement of the Library's goals. These include but are not limited to:

- Exceptional workplace practices



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Effective staff recruitment, retention, development and performance management programs

Respectful and diverse workplace practices and programs

Student work experience programs and opportunities

Award, reward and recognition programs

Creative compensation practices

Retention and succession planning

Effective labour relations negotiations and practices; including collective agreement application

Support of overarching UBC strategic initiatives

Ensures compliance with all collective agreements and UBC practices related to employee relations and health & safety

Responsible for strategic and managerial work related to bargaining, grievances and arbitrations.

Provides leadership in the development and delivery of programs ensuring effective and sustained employee development initiatives aligned with the Library's strategic direction.

Oversees the management of workplace health and wellness programs, return to work accommodations, safety (e.g. for staff working alone), time loss, compliance, and other health and wellness issues. Reviews the work of the Library's health and safety committees and liaises with University Health Safety and Environment office.

Supervision Received

Works within broad parameters with significant independence. Performance is measured in relation to impact on long-term objectives.

Supervision Given

Directs the activities of the Library Human Resources staff; including human resources professionals and support staff.

Consequence of Error/Judgement

Information provided by this position is used in making managerial and policy decisions at a strategic and senior level and impacts relations with staff, other units, employee groups. Accuracy, credibility, consistency and confidentiality are critical as information supports decisions with long-term impact. Guidance, direction, influence and coaching provided by this role impact the effectiveness of the Library senior management group and the library staff at large. Strategies, policies and programs created, lead and influenced by this position impact all staff and their ability to achieve their strategic goals.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline; with a specialization in human relations, labour relations and organizational development is required. Significant related experience including demonstrated success in leading human resources teams, creating innovative human resources programs, within a complex and multi-union environment, impacting workplace excellence and culture; or an equivalent combination of education and experience is desired. Minimum of eight to nine years of related experience and at least 3 years of demonstrated management leadership experience or the equivalent combination of education and experience. Thorough knowledge of current human resources management practices specifically in human resources organizational development, leading and developing teams along with demonstrated experience is essential. Knowledge of the University's Human Resources and financial systems preferred.

Effective and proven leadership abilities; creative and strategic planning; presentation, organizational and administrative skills are required. Outstanding communication skills including listening, facilitating, coaching, mediating, reflecting and resolving, effective problem solving are required along with demonstrated experience mentoring and coaching professional staff.



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Ability to strategically plan, analyse, communicate, implement and assess complex projects and assignments. Proven ability to lead, direct and inspire teams, committees and individuals with diverse, individualized skills. Proven ability to adapt to changing priorities, set work priorities, work under pressure, and meet deadlines.

Ability to exercise tact, discretion and sound judgment is essential. Must possess integrity, poise and passion, value people and their contributions; understand the need for and maintain confidentiality.

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Job Posting

Job ID: 18113
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator
Department: Cntr for HealthEducatnSchlrshp
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-12
Job End Date: 2015-05-11 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-24 **Available Openings:** 1

Job Summary

The Research Coordinator is responsible for providing administrative, communication and financial coordination for the research activities within the Centre for Health Education Scholarship (CHES). The Research Coordinator is expected to contribute to the overall capacity for research at CHES. The Research Coordinator may act as a coordinator on studies run by CHES researchers.

Organizational Status

The Centre for Health Education Scholarship (CHES) is a UBC Faculty of Medicine research and capacity building centre, and has a distributed network encompassing all teaching hospitals and regional campuses. The Director of CHES reports directly to the Dean through the Executive Associate Dean Education.

Working Relationships

The Research Coordinator:

- Reports to the Director of CHES
- Reports to the CHES Office Manager on on operational issues
- Interacts works closely with the Associate Director, Research
- Interacts works closely with other CHES faculty including the Director of Graduate Programs
- Interacts with collaborators within UBC and at other universities and institutions

Work Performed

Research Administration:

- Works with research teams, team leaders and collaborators to design, monitor and update research study work plans and timetables. Prepares research updates and summaries of weekly team meetings.
- Prepares draft submissions of grant applications and ethics applications for CHES faculty and assists with the final submission process
- Ensures that the administrative requirements of granting agencies are upheld and reports are submitted on a timely basis for research funds held within CHES
- Identifies space requirements for research assistants and other research activities



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- Is involved in decision-making regarding hardware, software and other research-related acquisitions
- Ensures that training is available to CHES members for research software available within CHES
- Involved in the recruitment, selection, and appointment of research assistants at CHES and other CHES staff as required.
- Ensures research files are in compliance with UBC ethics procedures and that CHES researchers are in compliance with ethics procedures and CHES policies
- Proofreads and formats manuscripts and other documents as required
- Conducts in-depth literature searches of scientific publications and resources as required
- Provides strategic support to enhance the CHES membership program
- Participates on committees as required

Communications activities:

- Provides information to the CHES Office Manager on research activities within the CHES community for communication purposes
- Prepares drafts of presentations and reports related to CHES research activities for internal and external audiences
- Acts as a liaison and conduit of information between CHES and the Faculty of Medicine Research office, ORS, VP Research
- Liaises with provincial, national, and international granting agencies
- In collaboration with CHES Scholars, coordinates teaching seminars for CHES members on topics related to health professions education research

Research financial operations:

- Monitors policies and procedures to guide the Centre's administrative functions related to research, and to ensure adherence to effective operational practices
- Provides a first point of contact for CHES administrative staff about UBC administrative policies and procedures for all matters pertaining to research
- Responsible for the administration of the Centre's research funds and research study budgets, which includes contributing to the generation and management of research funding. Works closely with the CHES Office Manager to create budget reports as required by the CHES Director and the Faculty, and any other research-related financial support requested by the CHES Office Manager.

Providing capacity for research:

- Identifies relevant opportunities for grant funding by reviewing and publicizing an updated list of calls for applications.
- Works with CHES Scholars to identify potential applicants for upcoming grant calls.
- Develops and reviews an updated list of resources for researchers on the CHES website, including poster templates, writing style guides, budget templates, examples of successful grants, etc.
- In collaboration with CHES leadership, plans and implements special events related to research (including an annual rounds and seminar series program and a research conference)

Supervision Received

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

Supervision Given

May assign and check work of support staff or students.

Consequence of Error/Judgement

The Research Coordinator is responsible for the coordination of research activities within CHES. Poor decisions and or coordination could delay the timely completion of project(s) or may result in the loss of funding which would damage the reputation of the Centre and the Faculty of Medicine.



Qualifications

Undergraduate degree in a relevant discipline. Knowledge of health education research is an asset. Graduate degree an asset. Minimum of two years experience or the equivalent combination of education and experience. Experience with project coordination and budgeting is an asset. General knowledge of grant application and ethics application procedures required. Experience working in a research area preferred. Strong interpersonal, leadership and project management skills are required. Demonstrated oral and written communication, presentation, problem-solving and organizational skills. Ability to prioritize, multi-task and work effectively under pressure to meet multiple deadlines. Accuracy and attention to detail required. Proficient in the Microsoft Office suite, or equivalent technology, including database management. Knowledge of research software including SPSS, nVivo, and citation management software such as EndNote. Ability to exercise initiative, judgment, tact and discretion. Proven ability to work in a confidential environment. Knowledge and understanding of University administrative processes and health professions education preferred.

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Job Posting

Job ID: 17808 (Repost)
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Clinical Research Coordinator
Department: Paediatrics
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-01
Job End Date: 2015-04-30
Funding Type: Grant Funded
Other:
Date Closed: 2014-04-27 **Available Openings:** 1

Job Summary

The Canadian Pharmacogenomics Network for Drug Safety (CPNDS) is a national program of research to prevent serious adverse drug reactions (ADRs) by identifying predictive genomic markers for specific reactions. The goal is to develop effective tools to prevent ADRs in susceptible children and adults by predicting in whom the most serious reactions are most likely to occur.

The primary focus of the Research Coordinator is to build effective working relationships with adult hospital collaborating sites in the Vancouver area and selected sites nationally and to conduct patient enrollment and clinical data collection.

Major responsibilities for this position will include coordination of patient enrollment and clinical data collection at Vancouver General Hospital, UBC Hospital, St. Paul's Hospital and the BC Cancer Agency. She will also assist investigators with coordination of, project logistics, data abstraction and quality control. In addition the coordinator will be expected to work closely and collaboratively with the paediatric team in support of CPNDS's overall goals.

Organizational Status

This position reports to the program director, Dr. Bruce Carleton. The Research Coordinator will build relationships with physicians, nursing and pharmacy staff and other health care clinicians and utilize the resources of institutional health records and laboratory departments. The successful candidate will work closely with the national paediatric surveillance coordinator, Claudette Hildebrand, RN who will also provide direction and support.

Work Performed

The Research Coordinator will be responsible to:

- Coordinate CPNDS activities where adult patients are located;
- Work with the National Paediatric Coordinator when required;
- Identify patients experiencing ADRs, either referred by health care professionals or by performing active monitoring in conjunction with other clinicians;
- Obtain consent from patient, and collect DNA samples (blood, saliva);
- Collect clinical data relevant to the ADR, grade causality of ADR;
- Data abstraction with complete medication profile, current medical conditions, laboratory data and other relevant information



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documented;

- Develop educational materials for clinical pharmacists, physicians and other health professionals involved in the project and present to clinical staff;
- Provide advise on descriptive analysis of ADR surveillance data;
- Maintain up-to-date records of project progress, number of patients recruited and enrolled;
- Update CPNDS database with most recent patient information and data;
- Responsible for identification, study enrollment and sample collection from community patients;
- Participate in activities central to the promotion and advertisement of the project throughout the associated facilities;
- Liaise with nationwide surveillance team for adult studies, coordinating DNA supplies, DNA samples, and clinical information from sites across Canada;
- Provides input with writing ethics applications for novel adult studies and maintain ethics renewal for ongoing adult studies;
- Provides input in the preparation of grant proposals for novel and ongoing adult studies;
- Liaise with the CPNDS laboratory, keeping up-to-date records on the location and concentration of DNA samples for adult studies, and assisting with genotyping plate design;
- Analyze combined clinical and genetic data and summarize results from adult studies;
- Responsible for preparation of project related abstracts, posters and presentations for local, national meetings and conferences;

Supervision Received

This position reports to Dr. Bruce Carleton, Director, Pharmaceutical Outcomes Programme, (POPi); Professor, Department of Paediatrics, Faculty of Medicine, UBC. Anne Smith, MSc, POPi Research Programme Manager and Claudette Hildebrand, RN National Surveillance Coordinator, provide additional direction and support.

Supervision Given

None.

Consequence of Error/Judgement

Failure to accurately collect patient data will damage the project's reputation as well as hinder future funding opportunities.

Qualifications

Undergraduate degree in a relevant discipline. Minimum educational background includes a university degree in a health sciences discipline. Advanced degrees including PharmD, MD, or PhD preferred. Pharmacists with residency training or registered nurses are also encouraged to apply. Minimum of three years experience or the equivalent combination of education and experience. A minimum of five years of experience in clinical research is desirable. Experience in local adult hospitals would be a key asset. The position requires exemplary interpersonal, communication, coordination and organizational skills, strong knowledge of the scientific terminology in the health sector, proven team collaborative skills within a clinical setting, and excellent problem solving abilities. The successful applicant must be able to manage and complete multiple tasks simultaneously and meet time-sensitive critical deadlines. The applicant is expected to be able to demonstrate the ability to work independently with minimal supervision and in a cooperative manner. The ability to liaise with other health care professionals and to communicate effectively verbally and in writing is essential. Sound knowledge and proficiency in computer applications is also required.

All positions in the Department of Paediatrics at BC Children's Hospital require a Criminal Record Check (CRC). A pre-employment CRC is required as part of the recruitment process and any offer of employment is contingent pending positive results of the CRC.

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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: 18119
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Sr. Manager Pre- and Post-Review
Department: Ethics
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-27 **Available Openings:** 1

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

Job Summary

The position is responsible for facilitating and determining whether research proposals submitted to the UBC Clinical Research Ethics Board (CREB) are acceptable on ethical grounds by implementing and monitoring ethical review process standards; raising awareness amongst UBC Faculty and staff at the UBC-affiliated institutions by educational initiatives to promote compliance with Tri-Council Policy Statement Ethical Conduct for Research Involving Humans (TCPS2) and other national and international standards; and advising on compliance with ethics policies.

Organizational Status

Reports to the CREB Manager; works independently for all aspects of Full Board applications of the ethical review process within the CREB office and collaboratively with the Chairs and members of the CREB on wider policy and compliance issues.

Work Performed

The Senior Manager Pre-Post review must be pro-active in identifying and rectifying any weaknesses in compliance with TCPS2 and other national ethical and legislative standards for clinical research ethics.

The responsibilities of the position are detailed below in broad functional categories:

Policies:

- Provide oversight and direction of CREB Guidance to ensure compliance with UBC Policy No. 89 Research and Other Studies Involving Human Subject, TCPS2, US government regulations concerning research ethics and other applicable requirements.
- Ensure consistency of CREB policies and decision-making processes when reviewing applications and providing guidance to researchers faculty.
- Advise researchers in relation to new policies and to update CREB documentation and processes.
- Advise researchers on the relevance of changes in provincial, national and international regulatory requirements and policy development in clinical research.
- Maintain & Update web-based resources in clear, usable format and communicate requirements to the research community by newsletter or bulletins.
- Develop and deliver effective education programs to keep the research community informed of procedural requirements and changes (e.g. provide group workshops for researchers (faculty and students))



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Pre-Review:

- Advise researchers on CREB policies, standards and expectations
- Advise researchers on policy requirements for the recruitment of human subjects and appropriate consent methodologies to ensure compliance with UBC CREB standards
- Advise researchers on submission requirements for ethical review including the differentiation between full Board and minimal risk review processes,
- Oversee the pre-review process for new applications and attached documents to ensure compliance with CREB standard requirements
- Perform administrative review of new full board applications: analyzes required documentation for new studies, specifically application forms and consent forms, for compliance with standard UBC CREB and regulatory requirements.
- Identifies & synthesizes deficiencies and prepares a written report for distribution to the REB Associate Chair or REB Chair (in the case on delegated review) and to the REB members prior to full board meetings in conjunction with the meeting agenda.

Post-Review:

- Consolidate and reconcile CREB-decisions arising from the meeting and those recorded by members in the post-review document
- Provide post-review documents for the CREB Chair
- Approve application amendments that are purely administrative
- Ensures that CREB decisions are communicated to researchers in an accurate and timely manner
- Advise researchers on decisions, and on suitable responses to provisos
- Ensure that Certificates of Ethical Approval are accurate and issued according to standard timelines
- Develop and manage the post-review requirements for amendments, annual reviews and monitoring
- Advise researchers of their obligations with respect to maintaining compliance with UBC, TCPS2, and US government regulations for ongoing research and work collaboratively with other UBC staff on matters of oversight of ongoing research

Administrative Management Responsibilities:

- Develop & create content web-based resources and make them easily available to researchers
- Work independently and collaboratively with CREB office staff, Managers of other UBC REBs to promote consistency and facilitate multi-site research
- Establish a broad network of personal contacts in the clinical research community to promote excellence in research ethics

Supervision Received

Works with a high degree of independence under the general direction of the Manager. Initiative and innovative thinking is required.

Supervision Given

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

Consequence of Error/Judgement

This position has significant influence on the quality and effectiveness of the services provided by the CREB. 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 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. Delays in preparing the CREB full board pre-review documentation will make it difficult to guarantee that all studies are reviewed in a timely and consistent fashion. A perceived lack of consistency could cause investigators to question the validity of CREB decisions. Delays in processing the decisions of the CREB can significantly affect an investigator's ability to secure competitive funding from sponsors launch the study in a timely manner or can cause a delay in the release of granting agency funds. Lack of a



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rigorous review and inaccurate approval documentation could also result in investigators questioning the validity and reliability of the CREB's review processes.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline. Minimum of three (3) years related experience or the equivalent combination of education and experience. Experience as a researcher, research officer, senior clinical trial coordinator or person with previous experience of ethics or equivalent experience. Knowledge of research procedures as well as of Canadian Regulatory and Policy requirements for conducting research that involves humans. 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 to judge and substantiate the significance of the findings. Ability to make thoughtful, informed, and thorough decisions. Ability to communicate tactfully and effectively, in both verbal and written form, to provide and obtain information as required. Ability to maintain cooperative relationships with the research community, including research administrators, clinical trial coordinators and researchers at the teaching hospitals. A mature individual able to deal with members of the clinical and academic staff, and employees of private and government agencies. Ability to read difficult or complicated text analytically and critically, to follow and record Board discussions that may involve research terminology and to summarize relevant information in clear and succinct English. Ability to organize and disseminate information in written policy statements and to present workshops to small groups. 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. Ability to analyze problems, identify key information and issues, and effectively resolve. Minimum of three years experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 18015
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Research Facilitator
Department: UBCO-Officeof ResearchServices
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-25 **Available Openings:** 1

Job Summary

The Research Facilitator (RF) is responsible for identifying, promoting, and managing high value impact research opportunities at the University of British Columbia's Okanagan campus (UBCO). The incumbent is responsible for increasing the number and dollar value of successful funding opportunities year over year and for providing expert advice and guidance to faculty in the completion of research applications. To accomplish this, the incumbent works closely with the Okanagan ORS and the 'Support Programs to Advance Research Capacity'(SPARC) Office at the UBC's Vancouver Campus to ensure that he she is fully briefed on key initiatives as they relate to funding opportunities. In addition, the RF is expected to keep the Vice Provost Research (VPR) informed of important funding developments as they relate to research activities on the Okanagan campus and to provide analysis and recommendations on potential opportunities for UBCO's research community.

Organizational Status

Reporting to both the Manager, Office of Research Services (ORS) and the Vice Provost Research (VPR), the RF works closely with faculty from all Departments and Schools on the Okanagan campus and liaises with the SPARC Office on the Vancouver campus.

Work Performed

- Works with individuals and teams of faculty members to develop research funding proposals and submissions to provincial, national and international granting agencies;
- Identifies opportunities for, and supports development of, new research teams collaborations and partnerships networks, particularly those that cross disciplines or themes and that will lead to enhanced opportunities to address priority research areas of external agencies (e.g., in response to strategic initiatives and targeted RFAs (Requests for Applications) and or in relation to institutional applications such as CFI, BCKDF and CRC programs).
- Provides expertise for development of large-scale institutional infrastructure proposals (e.g., CFI, BCKDF)
- Perform background research about the research and granting agencies to customize proposals to granting agency mandate, priorities and guidelines;
- Acts as a central resource for knowledge about research funding opportunities and ongoing development of strategic directions



and priorities provincially, nationally, and internationally; proactively seeks out and encourages individual investigators and research teams to apply for funding

- Facilitate workshops and team meetings for research groups, centres and teams; advises and assists researchers to articulate research programs and proposals; maintains in-depth knowledge and understanding of Okanagan campus researchers and research programs;
- Customizes funding agency presentations and or workshops for target audiences using a comprehensive understanding of the agency group mandates, culture and guidelines.
- Provides liaison and support for multi-investigator teams; coordinate and integrate contributions by multiple authors on team proposals
- Formulate budgets to ensure that all funding agency and university requirements are met

Supervision Received

Works under the general direction of the Manager, Office of Research Services. Must be able to work independently and carry out work to completion. Keeps the Manager, ORS and the Vice Provost Research informed of the status of work in progress. Works to deadlines and tasks on projects. Work is reviewed in terms of achievement of desired results. Works with considerable latitude.

Supervision Given

This position works as a team member in the Office of Research Services.

Consequence of Error/Judgement

This position has significant influence on the quality and effectiveness of the services provided by 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 owned to the University. Incorrect interpretation of Sponsoring Agency and University policy provided to faculty will result in non-compliance with sponsoring agency terms on the use of funds.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years of related experience, or the equivalent combination of education and experience. Post-graduate preferred. Three years of directly relevant experience in developing, writing, critiquing or evaluating research funding applications. Excellent English verbal and written communication skills including training and or education in academic communication; ability to incorporate a broad knowledge base with understanding and communication of complex research issues to the non-expert reader; and excellent critical review and substantive editing skills. Exceptional interpersonal, organizational and problem-solving skills, including the ability to multi-task a range of complex projects and to meet the required deadlines; ability to work under pressure and handle frequent interruptions; and the ability to work in an independent and flexible environment. Exceptional knowledge of successful grant application procedures and granting agency requirements. Related experience in building collaborative research teams and multi-disciplinary and or multi-institutional research proposals for provincial, national, and international agencies. Related experience in the development of research proposal, publications, grant applications, including project logistics and budget development. Knowledge of project management principles; related knowledge in conducting and designing research programs and in research methodologies. Experience in teaching and or in developing and conducting grant proposal writing workshops and training sessions.

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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: 18009
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Development Officer, Library
Department: Development Office
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-05-08 **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



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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. 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. Computer experience required; MS Windows environment, Microsoft Office preferred. Experience working with a centralized fundraising system an asset. 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.

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Job Posting

Job ID: 18065
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level B **Business Title:** Manager, UBCCard
Department: Parking Services
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-19 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-29 **Available Openings:** 1

Job Summary

The UBCCard is the "one" card for the UBC Vancouver Campus. The card is currently used by students, faculty and staff members as their University identification, building access card, library card and debit card.

Reporting to the Director, Parking and Access Control Services the UBCCard Manager is responsible for strategically leading enhancements to the UBCCard to increase its value, audiences and functionality. The UBCCard Manager is responsible for identifying, reviewing and implementing new card technology to add value to the program and ensure integration with campus and community partners. The manager is responsible for strategically seeking out new card partners, adding services to the card and growing card revenue. Annually, the UBCCard Manager develops a marketing program to enhance the value of the UBCCard. The Manager is also responsible for identifying new opportunities and audiences for the card including the UNA, Alumni and campus visitors.

Having a secure and integrated identification card system on campus for multiple day to day functions facilitates the mission of the University.

In addition the Manager, UBCCard supports, promotes and helps enhance the services provided by University Community Services units (UBC Bookstore, Parking, Security and Campus Mail).

Organizational Status

Reports to the Director, Parking and Access Control Services.

Works with closely with the department managers within University Community Services, Student Housing and Hospitality Services, UBC Library, Campus and Community Planning, including Campus Animation and Transportation planning, IT Services, AMS, UNA, Alumni Association and retail and restaurant partners.

Work Performed

- Identifies new opportunities and grows existing business through interaction with key players within academic institutions and the Campus card user industry. This position is responsible for strategically seeking out new card partners, adding services to the card and growing card revenue.

- Develops the overall strategic and long-range plan for the UBCCard program and its new initiatives. Develops and executes department-wide policies, procedures and programs to meet the targets and objectives of aforementioned strategic business plan and ensures consistent and effective implementation of all initiatives.



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- Establishes short term operational goals for the UBCCard program, ensuring alignment with overarching program strategies and objectives
- Prepares, manages and continuously reviews the UBCCard program budget. Makes recommendations for improvement to financial policies and procedures and the financial reporting system to provide increased efficiency, effectiveness and useful data for better decision making and to market the cards value to current and potential partners and to market the cards value to current and potential partners.
- Identifies, reviews and implements new card technology to add value to the program and ensure integration with campus and community partners. Understands the technology platform used to support the UBCCard and works with IT Services to identify system enhancements to support customers.
- Required to prepare and deliver presentations to various stakeholders and potential vendor partners to showcase the value of the card program and to grows its features and benefits.
- Works with UCS and FRO Marketing to develop the annual Marketing plan for the UBCCard program. Monitors the programs marketing campaigns throughout the year and makes adjustments as necessary to achieve objectives.
- Negotiates vendor and partner agreements. Manages the agreements to ensure that the university and the partners receive value from the programs.
- Maintains current knowledge of the card industry by liaising with industry groups such as - NACCU (National Association of Campus Card Users), and by working with other institutions and vendors.
- Liaises with internal stakeholders including University Community Services units, Student Housing and Hospitality, the UBC Library, Campus and Community Planning, IT Services, and external partners including the AMS, UNA and retailers and restaurants on the development of the UBCCard

Supervision Received

The UBCCard Manager works independently with considerable autonomy. Work is reviewed in terms of achievement of operational targets and long-term strategic goals as well as adherence with UBC policies and procedures. The position reports directly to the Director, Parking and Access Control Services.

Supervision Given

The UBCCard Manager does not have any direct supervisory responsibilities however they need to work with the Parking Office to ensure that the UBCCards are distributed effectively and accurately. The Manager may also direct the work of the Marketing Coordinator, University Community Services on specific projects or tasks.

Consequence of Error/Judgement

The UBCCard Manager is expected to make decisions with limited consultation. Failure to properly manage the card program could significantly impact the campus community if the functionality of the card was impaired. This could in turn affect the University's reputation on campus and in the community and vendor trust in the applications.

Qualifications

Undergraduate degree in a relevant discipline. A minimum of 5 years of experience or the equivalent combination of education



and experience. Experience with administration of a universal card system an asset. . Ability to develop and implement strategic plans, policies and procedures and manage projects through to completion. Knowledge of marketing and sales to effectively generate business opportunities. Ability to effectively manage organizational resources (e.g. people, materials, assets, budget). Strong leadership skills with an emphasis on decision making, problem solving and the ability to foster a motivating and respectful work environment. Effective interpersonal, verbal and written communications skills. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English.

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Job Posting

Job ID: 18124
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level A **Business Title:** Academic Advisor
Department: Geography
Salary: \$42,204.00 - \$50,664.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-14 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-27 **Available Openings:** 1

Job Summary

Operational management and planning of the Department of Geography's Undergraduate programs including advising current and prospective undergraduate students on academic and career planning, organizing and attending events, creating, analysing and disseminating material, composing and editing articles and reports for publication and for presentation at meetings, liaising with university and external agencies, and coordinating information on the undergraduate program within the Department.

Organizational Status

Reports to Department Head and Administrator.

Work Performed

Manages the organization and operation of undergraduate advising functions including all matters relating to the BA and BSc programs including:

- develops and implements practices and policies in consultation with faculty advisors; responds to concerns expressed by students about aspects of advising, problems they encounter in getting into required courses; difficulties in interpreting information on or obtaining transfer credits; scheduling conflicts with courses in other departments; difficulty in interpreting policies or availability of information.
- advises current and prospective students about admission and program requirements for Geography's undergraduate program. Assesses whether courses selected are appropriate for the student's career or academic goals. Acts as referral for students based upon knowledge of other university student services, recommends courses and programs.
- assesses and authorizes student eligibility for registering in Geography courses. Approves undergraduate student course selection, programs of study and changes in registration. Evaluates and confirms whether students have met departmental graduation requirements. Oversees and directs the assessment of all GEOG GEOB transfer credits. Assesses the acceptance of unassigned GEOB GEOG credits to meet geography program requirements.
- analyses distribution of marks for presentation to Department Head prior to submission.
- manages tight deadlines to meet exam scheduling cutoffs; prepares instructor conflict documents, handles all academic misconduct and exam hardship cases.

Co-chair of the Undergraduate Affairs Committee. Develops innovative programs and resources to support the diversity of the student population. Promotes the needs of undergraduate students within the Department by liaising with Geography Students Association as consultant and co-organizer of various functions such as Careers Night, Graduation Reception, Majors Info sessions,



etc. Plans, implements and assesses programs and services to support student learning. Communicates faculty and student concerns to Undergraduate Affairs Committee; liaises with advisors in other faculties, departments and institutions regarding the Geography components of their programs.

Represents and promotes the Department of Geography at career fairs, seminars, schools and other institutions and venues relating to the undergraduate program (e.g. Beyond 2nd year, etc.) The incumbent determines the appropriate level of participation, writes or edits material for distribution at the meetings and ensures this material is presented in a professional manner. This task may involve collecting and analysing statistical data provided by Enrolment Services, other post secondary educational programs and geography associations (e.g. career information). Uses a variety of media including printed brochures, Facebook, LCD displays, etc. for promotion and recruitment and provides information for Geography Department website such as course scheduling, course descriptions and program information.

Co-chair of the Geography Curriculum Committee which is responsible for program development, implementation and evaluation. Explains curriculum guidelines for course changes and new courses programs to faculty. Responsible for updating and production of the Curriculum Committee Report. Responsible for UBC calendar proofs.

Effective use of advising software (SISC, Degree Navigator, FSC, AdAstra).

Recommends student names for awards by analysing GPAs and eligibility for awards and scholarships.

Supervision Received

The Undergraduate Advisor is expected to work independently, exercising discretionary judgement in managing the Geography undergraduate majors program. The position reports directly to the Department Head and Administrator.

Supervision Given

None

Consequence of Error/Judgement

This position interacts directly with students and the academic community on issues concerning registration, graduation and program promotion. Directly affects the reputation of the department and undergraduate enrollment levels. Incorrect or inappropriate decisions may jeopardize students' academic programs, the quality of a student's undergraduate experience and their ability to graduate or acquire funding for their studies.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Geography preferred. Minimum of one year experience or the equivalent combination of education and experience. Experience in post-secondary advising or other student services area. Knowledge of UBC registration and scheduling software an asset. Ability to maintain accuracy and attention to detail. Ability to provide effective and appropriate guidance and counsel (e.g., career counselling). 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 interpret and implement policies. Ability to review, analyze, and synthesize complex information into summaries and reports. Excellent oral and written communication skills reflecting creative, diplomatic, inter-culturally sensitive, patient, and tactful interaction. Ability to draft and edit well-written correspondence and reports

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Job Posting

Job ID: 18126
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level C **Business Title:** Program Manager, Prtnrshps, Plng and Stdnt Support
Department: Go Global: Internl Lrng Prog
Salary: \$49,226.00 - \$59,094.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-06-09
Job End Date: 2015-06-08
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2014-04-27 **Available Openings:** 1

Job Summary

Within International House, two units deliver complex and varied services to a wide range of audiences: current students leaving for and returning from learning opportunities abroad, international students new to campus and continuing their studies, incoming exchange students, partner university representatives, faculty members and staff from around campus.

Go Global: International Learning Programs, is a systems-wide program, that develops international learning opportunities for UBC and partner organization students in partnership with UBC Faculties; and implements UBC Policy 69: Student Safety Abroad. Students have the opportunity to study, undertake research, internships, practica, clinical placements and participate in global seminar programs around the world and at UBC. Go Global builds partnerships with post-secondary organizations, non-government agencies and communities to provide these opportunities. Currently UBC has approximately 250 active student mobility agreements in over 40 countries. Each year over 2000 students participate in learning abroad from across all faculties. UBC intends to continue to grow this number so that 30% of undergraduate complete their degrees with an international experience. We currently have 22% participation.

International Student Development provides support and services for incoming international students studying at UBC. This includes orientation programs; advising services; immigration, medical and health insurance and work permit advice; peer programs; and overall information about the services and opportunities available for them on campus. UBC welcomes over 10,000 international students from 149 countries each year and plans to continue to grow this number while furthering the inclusive nature of our community.

This position provides key leadership to UBC international learning partnership process, program planning and support. The Program Manager is a member of the Go Global leadership team. The role is responsible for managing the delivery of front line client services and program support; the establishment, approval, renewal and management of UBC international learning partnerships; the completion of student mobility agreements; the creation, facilitation and management of relationships with university partner institutions; management of external scholarships available to UBC faculty for short term inbound students and contributing to the planning and development of Go Global strategy, budgets and human resource development.

Organizational Status

This position is a member of the Go Global Leadership team and reports to the Director, Go Global. The incumbent also works



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closely with:

- Staff members in the Office of the Vice-President Research and International and the Office of the Provost and Vice-President Academic
- Faculty and staff members in most Faculties and Departments across campus
- Faculty and staff members from national and international partner institutions
- Staff members in Go Global and International Student Development including the Associate Director, International Student Development
- Staff members from UBC Human Resources, Supply Management, Building Operations, IT Services, and Finance

The incumbent also liaises with peers in numerous university-wide services such as International Student Initiative, Enrolment Services, Student Housing and Hospitality Services, Vantage College, Graduate and Postdoctoral Studies, and Faculty Relations.

Work Performed

- Manages the delivery of frontline services and program support for Go Global and International Student Development programs and services, which includes developing, implementing, reviewing and evaluating the services provided by staff in order to ensure successful service delivery.
- Creates, facilitates and manages relationships with university partner institutions to increase partner institution participation, including managing UBC & partner goals and expectations, and hosting campus visits by delegates from partner institutions to foster and maintain positive relationship between institutions.
- Manages the establishment, renewal and maintenance of new and current institutional partnerships (currently 250 active partnerships; approx. 50 files being managed on an ongoing basis).
- Negotiates & is the Manager on record for UBC student mobility agreements with partner institutions ensuring verification by UBC Legal as required.
- Liaises with the Office of the Vice President Research and International, Office of the Provost and Vice-President Academic, and other UBC Faculty departments in the process of partnership development and renewals, responds to internal and external partnership queries and manages hand-off of new and renewed partnerships to Study and Research Abroad team at both Vancouver and Okanagan campuses.
- Develops and submits new partnership proposals for UBC-Vancouver Senate Admissions Committee meetings on behalf of UBC Faculties. This includes conducting research, assessing partnership requirements, securing letters of support from the Deans, and ensuring proposed partnerships align with institutional strategic goals as well as Faculty departmental needs.
- Reviews & manages the annual cycles for Go Global and International Student Development programs to prioritize and provide appropriate program support including identifying synergies and overlaps, seeking additional resources as needed.
- Reviews, identifies and analyzes systemic problems for students seeking information and modifies service delivery as necessary.
- Responsible for assessing, reviewing and developing solutions for program management.
- Informs and drives program changes, improve service efficiency and process with a view to improve the quality of students' university experience.
- Manages the Canadian Bureau of International Education (CBIE) and Department of Foreign Affairs, Trade, and Development (DFATD) scholarship working with external partners and UBC academic units and faculty on both campuses.
- Manages the compilation of annual performance markers across the team, analyzes the results and drafts interim and annual reports on program activity including progress to goals, program statistics and budgeting actuals.
- Develops, reviews & analyzes regular reports on all Go Global budgets for Director, Go Global and designates; managing budget forecasts and making recommendations for re-allocation of funds, as well as develops, manages, and monitors budget expenditures related to building operations and CUPE 2950 team.
- Acts as an effective change agent to improve cross-unit communication. Responsible for streamlining and improving the flow of important client and service information across campus. Makes strategic recommendations for communication and process improvement.
- Liaises with Building Operations, Project Services, Bookstore, Supply Management, Finance, IT and external providers vendors in coordinating any major building renovations, projects, repairs, and maintenance.
- Represents Go Global and International Student Development on university committees and at public functions.
- Manages special projects assigned by the Director of Go Global and or Associate Director of International Student Development.
- Manages staff, which includes but is not limited to: hiring, training, coaching and termination of staff; coordinating



professional development activities; staff recognition; staff appraisal and performance review; prioritizing work based on long term and day to day operational requirements, and recruitment.

- Performs other related duties as assigned.

Supervision Received

Reports to the Director, Go Global. Works in collaboration with the Associate Director, International Student Development and other staff in Go Global and International Student Development, as well as with staff in VPRI, Faculties, departments, student organizations, and external partners and organizations. Works independently without direct supervision. The incumbent must exercise initiative and sound judgment.

Supervision Given

Manages CUPE 2950 staff (5) and student staff who provide administrative, clerical, and front-line support for Go Global and International Student Development. Hires, trains and evaluates the performance of employees, and proceeds with progressive discipline if required. Provides leadership to unit and therefore maintains ongoing awareness of University policies and practices; interprets policies and procedures related to the responsibilities of the position - including FIPPA, harassment and discrimination, hiring, financial administration, and use of university systems and technology, including the databases.

Consequence of Error/Judgement

Decision-making is based on a thorough knowledge of the policies and procedures of the University, Go Global, and International Student Development. The services provided by both units directly impact students' impressions of UBC. The incumbent exercises considerable judgment and must exercise tact, diplomacy and high level of discretion when interacting with students, staff, faculty at UBC, and partner institutions. Consequence of error is high and poor judgment and or lack of cross-cultural sensitivity would compromise the integrity of the units as well as jeopardize the reputation of Go Global and International Student Development. The services span a very wide content area and accuracy, effectiveness and efficiency are required to maintain the University's reputation.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Basic understanding of the principles of student development and experience using this knowledge in previous work environment. Three or more years of experience working in student services in a post-secondary environment, preferably at UBC or an equivalent combination of education, training and experience. An excellent knowledge of current UBC administrative and student processes. Experience living, working or studying abroad. Knowledge of the principles, concepts, standards, practices, and tools of project management and change management an asset. Very good understanding of student services on campus and experience working in a direct student service role an asset. Experience working across functional units in a collaborative manner. Experience supervising staff and or student staff. Proven and effective organizational, communication (oral and written) and administrative skills. Interpersonal skills and cross cultural sensitivity. Ability to use these skills and sensitivity in working with students, staff, faculty and community partners throughout all stages of the program. Excellent interpersonal skills and ability to build rapport with staff, students and clients. Advanced customer service knowledge base. A high degree of professionalism. Demonstrated aptitude for progressive, creative and innovative thinking. Demonstrated analytical and problem solving skills. Effective marketing public relations skills. Tact, maturity, good judgment. Diplomacy, excellent team building skills, flexible attitude. Ability to work effectively with all levels of University personnel. Ability to effectively use information technology. Ability to work under pressure and produce measurable results. Demonstrated ability to work independently in an open and welcoming work environment. Comfort with new technologies related to social media, web communication, and online databases an asset.

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

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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: 18096
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Management
Classification Title: Facilities Management, Level G **Business Title:** Project Manager
Department: Infrastructure Development
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-01
Job End Date: 2015-04-30 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2014-04-23 **Available Openings:** 1

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

Job Summary

The Project Manager manages and leads staff, consultants, contractors, funds and time required for the planning, design and construction of specific capital projects developed by Project Services to ensure that the user's functional needs and intents have been successfully translated into a superior finished product which was delivered in the most efficient, timely and economical way possible, in keeping with the policies and guidelines of the University of British Columbia.

Organizational Status

Reports to the Manager, Projects Office.

Work Performed

The Project Manager is responsible for the delivery of assigned capital projects of varying complexity and size. The number of active projects assigned at any one time could be as high as 15 to 20, ranging in value from \$50,000 to \$25,000,000 (total project budget).

Upon assignment of a capital project, the Project Manager is responsible for the on-going management of the project from inception to completion including, but not limited to, the following:

1. Confirming and documenting the Client's detailed scope of work, investigating particularities of the proposed site (asbestos, environment sensitivity, location of services, space availability, etc.) and other issues that could affect the project cost, quality and timing;
2. Preparing, managing and regularly monitoring and reporting the project budget, schedule, quality and cash flow projection to the approval of the Client. This can sometimes be with the assistance of a cost consultant or an in-house QS or estimator;
3. Maintaining accurate computerized accounting records that clearly identify variances between line items in the project budget, actual commitments and costs incurred, and forecast costs to complete;
4. Regularly preparing and distributing project status reports containing the financial, schedule, quality and changes in scope status to the Client and the Associate Director, Project Services;
5. Initiating, organizing and directing the efforts of the Project Team, consisting of the, where necessary, the functional space programmer, Design Team, Client Representative, IT Services Representative, Operations Tech Services, UBC Media Services and, if appropriate, construction manager, to achieve the project scope, budget and schedule;
6. Managing and administering the design phases of the project including, but not limited to, the following:



- Managing the selection and retention of the project Design Team, consisting of the Project Designer (in-house or contracted-consultant), Engineers (in-house or contracted-consultant), and other consultants;
- Administering all consultant contracts;
- Coordinating, monitoring and assisting the Design 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; Managing and administering the pre-construction phase of the project including, but not limited to, the following:
 - Arranging for all tentative room bookings closures swing space necessary for the project;
 - Reviewing the project to see whether all or portions of the construction are to be in-house or contracted out, preparing contracting out documentation for portions of the work not to be furnished by In-house Trades, and negotiating with the Union(s) for such;
 - Ensuring that all necessary permits and approvals from Regulatory Services, fire, health, safety & environment, and other authorities having jurisdiction as and when required, are obtained;
 - Obtaining quotations and arranging for purchases of equipment, furnishings and long delivery time materials to be incorporated into the project;
 - Preparing tender packages for work to be contracted out, submitting packages to the Supply Management for obtaining tenders, and recommending award of contracts to construction managers, general contractors, trade contractors and equipment and materials suppliers;
 - Preparing construction documents packages for work to be performed in-house, including construction drawings and specifications, and submitting to an outside QS for cost assessment if required, the work control estimator and Construction Office for pricing;
 - Ensuring all bonding, insurance certificates, proofs of WCB coverage and hazard assessments are obtained;

7. Managing and administering the construction phase of the project, including:

- Initiating, organizing and directing the efforts of the project Construction Team, consisting of the Design Team, other consultants, IT Services Representative and other UBC parties that maybe required, to achieve the construction specifications, budget and schedule;
- Administering all Construction Management, General Contractor, Trade Contractor and Supplier contracts, including initiating change orders as necessary to overcome delays, design oversights and unforeseen site conditions in order to complete the work as intended;
- Monitoring the progress and performance of the work in the form of a regular monthly status report showing the financial, schedule and quality status;
- Coordinating the delivery and installation of all furnishings and equipment to be incorporated into the project, supply and installation of data and telephone cabling and hardware, security systems and building signage;
- Coordinating commissioning of building Project Design Team, Consultants, Construction Manager, General Contractor, Trade Contractors, Suppliers, Construction Office and Plant Operations staff, where applicable, including necessary training;
- Ensuring that Substantial Performance and Final Occupancy inspections are undertaken and approvals certificates permits issued;
- Expediting necessary action by responsible parties in the correction of deficiencies;

8. Managing and administering the post-construction phase of the project, including:

- Coordinating move-in by Client and managing the transition of responsibility from the Project Delivery Team to the Building Services Plant Operations Team as operators and maintainers of the completed work;
- Negotiating and resolving any outstanding claims and issues with contractors and or consultants;
- Receiving from the Design Team and or contractors, reviewing and forwarding to the Records Section, as-built drawings, operation & maintenance manuals, and other project wrap-up documentation;
- Administering and managing the enforcement of the warranties provided by the Trade Contractors and Suppliers.

In addition, the Project Manager:

- a) Reviews the performance of the design and construction teams on a regular basis;
- b) Establishes and maintains a Master Project Control System that provides key data pertinent to all projects assigned and generates reports on a regular basis;
- c) Develops performance and measuring standards and reports based on project cost, quality and scheduling, develops corrective actions to improve performance and implements and follows up on improvement initiatives;
- d) Works closely with Facility Managers, the Construction Office, Work Control, Design Office Manager, Plant Operations technical and operations staff, Campus Planning & Development and other University departments for technical and customer service input to foster and maintain an atmosphere of continuous improvement relating to customer service;
- e) Reviews work requests; determines work priority and makes recommendations regarding work that falls outside the scope of the



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division and suggests alternatives for timely and appropriate completion;

f) Ensures that all construction work is contracted out in compliance with the UBC collective agreements current at the time of implementation of the contract;

g) Meets with clients to discuss performance and conduct of project personnel, develops and implements corrective actions if necessary, and conducts follow-ups with clients.

h) Participates in the annual and five-year capital program budgeting process.

i) Acts as the department representative on assigned University committees;

j) Represents the University in cases of dispute with a contractor or consultant. May be required to testify in arbitration proceedings or in court.

k) Participates as a member resource to the Guidelines Committee which prepares the design and construction guidelines for University facilities.

l) Responsible for keeping up-to-date on changing building technologies and technical requirements.

m) Negotiates, bargains, compromises, and conciliates agreements, contracts and positions, which are in the best interest of the project.

n) Performs other related duties as required.

Supervision Received

Works to established guidelines and policies, receiving directives from the Associate Director, Project Services on matters deviating from normal routine. Ample opportunity to reference peers and Associate Director for guidance and direction is available when required.

Supervision Given

The PM is responsible for managing all resource people involved in a capital project. A typical breakdown of these resource people is as follows:

Building Committee - with the PM as Chairperson;

Prime Consultant - including his/her staff;

Sub-Consultants;

Construction Managers;

General Contractor;

Trade Contractors;

Suppliers;

Campus Resources - resource people from Plant Operations, Materials Management, etc.;

Off-Campus Resources - Special Consultants, Government Departments, etc.;

In addition, for those in-house capital projects managed by the PM, other staff of Land & Building Services may be supervised by the PM to project completion.

Consequence of Error/Judgement

Errors in the management of projects can have serious financial impact not only on the department that the work is being completed for, but for the University as a whole. The loss of funding to the University is an additional potential consequence of any such error. Other potential consequences include damage to the reputation of the university, loss of business, and significant potential for legal liabilities. Will result in significant financial and customer satisfaction consequences. Business, revenues and staffing levels will be affected. Project errors could amount to tens of thousands of dollars in damages.

Qualifications

Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. A minimum of 8 years of experience in related architectural and planning experience including experience with major construction or renovation projects or the equivalent combination of education and experience. Specialized training and accreditation in project and or construction management, estimating and scheduling. Training in financial systems and computer applications an asset. Good



knowledge in Microsoft Word, Excel and Project. Experience in project management and construction in projects of varying size and complexity including: estimating, scheduling, co-ordination, cost control and reporting, design review and take-offs. Experience in computerized financial accounting and scheduling systems and customer service mechanisms. Experience in union relations and conflict resolution. Thorough knowledge of project, design and construction management methodologies and practices. Broad understanding of construction and trades work. Specialized knowledge of building systems operations and maintenance requirements. Good knowledge of the BC Building Code, WCB Regulations, CPM scheduling, and customer relations techniques. High degree of skill in planning, organizing, and managing in a team environment. Strong financial skills for estimating, budgeting and control. Effective oral and written communication, interpersonal and leadership skills. Ability to foresee, prevent and resolve conflicts and other project-related problems. Ability to skillfully negotiate, bargain, compromise and conciliate. Must possess a valid BC Driver's License.

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Job Posting

Job ID: 18094
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Management
Classification Title: Facilities Management, Level G **Business Title:** Project Manager
Department: Project Services
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-04-24
Job End Date: 2015-04-24 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2014-04-23 **Available Openings:** 1

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

Job Summary

The Project Manager manages and leads staff, consultants, contractors, funds and time required for the planning, design and construction of specific capital projects developed by Project Services to ensure that the user's functional needs and intents have been successfully translated into a superior finished product which was delivered in the most efficient, timely and economical way possible, in keeping with the policies and guidelines of the University of British Columbia.

Organizational Status

Reports to the Manager, Projects Office.

Work Performed

The Project Manager is responsible for the delivery of assigned capital projects of varying complexity and size. The number of active projects assigned at any one time could be as high as 15 to 20, ranging in value from \$50,000 to \$25,000,000 (total project budget).

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2. Preparing, managing and regularly monitoring and reporting the project budget, schedule, quality and cash flow projection to the approval of the Client. This can sometimes be with the assistance of a cost consultant or an in-house QS or estimator;
3. Maintaining accurate computerized accounting records that clearly identify variances between line items in the project budget, actual commitments and costs incurred, and forecast costs to complete;
4. Regularly preparing and distributing project status reports containing the financial, schedule, quality and changes in scope status to the Client and the Associate Director, Project Services;
5. Initiating, organizing and directing the efforts of the Project Team, consisting of the, where necessary, the functional space programmer, Design Team, Client Representative, IT Services Representative, Operations Tech Services, UBC Media Services and, if appropriate, construction manager, to achieve the project scope, budget and schedule;
6. Managing and administering the design phases of the project including, but not limited to, the following:



- Managing the selection and retention of the project Design Team, consisting of the Project Designer (in-house or contracted-consultant), Engineers (in-house or contracted-consultant), and other consultants;
- Administering all consultant contracts;
- Coordinating, monitoring and assisting the Design 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; Managing and administering the pre-construction phase of the project including, but not limited to, the following:
 - Arranging for all tentative room bookings closures swing space necessary for the project;
 - Reviewing the project to see whether all or portions of the construction are to be in-house or contracted out, preparing contracting out documentation for portions of the work not to be furnished by In-house Trades, and negotiating with the Union(s) for such;
 - Ensuring that all necessary permits and approvals from Regulatory Services, fire, health, safety & environment, and other authorities having jurisdiction as and when required, are obtained;
 - Obtaining quotations and arranging for purchases of equipment, furnishings and long delivery time materials to be incorporated into the project;
 - Preparing tender packages for work to be contracted out, submitting packages to the Supply Management for obtaining tenders, and recommending award of contracts to construction managers, general contractors, trade contractors and equipment and materials suppliers;
 - Preparing construction documents packages for work to be performed in-house, including construction drawings and specifications, and submitting to an outside QS for cost assessment if required, the work control estimator and Construction Office for pricing;
 - Ensuring all bonding, insurance certificates, proofs of WCB coverage and hazard assessments are obtained;

7. Managing and administering the construction phase of the project, including:

- Initiating, organizing and directing the efforts of the project Construction Team, consisting of the Design Team, other consultants, IT Services Representative and other UBC parties that maybe required, to achieve the construction specifications, budget and schedule;
- Administering all Construction Management, General Contractor, Trade Contractor and Supplier contracts, including initiating change orders as necessary to overcome delays, design oversights and unforeseen site conditions in order to complete the work as intended;
- Monitoring the progress and performance of the work in the form of a regular monthly status report showing the financial, schedule and quality status;
- Coordinating the delivery and installation of all furnishings and equipment to be incorporated into the project, supply and installation of data and telephone cabling and hardware, security systems and building signage;
- Coordinating commissioning of building Project Design Team, Consultants, Construction Manager, General Contractor, Trade Contractors, Suppliers, Construction Office and Plant Operations staff, where applicable, including necessary training;
- Ensuring that Substantial Performance and Final Occupancy inspections are undertaken and approvals certificates permits issued;
- Expediting necessary action by responsible parties in the correction of deficiencies;

8. Managing and administering the post-construction phase of the project, including:

- Coordinating move-in by Client and managing the transition of responsibility from the Project Delivery Team to the Building Services Plant Operations Team as operators and maintainers of the completed work;
- Negotiating and resolving any outstanding claims and issues with contractors and or consultants;
- Receiving from the Design Team and or contractors, reviewing and forwarding to the Records Section, as-built drawings, operation & maintenance manuals, and other project wrap-up documentation;
- Administering and managing the enforcement of the warranties provided by the Trade Contractors and Suppliers.

In addition, the Project Manager:

- a) Reviews the performance of the design and construction teams on a regular basis;
- b) Establishes and maintains a Master Project Control System that provides key data pertinent to all projects assigned and generates reports on a regular basis;
- c) Develops performance and measuring standards and reports based on project cost, quality and scheduling, develops corrective actions to improve performance and implements and follows up on improvement initiatives;
- d) Works closely with Facility Managers, the Construction Office, Work Control, Design Office Manager, Plant Operations technical and operations staff, Campus Planning & Development and other University departments for technical and customer service input to foster and maintain an atmosphere of continuous improvement relating to customer service;
- e) Reviews work requests; determines work priority and makes recommendations regarding work that falls outside the scope of the



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division and suggests alternatives for timely and appropriate completion;

- f) Ensures that all construction work is contracted out in compliance with the UBC collective agreements current at the time of implementation of the contract;
- g) Meets with clients to discuss performance and conduct of project personnel, develops and implements corrective actions if necessary, and conducts follow-ups with clients.
- h) Participates in the annual and five-year capital program budgeting process.
- i) Acts as the department representative on assigned University committees;
- j) Represents the University in cases of dispute with a contractor or consultant. May be required to testify in arbitration proceedings or in court.
- k) Participates as a member resource to the Guidelines Committee which prepares the design and construction guidelines for University facilities.
- l) Responsible for keeping up-to-date on changing building technologies and technical requirements.
- m) Negotiates, bargains, compromises, and conciliates agreements, contracts and positions, which are in the best interest of the project.
- n) Performs other related duties as required.

Supervision Received

Works to established guidelines and policies, receiving directives from the Associate Director, Project Services on matters deviating from normal routine. Ample opportunity to reference peers and Associate Director for guidance and direction is available when required.

Supervision Given

The PM is responsible for managing all resource people involved in a capital project. A typical breakdown of these resource people is as follows:

Building Committee - with the PM as Chairperson

Prime Consultant - including his/her staff

Sub-Consultants; Construction Managers; General Contractor; Trade Contractors; Suppliers;

Campus Resources - resource people from Plant Operations, Materials Management, etc.;

Off-Campus Resources - Special Consultants, Government Departments, etc.;

In addition, for those in-house capital projects managed by the PM, other staff of Building Operations may be supervised by the PM to project completion.

Consequence of Error/Judgement

Errors in the management of projects can have serious financial impact not only on the department that the work is being completed for, but for the University as a whole. The loss of funding to the University is an additional potential consequence of any such error. Other potential consequences include damage to the reputation of the university, loss of business, and significant potential for legal liabilities. Will result in significant financial and customer satisfaction consequences. Business, revenues and staffing levels will be affected. Project errors could amount to tens of thousands of dollars in damages.

Qualifications

Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. A minimum of 8 years of experience in related architectural and planning experience including experience with major construction or renovation projects or the equivalent combination of education and experience. Specialized training and accreditation in project and or construction management, estimating and scheduling. Training in financial systems and computer applications an asset. Good knowledge of Microsoft Word, Excel and Project. Experience in project management and construction in projects of varying size and complexity including: estimating, scheduling, co-ordination, cost control and reporting, design review and take-offs. Experience in computerized financial accounting and scheduling systems and customer service mechanisms. Experience in union relations and conflict resolution. Thorough knowledge of project, design and construction management methodologies and practices. Broad



understanding of construction and trades work. Specialized knowledge of building systems operations and maintenance requirements. Good knowledge of the BC Building Code, WCB Regulations, CPM scheduling, and customer relations techniques. High degree of skill in planning, organizing, and managing in a team environment. Strong financial skills for estimating, budgeting and control. Effective oral and written communication, interpersonal and leadership skills. Ability to foresee, prevent and resolve conflicts and other project-related problems. Ability to skillfully negotiate, bargain, compromise and conciliate. Must possess a valid BC Driver's License.

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: 18121
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Unassigned Athletic Coaches
Classification Title: Coach, Womens Field Hockey **Business Title:** Head Coach, Women's Field Hockey
Department: Athletics and Recreation
Salary:
Full/Part Time: Full-Time
Desired Start Date: 2014-04-29 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2014-04-24 **Available Openings:** 1

Job Summary

The head coach is responsible for the coaching, management and coordination of the women's field hockey program. The objectives are to provide opportunities for athletically talented field hockey players and develop them to their fullest potential as student-athletes.

Organizational Status

Reports to the Associate Director, Intercollegiate and High Performance Sport on a daily basis and is responsible to the Managing Directors, Athletics and Recreation.

Work Performed

- Responsible for the coaching, management and coordination of the women's field hockey program.
- Responsible for the recruitment of highly skilled student-athletes.
- Responsible for the development of comprehensive sport performance plan.
- In conjunction with the Associate Director, Intercollegiate and High Performance Sport, responsible for orienting student-athletes to the policies and regulations of the University, Department of Athletics, Canada West and the CIS.
- Works with the Associate Director, Development in support of alumni relations and team fundraising initiatives.
- Ensure the participating student-athletes meet all necessary and required eligibility regulations as set out in the Canada West and CIS rules and regulations.
- Works with the Associate Director, Intercollegiate and High Performance Sport in game scheduling and budget preparation.
- Fiscally responsible for the women's field hockey budget.
- Performs administrative duties in conjunction with the Varsity office in regards to travel arrangements, student-athlete financial awards, housing and eligibility requirements.
- Encourage student-athletes to maintain and develop good academic standing and monitors and assists student-athletes with academic progress.
- Cooperates with Sports Information Director in conducting interviews and player information for media guides and website.
- Supports department initiatives such as the Big Block Banquet and Hall of Fame as well as the Millennium Scholarship Breakfast.
- Attends department meetings and participates in the management of the department as required.
- Participation in provincial and national programs and community events is encouraged to enhance coaching ability and the overall reputation of the program.



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- Other duties may be substituted as required.

Supervision Received

Reports to the Associate Director, Intercollegiate and High Performance Sport on a daily basis and is responsible to the Managing Director, Athletics and Recreation.

Supervision Given

Part-time volunteer assistant coaches, student-trainers and student-athletes

Consequence of Error/Judgement

This position represents the UBC Women's Field Hockey Program, the students and the University. Incorrect decisions judgment will directly affect the Department and UBC's reputation within the community at large. The women's field hockey program must be managed with the utmost of integrity so as to positively impact not only the University but also the alumni who are associated with the women's field hockey program.

Qualifications

- Bachelor's degree required. Master's degree beneficial.
- Minimum Coaching Certification: NCCP Level II.
- Minimum of five years coaching experience preferably at the University or national level, or equivalent.
- Excellent leadership skills and ability to recruit.
- Knowledge of academic system at the University.
- Ability to communicate effectively and efficiently.
- Strong organizational, administrative and computer skills an asset.
- A proven record of integrity, high principles, and demonstrated skill in developing motivating student-athletes both academically and athletically.
- A pleasant personality together with a positive attitude is essential.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community, including the field hockey community.
- Ability to foster a cooperative work environment, get along and work well with members of the department, supervisors and other employees of the university. .

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Job Posting

Job ID: 18123
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Unassigned Athletic Coaches
Classification Title: Hockey Coach **Business Title:** Head Coach, Men's Hockey
Department: Athletics and Recreation
Salary:
Full/Part Time: Full-Time
Desired Start Date: 2014-04-29 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2014-04-24 **Available Openings:** 1

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

Job Summary

The head coach is responsible for the coaching, management and coordination of the men's hockey program. The objectives are to provide opportunities for athletically talented hockey players and develop them to their fullest potential as student-athletes.

Organizational Status

Reports to the Associate Director, Intercollegiate and High Performance Sport on a daily basis and is responsible to the Managing Director, Athletics.

Work Performed

- Responsible for the coaching, management and coordination of the men's hockey program
- Responsible for the recruitment of highly skilled student-athletes
- Responsible for the development of a comprehensive sport performance plan
- In conjunction with the Associate Director, Intercollegiate and High Performance Sport, responsible for orienting student-athletes to the policies and regulations of the University, Department of Athletics & Recreation, Canada West and the CIS
- Works with the Associate Director, Development in support of alumni relations
- Works closely in partnership with the General Manager, Men's Hockey to support the execution of the UBC Men's Hockey vision
- Ensure the participating student-athletes meet all necessary and required eligibility regulations as set out in the Canada West and CIS rules and regulations
- Works with the Associate Director, Intercollegiate and High Performance Sport in game scheduling and budget preparation.
- Fiscally responsible for the men's hockey budget.
- Performs administrative duties in conjunction with the Varsity office in regards to travel arrangements, student-athlete financial awards, housing and eligibility requirements
- Encourage student-athletes to maintain and develop good academic standing and monitors and assists student-athletes with academic progress.
- Cooperates with Sports Information Director in conducting interviews and player information for media guides and website.
- Supports department initiatives such as the Big Block Banquet and Hall of Fame as well as the Millennium Scholarship Breakfast.
- Attends department meetings and participates in the management of the department as required.
- Participation in provincial and national programs and community events is encouraged to enhance coaching ability and the overall



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program.

- Know and abide by CIS and Canada West rules, regulations and ethical guidelines.
- In conjunction with UBC Sports Camps, conducts summer hockey camps where appropriate.
- Other duties may be substituted as required.

Supervision Received

Reports to the Associate Director, Intercollegiate and High Performance Sport on a daily basis and is responsible to the Managing Director of Athletics.

Supervision Given

Full and part-time assistant coaches, student-trainers and student-athletes

Consequence of Error/Judgement

This position represents the UBC Men's Hockey Program, the students and the University. Incorrect decisions judgment will directly affect the Department and UBC's reputation within the community at large. The men's hockey program must be managed with the utmost of integrity so as to positively impact not only the University but also the alumni who are associated with the men's hockey program.

Qualifications

- Bachelor's degree required. Master's degree beneficial.
- Minimum Coaching Certification: NCCP Level III, or equivalent
- Minimum of five years coaching experience preferably at the University or national level, or equivalent
- Excellent leadership skills and ability to recruit.
- Knowledge of academic system at the University.
- Ability to communicate effectively and efficiently.
- Strong organizational, administrative and computer skills an asset.
- A proven record of integrity, high principles, and demonstrated skill in developing motivating student-athletes both academically and athletically
- A pleasant personality together with a positive attitude is essential
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to foster a cooperative work environment, get along and work well with members of the department, supervisors and other employees of the university .

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Job Posting

Job ID: 16441 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Unassigned
Classification Title: University Veterinarian **Business Title:** University Veterinarian
Department: Animal Care Services
Salary: \$98,962.00 - \$123,702.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2014-05-02 **Available Openings:** 1

Job Summary

The University Veterinarian (UV) plays a significant role in providing strategic and technical leadership in all matters related to animal care and welfare at the University of British Columbia (UBC). The UV is part of the leadership team within Animal Care Services (ACS), working closely with the Director of Business Development and Operations and the Director of Finance. Together, these three positions are responsible for providing excellence in preclinical research support to all UBC researchers. In addition, the UV will assist in attracting new business to ACS to increase the unit's financial viability. The UV is responsible for leading a team of clinical veterinarians, who act as expert advisors in all aspects of animal care as well as providing professional veterinary services across all UBC facilities.

ACS, the largest animal care program in Western Canada and the second largest in Canada, is a centralized unit that oversees and is accountable for the University's animal research facilities for both the Vancouver Campus and the Okanagan Campus including the Centre for Disease Modeling, Modified Barrier Facility, Centre for Comparative Medicine, Rederivation Transgenics, and Facility for Infectious Disease & Epidemic Research.

ACS employs over 100 technical, administrative support, and management and professional staff, and has an annual operating budget of over 10 million dollars that provides comprehensive research support to all UBC researchers in multi-million dollar facilities.

In addition to the housing facilities and services for animals, it also provides veterinary and diagnostic services, as well as training and expertise in laboratory animal medicine, plus veterinary oversight of 23 animal facilities that must meet Canadian Council on Animal Care (CCAC) guidelines regulating governance, facilities and operations, including facilities owned by VCHRI, PHSA, PCHRI and the Open Water Facility (Port Moody), and the Cultus Lake Aquatic Research Facility.

Organizational Status

The University Veterinarian reports to the Associate Vice President Research. The UV works as part of a large and critical leadership team, including the ACS Director, Business Development & Operations (DBDO), the ACS Director of Finance, Academic Directors, Facility Managers and Chair of the Animal Care Committee.

Work Performed

1. Strategic Leadership

-In collaboration with key stakeholders, establish strategic goals and develop a vision and strategic plan for ACS



- Working closely and collaboratively with senior leadership to operationalize strategic goals
- Working with the DBDO, establish and maintain partnerships and collaborations to support the vision, mandate and goals of ACS
- Representing UBC in veterinarian matters, acts as the liaison between UBC, CVMA and BC veterinary community
- Build and maintain strong relationships with animal research programs in Canada and internationally
- Liaison with animal related humane law enforcement community in BC (i.e. BCSPCA enforcement branch)
- Support DBDO in exploring business development opportunities including the work of the BC PRC
- Advocate for UBC's continued access to a state of the art program in support of animal based research, protecting UBC's continued ability to use animals in research
- Provide advice and guidance to senior UBC personnel with respect to the public, legal and media aspects of the use of research animals at UBC, in a national and international context

2. Technical Leadership

- Provide leadership to the clinical veterinarians, researchers and animal care personnel in matters related to provision of animal care services, animal health and welfare, compliance, education and training, direct hands-on involvement with researchers, technical staff and students in promoting the sound conduct and practice of animal research
- Serve on the UBC Animal Care Committee as an ex-officio member and support the Continuing Review process, including protocol reviews and facility inspections. Ensure that the standards of the CCAC are upheld in all aspects of animal care.
- Ensure the well-being and welfare of the animals used in research and teaching at UBC, by promoting and monitoring animal welfare before, during and after their use. The UV is responsible for making determinations concerning animal welfare, in collaboration with the Animal Care Committee, the animal care staff and animal users. Authority for this is provided through the Vice President Research & International and the UBC Animal Care Committee.
- Align UBC policies, programs and processes to support UBC's animal research, providing oversight of animal research at an institutional programmatic level
- Maintain communication with security agencies, national government agencies (CFIA, PHAC, ITC) and Canadian Council on Animal Care (CCAC) regarding UBC animal care program and related issues
- In conjunction with Campus Planning and Facilities Planning, participate in the pro forma, programming, planning, architectural development, construction oversight, commissioning, operational oversight and trouble-shooting animal care and research facilities issues
- Working with the ACS Directors, develop operational tracking performance metrics for ACS
- Promote, ensure and advocate best practices in the welfare, care and use of research animals at UBC and affiliated teaching hospitals and institutes, which meet the standards of the CCAC, and legal standards enforced at the provincial and federal level
- In collaboration with the ACS Directors, the other veterinarians, and UBC Risk Management, develop and implement policies and procedures to appropriately manage risks
- Support and contribute to a respectful and collegial working environment for researchers and animal care staff

3. Management of Clinical Veterinarians and Other Staff

- Oversight of all veterinary services within the 23 facilities in the UBC system
- Manage, train and mentor clinical veterinary staff
- Ensure professional practices comply with CALAM standards of veterinary care; clinical veterinary responsibilities of all DVM personnel including this role follow the guidelines as defined by the national standards established in the Canadian Association of Laboratory Animal Medicine Standard of Care documents
- Recruit, orient and train DVM locum tenens and specialist assistance when appropriate from western Canadian veterinary community
- Working with the DBDO, provide advice and assistance in the selection and recruitment of key ACS personnel, coaches and advises key ACS personnel, continue to provide an environment and culture conducive to recruitment and retention of veterinarian staff

4. Teaching & Training

- Provide consultation, advice and training to staff and research personnel in matters pertaining to animal research and animal care

5. Professional Veterinarian Services

Working with a team of veterinarians to:

- Provide clinical oversight support to a varied research animal population, including domestic and wild animals at UBC and



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associated teaching hospitals

- Confer with principal investigators and their staff regarding protocol design, including the type and number of research animals needed. Provide instruction and assistance in the special care and treatment of animals related to these protocols
- Prepare and maintain a variety of records and operational reports concerning consultations and diagnostic decisions ensuring compliance with applicable CCAC guidelines and unit policies
- Keep abreast of new advances in the care and treatment of laboratory animals
- Participate and assist in an ongoing effective quality control system for laboratory work; revise techniques and procedures as required to obtain desired standards
- Be available for evening and weekend rotation of on-call duties
- Visit UBC Animal Care Committee regulated facilities regularly

Supervision Received

The UV works independently and with delegated authority under broad directives from the Associate Vice President Research.

Supervision Given

Direct supervision of staff veterinarians. Through the DBDO, co-supervises the facility managers.

Consequence of Error/Judgement

As a key player in the ACS's strategic and leadership team and operating with a high degree of independence and responsibility, the UV must exercise superior judgment in all areas and at all times. Errors could result in significant concerns regarding the liability, credibility and integrity of Animal Care Services and the University and may result in an additional financial burden on the Unit and or University. Errors could result in UBC being held in non-compliance with The Canadian Council on Animal Care which could result in research grant funds being withheld (more than 80 million dollars annually tied to animal-based research) thus damaging the University's reputation and stature. Errors in judgment could affect animal health and jeopardize research outcomes.

Qualifications

Doctor of Veterinary Medicine degree, eligible for licensure in B.C. An MSc or PhD in a relevant field preferred. Diplomate of the American College of Laboratory Animal Medicine preferred or eligible. . A minimum of ten years' experience with the management of laboratory animals and or provision of veterinary services within an academic or industrial research environment. Highly refined analytical, strategic and visionary skills. Thorough knowledge of regulatory and compliance requirements related to animals care use in research Ability to motivate and inspire measurable results in others. Experience with Containment Level II and III facilities. Sound analytical and problem solving skills. Prior experience in service provision and relationship management with contract research organizations, private industry and biotech an asset. Background in contract and legal aspects of dealing with biotech and pharma. Experience in post graduate training of research professional in laboratory animal sciences and laboratory animal medicine.

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Job Posting

Job ID: 18101
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Ophthalmology
Salary: \$39,656.00 - \$43,456.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-15
Job End Date: 2015-05-14 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2014-04-23 **Available Openings:** 1

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

Job Summary

The primary focus is to provide technical and research support to an ocular disease laboratory. The research will include in vivo animal models of disease.

Organizational Status

The individual recruited to this position will report to the Principal Investigator (PI) and the Research Laboratory Manager. They will assist in the daily routines underpinning the Model Organism Facility, with the training of students and other personnel in the laboratory, and carry out research studies as directed by the PI.

Work Performed

- Performs experiments, analyzes data and summarizes results in reports and lab presentations
- Provides assistance with maintenance and care of zebrafish and lizards in holding facility
- Carrying out procedures involving small rodents including drug and anesthetic administration, electrophysiology, optokinetic tracking
- Light and fluorescence microscopy including immunohistochemistry
- Processing of cells and tissues for RNA, DNA and proteins including subsequent analysis by molecular biological methods and other biochemical analyses
- Participates in research activities throughout the lab as directed by the PI
- Provides instruction and assists with training for procedures and equipment to laboratory members

Supervision Received

The individual will report to the Laboratory Manager on a daily basis. The PI will supervise the overall work.

Supervision Given

The individual will assist with training of graduate students and other lab members as needed.



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Consequence of Error/Judgement

The Research Assistant 2 will conduct the research activities and technical responsibilities and be accountable to the Principal Investigator and the Research Assistant's governing professional organization.

Qualifications

High School graduation. University degree in a relevant science discipline. Minimum of 2 years related experience or the equivalent combination of education and experience. Minimum of 2 years related experience in a research environment is required. Must have proven experience working with laboratory animals. Computer literacy and experience required (MS Word, Excel, Outlook, Access). Effective oral and written communication, analytical, interpersonal and organization skills. Ability to work as part of a team is essential. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Demonstrated integrity, initiative, and good judgment.

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Job Posting

Job ID: 18080
Location: Other
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Psychiatry
Salary: \$ 20.34 - \$ 22.29 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2014-04-28
Job End Date: 2015-04-27 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2014-04-23 **Available Openings:** 2

Job Summary

The "New mothers' thoughts of harm: Prevalence and relation to OCD and child harm" project is a multi-year study investigating the prevalence and nature of new mothers' unwanted thoughts of infant-related harm including the relationship between these thoughts and (1) aggressive parenting and (2) postpartum obsessive compulsive disorder (ppOCD).

This study is a BC wide investigation of perinatal mental health; the Research Assistant will administer standardized mental health assessments to participants via telephone, at participants' homes, and occasionally in lab space at the Child and Family Research Institute, located on the BC Women's and Children's Hospital campus in Vancouver, BC.

Organizational Status

The Research Assistant will report to the Principal Investigator and the study Postdoctoral Fellow.

This position will consist mainly of field interviews in participant homes. A vehicle is required for this position. This project operates out of the Child and Family Research Institute. Furnished office space is available for the incumbent's work activities. There are no known hazards.

Work Performed

- Administer study interviews (specific training will be provided):
- Portions of the Structured Clinical Interview for DSM-IV (SCID IV)
- The Yale-Brown Obsessive Compulsive Scale (Y-BOCS)
- The Postpartum Intrusions Inventory (PPII)
- Score study assessment tools
- Consult with the Principal Investigator regarding assessment tool scoring, as needed
- Schedule study interviews
- Support project administration as needed
- Ensure accurate and detailed research records are maintained
- Liaise with hospital personnel and study participants
- Assist in making mental health referrals for interested participants



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Supervision Received

The incumbent will work under the general supervision of Principal Investigator, who is located in Victoria, co-investigators and the study Postdoctoral Fellow, who is located in Vancouver. New or unusual problems will be referred to a superior. The Principal Investigator will supervise and support all research activities. The research assistant will receive specific instruction on data collection procedures and techniques by the Principal Investigator and investigative team.

Supervision Given

The incumbent will not be responsible for supervision.

Consequence of Error/Judgement

The incumbent is required to conduct all research activities in an ethical manner, suited to the proper activities of the University of British Columbia and to the professional organizations governing themselves and those governing the activities of the Director and all other investigators. This work is performed within well-defined guidelines. Any procedures or data recorded as part of a study must be accurate and must accurately reflect the work performed. Strict confidentiality of all study participants must be adhered to. All activities involving participants are accountable to the Principle Investigator, the Department Head, and the candidate's governing professional organization.

Qualifications

High School graduation. University degree in a related field including social science research preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. This position provides an opportunity to receive significant training and experience in the administration of mental health assessments and epidemiological research. This position is well-suited for someone who has completed or is looking to complete graduate studies in Clinical Psychology or medicine.

Knowledge of clinical psychology and psychiatric disorders is preferred.

Knowledge of research design, implementation and outcome assessment is required.

Project management experience is preferred.

Interviewing experience, particularly administration of SCID-IV, preferred.

Experience interacting with new mothers or as a new mother preferred

Excellent organizational skills.

High degree of motivation, enthusiasm and initiative.

Excellent oral and written communication, interpersonal, and conflict resolution skills.

Excellent computer literacy, knowledge of Microsoft Excel, SPSS, and PowerPoint is highly preferred.

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Job Posting

Job ID: 18120
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: Family Practice
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-05-01
Job End Date: 2014-07-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2014-04-28 **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 main objective of this position is to assist in a research program focused on older adults with an emphasis on mobility. Specifically, project coordination is required for a grant-funded study involving assisting in the operational aspects of a systematic review and a cross sectional study. Other roles may include data collection [including at different sites within the province in the Centre for Hip Health and Mobility's (CHHM) Mobile Lab], grant and manuscript writing.

Organizational Status

The research assistant will report directly to the PI and the Knowledge Translation and Exchange Scientist and is expected to work independently in their interactions with other team members, and staff at the Centre for Hip Health and Mobility and other research partners.

Work Performed

- Assists in the development, coordination and operation of complex research activities (such as coordinating and liaising with multiple research study sites; maintaining a large data set; overseeing and organizing recruitment of research participants in a difficult to access population);
- Provides training to undergraduate students, new and lower level technicians involved in recruitment and data collection;
- Conducts data collection at CHHM as well as at different sites with the CHHM's Mobile Lab;
- Collects, reviews and participates in the development of data collection methodologies, instruments and databases;
- Contributes to the writing of reports, scientific abstracts, presentations, posters and manuscripts;
- Conducts complex literature reviews and summarizes relevant literature;
- Prepares ethics applications and assists with grant applications;
- Coordinates and attends meetings and presents research findings;
- Coordinates travel arrangements;
- Coordinates and scheduling meetings catering as required;
- Performs other related duties.

Supervision Received



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The research assistant will work under the general direction of the PI and the Knowledge Translation and Exchange Scientist within established policies, procedures and standards.

Supervision Given

The research assistant may oversee and direct the work of one or two lower research assistants and or graduate students.

Consequence of Error/Judgement

Carelessness during the performance of duties outlined could jeopardize the progress of research activities and ultimately affect the reputation of the research group and the PI within the research community.

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 qualitative and quantitative research methods, including data collection. Ability to maintain accuracy and attention to detail. Ability to effectively use statistical software (SPSS and Nvivo), Filemaker and MS Office at an intermediate level. Ability to communicate effectively verbally and in writing. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 18100
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Evaluation Assistant
Department: Evaluation Studies Unit
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-06-02
Job End Date: 2015-06-30 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2014-04-28 **Available Openings:** 1

Job Summary

The Evaluation Assistant is responsible for the implementation of assigned evaluation activities on time and within established standards. She he will support the Evaluation Studies Unit (ESU) in the development of data collection instruments, the collection and analyses of quantitative and qualitative data, and the completion of reports for medical education program stakeholders.

Organizational Status

The Evaluation Studies Unit (ESU) was established by the UBC Faculty of Medicine (FoM) in 2004. ESU provides comprehensive, rigorous and objective data to assist stakeholders in the on-going development and improvement of programs. It is organizationally placed within the Education portfolio of the FoM Dean's Office. Its mandate is to evaluate the effectiveness, quality, comparability, and impact of the MD Undergraduate and Postgraduate programs and provide supporting data for accreditation. The Unit also performs evaluations that support decision-making and social accountability across a broad range of other FoM programs.

The Evaluation Assistant will report to an assigned Evaluation Specialist. She he will interact and work with other members of the Evaluation Studies Unit. She he will also interact with faculty and staff from the Faculty of Medicine (FoM) and attend and participate in committees, working groups and planning meetings as assigned.

Work Performed

- Contribute to the development and application of program evaluation designs and methods
- Assist in the coordination and implementation of work plans for assigned evaluation activities
- Conduct literature searches and summarize relevant medical education and evaluation literature
- Assist in the preparation of ethics applications
- Assist in the development of data collection instruments and procedures
- Contribute to the development and improvement of processes procedures for the implementation of evaluation activities
- Collect a range of data (e.g. surveys, focus groups, interviews, administrative data) from multiple sources
- Oversee the collection of survey data through on-line survey system(s)
- Implement evaluation activities in compliance with ethical requirements
- Conduct qualitative (e.g. thematic) and quantitative (e.g. descriptive, inferential) data analysis
- Interpret results and write evaluation reports and recommendations, memos, and summaries for use by policy and decision makers



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- Participate in monitoring the uptake of recommendations
- Participate in the preparation and delivery of presentations for decision makers (e.g. committees, planning meetings, etc.) and professional and lay meetings
- Contribute to manuscripts, reports, etc. for external publication
- Respond to student, staff and faculty inquiries related to assigned evaluation work
- Coordinate and or contribute to work groups and or projects aimed at increasing the efficiency and effectiveness of ESU
- Perform other duties as required to ensure the successful completion of evaluation projects

Supervision Received

The Evaluation Assistant will work under the general supervision of an assigned Evaluation Specialist. She he will receive detailed instructions on the assignment of new duties and thereafter only on new or unusual problems.

Supervision Given

The Evaluation Assistant may oversee and direct the work of temporary staff or employees (as needed) in which case they are responsible for the accuracy of the work produced.

Consequence of Error/Judgement

The Evaluation Assistant is responsible for assisting with the implementation of assigned evaluation activities. She he is accountable for the timely delivery and reliability of their work. Poor decisions and errors in judgment could result in delayed completion of projects or inappropriate planning, result in financial loss, and damage the reputation of the Evaluation Studies Unit, the Faculty of Medicine and the University of British Columbia. In addition, the impact, if an error occurred, would be misinterpretation of results in information disseminated to decision-makers, the public, and academic audiences. The consequences could lead to inappropriate policy and decision-making related to medical education.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Minimum of 3 years related experience or the equivalent combination of education and experience. Ability to effectively use MS Word, Outlook, PowerPoint and Excel at an advanced level. Excellent command of the English language with a strong ability to communicate effectively both verbally and in writing. Ability to research and compile information from various sources. Ability to effectively use SPSS, and NVivo at an intermediate level. High level of thoroughness, accuracy, and have attention to detail. Ability to identify and correct missing and incomplete data. Ability to analyze and interpret quantitative and qualitative data, determine implications, and provide recommendations. Strong ability to compose correspondence, reports, presentations, and other written materials using clear and concise business English. Ability to accurately proofread for spelling, grammar, and punctuation. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to anticipate problems and issues and plan ahead. Ability to exercise sound judgment. Ability to exercise tact and discretion. Ability to work independently and demonstrate initiative. Ability to work in a fast-paced team environment. Ability to develop and maintain cooperative and productive working relationships internally and externally. Flexibility in work hours periodically required.

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Job Posting

Job ID: 18104
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Physical Therapy
Salary: \$ 21.44 - \$ 23.38 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2014-05-01
Job End Date: 2014-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2014-04-24 **Available Openings:** 1

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

Job Summary

To provide nutrition counseling to research participants.

Organizational Status

Reports directly to the Program Director.

Work Performed

- Reviews all food diaries collected from participants and provide timely, comprehensive, and individualized nutrition consulting.
- Assists senior level staff with the design of experiments and or development of new techniques for laboratories or facilities.
- Writes reports, presents research results at laboratory meetings and assists with the writing of grant applications.
- Sets up, maintains, provides supplies, tests experiments and participates in experiment development for numerous teaching laboratories for a variety of different courses, usually at higher or at varying course levels.
- Provides training to undergraduate students, new and lower level technicians in the use of equipment, techniques and procedures.
- 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; receives detailed instructions on the assignment of new duties and thereafter only on new or unusual problems.

Supervision Given

May oversee and direct the work of one or two incumbents in lower level classifications.

Consequence of Error/Judgement



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While the work may be of a complex nature, tasks are assigned and the incumbent plans and schedules his her own work.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Must be a registered dietician with at least two years of practice. Minimum of 3 years related experience or the equivalent combination of education and experience. Demonstrated skill in using the program "Food Processor" and demonstrated ability to interpret the output. Demonstrated expertise using the program "Filemaker." At least two years of research experience working with older adults within a clinical trial setting. Excellent oral and written communication skills. Excellent organizational skills including ability to manage multiple tasks. Demonstrated ability to work effectively independently and in a team environment. Demonstrated ability to meet deadlines. Ability to maintain accuracy and attention to detail. Discretion, tact and confidentiality. Ability to effectively use various word processing software, spreadsheet programs, and internet at a basic level. (e.g., Outlook, MS Word, MS Excel, Internet Explorer) Ability to analyze and interpret data, determine implications, review and consult on findings, and provide recommendations from data collected from study participant food diaries. Ability to develop and deliver effective presentations and informational seminars on nutrition to research participants. Expertise in creating informative and engaging newsletters on healthy eating.

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

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Job Posting

Job ID: 18079
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: OcuptnlScience&OcuptnlTherapy
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2014-04-22
Job End Date: 2015-04-21
Funding Type: Grant Funded
Other:
Date Closed: 2014-04-22 **Available Openings:** 1

Job Summary

The Research Project Assistant (RPA) is responsible for the day to day management of the Inclusive Campus research program that aims to understand the barriers and facilitators of access for individuals with disabilities in the health professions in academic and clinical settings.

Organizational Status

The RPA reports to the Principal Investigator (PI), liaises with research assistants in two other locations (UBCO and Queens University), the project steering committee, and OS&OT Administrative Manager.

Work Performed

Has primary responsibility for the recruitment of participants, management of participant issues throughout study as they may arise, and ensure and manage contact between study personnel and participants is maintained throughout their involvement in the study;

- Oversees and manages logistic and organizational matters related to all participant sessions;

- Coordinates ethics approvals (applications, amendments and renewals) for relevant Research Ethics Boards (UBC, VCHRI, etc.); ensures adherence to patient confidentiality and that research studies are conducted in accordance to the UBC and health authority ethical guidelines and policies;

- Advises PI on required project expenditures; reviews appropriateness of potential purchases based on Tri-Council funding guidelines;

- Facilitates, coordinates and tracks the process of remuneration of study participants;

- Exercises tact, skill and judgment when administering quantitative and qualitative assessments and assisting participants in completing questionnaires;

- Conducts research subject interviews;

- Manages transcription of interviews and their coding;

- Analyzes results from assessments as well as interview results in NVivo;

- Conducts literature reviews of a complex nature utilizing multiple databases and resources;

- Organizes and participates in meetings to define strategy, goals, and scope of the research project;

- Develops progress and summary reports for Research Coordinator PIs;

- Maintains project technology, equipment and materials to ensure optimal functionality;



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Dissemination - preparing, composing, editing and proofing documents such as reports, manuscripts, and scientific communications and preparation of posters presentations; and,
Performing other related duties

Supervision Received

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

Supervision Given

In collaboration with PIs will be responsible for delegating tasks as appropriate to research staff and graduate or undergraduate students involved in the research.

Consequence of Error/Judgement

The applicant is expected to understand the ethical principles of research involving human subjects and to adhere to these ethical guidelines. Makes professional decisions and recommendation on all aspects of research work. Errors in performance of the above-related duties could have a significant impact on the effectiveness, image, reputation and financial status of the research project. Inappropriate judgment could result in loss of potential research, in funding shortfalls for research grants or contracts, and may flaw the research.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Master's degree preferred. Training or experience in research coordination and scientific technical writing preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Demonstrated proven experience working with persons with disabilities (paid or volunteer). Strong conceptual skills and a demonstrated ability to design and carry out research projects. Ability to work with people of diverse needs and excellent skills in problem solving. Excellent oral and written communication skills. Excellent substantive and copy editing skills. Familiarity with health sciences education and research initiatives. Facility in the use of computers (Microsoft Office and SPSS required). Experience with other research software an asset. Strong organizational and interpersonal skills are essential. Ability to manage and move forward a diverse range of concurrent complex issues and tasks. Ability to work independently and in a team environment while exercising excellent judgment at all times. Access to a vehicle an asset. Familiarity of University policies and procedures would be an asset.

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Job Posting

Job ID: 18103
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Physical Therapy
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2014-07-01
Job End Date: 2015-12-31
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2014-04-24 **Available Openings:** 1

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

Job Summary

The primary focus of the Research Technician is to provide support to Dr. Teresa Liu-Ambrose's Aging, Mobility, and Cognition (AMC) Lab. Responsible for the planning and coordination of all research activities, including financial management, in the AMC Lab. The AMC Lab functions under the umbrella of the Centre for Hip Health & Mobility, the Djavad Mowafaghian Centre for Brain Health, and the Department of Physical Therapy, Faculty of Medicine.

This will involve developing systems and procedures that will ensure optimum usage of both the Department and Centre's resources and in decision-making situations involving the coordination of research activities.

Organizational Status

Reports directly to the program Director (Dr. Teresa Liu-Ambrose).

Work Performed

Duties below are all under the supervision of the Director:

- Acts as the contact person for the AMC and fields all queries made to the AMC Lab.
- Coordinates randomized controlled trials with efficiency and quality.
- Oversees day to day budget use, invoice payments, as well as assisting in creating budget projections with Dr. Liu-Ambrose.
- Interviews on behalf of the AMC for student volunteers and other personnel and provides recommendations to Dr. Liu-Ambrose.
- Recruits older adults with diverse chronic conditions and comorbidities for studies related to falls and dementia prevention. This includes giving information sessions in the Greater Vancouver community.
- Coordinates training & project teams for specific projects.
- Coordinates time lines on deadline driven research projects.
- Creating and managing analytical data research files using specialized programs.
- Responsible for incoming data integrity and transfer to data management team.
- Supervises collection of data & measurement team as well as ongoing training of measurement team.



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- Work with Dr. Liu-Ambrose, with data analysis and interpretation of data.
- Liaises with research participants to develop and maintain relationships.
- Liaises with community partners and organizations to develop and maintain relationships for the purpose of participant recruitment and knowledge translation.
- Supervises measurement staff and part time and contractual research staff.
- Assures lab safety & ensures safety procedures are followed.
- Archives databases.
- Data collection as required for relevant research projects.
- Performs literature searches and synthesis, prepares ethics applications and obtains informed consent as required.
- Coordinates and manages research activities and prepares annual reviews, summaries and or reports.
- Will be interacting directly with older adults with diverse chronic conditions, disabilities, and comorbidities on a daily basis. Will be working within a team composed of graduate students and research assistants.
- Will be required to make home visits on occasion for recruitment or data collection. Will be required to travel frequently between UBC and VGH.
- Performs other related duties as assigned.

Supervision Received

Works independently in consultation with the Director of the AMC research program.

Supervision Given

Responsible for supervising volunteers, measurement staff, and research assistants. Responsible for ensuring the safety of research participants.

Consequence of Error/Judgement

Inappropriate judgment would compromise the quality of research studies and related data acquisition and the reporting of research outcomes.

Poor financial decisions would affect the ability of the Unit to manage its resources effectively and would result in research projects being delayed or cancelled altogether.

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

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree in a relevant discipline. Must have CURRENT AND VALID First Aid, CPR C, as well as certification in exercise prescription training, such as National Strength and Conditioning Association, Certified Strength and Conditioning Specialist. Minimum of 3 years related experience or the equivalent combination of education and experience. Must have had direct working experience (i.e., frequent in-person contacts) with older adults with cognitive or physical impairment; must be an excellent communicator (verbal and written). Laboratory maintenance and development experience preferred, plus a minimum of two years related experience in a university health research laboratory that focuses on healthy aging, with specific and demonstrated expertise in the areas of falls prevention, psychology, and brain health. Individual must also have direct and demonstrated experience and excellence in coordinating randomized controlled trials of exercise in older adults. Strong preference will be given to those who have demonstrated excellence in the assessment of falls risk, mobility, and neuropsychological testing across a diverse population of older adults. Excellent oral and written communication skills. Excellent interpersonal skills relating to older adults with cognitive or physical impairment. Excellent organizational skills including ability to manage multiple tasks. Demonstrated ability to work independently and in a team environment. Demonstrated ability to meet deadlines. Exceptional attention to detail and accuracy. Ability to exercise tact, discretion, and confidentiality. Technical proficiency using various word processing software, spreadsheet programs, presentation software, data bases and Internet. Specifically, must have excellent proficiency with



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Filemaker, Food Processor, and SPSS. Excellent knowledge of age-related changes in physical and cognitive abilities. Excellent knowledge of conditions such as chronic stroke, mild cognitive impairment, and different types of dementias. Excellent knowledge of exercise prescription for older adults to improve cognitive and physical outcomes with minimal risk and maximum benefit. Ability to develop and monitor budgets. Good understanding of UBC Finance structure. Excellent ability to manage budgets and resources for multi-year projects. Ability to locate required information using a variety of methods (e.g., online information sources, manuals, expert sources). Ability to perform comprehensive library searches effectively, and synthesize literature findings effectively and concisely.

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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.