



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:03-JAN-2011

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: 8912 (Repost)
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Clerk V **Business Title:** Clerk V, Finance/Administration Clerk
Department: UBCO-Fac.ofHealth-Dean'sOffice
Salary: \$36,036.00 (Annual)
Full/Part Time: Full-Time **Ongoing:** Yes
Desired Start Date: 2010-11-01
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-01-04 **Available Openings:** 1

This is a repost. Please do not resubmit your application as all initial applicants will be considered for the repost.

Job Summary

Provides administrative assistance to the departments schools within FHSD.

Organizational Status

Reports to the Faculty Administrator, FHSD.

The incumbent interacts regularly with Faculty, staff and other administrative personnel in various university units (ie HR and Finance, and Supply Management) as well as external contract vendors under the direction of the Faculty Administrator.

Work Performed

1. Accountable for processing financial documents by:

- Processing requisitions for payment, travel requisitions, cash receipts, smart forms, journal vouchers and purchase orders, and ensuring transactions conform to departmental guidelines and UBC policies.
- Ensuring expenses are paid in a timely, accurate and auditable manner.
- Reviewing invoices for HST accuracy and corrects as required.
- Verifying authorizing signatures.
- Analyzing financial information in the general ledger reconciling invoices and vouchers processed in GPO, Fee for Service and Research accounts.
- Researching the purchase of equipment and services for approval.

2. Provides general human resources information and assistance to FHSD personnel on University policies and procedures by:

- Completing appointment forms.
- Directing them to tools, training and services provided by the University.
- Verifying authorizing signatures.
- Processing other related payroll documents (new hire, rehire and termination), verifying accuracy, completeness, and ensuring timeliness are met.

3. Provides administrative support services to the departments schools within FHSD by:

- Providing input information on improving and streamlining procedures for administrative functions.



The University of British Columbia

Staff Job Postings

- Providing first-level information to the Faculty Administrator on processes and problems occurring in FHSD.
- Undertaking special projects.
- Preparing paperwork for the Faculty Administrator, Directors and Dean's approval.

Supervision Received

This position reports directly to the Faculty Administrator. There is no supervision given.

Supervision Given

High school graduation plus a minimum of one year post-secondary education in Business Administration or accounting courses, or equivalent combination of education and experience. Minimum 3 years related experience.

Consequence of Error/Judgement

Must exercise judgment based on thorough knowledge of procedures, guidelines and regulations. Actions and decisions are critical in ensuring the operational health of the unit. Errors in judgment may cause financial hardship or missed opportunities for the effective delivery of services and support to students, faculty and staff. The position has access to sensitive information, the untimely release of which could cause acute embarrassment to UBC, as well as litigation. Incorrect decisions judgment will directly affect the University's reputation. Financial errors and negative operational impacts could result if financial position of this Faculty is inaccurate. Work is not checked on a day-to-day basis.

Qualifications

High school graduation plus a minimum of one year post-secondary education in Business Administration or accounting courses, or equivalent combination of education and experience. Minimum 3 years related experience. Demonstrates financial, analytical and budgetary skills (i.e. possible accounting designation, experience with excel spreadsheets at an advanced level). Effective problem resolution and analytical skills, as well as oral and written communication, and inter-personal skills, with ability to maintain attention to detail. Thorough knowledge of Microsoft products and ability to quickly adapt to new specialized software programs. Ability to work independently, with a team and collaborate with others.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. UBC is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of ideas. Canadians and permanent residents of Canada will be given priority.



The University of British Columbia

Staff Job Postings

- Participate in the formulation and implementation of new work procedures and forms.
- Perform other duties related to the qualifications and requirements of the job.

Supervision Received

Works under minimum supervision; organizes and prioritizes workload to meet service needs within guidelines; technical problems and matters involving policy is referred to supervisor.

Supervision Given

May oversee and direct the workflow of a small group of employees at lower and be responsible for accuracy, production and control of the work unit; may have input into staff selection and performance evaluation of employees.

Consequence of Error/Judgement

Exercises judgment in planning the sequence of duties, the work methods to be employed and the action to be taken on unusual problems; decisions are based upon appropriate application and through knowledge of procedures, guidelines, regulations, and established precedents.

Qualifications

High School graduation and Business Training in Office Procedures and Practices. Plus training in typing. 4 years relevant experience or the equivalent combination of education and experience. Keyboarding ability at 50 w.p.m. preferred, except where required in specific areas. The ability to operate the normal range of office equipment and automated systems as may be required in the performance of duties, such as calculators, copying machines, data entry systems, and software packages. Ability to communicate effectively and tactfully with others in the giving and obtaining of information. Ability to write clear, concise business English.

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Job Posting

Job ID: 9330
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Relief Asst.Shift Eng.w/3rdCls **Business Title:** Relief Asst.Shift Eng.w/3rdCls
Department: Building Ops - Power House
Salary: \$55,692.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-01-10
Job End Date: 2011-04-10 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-01-07 **Available Openings:** 1

Temporary three months position.

Job Summary

Under the general direction of the Assistant Chief Engineer and the supervision of the Shift Engineer, is responsible for routine maintenance in the Powerhouse, for cleaning, minor repairs, and assisting the Shift Engineer with operations. Is responsible for giving immediate attention to emergency calls noted on the building panel or Building Management System.

Organizational Status

Reports to the Assistant Chief Engineer and the supervision of the Shift Engineer.

Work Performed

1. Assisting in the operation of the Steam Plant, and pumps according to the posted schedule.
2. Performing maintenance as directed.
3. Daily test of water samples from all boilers, add chemicals and adjust boiler blow-down to maintain recommended concentrations. Compile Chemical log data.
4. Maintains a safe environment in respects to items such as chemical spills, asbestos damage control and to maintain a level of cleanliness to assigned boilers, equipment and areas.
5. To perform regular duties in regards to record keeping, inventory of chemicals, oils, supplies and charts.
6. Updates and comments on Standard Operating Procedures as requested by the Chief Engineering, Assistant Chief Engineer and Shift Engineer.
7. Attends immediately to emergency calls noted on the building alarm panel or Building Management System. Utilizes the Building Management System terminal to identify malfunctions in equipment where appropriate and in emergency situations may stop and start remote equipment.
8. May be required to perform duties related to the qualifications and requirements of the classification.

Supervision Received

Reports to the Assistant Chief Engineer and the supervision of the Shift Engineer.

Supervision Given



The University of British Columbia

Staff Job Postings

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

Consequence of Error/Judgement

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

Qualifications

Certificate of competency as a BC 3rd Class Power Engineer.

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Job Posting

Job ID: 9346
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Front Desk Manager UBC Tennis Centre
Department: Athletics and Recreation
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-02-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-01-14 **Available Openings:** 1

Job Summary

Has primary responsibility to manage the day-to-day administrative operations of the UBC Tennis Centre. This includes management of the Front Desk staff, maintaining the financial records and ensuring that all transactions comply with the department and university practices. Oversees front desk scheduling and work performance. Participates in the development of new policies and procedures that can assist the UBC tennis centre with improving administrative systems and controls. Ensures procedures are in compliance with relevant government and University policies.

Organizational Status

Reports to tennis director. Oversees and supervises the work of the front desk staff.

Work Performed

Responsible for the day-to-day administration of the front desk including front desk scheduling, payments for court time and courses, and delivering flawless customer service. Ensures proper controls are in place and in accordance with university policies.

Monitors operating accounts, departmental budget and tracks expenditures and revenue throughout the fiscal year. Provides monthly revenue and expenditure variances and reconciles accounts and payroll ledgers. Provides year-end budget summaries, reports, and financial analysis to ensure expenditures are in line with budget and or recoveries are in line.

Manages payroll processes including timely completion and submission of time sheets for the front desk staff and sports instructors.

Develops unit budget with approvals and involved with budget forecasting. Works in collaboration with the Director to develop unit budget.

Supervises of front office staff cash handling.

Manages day to day inventory and ordering of equipment, food and beverage, and products related to racquet stringing services. Establishes, maintains, advises and ensures compliance with policies, procedures and standards for procurement, facilities, and administrative processes.

Assesses and ensures administrative information systems are efficient and meet the continuing needs of the unit. Researches and writes a variety of business & administrative reports and proposals. Trouble shoots problems for resolution to the appropriate office (Payroll, Financial Services, Budget Office, etc.)

Hires, trains, supervises, evaluates and disciplines and terminates front desk staff.



The University of British Columbia

Staff Job Postings

Ensures compliance to University and safety policies procedures by monitoring or tracking procedures or by reviewing the information and by providing advice.

Recommends and implements administrative policies, practices and procedures to ensure effective and efficient operation of the UBC Tennis Centre.

Maintains ongoing awareness of University policies and practices; interprets policies and procedures related to the responsibilities of the position - including FOIPOP, harassment and discrimination, hiring, financial administration, and use of university systems and technology.

Design and regularly update training manual for all front office staff.

Supervises court booking procedures including the enforcement of cancellation policies.

Produces tennis brochure(s) in collaboration with Tennis Director and updates website with relevant and timely information.

Supervision Received

Reports to the Tennis Director. Work is reviewed for achievement of objectives, soundness of judgment and quality of work. Acts as the management representative for the unit in the absence of the tennis director. Resolves problems and issues that arise consistent with a 7 day per week operation.

Supervision Given

Hires, trains, supervises, evaluates and disciplines front desk staff. These are primarily students but are required to work on a 7 day schedule.

Consequence of Error/Judgement

Must exercise judgement based upon a thorough knowledge of procedures, guidelines and regulations. Incorrect decisions judgement will affect the unit's ability to provide quality customer service. Financial errors and negative operational impacts (service and costs) could result if inaccurate entries recorded.

Qualifications

Undergraduate degree in a relevant discipline. University degree and or an equivalent combination of education, training, and experience. Two years of administration experience, including leadership, human resources, financial planning and budgeting, and reporting. Minimum of two years experience or the equivalent combination of education and experience. Ability to manage multiple priorities and juggle complex tasks.

Proven record of meeting deadlines.

Ability to provide excellent customers service.

Experience managing budgets and developing and interpreting policies and procedures.

Excellent organizational skills.

Excellent interpersonal skills.

Proficient computer skills and the ability to learn FMS and other university administrative systems.

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Job Posting

Job ID: 9377
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level C **Business Title:** Botanical Garden Administrator
Department: Botanical Grdn & Ctr for Hort.
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-02-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-01-06 **Available Openings:** 1

Job Summary

Responsible for developing policies, planning, implementing and coordinating the operations, administration and financial management of the Botanical Garden and Centre for Plant Research. This position liaises with university departments, commercial, private, and volunteer groups (Friends of the Garden).

Organizational Status

Reports to the Director and provides advice and guidance to faculty and staff on all administrative and financial matters that relate to the BGCP. Works with the Office of the Dean and Finance HR offices in the Faculty of Land and Food Systems, as appropriate. Supervises staff and students and oversees volunteers.

Work Performed

- Responsible for managing the complex fiscal environment of the Botanical Garden and Centre for Plant Research - maintains multiple accounts including endowment and specific purpose funds, monitors expenditures and reconciliations. Prepares business plans, budget projections, statistical and financial reports as required. Prepares budgets relative to specific projects and grant applications. Also manages a GPO budget of approximately \$650,000 with additional income of approximately \$900,000 received from the Friends of the Garden, gate and rental revenues, endowments, donations, and plant royalties.
- Manages all financial aspects of the Shop in the Garden and the Plant Sale Centre, including inventory management (sales = \$325,000 in 2009). This includes oversight of the financial activities of the Shop Manager and volunteer staff (up to 20 volunteers).
- Responsible for department FMS certification. Develops and updates departmental policies and procedures to meet FMS certification requirements. Keeps up to date on changes to the UBC financial policies and procedures and FMS system. Acts as a designated FMS reviewer to ensure accurate on-line FMS data entry and proper internal control.
- Ensures compliance with Payment Card Industry Policy and Standards and reports to Central Finance on Compliance Status.
- Responsible for providing monthly reports and updates to the senior administrator at the BGCP. Also responsible for accumulating, assembling, analyzing, and preparing materials for statistics and reports of various activities of the Garden including financial, visitor surveys statistics, etc.
- Works in a supervisory capacity with respect to administrative and human resource issues of all UBC Botanical Garden and Centre for Plant Research staff (approximately 30), as well as direct management of Administrative team.
- Develops policies regarding the use of facility grounds rentals by UBC, the public, and the entertainment industry.



The University of British Columbia

Staff Job Postings

- Manage unionized staff, and resolve union conflicts as they arise.
- Liaises with Building Operations Management to ensure appropriate collaboration for comparable union staff positions in Building Operations.
- Works with the marketing manager to develop strategies to increase memberships and awareness.
- Works closely with the Faculty Development Officer and fundraisers in order to ensure that donations received are administered and tracked accurately.
- Develops a financial tracking system database for all academic and non-academic expenses that occur at the Garden and ensures that support staff are completing reconciliations of these financial accounts.
- Hires and trains gatekeepers (approx. 6 staff) on procedures relating to appropriate cash handling and other operational procedures to ensure that the staff know how to deal with matters related to this type of operation.
- Reviews internal controls on a regular basis to ensure that the gatehouses are following appropriate procedures. Reviews and revises procedures as necessary for reconciling cash receipts in the gatehouses.
- Provides administrative guidance and organizational assistance as necessary to the Friends of the Botanical Garden (approximately 160 volunteers) involving the Shop in the Garden, community and fundraising events (Apple Festival, Spring Festival and Plant Sale, etc.).
- Liaises with Food Services, Parking & Security, RCMP, Department of Highways and Transit to ensure successful events.
- Signing authority (signature over signature) on all garden accounts (includes GPO, fee for service, research, endowment, project, and specific purpose funds).
- Sign off on timesheets, appointments, transfer & severance notices, requisitions, journal vouchers, vacation requests and key request forms.
- Works with the Education Coordinator to perform cost benefit analysis on course offerings that take place at the BGCP.
- Manages all facilities within the administrative building, gatehouses, Shop in the Garden, workshops and rental facilities. Resolves building problems as they arise and initiates requests as required, liaising with Plant Operations, Campus Planning & Development, Access Control, and IT Services as necessary. Advises on safety and security procedures within the Garden.
- Assesses the need for, makes recommendations on, formulates and implements approved administrative policies, practices and procedures to be observed by faculty and staff in the Garden.
- Develops policy for all purchasing that takes place at the BGCP. Garden representative on various Faculty committees and University committees as appropriate.
- Liaises with Campus and Community Planning, University Neighbourhood Association, and other community groups.
- Perform other related duties as assigned.

Supervision Received

Works under the general direction of the Director of the Botanical Garden.

Supervision Given

Supervises staff, students and oversees volunteers.

Consequence of Error/Judgement

Work is expected to be at a high level of accuracy. Errors in developing or providing policy information would cause hardship or embarrassment to the Faculty. Human resource management decisions significantly impact the daily operation of the Faculty. Errors in judgement or action could result in serious financial impact, union action, poor public image of the Garden, Faculty and University in general.

Qualifications

Undergraduate degree in a relevant discipline. Masters degree preferred. A minimum of 5 years of experience or the equivalent combination of education and experience. Relevant business administration experience to a degree level. Demonstrated knowledge of accounting principles and practices as well as University policies and procedures. Extensive experience working with finance and human resource issues. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to



effectively recruit, train, supervise, and motivate employees. Ability to identify, obtain, and effectively manage organizational resources (e.g., people, materials records, assets, budgets, space planning). Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to communicate effectively verbally and in writing. Ability to develop and monitor budgets. Ability to establish effective relationships with a variety of stakeholders, including unions, associations, volunteer groups and external contacts. Ability to effectively use MS Office at an intermediate level. (e.g., Outlook, MS Word, MS Excel & Internet). Familiarity with HRMS Live and FMS Live an asset.

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Job Posting

Job ID: 9366
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Athletics & Recreation
Classification Title: Athletics&Recreation, Level B **Business Title:** Tennis Pro, UBC Tennis Centre
Department: Athletics and Recreation
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-02-01
Job End Date: 2011-07-03
Funding Type: Full-Time
Other:
Date Closed: 2011-01-15 **Available Openings:** 1

Job Summary

Responsible for the developing and implementing all levels of Tennis programs, leagues, socials and managing Tennis Camps in Winter, Spring and Summer. Involves strategic planning in engaging users to take progressive programs and participate in socials and create a community feel. Negotiate with vendors for supplies and products. Design, plan and market Tennis Camps throughout the year and ensure revenues are maximized through optimum use of court time for rentals and Tennis Camps. Responsible for organizing Tennis leagues and ensure participant satisfaction. Dealing with public to answer any queries and handle all issues arising out of programs, leagues and camps. Evaluates coaches' performance, hires & trains coaches. Coaches programming. Works in the office inside the Tennis Centre.

Organizational Status

Reports to Manager of Tennis Center.

Work Performed

Management and strategic planning of the Tennis Centre camps & Leagues.
Implements a five-year plan specific to Tennis programs that are defined as progressive learning to engage participants.
Interacts with users and parents to do needs assessments as to type of programming and camps required.
Does research to identify current trends of learning Tennis and incorporates the findings into programs.
Monitors programs and camps to ensure coaches are meeting the program objectives.
Ensuring the mix of programs and court rentals is balanced so that users of Tennis Center have access to court time for non-instructional play.
Develop and implement detailed budgets for programs & Summer Camps.
Development of new ideas and initiatives related to programming and facility management.
Consults with Tennis Pros in other clubs to ensure UBC Tennis Center is meeting the service requirements expected out of equivalent clubs.
Hiring terminating supervision evaluation of all coaches.
Handles all Tournament events and Leagues including sales and negotiations for the UBC Tennis Centre.
Works closely with the Manager of Tennis Center to ensure programs, leagues, tournaments are coordinated in an orderly fashion.
Liaising with customers to ensure their satisfaction and resolving any issues related to customer service that may arise.
Design a training manual for all coaching staff.



The University of British Columbia

Staff Job Postings

Coaches programming lessons.

Supervision Received

Minimum. Reports to the Manager of UBC Tennis Centre.

Supervision Given

Manages all coaching staff.

Consequence of Error/Judgement

Has authority to make decisions relating to the UBC Tennis Centre programs, tournaments, leagues and summer Camps. Any major decisions regarding UBC Tennis Centre, including financial, will require consultation with Associate Director, Athletics and CFO. This position represents the best interest of the Department of Athletics and the University and ensures customer satisfaction and safety.

Qualifications

Undergraduate degree in a relevant discipline. A University degree in Human Kinetics, Physical Education or a related field is preferred. The applicant should have coaching and supervisory experience in indoor programming for at least 2 years. A Tennis Canada Coaching certification of dual stream Coach 3 and a Club Pro 2 or 3 is required. Experience with CLASS software, retail, sales and management would also be considered an asset. This position requires the ability to prioritize work in order to meet deadlines and the ability to make decisions effectively. The applicant must be extremely organized and have the ability to work both independently and or in a team environment. Minimum of six years experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 9355
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Project Coordinator
Department: Human Early Learning Partnrshp
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-02-01
Job End Date: 2012-01-31
Funding Type: Grant Funded
Other:
Date Closed: 2011-01-03 **Available Openings:** 1

Job Summary

In its role as the Global Knowledge Hub for ECD (Early Child Development), the Human Early Learning Partnership informs the World Health Organization's Commission on Social Determinants of Health of opportunities for fostering leadership, policy, action and advocacy needed to create positive change for children in a range of country contexts. This key position of Project Coordinator provides coordination support for research activities and assists the facilitation of relationships with international partners.

Organizational Status

This position reports directly to Faculty Research Associate supervising this project.

Work Performed

Provides coordination support for projects of the International Research and Initiatives Program of HELP - collaborates with research team, team leaders and collaborators to design, monitor and update work plans and timetables. Manages research updates for regular team meetings, briefings for Faculty supervisor.

Writes grants and completes project documentation to secure funding for international work and may conduct academic literature reviews if needed for grant completion..

Acts as the direct CFI (Canada Foundation for Innovation) Liaison - responds to requests for regular status reports, annual reports, and budget updates, etc. Prepares draft status reports and complex budget reports as directed.

Assists with the submission of annual reports.

Coordinates administrative and research work associated with the international research unit, while supervisor is overseas i.e. research writing, editing proposal, research methodology.

Oversees and moderates international conference calls that will occur at irregular hours due to different time zones.

Manages travel arrangement with the Administration staff for the team travelling for international projects.



The University of British Columbia

Staff Job Postings

Oversees the maintenance of the website to ensure accurate and current content.

Supervision Received

The Project Coordinator reports directly to Faculty Research Associate. This position works independently, but in continual daily consultation with supervisor.

Supervision Given

May supervise student workers.

Consequence of Error/Judgement

This position requires use of discretion in a wide variety of situations. This position exercises judgement and makes decisions in the area of planning, organizing and scheduling of project activities. This position is required to conduct all activities in an ethical manner, and to treat funding data information confidentially. The individual should possess both diplomacy and assertiveness to work with national and international partners. Inappropriate judgements or decisions would have significant implications for current and future funding for HELP and sustainability of HELP and UBC in general - and will lead to confusion and lost opportunities.

This position is responsible for ensuring that the security and confidentiality of all data is maintained. Failure in this respect could jeopardize not only a particular project, but much of the research work of HELP, and others in the research community.

Qualifications

Undergraduate degree in a relevant discipline. University degree in social science, health, education, community planning, or related field. Minimum of two years experience or the equivalent combination of education and experience. Experience and demonstrated ability to work effectively with faculty across disciplines. Ability to communicate effectively verbally and in writing with specific emphasis to strong writing skills, and the ability to deal professionally and diplomatically with faculty, international partners, staff, students and the general public. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to effectively manage multiple tasks and priorities, coordinating projects that involve a variety of stakeholders. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to understand and apply policies, procedures, and instructions. Ability to effectively use Outlook, MS Word, and MS Excel at an advanced level. Ability to use academic databases for research preferred. Ability to plan and ensure efficient records management and document tracking systems.

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Job Posting

Job ID: 9374
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level C **Business Title:** Clinical Research Coordinator
Department: Surgery
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-01-18
Job End Date: 2012-01-17 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-01-10 **Available Openings:** 1

Job Summary

The University of British Columbia's Department of Surgery Clinical Research Coordinator will manage, facilitate, and provide continuity for several ongoing clinical research projects in the Division of Plastic Surgery and for the development of new research initiatives in a multidisciplinary academic environment.

Work is performed at the various teaching hospitals affiliated with UBC, including: VGH, UBC, SPH, BCCH and MSJ Hospitals. The applicant will share research office space at VGH.

Organizational Status

The Clinical Research Coordinator will report to the Research Director, UBC Division of Plastic Surgery. He or she will work independently, in collaboration with other medical subspecialties, plastic surgeons, technicians, medical students, residents, fellows, graduate students, and UBC staff at the Vancouver General, UBC, St. Paul's, Mount St. Joseph, and BC Children's Hospitals to support the UBC Division's research activities. This role will liaise, as appropriate, with the Division of Pediatric Plastic Surgery's Director of Research and his or her Clinical Research Coordinator at BCCH.

Work Performed

The incumbent will conduct a wide range of responsibilities in coordinating clinical research projects, including:

- Facilitating overall research projects and participating in research project design; developing work plans and setting priorities and goals.
- Preparing hospital and university research ethical review submissions, creating assent and consent forms for patients and families, and facilitating recruitment and enrollment in clinical research studies.
- Completing national and provincial grant applications to government and private sector industry organizations. Exploring opportunities for grant funding.
- Managing research financial resources. Developing budgets; sourcing equipment; and conducting costings, purchasing, and project inventory management.
- Coordinating and providing day-to-day supervision of students and residents involved in research initiatives.
- Preparing and editing manuscripts and other documents publications.
- Overseeing and conducting the collection, organization and maintenance of data in various formats.



The University of British Columbia

Staff Job Postings

- Conducting literature reviews, including systematic reviews of the relevant research literature, and summarizing results for the Principal Investigator or Research Committee.
- Coordinating the preparation of abstracts, research posters and slides for oral presentations.
- Presenting summaries of research activities and ongoing clinical research studies at inter-departmental meetings and to local community interest groups.
- Participating in the overall growth and development of academic plastic surgery at UBC.
- Facilitating educational and professional development opportunities to enhance the ongoing scholarly development of the team.
- Contacting and following up with patients as required.
- Performing other related responsibilities as required.

Supervision Received

This position will work independently, with general direction by the Research Director for the UBC Division of Plastic Surgery.

Supervision Given

This role will provide day-to-day coordination of medical students, Residents, and Fellows who participate in clinical research projects that are under the direction of Principal Investigators.

Consequence of Error/Judgement

Errors in judgment regarding confidentiality, the development of approaches and techniques, solution of problems, and preparation of reports will have a significant effect on the reliability, credibility, and continuity of clinical studies and of the reputation of research teams, the Department and University.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. Advanced training in statistics and experimental design is essential. 4 years or equivalent combination of education and experience if responsible for research project otherwise 6 years or equivalent combination of education and experience if not research work. Experience in clinical research. Ability to effectively use Word, Excel, PowerPoint, Reference Manager and SPSS (or equivalent statistical program). Strong research abilities using medical databases such as Ovid Medline, PubMed and MD Consult. comprehensive knowledge of the UBC library system for article searches and retrievals. Strong grant writing skills, with experience at the provincial and national level. Ability to work efficiently and productively, both independently and as part of a diverse team. Ability to analyze problems, identify key information and issues, and effectively resolve. Independently motivated, with appropriate initiative.

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Job Posting

Job ID: 9372
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Development Officer, Faculty of Arts
Department: Development Office
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-01-24 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-01-13 **Available Openings:** 1

Job Summary

Responsible for supporting senior management to ensure annual fundraising benchmarks and performance goals are achieved, including administering fundraising programs, conducting research, developing strategies and preparing proposals. Participates in comprehensive plans for identifying, cultivating, soliciting, and stewarding major gift prospects and donors. Assists in developing strategies for closing gifts.

Organizational Status

Reports to: Director or Manager, of Unit Program

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the Faculty.
- Develops and implements a comprehensive plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors.
- Develops and implements strategies for closing major gift solicitations and coordinates staffing for major gift solicitations by the Dean, faculty and volunteers.
- Develops proposals and works with donors to generate gifts for priority projects.
- 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 Director or Manager to achieve objectives. Difficult technical problems and matters non-conforming to UBC policy can be referred to the Director or Manager Officer.



The University of British Columbia

Staff Job Postings

Supervision Given

NA

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. Thorough knowledge of the university environment and academic structure is preferred. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion. Ability to communicate effectively verbally and in writing. Ability to foster community relationships and fundraising opportunities. Ability to analyze problems, identify key information and issues, and effectively resolve.

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Job Posting

Job ID: 9276
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level H **Business Title:** Senior Director, Constituency Based Fundraising
Department: Development Office
Salary: \$103,680.00 - \$129,597.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-01-31 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-01-09 **Available Openings:** 1

Job Summary

Responsible for overall planning, implementation, management and evaluation of approximately 9 campus-based units and more than 50 staff in a multi-million dollar, centrally co-ordinated, decentralized major gifts program. Provides leadership and vision, identifies the critical issues to be addressed in achieving that vision and establishes short, medium and long-term objectives and timelines designed to meet the objectives. Oversees, directs and mentors decentralized Directors in achieving annually increasing targets.

Organizational Status

The Senior Director CBF will directly support the Senior Executive of UBC. These initiatives will require interaction with donors, government, community leaders and partner institutions. Works closely with and in support of the President, Vice-Presidents, Deans and Directors of Development.

Work Performed

-Develops and implements plans and strategies to enhance UBC's campus-based major gifts program in nine faculties and to generate consistent and significant increases to the funds generated through these units for UBC priorities (total constituent-based initiatives are currently estimated at \$80 to \$100 million per year)

-Provides leadership and counsel to approximately 50 professional staff members working in distinctly different, complex and diverse cultures in the faculties and campus units.

-Responsible for the overseeing special campus-wide fundraising project(s). Actively engages in fundraising with select major gift prospects.

-Evaluates and makes recommendations to the President, Vice-President, Associate Vice President of Development, Executive Director of CBF and deans and directors regarding staffing requirements of campus-based units; hires, provides orientation and ongoing training, plans and approves professional development and conducts annual staff evaluations. Ensures own actions and those of staff reflect sensitivity to the needs and interest of many campus areas with competing development objectives.

-Ensures the key components of institutional and campus-based fundraising campaigns are co-ordinated to promote success by



The University of British Columbia

Staff Job Postings

capitalizing on relationships with the corporate community, alumni, foundations and individuals.

-In collaboration with the Executive Director, Constituency Based Programs, creates, modifies and manages administrative protocols and detailed procedures pertaining to relationships, roles, responsibilities, development methodology both for the faculty-based units and, in collaboration with others, for university fundraising.

-Conducts fundraising feasibility studies for university priority projects or selects and oversees appropriate external professional counsel.

-Meets and communicates regularly with participants in the program including deans and directors, senior administration, managers and staff to report on and receive feedback on status of activities, issues, overall or specific aspects of the program and to identify and or recommend solutions.

-Develops annually a comprehensive, measurable annual operating plan and budget. Provides overall direction and leadership to ensure unit and faculty goals are met on schedule.

-As Senior Director, develops their own fundraising portfolio in support of the University's fundraising goals.

Supervision Received

Reports to the Executive Director, Constituency Based Programs. Works independently against set objectives. Reports as required.

Supervision Given

Manages a large professional staff (approximately 50 individuals) as well as support staff. Responsible for hiring, review, discipline and termination of these employees. Works with the Executive Director, Constituency Based Fundraising, in planning, organizing and directing the activities of the Constituency Based Fundraising unit, as well as supporting as supporting the Associate Vice President of Development in the overall management of the Development Office.

Consequence of Error/Judgement

This program is frequently the first point of contact for nine faculties, campus units and the UBC Development Program with major donors, government officials and community leaders. The decisions and actions of the Director can have serious contractual, legal, tax and ethical implications for the University. The advice, decisions and actions of the Director can also place at risk the university's relationships with major donors, alumni, government and friends of the University. Poor leadership, strategic planning or advice, or the lack of diplomacy, foresight and sound judgement could compromise these relationships, cause embarrassment to UBC and its senior officials and result in the loss of significant financial support and goodwill for the University.

Qualifications

Minimum of an undergraduate degree, with a masters degree preferred, or equivalent in experience and education in a related discipline. Minimum ten to fifteen years experience in a business and or fund-raising setting at a senior level, including substantial exposure to the non-profit sector or within a University environment, or a combination. Experience in staff management, and setting of goals and priorities. Ability to effectively recruit, train, supervise, and motivate employees. Ability to negotiate effective settlements. Ability to develop and implement strategic business plans. Ability to develop and maintain cooperative and productive working relationships. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to exercise sound judgment. Ability to exercise tact and discretion. Ability to effectively manage multiple tasks and priorities. Ability to work effectively with minimal supervision. Ability to provide effective and appropriate guidance and counsel. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to communicate effectively verbally and in writing. Ability to effectively use software at an intermediate level. (e.g., Outlook, MS Word, MS Excel)



The University of British Columbia

Staff Job Postings

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Job Posting

Job ID: 9376
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level B **Business Title:** Admissions and Communications Coordinator
Department: UBCO - Southern Medical Program
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-12-19 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-01-08 **Available Openings:** 1

Job Summary

The Southern Medical Program (SMP) is an integral part of the expansion of The University of British Columbia's medical school. The expansion is a partnership involving three universities: The University of British Columbia (UBC), The University of Northern British Columbia (UNBC) and The University of Victoria (UVic). This innovative, distributed medical program is an expansion of the UBC medical program to the UNBC, UVic, and both UBC Vancouver and Okanagan campuses. Students are admitted to each of the four programs every year: the Island Medical Program (IMP) at UVic, the Northern Medical Program (NMP) at UNBC, the Vancouver-Fraser Medical Program (VFMP) at UBC and the Southern Medical Program at the UBC Okanagan campus (beginning September, 2011). All students will receive UBC medical degrees. The expansion is designed to ease the doctor shortage by doubling the number of student enrolment to 288 and will enable students at the four distributed sites to study closer to their geographical areas of interest. When the expansion is complete the SMP will have a total student enrolment of 128.

This position will support and provide admissions information to prospective students for the SMP through strong liaison with the UBC Faculty of Medicine's Admissions Coordinator; also acts as a contact for the University of British Columbia Okanagan Campus Student Development and Advising areas by providing admissions information for the SMP. This position will also support internal and external communications for the SMP by designing, developing and implementing a variety of communication strategies for the SMP. Until the full four-year curriculum has been implemented, this position is in a state of evolution whereby duties may be added or removed as operational requirements are developed and refined. This position will require an individual who is comfortable in an atmosphere of ambiguity while systems and processes are being established.

Organizational Status

This position reports directly to the Administrative Manager and works closely with the Regional Associate Dean, Interior, the UBC Faculty of Medicine Admissions Office, the UBC Aboriginal Program Coordinator, the Admissions and Communications Coordinators at the IMP and the NMP and the Communications Manager, Distributed Medical Education Programs. The incumbent will communicate and work effectively with prospective medical students, SMP staff and faculty, individuals throughout the University of British Columbia Vancouver and Okanagan campuses and its communities, as well as with representatives of the Interior Health Authority. The incumbent will liaise with representatives of other external organizations as required.

Work Performed

ADMISSIONS (50%):



1. Provides Admissions Recruitment and Information by: (50%)

- Representing UBC Faculty of Medicine and UBC Okanagan Campus to public and prospective applicants.
- Interacting with undergraduate students (both medical and non-medical), faculty members, Deans and other SMP, UBC Vancouver and Okanagan Campuses support staff, prospective students and community members.
- Developing and implementing the recruitment program (at the high school and post secondary level) and strategies designed to attract prospective students to the SMP specifically, as well as to the UBC MD Undergraduate Program.
- Interpreting and applying knowledge and understanding of admission program requirements and policies.
- Reviewing detailed course descriptions to determine course equivalencies (in consultation with the UBC Faculty of Medicine Admissions Office) using admission guidelines and policies.
- Providing information to prospective applicants, including guidance regarding program details, transfer credits, program prerequisites, course equivalencies, deadlines and the admissions process.
- Answering inquiries (phone, e-mail, online system) from prospective and current applicants.
- Researching, interpreting, updating and developing recommendations for the UBC Faculty of Medicine Admissions Office for their admissions procedure manual, including developing new and streamlining existing admissions processes.
- Providing input into UBC Faculty of Medicine's admissions materials for publication, including FAQs lists for UBC Faculty of Medicine and the SMP websites and corresponding UBC publications and websites.
- Researching, reviewing and analyzing library local university and college calendars, as well as transfer guides (in consultation with the UBC Faculty of Medicine Admissions Office), including being responsible for ensuring that articulations and transfer rules are accurate as per UBC Enrolment Services.
- Organizing SMP Information Sessions and working with the UBC Okanagan Student Development and Advising Office who meets with groups who are visiting the UBC Okanagan campus and who have an interest in medicine, as well as participating in career fairs.
- Participating in the UBC Okanagan September Orientation events.
- Implementing the day-to-day aspects of the on-site admissions process and is in constant liaison with the UBC Faculty of Medicine Admissions Office, the IMP and the NMP Admissions Coordinators.
- Working closely with the Regional Associate Dean, Interior with admission-related duties offering support at peak times of the year. Organizing various information for the SMP and UBC Okanagan campus for use at the Interview Weekend event for prospective SMP students. Attending UBC Vancouver for the event and working with the UBC Faculty of Medicine Admissions staff in the running of the Interview Weekend by assisting with various administrative and other required duties.
- Participating in the Interview process (Multiple Mini-Interview).
- Attending regular admissions meetings with partner universities' admissions staff, primarily through videoconferencing, but may include travel to Vancouver.
- Creating Admissions Records
- Developing SMP student information database

COMMUNICATIONS (50%):

2. Developing, managing and updating content for the SMP website by: (20%)

- Including new homepage stories in September, November, January, March and May.
- Updating Dean's message annually.
- Providing new volunteer patient stories in November and May.
- Including other stories articles as they develop (student stories, scholarship winners) - at least bi-monthly.
- Updating news and events section to keep current - at least once per month.
- Including frequent updates of Faculty Development website content - at least once per month.
- Acting as Project Manager for SMP website redevelopment.

3. Administering print publications by: (15%)

- Managing development of Grad newsletter, including developing content, soliciting photos profiles from graduating students, liaising with UBC Faculty of Medicine Communications Manager and UBC Okanagan Communications and ensuring it is ready for May grad event.
- Managing update reprint process for existing publications (posters, hospital bulletins, certificates) and managing the process for developing new print materials; updating content; writing and editing; liaising with UBC Faculty of Medicine Communications



The University of British Columbia

Staff Job Postings

Manager and UBC Okanagan Communications on production printing.

4. Provides other communication support by: (15%)

- Writing announcements on behalf of Regional Associate Dean, Interior and Administrative Manager.
- Producing speaking notes for special events.
- Providing editorial assistance for the Regional Associate Dean's power point presentations, e.g., Admissions Site Information sessions and others as required.

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

Supervision Received

The incumbent reports to the Administrative Manager, with advice provided by the UBC Faculty of Medicine Admissions Office and the UBC Faculty of Medicine Communications Manager, Distributed Medical Education Programs. The incumbent is expected to work with a minimal level of supervision and apply knowledge of procedures, guidelines and regulations.

Supervision Given

This position directs the work of internal and external service providers, including contractors, photographers, designers and printers.

Consequence of Error/Judgement

Autonomous in regular decision-making; unusual issues brought to the attention of the Administrative Manager. Errors in judgment or decision making in advising applicants will affect the future of applicants. Policies and procedures must be applied consistently, or admission appeals may result. Accuracy in documentation and application records is essential. Accuracy in policy interpretation, average calculations, pre-requisite assessments and transcript evaluation are essential. Errors may result in contradicting admissions policies, negative precedent-setting cases, delays in the admissions process, and possibly inappropriate acceptance or refusal of applicants, which would impact negatively on both UBC Vancouver and Okanagan campuses. Errors may result in distorted statistical reports. Due to the sensitive nature of the SMP, tact, diplomacy and excellent interpersonal skills are key to positive outcomes.

Qualifications

University degree and a minimum of three years experience working in a University or large complex organization or equivalent combination of education and experience. Experience working with senior levels of leadership, both within and outside the organization preferred. Knowledge of admissions processes, professional programs' admissions processes preferred. Knowledge of international credential evaluation will be an asset. Knowledge of admissions information systems desirable. Experience in writing, editing, publishing communications for a large educational organization is preferred. Superior skills in verbal and written communication, including ability to deliver presentations. Demonstrated experience in writing and editing for both print and web. Experience in communications, public relations, media relations, journalism or marketing. Demonstrated experience in maintaining websites; knowledge of CMS and HTML preferred. Demonstrated experience in managing outside suppliers (graphic artists, photographers and printers). Advanced user of MS Office Suite (Word, Excel, PowerPoint, Outlook), Adobe Creative Suite (Photoshop, Indesign, Illustrator), web browsers and communication tools social media. Experience with audiovisual videoconference equipment. Comfortable learning new technologies. Ability to type 60 wpm, and ability to take minutes. Planning experience, especially in the planning of events projects. Flexible, comfortable working in ambiguity, and high action orientation and invigorated by change. Good understanding of University administrative processes, hospital health authority structure and functioning preferred and a demonstrated understanding of medical terminology. Knowledgeable regarding communities within the Interior of BC. Superior knowledge of file and records classification systems and processes. A broad and extensive knowledge of university policies, the UBC medical school's curriculum and the operation of clerkships at hospitals is preferred. Demonstrated strong interpersonal, planning, independent problem-solving and organizational skills. Demonstrated ability to take initiative and to work under pressure to meet constant deadlines. Ability to exercise high level of tact and discretion, project positive image and be



The University of British Columbia

Staff Job Postings

diplomatic in stressful situations while maintaining confidentiality in dealing with faculty, staff, and students. Attention to high level detail must be maintained. Ability to work independently and within a team environment. Ability to work after regular hours as required. Ability to travel and use of personal vehicle as required.

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