



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:18-JUL-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: 10750
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Clerk IV **Business Title:** Clerk IV - Reception/Facilities Clerk
Department: UBCO - Southern Medical Program
Salary: \$34,812.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-31 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-21 **Available Openings:** 1

Job Summary

This position will provide varied assistance in the Southern Medical Program for Faculty, Staff, Students and external agencies. This position is the first point of professional contact for staff, students and faculty in the area of reception. She liaises with individuals and agencies involved with the Southern Medical Program. The incumbent interacts with senior officials and executives both inside and outside the university and deals with sensitive, restricted and confidential matters.

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

The incumbent reports to the Administrative Manager, through the Office Coordinator. The incumbent will communicate and work effectively with faculty, staff and students, and individuals throughout the University of British Columbia Vancouver and Okanagan campuses and its communities, as well as with representatives of the partner universities (UNBC and UVic) and the Interior Health Authority. The incumbent will liaise with representatives of other external organizations as required.

Work Performed

1. Supports Reception and HSC Facilities by: (50%)
 - Acting as office receptionist, professional representative of the Faculty of Medicine, Southern Medical Program, dealing with incoming telephone calls, in-person and written enquires. Greeting faculty, students, visitors and directing meeting participants to appropriate meeting rooms.
 - Booking and responding to requests for UBC shared non- and videoconference room bookings in the HSC and adheres to established policies. Determining need and approves declines request or redirects to alternate venues as appropriate and provides information for after hours' access. Resolving room booking conflicts when they arise.
 - Opening, preparing and maintaining videoconference rooms, staff room and work rooms. Responsible for locking entry doors at the end of each day.
 - Providing basic technical assistance to Regional Associate Dean, Administrative Manager, Faculty and Staff for lectures or presentations (Power Point, data projectors, lap tops, etc.).
 - Managing all IT and Facilities work orders, inputting and processing in a timely manner through established procedures for



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faculty and staff in the HSC.

- Processing mail-outs, including labelling.
- Opening, sorting and distributing mail daily; receiving and sending out all courier packages.
- Maintaining supplies and processing office supply orders; ensuring all supply orders and catering receipts and documentation are submitted to the SMP Financial Clerk for processing.
- Managing water cooler and coffee machine supplies.

2. Provides Administrative Support by: (50%)

- Maintaining and coordinating schedule for the Administrative Manager.
- Providing general administrative support to the Administrative Manager, Office Coordinator and Program Staff, including preparing and composing correspondence as appropriate, gathering and organizing documents prior to meetings.
- Arranging general meetings and events and monitoring RSVPs.
- Arranging catering for meetings and events as per established policies and procedures.
- Transcribing dictated correspondence and minutes from meetings; distributing meeting minutes to meeting participants and following up on action items as required.
- Assisting Program Staff with overflow work during peak times at the direction of the Office Coordinator.
- Updating electronic files and hard copy binders as directed.
- Providing program support to colleagues during absence.
- Creating and maintaining the Standard Operating Procedures (SOP) manual and Records Classification System for this position.

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

Supervision Received

Work is performed under general supervision. Questions and or problems are referred to the Office Coordinator. Incumbent works within well-defined guidelines and procedures.

Supervision Given

None.

Consequence of Error/Judgement

Work is checked by the Office Coordinator, and or Program Managers, Coordinators and Program Assistants. Errors could result in misinformation being given to students, faculty or the general public and could reflect negatively on UBC. Due to the sensitive nature of the SMP, tact, diplomacy and excellent interpersonal skills are key to positive outcomes.

Qualifications

High school graduation plus at least one year post-secondary education with training in stenographic skills and office procedures and practices. Minimum two years experience providing administrative support in a University or large, complex health care organization, or equivalent combination of education and experience. Superior skills in verbal and written communication. Demonstrated strong interpersonal, planning, independent problem-solving and organizational skills. Ability to use MS Office Suite (Word, Excel, PowerPoint), FileMaker Pro, web browsers, MS Outlook. Experience with audiovisual videoconference equipment. Ability to exercise high level of tact and discretion, project positive image and be diplomatic in stressful situations while maintaining confidentiality in dealing with students and faculty. Planning experience, especially in the planning of events projects. Comfortable learning new technologies. Flexible, comfortable working in ambiguity, and high action orientation and invigorated by change. Ability to type 60 wpm, dictation transcription and ability to take minutes. 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 and the UBC medical school's curriculum. Demonstrated ability to take initiative and to work under pressure to meet constant deadlines. Ability to work



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independently and within a team environment. Attention to high level detail must be maintained. Ability to work after regular hours as required.

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Job Posting

Job ID: 10753
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Clerk IV **Business Title:** Clerk IV Equipment Desk
Department: UBCO - Athletics & Recreation
Salary: \$34,812.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-21 **Available Openings:** 1

Job Summary

This position provides clerical support to the Athletics and Recreation Department by overseeing the operations of the Recreation Facility Equipment Desk under delegated authority of the Assistant to the Director, Athletics & Recreation and is responsible for the hiring, training, scheduling and supervision of all facility and event student staff.

Organizational Status

This position directly reports to the Assistant to the Director, Athletics & Recreation or Sports Information Coordinator for all varsity event related tasks. Liaises with Coaches, Recreation Facilities and Rental Coordinator, the Campus Recreation Coordinator, and assists with the supervision and staffing process of all department student staff.

Work Performed

1. Provides assistance with the general operation of the Recreation Facility by:
 - Responding to telephone, in-person and email inquiries.
 - Supervising the sale and servicing of memberships, locker and towel services.
 - Performing equipment desk duties as required.
 - Reconciling revenues and preparing bank deposits when required.
 - Assisting with maintaining and updating the Facility website.
 - Assisting the Athletics and Campus Recreation Department with general clerical tasks as required.
 - Informing the Recreation Facilities and Rentals Coordinator of repair and equipment requirements.
 - Stocking team tape and first aid kits.
 - Ensuring the cleanliness of all areas of the facilities except the change and shower areas.
2. Provides supervision to student staff by:
 - Hiring, training, and scheduling student staff members.
 - Organizing and allocating work and duties.
 - Handling any problems or queries concerning daily routine and procedures.
 - Initiating and processing hiring and termination paperwork for student staff.
 - Ensuring the accuracy and timely completion of payroll and all HR related forms for all student staff.
 - Assisting with maintaining and updating the student training manual.



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3. Responsible for varsity event hosting by:

- Hiring, training, scheduling and supervising table crews and other required student staff.
- Ensuring venue is properly prepared for hosting league, exhibition and or playoff competitions.
- Ensuring venue is cleaned and returned to previous status immediately following event completion or as needed by facility schedule.

4. Provides assistance with facility bookings and special events by:

- Scheduling, training and supervising event and desk staff.
- Assisting with fundraising and special projects as required, which may include budget preparation, promotional and event-specific operational material preparation, and venue arrangements.

5. Performs other related duties as required.

Supervision Received

This position is under the direct supervision of the Assistant to the Director, Athletics and Recreation or Sports Information Director.

Supervision Given

This position provides supervision to department student staff.

Consequence of Error/Judgement

Errors in staff scheduling could result in inappropriately staffing levels. Errors in payroll could result in staff not being paid appropriately or in a timely manner. Lack of proper or incorrect supervision of student staff could result in poor customer service incorrect facility maintenance procedures, errors in cash handling, insufficient understanding of safety and first aid procedures.

Qualifications

Completion of Grade 12 or equivalent and one year post secondary education with training in administrative secretarial practices or an equivalent combination of education and experience. One (1) year and up to and including two (2) years related experience or equivalent combination of education and experience. Familiarity with set-up of volleyball, basketball, badminton, soccer and other recreation equipment would be an asset. Knowledge of team sports, accounting procedures and inventory control is required. Ability to work occasional evenings or weekends, with notice. Supervisory experience is an asset. Proficient in MS Office (Word, Outlook, Access and Excel). Experience in web page maintenance and desktop publishing is an asset. Demonstrated ability to work independently and in a team environment, communicate courteously and effectively in person, in writing and over the telephone with students, staff and user groups. Proven ability to share information in an effective, respectful and collaborative manner and to function effectively in team situations within and across departments as well as with other organizations to achieve optimal collective results. Demonstrated ability to achieve positive outcomes in a changing environment and to constructively create opportunities for change by encouraging, supporting, coaching, developing and mentoring others. The ability to demonstrate effectiveness within the University environment and demonstrate an understanding of the University context.

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Job Posting

Job ID: 10343 (Repost)
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Secretarial - BCGEU
Classification Title: Secretary I **Business Title:** Secretary I
Department: UBCO-Fac.ofHealth-Dean'sOffice
Salary: \$34,812.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-06-06 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-25 **Available Openings:** 1

Job Summary

To provide secretarial and administrative support to various departments in the Faculty of Health and Social Development (FHSD), including the School of Nursing, School of Social Work, Health Studies and Human Kinetics Departments, and the Office of the Dean. Assembles, compiles and disseminates information. Provides for the efficient functioning and resource needs of the office. Works effectively using database and web-based programs and performs general routine office procedures.

Organizational Status

Overall objectives, workflow, on-going as well as specific assignments, are received directly from the faculty members who the secretary is assigned to support, the Faculty Administrator or her designate.

Work Performed

1. Provides administrative support to the Faculty of Health and Social Development by:
 - Acting as first point of contact and providing information to faculty, staff, prospective students and current students, as well as the general public, regarding FHSD activities, programs and events.
 - Provides administrative support for all issues related to student admissions, records, registration, academic progress, awards and graduation as required under the direction of the program coordinator or Head, while maintaining appropriate files.
 - Directing inquiries to the FHSD website, if appropriate, and maintaining current information for relevant departments to be supported.
 - Assisting faculty with word processing, formatting of examinations, electronic file management, and other course material.
 - Filing, photocopying, faxing of correspondence and communications as required and assisting with the maintenance and archiving of faculty office files.
2. Provides secretarial support to the Faculty of Health and Social Development by:
 - Managing appointments, calendars, and meetings.
 - Making travel arrangements.
 - Booking meeting rooms and audio visual equipment as required.
 - Assisting with special projects.
3. Provides support for financial processes by:



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- Assisting faculty with processing of expense claims and travel requisitions.
 - Assisting with preparing and processing of forms for payment, internal Journal Vouchers, and ensures compliance with University procedures and processes using UBC Financial Management system (FMS).
 - Reviewing monthly ledgers and assisting with resolving account discrepancies and deficits.
4. Provides support for Human Resources (HR) processes by:
- Assisting with preparation and processing of HR forms, including staff appointment forms, Transfer and Severance Notices, departure forms ensuring compliance with UBC Okanagan campus procedures using HRMS.
 - Assisting faculty with tracking various deadlines.
 - Assisting management with calendaring of performance reviews and salary increases for Management and Professional appointments.
5. Provides support for maintenance of Website by:
- Preparing announcements for departmental updates for website using appropriate software.
 - Maintaining, editing and updating information and deleting outdated information.
6. Performs other duties as required.

Supervision Received

Incumbent works independently under the supervision of the Faculty Administrator. Performance reviews and issues are dealt with by the Faculty Administrator.

Supervision Given

Individual does not supervise staff. He/she may on occasion be required to provide direction to students working directly for the faculty, or assist temporary auxiliary staff with assignments during vacation relief, or for special projects.

Consequence of Error/Judgement

This position provides support for the Faculty's confidential data. Failure to maintain confidentiality could impair the on-going operation of the departments by causing the University embarrassment and/or possible appeal implications. Failure to act in a professional, tactful manner would harm the reputation of the Faculty of Health and Social Development.

Some latitude exists for exercising judgment within established guidelines. Attention to detail is essential to maintain timelines and good relationships with faculty, staff and affiliated members of the unit, as well as the quantity and quality of faculty research scholarship. Clarity of information and communication is critically important for the maintenance of good relationships with partners, decision makers and funding agencies, as well as positive promotion of the unit, faculty and its research.

Qualifications

High school graduation plus one year of post-secondary education and training in administrative or secretarial practices; university education is preferred. A minimum of 4 years related experience is required. Strong administrative and computer skills. Effective verbal and written communication skills, as well as excellent organizational and interpersonal skills. Ability to manage multiple projects with varied priorities and be able to work effectively as part of a team, and with minimum supervision. Proven ability to prepare correspondence, maintain detailed records and be able to work to deadlines. Ability to maintain confidentiality, exercise tact, discretion, judgment and maintain effective working relationships with staff, faculty and students. Prior UBC or UBC Okanagan knowledge and experience is an asset. Intermediate level knowledge of MS office products (word, excel, outlook) required. Ability to conduct efficient internet searches and use web-based forms and tools at an intermediate level an asset. Intermediate level knowledge of Adobe Acrobat 8 preferred. Ability to type a minimum of 60 words per minute. Ability to prioritize work, multi-task and work under pressure to meet deadlines in a fast-paced environment, while exercising tact, sensitivity and discretion related to the confidential nature of the work performed, specifically (but not limited to) payroll, human resources, and student files.



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Job Posting

Job ID: 10749
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Secretarial - BCGEU
Classification Title: Secretary II **Business Title:** Secretary II - Faculty Assistant Clerk
Department: UBCO - Southern Medical Program
Salary: \$36,036.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-31 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-21 **Available Openings:** 1

Job Summary

This position provides administrative support for Southern Medical Program (SMP) faculty. This includes coordinating faculty appointments, supporting faculty members as well as assisting with faculty-related systems and databases. The incumbent will function within an administrative team that supports the delivery of the curriculum to medical students and may be assigned other responsibilities. She liaises with individuals and agencies involved with the Southern Medical Program. The incumbent interacts with senior officials and executives both inside and outside the university and deals with sensitive, restricted and confidential matters.

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

The incumbent reports to the Administrative Manager. The incumbent will communicate and work effectively with faculty, staff and students, and individuals throughout the University of British Columbia Vancouver and Okanagan campuses and its communities, as well as with representatives of the partner universities (UNBC and UVic) and the Interior Health Authority. The incumbent will liaise with representatives of other external organizations as required.

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Work Performed

1. Provides Faculty Appointment Support by: (50%)
 - Managing clinical and other part-time faculty appointments and re-appointments in the SMP through UBC, including non-physician instructors and tutors.
 - Developing and managing the database and filing system for appointments.
 - Ensuring application forms are sent to relevant individuals.
 - Processing applications and associated documents.
 - Consulting with the Regional Associate Dean regarding appointment recommendations and preparing correspondence for Regional Associate Dean's signature.
 - Tracking appointment submissions and follow-up with applicants.



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- Providing analysis and suggestions when monitoring appointment process, keeping statistics for planning purposes.
- Maintaining integrity of the application process.

2. Providing Administrative and Clerical Support by: (10%)

- Preparing and composing correspondence as appropriate.
- Ensuring local and videoconference sessions are set-up for meetings as required.
- Preparing agendas and meeting packages; transcribing dictated correspondence and minutes from meetings; distributing meeting minutes to meeting participants and following up on action items as required.
- Making travel arrangements and ensuring required documentation is provided to SMP Finance Clerk as required.
- Providing program support to colleagues during absence.
- Developing and maintaining filing systems.

3. Provides Financial Support by: (10%)

- Processing bills for payment.
- Preparing travel advances claims for SMP faculty and staff.
- Creating invoices and other payment documentation.
- Performing petty cash reconciliations and following-up on unresolved issues in a timely manner.

4. Provides Student Support by: (30%)

- Acting as a resource for students during times when the Assistant Dean, Student Affairs and the Student Affairs Coordinator are not available.
- Managing appointments and calendars regarding student appointments.
- Following through on student requests (or following up) when required.
- Conveying information to the appropriate staff or faculty regarding urgent student issues.
- Coordinating extracurricular and special student events as required.
- Assisting Program Staff with overflow work during peak times at the direction of the Administrative Manager.

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

Supervision Received

Work is performed under general supervision. Questions and or problems are referred to the Office Coordinator. Incumbent works within well-defined guidelines and procedures.

Supervision Given

None.

Consequence of Error/Judgement

Work is checked by the Office Coordinator and or Administrative Manager. Errors could result in misinformation being given to faculty, staff or the general public and could reflect negatively on UBC and UBCO. Judgement in adapting to guidelines is required when dealing with travel arrangements, monitoring the appointment process, analyzing data and keeping statistics for planning purposes. Due to the sensitive nature of the SMP, tact, diplomacy and excellent interpersonal skills are key to positive outcomes.

Qualifications

High school graduation plus at least one year post-secondary education with training in stenographic skills and office procedures and practices or an equivalent combination of education and experience. Minimum two years of related experience or one year relevant UBC experience. Computer experience required (Word, Outlook, Excel, PowerPoint). Superior skills in verbal and written communication. Ability to use MS Office Suite (Word, Excel, PowerPoint), FileMaker Pro, web browsers, MS Outlook. Experience with



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audiovisual videoconference equipment. Comfortable learning new technologies. Demonstrated strong interpersonal, planning, independent problem-solving and organizational skills. Ability to exercise high level of tact and discretion, project positive image and be diplomatic in stressful situations while maintaining confidentiality in dealing with students and faculty. Planning experience, especially in the planning of events projects. Flexible, comfortable working in ambiguity, and high action orientation and invigorated by change. Ability to type 60 wpm, dictation transcription and ability to take minutes. 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 and the UBC medical school's curriculum. Ability to work independently and within a team environment. Ability to work after regular hours as required. Attention to high level detail must be maintained.

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Job Posting

Job ID: 10788
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Second Cook-Food Services **Business Title:** Second Cook - Point Grill/LTK University Centre
Department: Food Services
Salary: \$ 17.13 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-08-08 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-24 **Available Openings:** 1

Job Summary

Positions in this classification cook and prepare meals in accordance with a menu plan and assume responsibility for an assigned area of meal preparation in a high volume commercial kitchen.

Organizational Status

Reports to Manager and Commissary Chef.

Work Performed

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

Assumes responsibility for a specific area of food production as required by the unit, delegating tasks to assistant cooks as required.

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

Maintains high standards of sanitation and safety, ensuring work is performed in compliance with Foodsafe, UBC policy and UBC Food Services safety guidelines.

Recommends food inventory levels and assists with maintaining inventory.

Cleans kitchen and kitchen equipment.

Relieves responsibilities of other food service workers as operationally required.

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

Supervision Received

Works under general supervision and independently as required.

Supervision Given



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May delegate work to assistant cooks.

Consequence of Error/Judgement

Decisions relate to the sequence of food preparation; errors may result in minor delays.

Qualifications

Certificate in cooking from a recognized cooking institution and Food Safe Level 1 Certificate. . 2 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 10778
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Assistant Cook-Food Serv. **Business Title:** Assistant Cook - Cold Kitchen
Department: Food Services
Salary: \$ 16.09 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-08-08 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-24 **Available Openings:** 1

Job Summary

To organize and prepare food in the garde manger section and assist in other food preparation and production.

Organizational Status

This position reports to the Executive Chef, Food Services Manager, Commissary Chef or Supervisor.

Work Performed

- Preparing salads, fruit and vegetable platters, canapés, hors d'oeuvres, dressings and other cold production items on a large scale and as per menu and unit requirements
- Assisting in other food preparation and production as required.
- Preparing and cooking menu items to be used in cold kitchen production.
- Reviewing production sheets and complying with deadlines.
- Portioning of food according to production sheets and unit requirements.
- Maintaining appropriate stock levels for the assigned area of responsibility.
- Recommending food inventory levels and calling in approved orders.
- Assessing and ensuring quality of finished product in the assigned area.
- Maintaining high standards of sanitation and ensuring work is performed in compliance with Foodsafe, UBC policy and UBC Food Services safety guidelines.
- Cleaning of kitchen and kitchen equipment.
- Relieving responsibilities of other food service workers as operationally required.
- Carrying out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

This position receives direction from the Executive Chef, Food Services Manager, Supervisor or Commissary Chef and Head Salad Maker.

Supervision Given



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None.

Consequence of Error/Judgement

Makes decisions related to the coordination of a specialized production area; inappropriate decisions could impact quality and quantity and affect the department financially.

Qualifications

Grade 12 Education, Certificate in cooking from a recognized cooking institution, Food Safe Level 1 Certificate. . 1 year relevant experience. Ability to artistically present food products and create high volume recipes for a broad range of food products. Ability to work independently. Effective written and oral communication, organizational and customer service skills. Sound knowledge of food service techniques and related equipment. Ability to stand for long period of time in a cold commercial kitchen environment. Ability to work flexible hours.

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Job Posting

Job ID: 10789
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Assistant Cook-Food Serv. **Business Title:** Assistant Cook - Point Grill/LTK University Centre
Department: Food Services
Salary: \$ 16.09 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-24 **Available Openings:** 1

Job Summary

Positions in this classification cook and prepare meals in accordance with a menu plan.

Organizational Status

Reports to unit Manager or Supervisor.

Work Performed

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

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

Recommends food inventory levels; assists in maintaining inventory.

Cleans kitchen and kitchen equipment.

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

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

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

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

Supervision Received

Works under general supervision and independently as required.

Supervision Given

None.

Consequence of Error/Judgement



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Makes minor decisions related to the readiness of foods being prepared; errors can be easily corrected.

Qualifications

Grade 12 Education, Certificate in cooking from a recognized cooking institution, Food Safe Level 1 Certificate. . 1 year relevant experience. Must have restaurant and line cook experience.

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Job Posting

Job ID: 10790
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Sales Attendant-Food Services **Business Title:** Sales Attendant-Point Grill/LTK University Centre
Department: Food Services
Salary: \$ 16.09 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-24 **Available Openings:** 1

Job Summary

Serve customers, accept payment and perform transactions, prepare food.

Organizational Status

Reports to Supervisor or Manager.

Work Performed

Takes customer food orders at counter or at tables; prepares and calculates bills for payment.
Enters customer orders in computer or cash register and accepts payment via cash, meal plan card, bonus cards, vouchers, debit, or credit card; distributes change and receipts as required; and cashes out as per UBC Food Services policies. Delivers food, seats customers and takes reservations per set procedures
Recommends food inventory levels and calls in approved orders; assists in maintaining inventory.
Assists cooks in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items; portions, plates, wraps, and packs food items.
Prepares made-to-order sandwiches; plates, portions and dispensing food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.
Sets up service counter, restaurant stations and replenishes supplies for sale, ensuring appropriate stock levels and proper stock rotation in refrigeration, storage and counter display units.
Busses tables and cleans tables, kitchen preparation areas, kitchen equipment and seating areas.

Moves tables and chairs as needed
Assesses and ensures quality of finished product prior to serving customer.
Performs the duties of other food service workers on a relief basis as operationally required.
Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.
Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received



The University of British Columbia

Staff Job Postings

Works under general supervision and independently as required.

Supervision Given

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

Consequence of Error/Judgement

Makes minor decisions related to sequence of duties; impact of errors is minimal.

Qualifications

Completion of Grade 10 and Food Safe Level 1 Certificate. Serve It Right certificate. 1 years relevant experience or the equivalent combination of education and experience. One year of table service in an upscale fine dining restaurant required.

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Job Posting

Job ID: 10775
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Psychology
Salary: \$ 19.96 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-08-29
Job End Date: 2012-08-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-07-24 **Available Openings:** 1

Job Summary

Under general supervision, assists with running experiments by recruiting and scheduling participants, and explaining procedures. Helps to organize events, to train and oversee volunteers, and to update written material. Assists with maintaining research equipment and supplies.

Organizational Status

Reports to the Lab Director and the Research Coordinator. Works closely with students, post-doctoral fellows and other research technicians. Involved in the recruitment of subjects.

Work Performed

Assists in running experiments following set protocols and guidelines. This includes greeting parents, explaining procedures, setting up and monitoring equipment, and running the study according to protocols established by the researchers. This involves a reasonable understanding of the projects' goals and methods.

Schedules subjects for studies. Calls families to gather information and to schedule participation times. Collects, codes and enters data on a client database. Keeps schedule organized and accurate and resolves problems.

Assists with troubleshooting hardware and software used in the Lab. Contacts vendors or technicians when service is required. Maintains and updates inventories of computers, equipment, software and licenses.

Helps organize lab events.

Assists with training and overseeing the work of volunteers.

Updates the lab manual and information website using information provided by the Research Coordinator and Lab Director.

Assists with bibliographic and curriculum vitae information; maintains office supplies. Other duties appropriate to this position level.



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Staff Job Postings

Supervision Received

Under general supervision, receiving instruction when new duties are assigned and when unusual problems arise. Tasks assigned by the Lab Director.

Supervision Given

Assists in providing guidance to volunteers and ensuring they are carrying out procedures properly.

Consequence of Error/Judgement

Much of the work follows established protocols and performance is monitored. There is room for individual initiative and a need to resolve problems using basic good judgement and common sense. Incorrect decisions could affect the public's impression of the lab and their willingness to participate in research projects and may result in loss of data and the slowing of productivity.

Qualifications

High School graduation. . Minimum of 2 years related experience or the equivalent combination of education and experience. University degree in Psychology or Linguistics preferred. Experience working with parents and infants as well as with the public, along with previous experience in conducting behavioural research. Computer experience required in both a Mac and Windows environment. Knowledge of MS Word and Excel required. Knowledge of Filemaker Pro and HTML an asset. Ability to communicate effectively verbally and in writing. An interest in language development also desirable. Ability to remain calm and exercise tact and discretion when dealing with fretful children and their parents. Ability to maintain accuracy and attention to detail especially when working with form-based applications. Ability to effectively manage multiple tasks and priorities, and to work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 10799
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:** Service Worker - Building Operations
Department: Building Operations
Salary: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-08-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-24 **Available Openings:** 1

Job Summary

Under direction and supervision, this position is responsible for cleaning and service work of the University's building and fixtures; this role is required to observe safe working conditions and habits.

Organizational Status

Reports to the Assistant Supervisors - Head Service Worker.

Work Performed

- Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment are in good operating conditions.
- Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.
- Cleans and maintains washrooms including washing walls, floors, basins, toilets and related plumbing.
- Cleans the interior and exterior of windows, shades and Venetian blinds.
- Collects garbage from garbage sacks; empties waste receptacles into garbage sacks; collects and removes garbage from interior of buildings to collecting points.
- Cleans up spillages, spot washing and spot waxing floors where spillage occurred.
- Sweeps and cleans building entrances, sidewalks and related areas; cleans snow from building entrances and sidewalks.
- Fills vending machines and attends to petty cash.
- May be required to move and set up furniture and equipment as and when required.



The University of British Columbia

Staff Job Postings

- Submits reports regarding maintenance or repairs needed to buildings and utilities.
- Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.
- Carries out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

Receives specific instructions only on new or unusual problems. Is expected to develop appropriate work procedures.

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service

Qualifications

Completion of Grade 10. . 1 years relevant experience or the equivalent combination of education and experience. Related training and experience. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

5 hour part time employee on the evening shift. Monday to Friday, working from 7pm to Midnight.

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Job Posting

Job ID: 10798
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:** Service Worker - Building Operations
Department: Building Ops - Custodial
Salary: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-08-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-24 **Available Openings:** 1

Job Summary

Under direction and supervision, this position is responsible for cleaning and service work of the University's building and fixtures; this role is required to observe safe working conditions and habits.

Organizational Status

Reports to the Assistant Supervisors - Head Service Worker.

Work Performed

Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment are in good operating conditions.

- Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.
- Cleans and maintains washrooms including washing walls, floors, basins, toilets and related plumbing.
- Cleans the interior and exterior of windows, shades and Venetian blinds.
- Collects garbage from garbage sacks; empties waste receptacles into garbage sacks; collects and removes garbage from interior of buildings to collecting points.
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- Sweeps and cleans building entrances, sidewalks and related areas; cleans snow from building entrances and sidewalks.
- Fills vending machines and attends to petty cash.
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The University of British Columbia

Staff Job Postings

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- Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.
- Carries out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

Receives specific instructions only on new or unusual problems. Is expected to develop appropriate work procedures.

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service.

Qualifications

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

7.5 hour weekend shift, Saturday & Sunday, working 4pm to Midnight.

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Job Posting

Job ID: 10797
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:** Service Worker - Building Operations
Department: Building Operations
Salary: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-08-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-24 **Available Openings:** 1

Job Summary

Under direction and supervision, this position is responsible for cleaning and service work of the University's building and fixtures; this role is required to observe safe working conditions and habits.

Organizational Status

Reports to the Assistant Supervisors - Head Service Worker.

Work Performed

- Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment are in good operating conditions.
- Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.
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- Sweeps and cleans building entrances, sidewalks and related areas; cleans snow from building entrances and sidewalks.
- Fills vending machines and attends to petty cash.
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Staff Job Postings

- Submits reports regarding maintenance or repairs needed to buildings and utilities.
- Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.
- Carries out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

Receives specific instructions only on new or unusual problems. Is expected to develop appropriate work procedures.

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service

Qualifications

Completion of Grade 10. . 1 years relevant experience or the equivalent combination of education and experience. Related training and experience. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

7.5 hour weekend shift Saturday Sunday working 4pm to Midnight.

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Job Posting

Job ID: 10769
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 2 (Gr3) **Business Title:** Administrative Support
Department: Medicine - Dean's Office
Salary: \$36,672.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2011-08-22 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-20 **Available Openings:** 1

Job Summary

Provides administrative support to the Office for Faculty Development and Educational Support. Duties include: arranging meetings by performing duties such as coordinating schedules, preparing and distributing meeting agendas, materials, notes and minutes, booking rooms, ordering catering and preparing audiovisual equipment; handling workshop registration and follow up, and preparing workshop packages and other materials; distributing and summarising program evaluations and surveys; typing dictations and other communication; responding to telephone, email and in-person inquiries and providing information of a moderately complex nature; drafting routine correspondence; processing payments accurately and promptly; receiving, processing and distributing mail, fax messages and courier packages; assisting with the production of newsletters, program catalogues and other materials; ordering and maintaining office supplies; performing other duties related to the requirements of the job.

Organizational Status

Reports to the Program Manager, Faculty Development, to the Director, Faculty Development. Liaises with the Assistant Dean, Faculty Development.

Work Performed

- Provides administrative support to the Office for Faculty Development and Educational Support;
- Arranges meetings, coordinates schedules, prepares and distributes agendas, materials, notes and minutes, arranges room bookings, catering and audiovisual equipment and takes minutes;
- Handles workshop registration and follow up, and prepares workshop packages and other materials;
- Distributes and summarises program evaluations and surveys;
- Types dictations and other communication;
- Responds to telephone, email and in-person inquiries and providing information of a moderately complex nature;
- Drafts routing correspondence;
- Processes payments accurately and promptly;
- Receives, processes and distributes mail, fax messages and courier packages;
- Assists with the production of newsletters, program catalogues, workshop packages and other materials;
- Orders and maintains office supplies;
- Performs other duties related to the requirements of the job.



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Supervision Received

Duties are performed as required, under limited supervision.

Supervision Given

None.

Consequence of Error/Judgement

This area is administered by the Assistant Dean, Faculty Development and or the Director, Faculty Development. The incumbent, in coordination with the Program Manager, is responsible for the daily administration of the office. It is important that faculty records, payments and all materials be dealt with conscientiously and accurately, and that members of faculty be given correct information regarding the programs.

Qualifications

High School graduation and one year of related training. Training in secretarial practices and office procedures. 2 years relevant experience or the equivalent combination of education and experience. UBC experience preferred. Computer experience required-Microsoft Word, Excel, Outlook and Internet Explorer preferred. Strong organizational skills, excellent follow through and ability to work with details. Effective oral and written communication and superior interpersonal skills. Ability to type at 60 wpm and operate office equipment. Skilled in working with numbers. Ability to exercise tact and discretion in dealing with faculty and staff.

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Job Posting

Job ID: 10781
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: Psychiatry
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-01
Job End Date: 2012-07-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-07-21 **Available Openings:** 1

Job Summary

The Administrative Assistant for the Developmental Cognitive Neuroscience Program provides administrative support to the Director Principal Investigator (PI) and the research laboratory in general. Position reconciles budgets, tracks reimbursements and submissions for payment; is responsible for purchasing activities (e.g., tracking supplies, placing orders, sourcing and arranging purchase of equipment, & calling for service whenever needed); assists with grant writing & the grant submission process; assists with preparation of manuscripts; makes complicated travel arrangements & prepares detailed itineraries; updates schedules & calendars; prepares reference lists & updates CVs in various formats to meet diverse requirements of different agencies; files & oversees filing of 10,000's of scientific papers; uses intricacies of Microsoft Office applications to do precise formatting & information searches; assists with planning, preparation, organization, and execution of a bi-annual international 5-day conference as well as assisting with scheduling and travel for other speakers and events; assists with preparation of course materials including syllabus, copies of readings, and book orders.

Organizational Status

This position reports to and receives work direction from the Principal Investigator Director of the Developmental Cognitive Neuroscience Program. The position works as part of the lab team consisting of research assistants, postdocs, grad and undergraduate students, and visitors. The position liaises with the Department administration office and various granting agencies, collaborators, etc. on behalf of the PI.

The Developmental Cognitive Neuroscience Program and Laboratory is dynamic & interdisciplinary. We focus on the 'executive functions' that rely on prefrontal cortex (inhibitory control, working memory, selective attention, self-regulation, and cognitive flexibility), and especially (a) classroom interventions to try to improve these skills in young children and (b) the roles of dance, music, storytelling, and physical activity in improving executive functions and academic and mental health outcomes. We organize and run a major international conference in Vancouver every other year that brings together people from all corners of the globe from education, health, social work and more to learn about cutting-edge research and programs in neuroscience, child development, and mental health with the very practical, concrete goal of improving the lives of children. Learn more at: <http://www.devcogneuro.com>

Work location: Furnished, brightly-colored office space in the Detwiller Pavilion. A therapy dog is sometimes in the office. It's a youthful environment; most people in the lab are undergraduate or graduate students or people between university and graduate school. Environment varies from quiet with little going on and no one else around to what is more usual: many things



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going on at once with several people around. Equipment includes computers, printers, copier, VCRs, laminator, scanner, and fax machine.

Work Performed

- Keeps the PI organized by keeping track of upcoming commitments and meetings and updating her complex schedule regularly.
- Organizes detailed and complicated international as well as domestic travel; prepares detailed summaries of itineraries for meetings and activities at the destinations; arranges for travel reimbursements.
- Files and oversees filing of 10,000's of hard copies in scores of file drawers..
- Reconciles the budgets of various grants (multi-million dollar ones as well as small ones); tracks financial transactions and lab orders; prepares JV's and other requisitions as required; follows up on outstanding reimbursements, errors in financial posting, etc.
- Finds sources and arranges for purchase of equipment, services, and supplies, ensuring a competitive price. Monitors supplies for program and laboratory; places orders to insure supplies are available when needed; follows up as required.
- Updates and maintains the CV and biosketch of the PI and others in various formats as required by different agencies and institutions.
- Assists with grant preparation to organizations such as NIH and IES, including ompiling human subjects section, budget and reference lists from information provided; types, proofreads and suggests edits; ensures submissions are complete, are consistent with guidelines, and meet required deadlines.
- Assists with manuscript preparation, especially reference lists; proofreads and suggests edits to manuscripts being prepared for publication.
- Oversees, maintains, and updates a massive Endnote bibliographic database, creating reference lists in different styles as required by different academic disciplines.
- Responds to queries from teachers and administrators, parents and children, journalists and policymakers about the lab's research and about the biennial conference; is often the voice of the Lab to the public.
- Interacts with research participants (generally children of all ages) and their parents when they arrive and leave the Lab.
- Handles mass mailings for subject recruitment.
- Assists with preparation for, and organization of, our biennial international 5-day conference; works with printers and suppliers to secure competitive prices; works with exhibitors and potential exhibitors; researches potential advertising options, compiles a database of organizations to advertise with and publications to advertise in, helps draft ads; helps assemble and organize the massive resource folder DVD for participants.
- Answers queries from, and makes logistical arrangements for, the roughly 30 Speakers at each of our biennial conferences; is the voice of the Lab when speakers, exhibitors, or funders call.
- Assists with preparation of course syllabus, insures course materials are ready for PI for each upcoming class meeting, assembles hard copies of readings for bulk pack for students, and submits book orders.
- Tracks sick and vacation time for lab staff per UBC guidelines
- performs other related duties

Supervision Received

Works under the supervision of Prof. Diamond. Receives instructions for new assignments and for changes in procedures. Carries out duties and responsibilities with minimal day-to-day supervision. All final products must be checked by Dr. Diamond.

Supervision Given

None although may provide basic orientation for new staff or students in the lab.

Consequence of Error/Judgement

The Administrative Assistant is responsible for working with multi-million dollar budgets and needs to insure appropriate reconciliation, payment, and reimbursement. The position is responsible for insuring that the Lab always has the supplies it needs. The position also deals with the public, and current and potential funders. Errors could have very serious consequences.



Ineffective management of documents and files and the lack of systems to follow up on issues can result in duplication of work, inability to find critical documents, missing critical deadlines or appointments, lack or proper reimbursement, etc.

Qualifications

High School graduation and 1 year post-secondary education. Preferably a University degree with training in office practices.

. 4 years relevant experience or the equivalent combination of education and experience. Prefer UBC related experience, performing similar or related duties in a high-powered, fast-paced academic, scientific setting. Familiarity with the academic environment is an asset.

Expertise with email, word processing, spreadsheet, database, and bookkeeping software programs (e.g., Word, Excel, Access, PowerPoint, Adobe Acrobat) at a strong intermediate or advanced level is essential; work will include such tasks as mail merges (Word), targeted searches (Outlook), formulas and functions (Excel) and modifying PDF documents (Acrobat).

Training and or experience in bookkeeping. Experience with UBC Finance policies, procedures, and software highly desirable (e.g., SmartForms & FMS nQuery).

- Experience with Psychological and Medical reference formats, Endnote, searching for articles using Psychinfo and PubMed is desirable.

- Familiarity with travel booking intricacies, practices and terminology. - Quick learner; able to grasp new tasks & terminology quickly & able to learn with minimal instruction.

- Extremely detail-oriented: able to maintain accuracy and attention to detail; excellent eye for detail.

- Not intimidated by new projects or technical equipment.

- Able to work well and stay calm under pressure; not easily flustered.

- Extremely well-organized and efficient: able to effectively multi-task, prioritize and juggle multiple projects at the same time in a fast paced environment.

- Able to flexibly adjust to how we do things; able to switch mindsets when switching tasks as required.

- Excellent interpersonal skills with people of all ages and backgrounds (including very young children); comfortable getting down on the floor with children and interacting with them in a playful manner.

- Excellent oral and written communication skills in English; able to clearly and concisely explain things in a professional manner to non-experts, immediately getting to the point and the heart of the matter.

- Able to work independently or under close supervision, or as a member of a team.

- Able to interact effectively with all levels of the University and with agencies, institutions, and individuals.

- Able to exercise tact, discretion, and judgment.

- Knowledge of UBC policies, procedures, and environment preferred.

- Knowledge of different CV styles for CFI, NIH, UBC, etc. preferred.

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Job Posting

Job ID: 10782
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr7) **Business Title:** Administrative Support 4 (Gr7)
Department: Geography
Salary: \$40,440.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-08 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-21 **Available Openings:** 1

Job Summary

Provides administrative and secretarial support to the Department Head; administrative support to all faculty members and assistance to Administrator.

Organizational Status

Reports to administrator, works under direction of the Department Head.

Work Performed

- serves as resource person for all Departmental members (faculty, staff, students, postdocs, adjunct faculty, sessionals, visitors) regarding university and departmental policies and procedures and academic regulations
- is personal secretary to Department Head by screening, directing and handling inquiries by email, phone or in-person; maintaining filing system, maintaining appointment schedule, booking travel arrangements, drafting and typing correspondence
- serves as Departmental Timetable Representative doing AdAstra scheduling of all graduate and undergraduate courses
- schedules and attends Department Meetings; takes and transcribes minutes, prepares and circulates agenda package
- maintains records of promotion, tenure and re-appointment schedules for all faculty; prepares and distributes required letters of notification; coordinates and prepares for submission all supporting materials for such cases
- maintains Departmental webpages
- updates and produces faculty annual reports and cvs
- handles appointments of sessional lecturers by advertising positions, preparing letters of offer, preparing and submitting appointment notices on ISIS, providing orientation to new lecturers
- handles appointments of post-docs, adjunct faculty, non-continuing faculty and visitors by preparing letters of offer, preparing and submitting appointment notices and providing orientation
- provides support for the Departmental Research and Awards Committee in coordination, preparation and submission of nominations for various awards and competitions
- assists faculty in the preparation of research grant fellowship applications and in the preparation of study leave applications and award nominations
- compiles information and statistics and prepares reports summaries for Head's approval in response to requests for information

Supervision Received



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Reports directly to Administrator

Supervision Given

None

Consequence of Error/Judgement

Would seriously affect reputation and administration of the Department

Qualifications

High School graduation and two year post-secondary diploma. . . 4 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 10743
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: Chan Centre - CUPE 2950
Classification Title: Front of House Captain 2 -Chan **Business Title:** Front of House Captain 2 - Bartender
Department: Chan Centre for Performng Arts
Salary: \$ 15.76 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-07-20 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-18 **Available Openings:** 6

Job Summary

The Customer Services department of the Chan Centre for the Performing Arts is looking for motivated, well-presented, efficient, customer service-oriented Bar Captains to work concerts, plays, receptions, galas, and conferences.

Organizational Status

The Bar Captain position assists the Front of House Coordinator and Concessions Coordinator in supervising Chan Centre concessions staff to ensure strong, efficient customer service.

Work Performed

Duties include serving, writing accurate reports, assigning staff breaks, dealing with concessions related issues etc. In addition the Bar Captain will, on rotation, also work a standard FOH and bar positions.

Time Commitment: Applicants must be available for a minimum of 2 shifts a week (approx. 8-10 hours). Shift start times can be in the morning, afternoon or evening. Must be available to work in May and June.

Supervision Received

Works under general supervision of the Coordinators.

Supervision Given

Supervises Front of House Attendants during performances and events. May have input into hiring, training, and performance evaluation of staff.

Consequence of Error/Judgement

Errors could have serious impact on relations with users and patrons and negatively effect the reputation of the Chan Centre and the University resulting in lost revenue. Errors in judgement could result in low staff morale, dissatisfied patrons and or safety issues.



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Staff Job Postings

Qualifications

A thorough understanding of Chan Centre concessions policies and procedures. Experience with high-volume beverage service. Theatre Concert Hall experience. Experience making espresso and specialty coffee. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to provide quality service to customers in a courteous, patient manner. Ability to exercise tact, discretion and patience in dealing with patrons. Must be able to work irregular hours and respond to on-call demands including evenings and weekends. Physical ability to perform the duties of the job (e.g. standing for long periods of time). Ability to work effectively independently and in a team environment. Valid First Aid Certificate - Level 1 would be an asset. 'Serving it Right' responsible beverage service certificate is required.

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Job Posting

Job ID: 10776
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Clinical
Classification Title: Clinic Receptionist (Gr2) **Business Title:** Clinic Receptionist (Gr2)
Department: Dental Clinic
Salary: \$36,048.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-08 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-21 **Available Openings:** 1

Job Summary

To act as receptionist in the Main Dental Clinic working with 120 students and faculty to serve 200-300 patients per day.

Organizational Status

Reports administratively to the Assistant Clinic Administrative Manager. Works closely with other Clinic Receptionists and Chart Room Clerk. Interacts regularly with patients, students, faculty, and other staff.

Work Performed

Provides guidance and instructions to students on dental plans and pre-determination procedures. Liaises with dental plans to ensure that patients receive maximum benefits. Verifies and prints dental insurance claim forms for reimbursement. Troubleshoots dental insurance processes.

Allocates payments in patient records from dental insurance remittances, follows up problems with patients and dental insurance companies. Gathers information from patient records.

Answers telephone and in-person queries from prospective and current patients about programs available for treatment in the dental clinic. Answer queries about treatment entries and charges in computer record. Identifies problem in computer record and forwards for correction.

Books appointments for routine and urgent care patients. Assigns students to urgent care patients and liaises with urgent care supervisor to ensure that all patients receive treatment. Books appointments for non registered patients in pain for the Urgent Care Clinic.

Instructs students during orientation, once or twice per academic year, on reception procedures, patient payments, laboratory procedures and dental plans.

Takes daily payments of cash, cheques, credit cards, and direct deposit. Accurately enters payments into patients' record and issues receipts to the patient. Reconciles and prepares deposits on a daily basis.



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Staff Job Postings

Contacts patients by phone with outstanding accounts and NSF cheques to obtain payment.

Closes patients' accounts and gathers information on accounts to be forwarded to a collection agency.

Checks laboratory items to ensure that pre-payment has been made or that pre-determination has been approved by dental plans.

Enters data for Dental Laboratory invoices into patient records.

Prepares dental charts and computer records for patient.

Responsible for setting up and maintaining a system for archiving and recycling dental charts.

Trains new staff members.

Supervision Received

Works under general supervision with general instructions and guidelines. Routine duties are performed without ongoing direction.

Supervision Given

N A

Consequence of Error/Judgement

Work is performed under clearly defined guidelines requiring minimum judgment on methods used to perform work. Resolves some problems but refer most to the supervisor. Errors can be corrected but could result in patients not receiving treatment when needed causing angry patients, faculty and students missing valuable clinical instruction time.

Qualifications

High School graduation and completion of a Medical or Dental Office Assistant program (including terminology). . 1 years relevant experience or the equivalent combination of education and experience. A high level of knowledge of dental insurance with at least three years experience in preparing claims and reconciling payments. Knowledge of Ministry of Social Services dental coverage provided for patients with disabilities. Ability to maintain accuracy and attention to detail. Ability to type at 50 wpm and to operate the normal range of office equipment as may be required in the performance of duties, such as, data entry systems, calculators, copying machines. Excellent communication and organizational skills required. Dental terminology required. Word processing spread sheet computer experience required (dental database preferred). Ability to exercise tact and discretion. Experience with patients who speak English as a second language and also patients with disabilities.

Ability to work flexible schedules, evenings, and weekends.

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Job Posting

Job ID:	10759		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Financial		
Classification Title:	Financial Proc. Spec 1 (Gr1)	Business Title:	Financial Proc. Spec 1 (Gr1)
Department:	Interprofessional Cont. Educ.		
Salary:	\$29,472.00 (Annual)		
Full/Part Time:	Part-Time (70%)		
Desired Start Date:	2011-08-08		
Job End Date:	2012-05-31	Possibility of Extension:	Yes
Funding Type:	Self Funded		
Other:			
Date Closed:	2011-07-19	Available Openings:	1

Job Summary

Interprofessional Continuing Education (IPCE) is a self-supporting unit at UBC that develops; plans and hosts interdisciplinary conferences about various health issues. The position is responsible for data entry of registration as well as assisting Conference Operations Manager in marketing IPCE initiatives.

Organizational Status

This position reports directly to the Conference Operations Manager.

Work Performed

- Maintains knowledge about all courses and conferences offered by Interprofessional Education in order to market these programs.
- Receives incoming calls and answers routine enquiries about conferences and courses.
- Registers callers for courses or conferences, and collects payment details.
- Mails, faxes or e-mails brochure information and related conference information to individuals requesting information on a course or conference.
- E-mails reminders to people to sign up for conferences.
- Receives and ensures that incoming registrations are complete and accurate.
- Performs data entry of registration, using registration software, according to established procedures.
- Reviews and ensures computer-generated receipts are accurate and mailed to registrants in an established timely manner, and when necessary provides replacement copies of receipts according to established procedures.
- Daily filing of all processed registrations.
- Responsible for invoicing and follow-up with registrants that have not paid tuition fees in advance or onsite.
- Processes refunds for registrants that have withdrawn or for courses or conferences that have been postponed or cancelled, in a timely manner.
- May be required to be onsite to register courses or conferences, requiring flexibility in work schedule.
- Assists in preparing materials for mailing as required.
- Assists in printing and preparing material for registrants prior to conferences.
- Ensures the marketing database is updated on a regular bases
- Under the direction of Conference Operations Managers, researches and posts website advertising on applicable professional websites



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Staff Job Postings

-Performs other related duties as requested.

Supervision Received

Incumbent receives directions and reports to the Conference Operations Manager. General direction is taken from the Director, Interprofessional Continuing Education.

Supervision Given

n a

Consequence of Error/Judgement

Failure to communicate effectively and maintain accurate records could result in dissatisfied clients, loss of business, and lost revenue.

Qualifications

High School graduation and one year of related post-secondary education. . 1 years relevant experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to communicate effectively verbally and in writing. Ability to learn new software programs as needed. Experience with computer systems and standard office software such as Excel and Word. Ability to work effectively independently and in a team environment. Ability to work some weekends, occasional evenings and early mornings when performing in-site registrations.

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Job Posting

Job ID: 10757
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 4 (Gr5) **Business Title:** Financial Proc. Spec 4 (Gr5)
Department: Financial Services
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-22
Job End Date: 2012-09-07
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-07-19 **Available Openings:** 1

Job Summary

Primary responsibility is reviewing the authorization, accuracy, and completeness of data submitted on Smart Forms based on the University policies, procedures, guidelines and government regulations, and processing the Smart Forms in an accurate, timely and auditable manner. Other responsibilities include providing backup support to Payment Processing Team and ongoing support to online users and campus departments.

Organizational Status

Reports to the supervisor of Smart Forms

Work Performed

- Reviews and verifies accuracy, adequacy, completeness and authorization of information provided on Smart. Matches the supporting documentation to the related information. Corrects minor errors where possible and for other errors, prepares a memo of explanation and returns documents to originator.
- Processes the Smart Forms based on the University policies and procedures. Coordinates with Payroll, Revenue Accounting, and Research and Trust Accounting on Honoraria, withholding tax, and research project grant transactions.
- Assesses the accuracy of GST and PST on requisitions and self assessing such taxes where necessary. Ensures appropriate tax forms are issued in relation to the payments and withholding taxes are deducted.
- Assists in creating and correcting the Smart Form interface file.
- Provide backup support to the Payment Processing Team.
- Liaisons with the bank and departments in regards to the required information (currency, beneficiary payee and bank account information) for wire transfer and bank draft requests.
- Investigates and rectifies discrepancies related to requisitions. Prepares and enters journal vouchers and cash receipts where necessary. Performs collection procedures for payments made to wrong vendor payee.



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Staff Job Postings

- Answers queries and resolves problems of a routine and non-routine nature from Faculty and Staff concerning requisition processes and interpretation of University policies, procedures, and government regulations. Questions are presented by e-mail, telephone and over the counter. Refers complex or sensitive enquiries to the Supervisor.

- Performs other related duties as required.

Supervision Received

Report to Requisition Processing Supervisor. Organizes and prioritizes workload to meet service needs within guidelines.

Supervision Given

None

Consequence of Error/Judgement

Delay in processing payment could result in over spending for the project. It could result in goods and services being withheld from the University, interest charges assessed to departments for late payment, and a damaged reputation for the University. Miscoding of Requisitions for Payment could result in cheques not being available to the payee on time, going to the wrong payee, or the wrong amount being paid. Undetected error in coding types of expenses could result in disallowed expenses by the grant contract agency and significant time-loss to the researcher scientist in explaining the error to the agency to get a correction processed.

Qualifications

High School graduation and two-year post-secondary diploma in accounting. and Office procedures and practices. 3 years relevant experience or the equivalent combination of education and experience. Or two years of relevant UBC experience. Computer experience required (MSWord, Excel, UBCFMS preferred). Effective oral and written communication, interpersonal, customer service and organizational skills required. Detail-oriented with good problem skills needed. Abilities to type 10,000 keystrokes per hour and to operate the normal range of office equipment. Must be able to multi-task, set priorities, manage workflow effectively, and meet deadlines in a fast-paced environment. Must be able to exercise accuracy and attention to detail. Ability to exercise tact and discretion. Ability to be flexible to meet and adapt to changes in departmental priorities. Able to work both independently and within a team environment.

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Job Posting

Job ID: 10705
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 4 (Gr5) **Business Title:** Accounting Clerk
Department: Continuing Studies
Salary: \$37,956.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2011-07-15 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-20 **Available Openings:** 1

Job Summary

Provides accounting support. Balances SEMTEK; processes requisitions, journal vouchers and cash receipts; fills petty cash bus ticket requests and maintains cash expense reports; maintains accounting and instructor CA files; assists with ledger reconciliations; packs money for Brinks; assists with key check out; works with Plant Ops for recycling removal; handles empty toners cartridge returns; ensures storage room loading zone is tidy; works as Student Service Rep in peak periods; act as back up in processing hourly timesheets and in processing appointments for casual and CUPE 2278 instructors when necessary; assists Homestay department when requested; occasional other projects.

Organizational Status

Reports to the ELI Finance & Building Manager, and Senior Financial Specialist.

Work Performed

- balances SEMTEK with Daily Balance Summary sheet for Registration desk and Socio-Cultural desk
- processing cash receipts for SEMTEK entries, socio-cultural activities, admin, etc.
- processes internal requisitions and requisitions for payment; assists in reviewing all charges for accuracy, reconciles charges to documentation and follows up on any problems
- fills requests for cash advances and bus tickets
- provides cash expense reports
- assists in authorization cash advances after checking instructor budgets
- collects returns deposits for access cards
- assists with key check out for instructors and takes key inventory for desks when required
- maintains accounting files
- assists in ensuring that all charges are calculated and invoiced to clients on time
- packs deposits for Brinks pick-up
- processes journal vouchers for food services, certificates, etc.
- contacts finance to track wire transfers, records wire transfers in spreadsheet
- assists in work with Plant Ops to remove old furniture, items for recycling, etc
- ensures paper storage room is properly arranged, recycles boxes
- collects and ships empty toner and cartridge returns



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- attends meetings and takes minutes as required
- works as Student Services Representative when required
- handles other projects such as assisting instructors organizing labeling new binders for course materials and transferring course materials
- performs other duties as required
- very busy during summer sessions

Provides the following back-up when required:

- processes hourly timesheets for casual and CUPE 2278 instructors
- processes appointments for casual and CUPE 2278 instructors and outputs letters of appointment and letters of acceptance
- processes hourly appointments
- ensures that all documentation for summer casual instructors and short-term staff is complete (i.e. SIN, DOB, etc.)
- delivers urgent staff appointments to HR to so payroll deadlines can be met
- phones host families for Homestay department

Supervision Received

Supervised by ELI Finance & Building Manager.

Supervision Given

None.

Consequence of Error/Judgement

Failure to process necessary paperwork promptly and accurately will have undesirable results in various programs and other departments resulting in frustrated angry staff clients.

Qualifications

High School graduation and two-year post-secondary diploma in accounting. . 3 years relevant experience or the equivalent combination of education and experience. Ability to type 50 wpm and operate office equipment such as calculators. Experience carrying out assignments independently; ability to plan, prioritize and execute workflow to meet deadlines; bookkeeping accounting experience required; effective oral and written communication, interpersonal and organizational skills; ability to work effectively and accurately in a multi-tasking environment and when under pressure to meet deadlines; ability to work effectively as part of a team in a busy environment; ability to follow up on outstanding issues without being reminded; must have patience and be able to handle difficult situations in a diplomatic manner; computer experience is required (Word for Windows, Excel MSAccess, Netscape Communicator and email). Experience with FMS and UBC financial forms an asset. Confidentiality and discretion are required of this incumbent.

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Job Posting

Job ID: 10544
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 5 (Gr6) **Business Title:** Financial Proc. Spec 5 (Gr6)
Department: Administrative Services
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-18 **Available Openings:** 1

Job Summary

The Financial Processing Specialist 5 is responsible for providing accounting and administrative support for the units in Enrolment Services (ES), Student Development & Services (SD&S), and International Student Initiative (ISI). Duties include: preparation of financial documentation for entry into the Financial Management System (FMS PeopleSoft), accurate and timely entry of financial transactions into FMS PeopleSoft, complex monthly reconciliations of the Brock Hall front counter revenue and the virtual terminal at UBCV and UBCO; revenue allocation; preparing and maintaining expenditure reports for multiple renovation projects, responding to complex inquires from staff & vendors; and preparing a wide variety of financial reporting and analysis.

Works in a normal office environment.

Organizational Status

The Financial Processing Specialist reports directly to the AP Coordinator and has a senior reporting relationship to the Associate Director of Finance, SD&S (see attached organization chart); works closely with the Payroll Coordinator on revenue reconciliation and with the Associate Director of Finance, ES on Classroom Services accounts. The incumbent in this position has regular contact with staff in all units of ES and SD&S, as well as, staff in the Okanagan offices of Enrolment Services. This position is also the primary contact for International Student Initiative staff with regards to their financial transactions. This position interacts with many units at UBC including Financial Services, IT Services, Supply Management, Plant Operations, Facilities & Capital Planning, and also with external agencies such as, credit card providers and vendors.

Work Performed

Completes complex reconciliations of virtual terminals at UBCO and UBCV for non-instructional fees. This requires use of the UBC e-Payment Virtual Terminal, reconciling transaction records from multiple virtual terminal users on both campuses against funds received and allocating taxes and revenue accordingly to various accounts in ES and central revenues.

Prepares complex financial documentation for data entry into FMS PeopleSoft such as, travel reimbursements for staff & faculty involving multiple foreign currencies, and prolonged stays. This requires extensive knowledge of UBC policies and Generally Accepted Accounting Principles and excellent numeracy and investigative skills.

Completes complex reconciliations of credit and debit card point-of-sale payments for services provided at the Student Resources



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and Information Centre of Enrolment Services including tuition payments. This involves: reconciliation of funds received through debit, credit and cash; verification and allocation of non-instructional fee revenues to appropriate units both internal and external to ES and SD&S and reconciliation of tuition batches against funds received.

Handles diverse and complex financial issues and inquiries requiring knowledge of International Student Recruitment project grants and operations, Generally Accepted Accounting Principles, University policies & procedures and CRA regulations in order to make decisions and recommendations on issues and to audit financial documentation.

Investigates and resolves errors and discrepancies in financial data for Classroom Services' Learning Space Improvement Plan (LSIP), Classroom Furniture and Equipment (CFE) and Brock Hall general renovation expenditures. This requires complex monthly reconciliations, tracking funding, expenditures & cost recoveries, regular follow-up on outstanding items, verification of automated billing system charges, follow-up on rejected transactions, error investigation & resolution, and verification & correction of financial data.

Tracks recoverable expenses and prepares invoices and journal vouchers to internal and external units departments for services rendered within ES, SD&S, and ISI. Works closely with ISI staff to organize transfers for shared resources and chargebacks to Okanagan campus.

Interprets written policies and communicates them accurately. Provides authoritative advice on financial matters.

Solicits quotes for furniture and equipment purchases on behalf of Classroom Services managers, ensures that purchase order is established, tracks payments on data base, allocates payments to various projects, reconciles commitment ledger and follows-up on variances with end-users, vendors and or Financial Services.

Provides assistance to the Project Manager, Classroom Services in analysis of non-salary expenditures, including analysis of relationships between actual, budgeted, and forecasted information and determining reasons for variance.

Prepares other financial documentation for data entry into FMS PeopleSoft including, cash receipts, journal vouchers, travel advances, domestic and international travel claims and requisitions for payments which requires verification of account coding, signing authorities, appropriateness of expenditures, and adherence to University policies and Generally Accepted Accounting Principles.

Follows-up on cheque requisitions, foreign drafts and wire transfers as required.

Prepares a wide variety of financial reports as required with the use of spreadsheets, FMS PeopleSoft and FMS nQuery, as well as other reporting tools and systems. This includes, but is not limited to, the following: maintaining, reconciling and reporting of financial records by recording in shadow systems both projected and actual expenditures, fee for service income and cost reductions; monitoring and reporting on revenues and expenditures for special projects; and compilation and preparation of reports on statistical information as needed.

Provides back-up for the timely and accurate data entry of financial documentation into FMS People Soft.

Provides back-up on cash deposits and petty cash disbursements.

Provides back-up on staff appointment process and timesheet administration.

Maintains transaction files and supporting documentation for audit and reference purposes. Assists with document preparation for audits.

Responds to vendor and customer queries.

Assists with staff training to facilitate understanding of existing financial and accounting procedures, policies, and systems as



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required.

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

Supervision Received

Works independently with minimum supervision under the direction of the AP Coordinator. Technical problems and matters involving policy are referred to the supervisor. Receives detailed instructions on the assignment of new duties and thereafter only on new or unusual problems. Establishes own priorities in accomplishing work.

Supervision Given

May oversee and direct the work of student staff and be responsible for the accuracy, production and control of their work. May have input into staff selection and performance evaluation of employees. May participate in the training of new employees at this and lower classifications.

Consequence of Error/Judgement

Attention to detail and thorough knowledge of UBC policies, Generally Accepted Accounting Principles, and CRA regulations is critical. This position is responsible for ensuring all financial information entered into FMS PeopleSoft is accurate, appropriate and substantiated by back-up. Information and recommendations must be accurate and provided in a respectful, timely and supportive way. Errors could result in over under expenditures, overpayment or non-payment of invoices, incorrect departments units being charged, and delays in payment for international recruitment activities. Such errors could cause inaccuracies in financial planning, financial hardship or missed opportunities for effective delivery of services to students, faculty and staff.

Qualifications

High School graduation and CGA CMA Level 2 or Payroll CPA Level 1. . 4 years relevant experience or the equivalent combination of education and experience. Strong analytical and problem solving skills; ability to work independently and strong organizational skills. Ability to multi-task, work under pressure and prioritize work to meet deadlines. Ability to adapt to changing priorities. Knowledge of university financial systems, policies and procedures. Detailed oriented and ability to maintain high degree of accuracy. Extensive knowledge of spreadsheet (Excel) applications and a thorough knowledge of other personal computer software and the Web. Working knowledge of integrated financial and human resource application software packages (PeopleSoft preferred). Excellent communication (written, oral and presentation) and interpersonal skills required. Strong teamwork and collaboration skills required. Ability to exercise tact and discretion. Ability to maintain confidentiality. Strong initiative, work ethic and integrity required. Ability to type 60 w.p.m. and to operate normal range of operating equipment. Demonstrated experience in performing detailed reconciliations and a proficient understanding of accounting principles.

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Job Posting

Job ID: 10739
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 1 (Gr3) **Business Title:** Program Assistant 1 (Gr3)
Department: Family Practice
Salary: \$36,672.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Full-Time
Other:
Date Closed: 2011-07-20 **Available Openings:** 1

Job Summary

The program assistant will be responsible for coordinating the educational, research and advocacy objectives and programs of the Division of Aboriginal People's Health. In addition, the program assistant will assist in promoting and informing potential students about the undergraduate MD program. The program assistant will interact and work closely with Division faculty and staff, Family Practice Faculty and Staff, Faculty of Medicine undergraduate and postgraduate deans, Admissions, faculty and staff of Aboriginal programs at UBC and other universities, community health directors and staff, external health care professionals, Ministry of Health officials, Regional Health Authorities, UBC central agencies, community organizations, and general public.

Office located at 1190 Hornby Street, the Administrative offices of St. Paul's Hospital.

Organizational Status

The program assistant will take direction from the Associate Directors of the Division of Aboriginal People's Health, and will additionally be accountable to an Aboriginal Core Advisory Committee. The program assistant will liaise with other UBC First Nations services and programs.

Work Performed

Education

With assistance and direction from the Associate Directors, the program assistant will work with health care professionals, relevant community stakeholders, and faculty members, to coordinate the creation of course outlines, educational materials for new courses, seminars, workshops and other educational programs in the Divisions of Aboriginal People's Health.

Compile data used to assess educational needs of medical students, residents and departments through surveys and interviews.

Assist in coordinating the Learning Circle videoconferencing initiative: speaker bookings, advertising, website updates, liaising with First Nations communities and organizations.

Coordinate educational activities including IHHS 408 - Topics in Aboriginal Health: A Community-Based Experience and IHHS 409 - International Indigenous Experiences of Colonization. Also help coordinate workshops, seminars, consultations, presentations and lectures, including document preparation, researching relevant articles and readings.

Assist in coordinating logistics for an international conference on cultural safety to be held June 11-14, 2012.

With Providence Health Care, coordinate development of an Indigenous handbook for health care professionals and others interested in cultural safety in the health care setting.



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Learn about and report on developments in Aboriginal health education, adult education, medical curriculum and service delivery, and other educational developments by attending conferences. (i.e. reporting learnings to Associate Directors)

Assist in the development of appropriate promotional materials related to the Division's activities such as pamphlets, brochure and posters.

Admissions

Attend and take minutes at the Aboriginal admissions subcommittee meetings which are held each October and March.

Administration

Attend meetings and record minutes.

Compile information to complete grant applications, ethical reviews, and reports.

Update information on the division's website.

Supervision Received

Work both independently and with supervision of the Associate Directors. The incumbent is expected to take initiative, problem solve, determine course of action and follow through on all tasks.

Supervision Given

N A.

Consequence of Error/Judgement

Considerable judgement must be initiated and carried through activities important to the functioning of the Division in absence of established policies, procedures and guidelines. Poor judgement or ineffective communications with community partners, i.e. Aboriginal peoples, could result in strained relations that compromise the Division's programs. The Division Directors or Department Head may need to intercede in order to resume a productive working relationship. Generally, most errors can be rectified.

Qualifications

High School graduation and 1 year post-secondary education. . 2 years relevant experience or the equivalent combination of education and experience. Experience in working with Aboriginal people in a variety of settings and demonstrated understanding of cultural protocols; knowledge of social and historical context of Aboriginal people in BC. Ability to work effectively independently and in a team environment. Ability to work effectively and cooperatively with a wide variety of professional and non-professional staff. Ability to exercise a high level of tact and discretion in internal and external contact work. Proficient in computer programs (Word, Excel, Publisher etc.); website management (Wordpress) an asset. Must hold a valid BC driver's license and be willing to travel to career fairs in the Lower Mainland. Demonstrated effective administration skills.

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Job Posting

Job ID: 10765
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:** Graduate Careers Assistant (BCC)
Department: The Sauder School of Business
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-25 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-24 **Available Openings:** 1

Job Summary

To provide administrative support to the MBA, PTMBA and ECM Career Managers. Provides information and advice to students, faculty and industry regarding the Graduate Careers program and Business Career Centre services.

Organizational Status

Reports to the Director of Graduate Careers, with performance monitoring from one of the MBA Careers Managers. Works with staff, faculty and representatives from industry and other organizations. Provides information about programs and services to students. Supervises student assistants.

Work Performed

Liaises with ECM and MBA students, other departments and employers:

- Job-posting and placement coordination: Provides information and guidance to employers and students about graduate recruitment policies and procedures. Processes all graduate student job postings electronically in a complex database. Updates information regularly to produce various statistical reports from the database using MS Word and Excel. Collects position applications and forwards them to employers. Performs follow-up with employers regarding applications, interview shortlists and general feedback. Organizes on-campus student interviews. Inputs candidate interview shortlists into on-line recruitment software and notifies students to sign-up for interview times, allocates interview space, and meets & greets employers on campus, in the absence of a program manager.

- Acts as main information source to and for the students: Composes correspondence pertaining to students that are non-routine and complex in nature. Initiates emails and memos to students, staff, and faculty when required. Responsible for generating and distributing a weekly newsletter to students and updating graduate careers information to the central website, and updating the Business Career Centre's web portal page and WebCT. Coordinates the updates and production of various materials such as new student Welcome packages. etc.

- Monitors the ECM and MBA Career Management Workshops and Video Practice Interview Program (VIP). Coordinates the scheduling of sessions and VIP appointments, distribution of information to internal and external consultants, and equipment set-up. Arranges for technical support and provides administrative and set-up support for Career Development workshops, seminars, and in class



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training. Works with Event Coordinator to organize logistics for the Career Development Program (CDP), orientations, treks, and various other student socials.

- Provides information and guidance to students on special procedures for internship and permanent employment, such as work authorization for other countries. Liaises with Canada Immigration to acquire pertinent information. Delivers work-permit information sessions to the International Students.

Provides administrative support to the MBA, ECM and PTMBA Career Managers:

- Uses considerable judgment to interpret policy and establish procedures for the Business Career Centre MBA and ECM Careers Programs. Keeps track of most up-to-date decisions regarding internships and full-time recruitment processes, and applies policies with minimal supervision.

- Responsible for maintaining departmental databases. Enters and modifies company and student records, pulls reports as requested, and assists with other database management functions as required.

- Compiles quarterly, weekly or monthly reports and statistics on student placements and salaries for evaluation of programs and annual report in accordance with standards set by the MBA Career Services Council.

- Other duties include:

- Maintains all related files and records (i.e. Student, Workshop, Internship Evaluations, Sponsor Evaluations, etc.)

- Provides input into selection of student assistants and temporary staff

- Provides backup for other staff in the Career Centre including front desk coverage.

- Renews yearly subscriptions; such as, Career Leader, Zoomerang, MBA Jungle. Vault, MBA CSC, InterviewStream as well as Perfect Interview among others.

Supervision Received

Receives general supervision from one of the MBA Career Managers. Receives work requests from three additional Managers, the Graduate Careers Director, and faculty members in charge of the specializations areas.

Supervision Given

Supervises the work of student assistants as needed.

Consequence of Error/Judgement

Interaction with students and employers has a direct influence on the image of the MBA and ECM Careers Programs, Business Career Centre, the Sauder School of Business, and the University as a whole. Errors in administration could affect the smooth operation of the program, and adversely affect the delivery of services to more than 400 students and employers.

Qualifications

High School graduation and 1 year post-secondary education. High school graduation plus one year post-secondary education with training in office procedures and practices preferred. 3 years relevant experience or the equivalent combination of education and experience. Minimum four years of related experience or three years of relevant UBC experience preferred. Computer experience required (Word, Excel, PowerPoint, Outlook and Maximizer preferred). Effective oral and written communication, interpersonal and organizational skills. Ability to type 55 w.p.m. and to operate a normal range of office equipment. Ability to use word



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processing, spreadsheet, database and presentation applications at an intermediate level. Ability to compose correspondence using clear, concise business English. Ability to prioritize work and to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to work both independently and within a team environment.

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Job Posting

Job ID: 10795
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Gen (Gr8) **Business Title:** Sr Program Asst-Gen (Gr8)
Department: Athletics and Recreation
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-29
Job End Date: 2011-11-30 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2011-07-22 **Available Openings:** 1

Job Summary

The Coordinator, Athlete Services works at the university level (Canadian Interuniversity Sport (CIS) and National Association of Intercollegiate Athletics (NAIA)) with, coaches, staff varsity student-athletes. Responsible for all travel arrangements, compliance and eligibility, scholarships and awards, housing, assisting in special events and athlete services such as study hall, letters to professors and graduating player rings.

Organizational Status

Reports to the Associate Director, Intercollegiate and High Performance Sport. Works closely with coaches in areas of travel, compliance and eligibility. Works directly with student-athletes in delivering services such as letters to professors. Coordinates and oversees the varsity tutors in the study hall program.

Work Performed

Travel

- Books all league and non league flights, hotel and ground transportation for all varsity teams
- Coordinates with coach and airline to provide flight names one week before teams travel
- Coordinates with coach and hotel to send in rooming list one week before team travel
- Prepares travel advances for team travel
- Prepares itineraries for team travel and circulates to coaches
- Arranges travel insurance for international team travel
- Assists and prepares budgets for team travel
- Settles invoices for bus travel
- Reconciles credit card statement for all Department travel
- Submits CIS Championships Travel Claims for teams that attended CIS Nationals

Compliance

- Completes eligibility certificates at beginning of season and submits to the league which includes checking eligibility and competing transfer forms.
- Checks grades of all athletes weekly to ensure they are eligible



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At end of season completes player participation declarations
Maintains a record of athletes year of eligibility
Submits Academic All Canadians Scholar Athlete nominations at end of year
Champions of Character campus representative
Submits Champions of Character nominations
Submits year end report to leagues
Submits athlete financial award reporting to league and government
Submits Championship Travel Claims

Awards and Scholarships

Works with Associate Director to provide athletic scholarship and awards fund available and distributes to coaches.
Coordinates awards submissions from coaches and checks eligibility and grades of award recipients
Attends Athletic Awards Committee (meets 4x year) to ensure eligibility of all award recipients
Follows up on any awards issues
Submits year end athletic award reports to NAIA, CIS and BC government

Housing

Meets with the housing department to go over number of available spots
Allocates housing spots to coaches
Submits names from coaches to Housing Department
Arranges early arrival for student athletes
Arranges roommates for student athletes

Athlete Services

Coordinates Study Hall for first year athletes
Manages 15 student tutors
Writes letters of absence for classes missed due to competition travel
Manages athlete registration fees, bird coop passes and physiotherapy lists
Manages graduating player rings
Assists with special events such as Academic All Canadian breakfast, Big Block and hosting National Championships
Preparing reports and special projects as required
Performing other related duties as required

Supervision Received

Works independently reporting to the Associate Director, Intercollegiate and High Performance Sport.

Supervision Given

Provides supervision to one work study student and 12-15 student tutors.

Consequence of Error/Judgement

Consequences of error would include such things incorrect flight, hotel or charter buses, playing ineligible players, fines for missing league deadlines, breach of confidentiality, athletes receiving incorrect awards, athletes not receiving housing, tutors not getting paid.

Qualifications



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High School graduation and two years post-secondary education. University degree in sport administration or related field. 4 years relevant experience or the equivalent combination of education and experience. 3-5 years administration experience required. Experience in a post secondary and or sport organization preferred and knowledge of university sport and policies. Excellent oral, written and communication skills Excellent organizational skills and multi-tasking skills. Proficient in word, excel and excellent computer skills Ability to exercise initiative, tact and diplomacy Positive attitude, strong administrative, organizational and interpersonal skills.

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Job Posting

Job ID: 10763
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 2 (Gr3) **Business Title:** Front Counter 2 (Gr3)
Department: Conferences & Accommodation
Salary: \$ 20.11 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-09-01
Job End Date: 2012-04-30
Funding Type: Self Funded
Other: Sessional
Date Closed: 2011-07-24 **Available Openings:** 15

Job Summary

Performs duties related to the every day operation of the Accommodation Office including but not limited to reservations, guest registration, billing and payment arrangements.

Organizational Status

Reports to the Front Desk Manager, Reservations Manager, Conference Services Manager, or Assistant General Manager. Liaises with all Conferences & Accommodation staff. Interacts with various university departments, clients and guests of Conferences & Accommodation at UBC.

Work Performed

Work may be performed in any of the following areas:

Front Desk:

- Guest registration, payment, and check-in check-out.
- Handles cash and processes guest payments. Cross-checking daily deposit against postings.
- Provides information concerning conferences, accommodation, guest services, UBC campus, and tourism to guests.
- Handles keys and maintains a strict measure of control.
- Encoding guest access cards through Ving.
- Initiates standard University emergency procedures when necessary (telephone to 911).
- Initiates night audit; a series of automatically generated reports through Opera.
- Sorts reports; forwarding these to appropriate departments.
- Inserts guest information into template letters for routine guest communication.
- Cross-checking and verifying that group and individual rates are posting correctly.

Reservations:

- Operates telephone switchboard and processes incoming calls.
- Receives and processes reservation requests by mail, e-mail, fax and telephone.
- Forwards cheques received to supervisor for posting.
- Inserts guest information into template letters for routine guest communication.



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- Sends guests emails, faxes and posts charges and payments to guest accounts.
- Maintains and updates lost and found inventories.

Registration Services:

- Performs general office duties including telephone reception, photocopying, faxing, invoice preparation, mail sorting and completion of routine correspondence.
- Prints automated daily conference schedules from EBMS, distributes to appropriate departments.
- Participates in registration services activities including on-site registration and preparing delegate kits (name badges, material collating etc.)
- Provides information to conference delegates regarding conference activities via email or telephone.
- Provides clerical support to Registration Services Coordinator, Director of Conference Services and Conference Coordinators.

Cash Office:

- Count cash deposits
- Prepare daily deposit worksheets
- Process deposit summary & daily banking summary
- Prepare cash and process deposits

Accounts Receivable:

- Posts transactions in the accounts receivable ledger on property management system.
- Reviews, reconciles and if necessary corrects accommodation charges on accounts receivable accounts.
- Produces and processes invoices, statements and all related correspondence for A R accounts.
- Responds to customer enquiries regarding accounts. Investigates and resolves complaints regarding discrepancies in consultation with Conference Services Managers and or Front Desk Manager, initiates corrections when necessary.

Supervision Received

Work is performed under the general supervision of Front Desk Supervisors, Front Desk Manager, Reservations Manager and Rooms Manager. Works within well defined guidelines and procedures, but is expected to exercise initiative and judgment in establishing priorities and carrying tasks through to completion. New or unusual problems are referred to supervisor.

Supervision Given

None.

Consequence of Error/Judgement

Poor communication, inadequate training of lower level classifications, lack of tact and diplomacy, and or poor performance of front desk tasks can negatively impact revenue, jeopardize record keeping, damage the reputation of Conferences and Accommodation, reduce service levels, reduce guest satisfaction, and or require intervention by managers.

Qualifications

High School graduation and one year of related training. High school graduation with courses in hospitality and customer service preferred. 2 years relevant experience or the equivalent combination of education and experience. One year office or hospitality experience or 6 months' relevant UBC experience.

Good verbal and interpersonal skills; excellent telephone manner.

Demonstrated accuracy and attention to detail.

Ability to type 45 wpm.

Willing to work flexible day, evening and graveyard shifts.



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Available to work weekdays, weekends and holidays.

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Job Posting

Job ID: 10758
Location: Robson Square
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Student Info Support
Classification Title: Student Info Support 3 (Gr5) **Business Title:** Student Info Support 3 (Gr5)
Department: Continuing Studies
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-04 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-19 **Available Openings:** 1

Job Summary

Responsible for the administrative support for all client services functions and provides overall support to the staff of the Division of Applied Technology. As well, provides information, support and problem solves for current and prospective students on university issues, requirements and policy.

Organizational Status

Supervised by the Administrative Manager who reports to the Managing Director. Will also receive instructions and work assignments from Program Leaders. Works closely with Instructional Support staff.

Work Performed

- Responds to telephone, email and walk in inquiries and provides assistance to current and prospective students regarding issues such as student records, course availability, timetabling, tuition fees, income tax receipts and graduation.
- Provides basic recommendations for course selection, screening, and referring inquiries.
- Investigates and resolves moderately complex problems related to issues such as registration, tuition fee errors, rejected student payments and transcript errors.
- Creates and maintains administrative files, as well as, students records and files (electronically and paper based).
- Provides student access to online courses via the online learning management system and resolves any online access problems.
- Tracks student grades and evaluates transcripts for graduation eligibility assessment. Issues transcripts and graduation certificates.
- Maintains and orders books and exam voucher inventories for courses.
- Assists with resolving student exam voucher registration problems and refers complex issues to supervisor.
- Reviews, monitors and inputs appropriate course data (electronically and paper based).
- Maintains web site for student support services including course updates, curriculum changes, and application deadlines.
- Ensures all information boards, print and electronic curriculum information is current.
- Corresponds with students regarding program completion requirements.
- Monitors student payments.
- Composes routine correspondence including proofing and typing of letters, reports, and other documents.
- Obtains information regarding student loans, housing, international student requirements.
- Organizes meetings including catering, room bookings, and requirements.



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- May take notes for staff meetings.
- Assists departmental staff with administrative tasks when required.
- Assists with production and distribution of course materials and handouts.
- Oversees the return of student assignments.
- Performs other duties related to the qualifications and requirements of the position.

Supervision Received

Exercises judgment and initiative in dealing with non-routine matters. Works under limited supervision. Performs most duties independently, occasionally consulting supervisor on new or complex problems. Reports to Administrative Manager.

Supervision Given

May supervise temporary personnel.

Consequence of Error/Judgement

Incomplete information or mishandling of client inquiries, concerns or problems can cause a negative effect on the Division of Applied Technology's reputation for excellent service. Providing accurate and timely feedback from clients to Divisional staff is critical to the ongoing improvement of our programs.

Qualifications

High School graduation and 1 year post-secondary education. Training in bookkeeping and office procedures and practices. 3 years relevant experience or the equivalent combination of education and experience. Minimum two years of related experience or one year of relevant UBC experience. Experience working in a fast paced environment preferred. Computer experience required. Working knowledge of web and information technologies an asset. Experience reviewing student records to assess graduation requirements preferred. Knowledge of UBC Continuing Studies programs, services and publications preferred. Knowledge of current technologies preferred. Effective oral and written communication, customer service, interpersonal and organizational skills. Ability to type 50 w.p.m. and to operate normal range of office equipment. Ability to use word processing, spreadsheet and database applications at an intermediate level. Ability to exercise tact and discretion. Ability to prioritize work, multi-task and meet deadlines. Ability to maintain accuracy and attention to detail. Ability to work independently and as a member of a team.

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Job Posting

Job ID: 10770
Location: Vancouver - Point Grey Campus
Employment Group: Exec.Admin(non-union clerical)
Job Category: Secretarial - Non Union
Classification Title: Admin Assistant 2 **Business Title:** Admin Assistant 2
Department: University Counsel Office
Salary: \$37,384.00 - \$41,533.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-27 **Available Openings:** 1

Job Summary

Provides reception and confidential secretarial support for the Office of the University Counsel. The incumbent is expected to maintain various important legal tracking systems which are integral to the functioning of the unit, in addition to providing confidential administrative support. This position also responds to general enquiries from academic departments, faculty members, and the general public.

Organizational Status

Reports to the Assistant to the University Counsel. Works directly with the University Counsel, Associate University Counsel, Legal Counsels and the Assistant to the University Counsel. Liaises with all levels of administrative units, faculties and departments.

Work Performed

- Provides confidential administrative support to lawyers, including maintaining their calendars and preparing expense claims;
- Acts as receptionist for the unit by answering main phone line, greeting visitors, arranging catering and audiovisual equipment for meetings;
- Drafts confidential correspondence in response to written and oral enquires based on thorough knowledge of University and departmental guidelines, procedures and policies;
- Organizes and maintains confidential legal files;
- Plans and coordinates arrangements for travel and various other functions;
- Performs the critical task of maintaining the bring-forward system (where if important dates are missed, legal financial implications may result);
- Responsible for maintaining the casetrack system (a system used to manage and track legal cases the unit is involved in), errors in maintaining this system may have legal or financial implications;
- Enters legal invoice data into department accounting system for tracking and billing purposes;
- Responsible for paying invoices and ensuring vendor accounts are up-to-date; also uses FMS to monitor expenses against budget;
- Responsible for ordering office supplies and ensuring office equipment is maintained;
- May train, oversee and direct the work of temporary clerical staff and students;
- Provides back-up support for Assistant to the University Counsel; and
- Performs other related duties as required.



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Staff Job Postings

Supervision Received

Reports to the Assistant to the University Counsel; work is done under limited supervision. Routine processing matters are handled independently, occasionally consulting supervisor with reference to new or complex problems.

Supervision Given

May oversee the work of temporary clerical staff and students.

Consequence of Error/Judgement

Exercises judgment and initiative in handling matters of a non-routine nature requiring the interpretation of University and Departmental guidelines, procedures and policies in planning the sequence of duties, the work methods to be employed and the action to be taken. New or unusual problems are referred to supervisor.

Qualifications

High school graduation with training in stenographic skills. High school graduation with training in stenographic skills, office procedures and practices. Certificate from a legal secretarial program preferred. Knowledge of accounting practices an asset. Minimum of four years experience or 3 years UBC experience. Legal experience preferred. 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 effectively use MS Word, MS Excel and Database Proficiency in the use of English grammar, spelling and punctuation; Proficiency with legal terminology preferred. Ability to exercise tact and discretion in dealing with confidential and sensitive matters. Effective oral and written communication, interpersonal, organizational and problem solving skills. Ability to maintain accuracy and attention to detail. Ability to exercise sound judgment. Ability to adapt to changing priorities, multitask, prioritize work and take initiative. Experience working in a fast paced environment. Knowledge of UBC policies and procedures preferred.

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Job Posting

Job ID: 10740
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level D **Business Title:** Senior Financial Analyst
Department: Management Reporting
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-18 **Available Openings:** 1

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

Job Summary

The Senior Financial Analyst supports the Management Reporting function of the University. The position implements strategic direction on internal financial statements and management reports, and assists in the implementation of tools to support budgeting and business intelligence needs campus-wide.

Organizational Status

Reports to the Director, Management Reporting.

Work Performed

- Supports Director, Management Reporting in overall development, supervision and management of University Management Reporting, including the VP Finance, Resources and Operations portfolio and the financial managers across the university system, with respect to internal reporting needs.
- Manages the Comptroller's Office budget process and provides monthly, quarterly and yearly reporting to allow for proper management.
- Develops reporting mechanisms by using new Business Tools being implemented and consulting with the diverse university community.
- Develops reports based upon key drivers, built from information from the university wide systems to help senior managers quickly assess results of their operations.
- Contributes to the development and updating internal financial management reporting standards, policies and processes and ensures the university community is fully aware of their application and impact.
- Acts as a point of contact with university financial personnel to assist in their developing or accessing financial reports.
- Reviews management reporting with customers to establish consistent reporting practices to the distributed community.



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Staff Job Postings

-Liaises with the Budget Office, Financial Reporting, Financial Services, and Financial Systems on behalf of university community users to ensure that their needs are met.

Supervision Received

Works is reviewed by the Director in terms of achievement of broad goals.

Supervision Given

None.

Consequence of Error/Judgement

The position has responsibilities for the completion and accuracy of the University's management reporting. Errors in reporting would result in significant reputation losses to the University.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). University degree in Business, Finance, or Accounting and professional accounting designation (CA or CMA preferred). A minimum of 7 years of experience or the equivalent combination of education and experience. Seven years experience with Finance, Accounting or Management. Reporting responsibilities in complex organizations. Experience in a University environment is preferred. . Knowledge PeopleSoft and Hyperion preferred. Ability to communicate effectively verbally and in writing, and to make multi-disciplinary committee and working group presentations. Ability to take advantage of technology to improve productivity. Ability to develop and implement reporting needs in an environment of conflicting needs and views, through a consultative process. Ability to work within strict deadlines. Excellent skills in problem identification and analysis. Tactful, diplomatic personality style that solicits trust and open dialogue with a diverse university community. Able to work with senior university management and financial personnel. Proven ability to manage long-term projects.

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Staff Job Postings

Management

- Provides executive assistance to the Dean.
- Responsible for hiring, supervising, evaluating and terminating the support staff in the Dean's Office.
- Plans, coordinates, delegates tasks to, and supervises secretarial support staff in areas including scheduling, typing, minute taking, transcribing, photocopying, filing, running errands, preparing packages to courier, and making arrangements for meetings, receptions and events.
- Oversees Dean's e-mail account to ensure efficient and timely handling of requests, dissemination of information and prompt forwarding to appropriate person for handling.
- Coordinates with the Associate Deans and other administrative portfolios to coordinate decanal input and review. Apprises Dean of project status, ensures deadlines are met.

Research writing

- Researches and writes on behalf of the Dean and or the Faculty for various types of documents including grant applications, references and internal external award nominations, briefing notes, plans and policies, strategic funding proposals, position papers, and sensitive and confidential employment documents.
- Develops presentations, speeches and complex articles and reports as assigned by the Dean.
- Drafts formal agreements; ensuring compliance with University processes and procedures by coordinating the requisite approvals and liaising with University Counsel.
- Works with the Communications Manager to edit the Faculty of Law Annual Report and information on new programs for internal and external communications.

Community outreach public relations community development

- Acts as liaison between Faculty of Law and external organizations when requested.
- Works in a co-ordinated manner with the Communications, Alumni and Development Units in the Faculty.
- May be called upon to represent the Dean in dealings with donors, alumni, media, law firm representatives and other constituencies and stakeholders.
- Maintains communication with key contact points in peer and partner organizations.

Performs other related duties commensurate with the skills and experience

Supervision Received

The Executive Coordinator to the Dean reports directly to the Dean and works very closely with the Dean on a daily basis. The position works independently, but in continual daily consultation with the Dean. Receives work and special assignments from the Dean. Works collaboratively with other administrative directors and Associate Deans.

Supervision Given

The Executive Coordinator is responsible for hiring, supervising, evaluating and terminating the support staff in the Dean's Office. The Executive Coordinator to the Dean supervises the Executive Secretary to the Dean, overseeing scheduling of meetings and events, document coordination and flow and domestic and foreign travel arrangements for the Dean, event support, and other office tasks directly related to the Dean. The Executive Coordinator may also supervise student workers.

Consequence of Error/Judgement

The Dean and the Dean's Office deal on a daily basis with sensitive matters involving questions of ethics, appeals, conflicts of interest, equity, donors, personnel questions, etc. This position has access to highly confidential information that requires handling with discretion including information about student academic matters, and staff and faculty personnel matters, and proposals on both teaching and financial resources of units and programs. Errors by the Executive Coordinator to the Dean could lead to very serious damage of reputation for students, employees, the Faculty and the University as a whole, loss of revenue,



loss of accreditation, legal proceedings, and embarrassment to the Dean and other University officials. Exercises judgement and initiative in handling matters of a non-routine nature requiring the interpretation of University and Faculty guidelines, procedures and policies. Expected to exercise judgement in establishing priorities and carrying tasks through to completion in a timely manner. Reviews working procedures and suggests and or implements changes where deemed appropriate.

Qualifications

- Undergraduate degree in a relevant discipline. - University degree including substantial writing experience (J.D. LL.B. degree preferred). Minimum of three years experience or the equivalent combination of education and experience. . Minimum 3 years of related experience, preferably in a legal setting or at a University;
- . Experience and demonstrated ability to work effectively with members of the legal profession, mid- to senior-level university officials, or high-level governmental or private sector management;
 - . Experience researching and writing sensitive and complex documents. - Demonstrated effective oral and written communication, public relations, organizational, supervisory, problem-solving, analytical and time management skills;
 - Ability to adapt communication styles for various purposes and audiences;
 - Ability to research and to organize materials as well as to compose correspondence and prepare reports in clear concise business English and to draft more complex correspondence for signature; - Demonstrated effective oral and written intercultural communication skills, and the ability to deal professionally and diplomatically with faculty, staff, students and the general public as well as high-ranking government officials;
 - Ability to exercise a high level of tact and discretion in internal and external contact work;
 - Effective project management skills; - Must be highly organized with ability to prioritize assignments;
 - Strong attention to detail;
 - Experience in managing projects that involve a variety of stakeholders; - Ability to organize the work of others and to work in a team environment;
 - Ability to work effectively under pressure, handle heavy volumes and meet constant deadlines;
 - Ability to work both independently and within a team environment; - Ability to independently apply a broad knowledge of policies and procedures;
 - Ability to supervise, establish standards of performance and resolve work problems;
 - Advanced computer skills with a variety of software required, ideally including word processing, spreadsheet and database software; - Ability to use common legal and academic databases for research preferred;
 - Additional language ability an asset (preferably French);
 - Ability to plan and ensure efficient records management and document tracking systems.

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Job Posting

Job ID: 10760
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Building Maintenance
Classification Title: Building Maintenance, Level B **Business Title:** Faculty Operations Manager
Department: Faculty of Land & Food Systems
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2011-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-19 **Available Openings:** 1

Job Summary

The Faculty Operations Manager is responsible for managing the day-to-day Faculty operations in the MacMillan, Landscape Architecture Studio, Food, Nutrition and Health, and Faculty of Land and Food Systems Greenhouse buildings. This includes collaborating with UBC Building Operations to oversee the maintenance, renovations, moves and care of the facility(s).

Organizational Status

Reports to the Dean and consults with the Faculty, Director, HR and Administrator for day-to-day operations. Works with faculty, staff, students and others, as well as various University service units. Works closely with faculty, staff, students, building occupants as well as service units including Secure Access, Campus Security, Building Operations, and Project Services.

Work Performed

Primary responsibilities:

- Manage Faculty operation on a day-to-day basis in an efficient and smooth manner and responds to emergency situations as they arise
- Develops and implements policies, procedures and protocols appropriate to property management of the core property and facility functions provided. Identifies and acts upon ways to improve work processes and enhance quality of service
- Provides project coordination for faculty, staff and student movers and minor tenant improvements. This includes planning, managing work orders, acting as liaison with UBC Building Operations and Project Services, contractors, monitoring schedules, ensuring quality standards are met and keeping building occupants informed of project status
- Responsible for Faculty operations in the MacMillan, Food, Nutrition and Health, Landscape Architecture Studio buildings as well as in temporary building units and supports Greenhouse and Field buildings when required.
- Takes a leadership role in communicating any events or projects that may affect the academic, research, or administrative business of the building occupants
- Builds productive relationships and uses tact and discretion in dealing with the areas within Building Operations project managers, Campus Security, Secure Access, Chemical Stores, Supply Management and outside suppliers to ensure that the Faculty is receiving timely service.
- Dealing with difficult situations where the incumbent would be expected to tell a person or group to change a course of action.
- Oversee Faculty renovations including classroom and laboratory facilities, offices, design-studios, and meeting rooms. This



includes Faculty-paid renovations and minor capital projects.

- Initiate work orders, trouble calls, or any other communication necessary in response to any problems or issues that arise in the above building.
- Responsible for the acquisition and disposition of all furniture, ensuring that this is done in the most cost-effective manner possible.
- Request and authorize construction and installation of various items pertaining to research, teaching and other faculty activities.
- Responsible for calling monthly meetings of all non-union technical staff.
- Responsible for Faculty Safety Program as required by the University Health, Safety and Environment Department. Conducts regular safety meetings and submits reports to Health, Safety and Environment Department as required. Ensure that all other buildings in the the Faculty of Land and Food Systems precinct comply with the safety rules and regulations as required by the University.
- Fire warden and first aid coordinator for the MacMillan building.
- Appoint floor wardens, coordinate and conduct Workplace Hazardous Material Information System (WHMIS) as required by Workers' Compensation Board.
- Disaster response coordinator including fire, earthquake and other emergencies.
- Primary contact for Facilities Manager, Building Operations. Act as liaison with Building Operations trades including mechanical maintenance, moves, refrigeration and air conditioning, plumbing and heating, carpentry, paint and labour shop and glaziers.
- Coordinate materials for special events.
- Other duties as required.

Secondary responsibilities when assigned staff is unavailable:

- Maintain laboratory equipment.
- Order and receive equipment and supplies.
- Make proposals, obtain quotations and make recommendations to faculty and staff on equipment purchases.
- Authorize equipment maintenance and repairs.
- Oversee maintenance of Faculty vehicles.
- Support administrative clerks with invoices from vendors and Building Operations.
- Backup support for Greenhouse and Field operations.

Supervision Received

Works independently resolving situations as they arise. Reports to the Dean and Faculty Administrator for major decisions and for day-to-day operations as necessary.

Supervision Given

Overall supervision of members of the Educational Technical support team.

Consequence of Error/Judgement

Failure to perform work accurately and efficiently could lead to unsafe working conditions, would lead to increased operating costs or decreased academic productivity in the Faculty. Failing to act in an appropriate manner could be devastating for the Faculty as this position is that of an ambassador for the Faculty.

Qualifications

Journeyman Certification in an appropriate trade. Completion of a technical institute program in building technology or project management. Minimum of four years experience or the equivalent combination of education and experience. Work experience and knowledge of UBC policies and procedures, Building Operations and HSE. Extensive experience and knowledge of labs and how they operate. In addition, must have extensive experience with lab equipment and the operation and repair of such. Instrumentation experience is an asset. Building management experience and maintenance coordination required. Experience in



planning projects. Experience with all types of audio-visual equipment, both high and low tech; and knowledge of how to repair. Ability to communicate effectively in oral and written business English. Ability to communicate sensitive information in a clear and concise manner. Ability to anticipate problems and issues and plan ahead. Computer experience required. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to prioritize and work on several concurrent complex tasks. Ability to work effectively under pressure to meet deadlines. Must be in good physical condition as job requires a high degree of physical activity and mobility. Must have valid BC Driver's Licence. Ability to work independently and maintain composure when dealing with situations of conflict or stress.

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.



Job Posting

Job ID: 10646
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Clerk To Bd. Or Senate
Classification Title: Clerk to Board/Senate,Level A2 **Business Title:** Academic Governance Officer
Department: Senate & Curriculum Services
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-01
Job End Date: 2013-08-31
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-07-24 **Available Openings:** 1

Job Summary

The Academic Governance Officer provides advisory , policy development and administration, and other services to the University's academic governance bodies and their members in support of the governance of a multi-campus University system. Governance bodies include the Vancouver Senate, the Okanagan Senate, the Council of Senates, Faculties, and associated Committees (hereinafter "governance bodies"). Advises governance bodies on policies, precedents, and best practices in public and higher education administration. Develops policies, rules, and procedures for approval by governance bodies and advises on jurisdictional matters. Conducts research for governing bodies. Conducts University elections in accordance with the University Act and University regulations. Manages the operation of quasi-judicial appeals tribunals and prepares files for hearing. Advises on the design of approval frameworks. Manages the curriculum and policy approval processes and advises the University administration and members of the University community regarding approval processes.

Organizational Status

Reports to the Associate Registrar, Senate & Curriculum Services. Interacts frequently with members of governance bodies (including the President, Chancellor, Vice-Presidents, and Deans) at both campuses, the AVP Enrolment Services & Registrar, Faculty and Senate Committee Chairs, government officials, counterparts at other universities, and the media.

Work Performed

Governance Advisory Services:

- Advises governance bodies on the development of approval frameworks in light of applicable legislations and regulations and best practice in public administration.
- Consults with members of the campus community and drafts reports, regulations, resolutions, and policies for approval by governance bodies;
- Conducts research on policies and practices as directed by governing bodies;
- Interprets and advises on extant, historical, and planned legislation, policies, and procedures;
- Represents the Registrar at meetings of governance bodies, including serving as a committee chair when appropriate;
- Advises members of the University community, including the University administration, Faculty representatives, and committee chairs regarding academic approval requirements, sequencing, and timelines;
- Coordinates the activities of the Okanagan and Vancouver Senates and their respective committees,;
- Provides support to governance bodies: prepares meeting agendas, drafts reports, makes presentations, conducts research, keeps



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formal records;

- Advises governance bodies on procedural and jurisdictional matters and serves as a parliamentarian at meetings;
- Identifies materials from academic governance bodies requiring approval by the Board of Governors and oversees their transmission to the Board for approval;

University Elections:

- Conducts elections on behalf of the Registrar as required under the University Act.
- Interprets and applies electoral regulations, including campaigning and voting activities, to maintain elections security and overall integrity;
- Adjudicates requests for exceptions to electoral regulations and investigates allegations of irregularities;
- Conducts elections and referenda for faculties and other campus organizations;
- Drafts elections regulations for approval by governance bodies;
- Appears as respondent on behalf of the University at hearings of electoral appeals by governance bodies.

Quasi-Judicial Tribunal Management

- Prepares student appeals files for hearing by Committees of governance bodies;
- Advises parties with respect to applicable regulations and legislation;
- Makes decisions on pre-hearing requests from parties for deadline extensions and other exceptions to rules;
- Advises committees and governing bodies on policy and process design for quasi-judicial tribunals;
- Appears before tribunals as respondent when required;
- Manages the scheduling of hearings;
- May be asked to appear as a witness in external judicial proceedings.

Other Duties

- Drafts and edits Calendar content on behalf of governance bodies and ensures that content, once approved by governance bodies, is correctly reflected in the University Calendar;
- Oversees Student Information System data and records for curriculum;
- Coordinates approval and consideration of matters between campuses;
- May act as Associate Registrar during the absence of that position's incumbent;
- Develops and maintains procedural and training documentation;
- Performs other related duties as required.

Supervision Received

Reports to the Associate Registrar, Senate & Curriculum Services; works independently under general direction from governance bodies.

Supervision Given

The Academic Governance Officer supervises Enrolment Services secretarial and clerical staff on project and term bases, and participates in the hiring of staff. Oversees projects undertaken by the Associate Academic Governance Officer and the work of calendar coordinators.

Consequence of Error/Judgement

The Academic Governance Officer plays a key role in the academic governance of the University.

- The proper academic governance of the University requires appropriate policies and regulations and their consistent and fair interpretation and application; errors in judgment can easily compromise the integrity of the University
- Poor advice provided to governance bodies can cause serious errors in decision-making that affect the entire University system.
- The accurate and timely approval of curriculum and policy proposals ensures efficient implementation. Errors result in delays in approval and implementation of new programs, which have implications for recruitment and admissions.



- The position has access to highly sensitive information, the untimely release of which could cause acute embarrassment to the University, as well as costly litigation.
- Adherence to deadlines is critical for the smooth operation of the University's governance bodies; serious inconvenience may be caused to large numbers of people; financial or legal penalties may result.
- Elections must be conducted with the utmost integrity to comply with provincial legislation and University policy, to maintain voter confidentiality and to ensure fair elections. The requirement to re-run an election affects the credibility of the process itself, as well as that of Enrolment Services and the University. This could result in considerable expense and embarrassment for the University.
- Quasi-judicial tribunals must be managed with the utmost care to ensure the integrity of and confidence in student judicial affairs processes. Decisions made by the Academic Governance Officer are subject to review internally at the University and externally by the courts.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of three years experience Minimum of six years experience and in academic governance, policy approval processes and the conduct of elections or the equivalent combination of education and experience. Experience in an educational or other public institution. Experience with elections preferred. Knowledge of parliamentary procedure, tribunal processes, general tenets of administrative law, and principles of natural justice preferred. Legal background an asset. Excellent command of the English language, and the ability to make oral and written presentations. Ability to communicate effectively with a wide variety of people, including faculty, senior administrators and students. Ability to hold a position and resolve conflict while working in a fast-paced environment. Excellent computer skills and PC Windows experience in a networked environment using a variety of software including databases, word processing, spreadsheet and web authoring tools.

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.



Job Posting

Job ID: 10647
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Clerk To Bd. Or Senate
Classification Title: Clerk to Board/Senate,Level B **Business Title:** Assoc Regstr,Senate&Curriculum
Department: Senate & Curriculum Services
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-15
Job End Date: 2013-08-14
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-07-24 **Available Openings:** 1

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

Job Summary

The Associate Registrar serves as senior advisor to the President, Vice-Presidents, and members of governance bodies on academic governance issues including: the development and interpretation of policies and rules for the academic governance of the University system, business process and approval process design, communications within and between governing bodies, and parliamentary procedure. In making recommendations, the Associate Registrar considers legislation, applicable policy and precedent, and best practice in public administration and academic governance.

The Associate Registrar carries out the duties of Secretary to the Vancouver and Okanagan Senates, the Council of Senates, and the Faculties and leads the Senate & Curriculum Services unit.

Under the leadership of the Associate Registrar, the Senate & Curriculum Services unit provides a suite of advisory, policy development, research, records management, tribunal management, and elections services to governance bodies.

The Associate Registrar serves as editor of the Vancouver, Okanagan, and Graduate Calendars.

Organizational Status

The Associate Registrar reports to the Associate Vice President, Enrolment Services & Registrar. Interacts regularly with the President, Chancellor, Vice Presidents, Deans, the Board of Governors, the University Counsel, members of governance bodies at both campuses, student leaders, government officials, and the media.

Work Performed

The Associate Registrar:

- Serves as senior advisor to the President, the Senates, and the Council of Senates on policy, regulatory, and procedural issues as they relate to the academic governance of a multi-campus University system.
- Advises governing bodies and senior University administrators on necessary academic approvals, policy development interpretation, the applicability of existing policy, the need for new policy, and fair and transparent approval and judicial process design.
- Manages the interaction between the Senates and the Council of Senates. Manages the transfer of information and approval items



between the Okanagan and Vancouver Senates, between the two Senates and the Council of Senates, and between academic governance bodies and the Board of Governors.

- Provides for policy development, research, advisory, records management, approval process design and approval sequencing for governing bodies.
- Oversees the development and maintenance of records management systems for governing bodies.
- Adjudicates requests from members of the University community to place items before governance bodies for discussion or decision; oversees the setting of meeting schedules and the planning of agendas; records decisions; communicates and interprets decisions of governance bodies to stakeholders.
- Oversees the management of appeals tribunals, the pre-hearing preparation of student appeals files on admissions, academic standing, student discipline, and elections for hearing by governance bodies; includes decisions on requests from parties to appeals for exceptions to rules regarding deadlines, the inclusion of documents or other evidence, and the jurisdiction of governance bodies to hear an appeal. Ensures that decisions are based on principles of natural justice, administrative law, extant legislation, rules, and precedents; consults with members of governance bodies, the University Counsel, external legal counsel, appellant advocates, and Faculty representatives.
- Makes recommendations to governance bodies on committee structures and mandates.
- Provides advice to inform decision making processes and based on best practices in public administration, academic governance and registrarial services.
- Directs the drafting of policies, procedural documents, resolutions, and regulations for approval by governance bodies; reviews and edits proposals to ensure compliance with legislation and University policy.
- On behalf of governance bodies, consults with members of the University community) with respect to policy issues; edits draft policies in response to consultation and reports back to governance bodies with summarized results of consultative processes; makes recommendations on preferred courses of action.
- Makes oral and written presentations to governance bodies;
- Serves as a parliamentarian and procedural advisor at meetings of governance bodies;
- Represents the AVP & Registrar at meetings of governance bodies (including serving as Chair of Committees of Senate and presiding over the election of Committee Chairs), on University committees, and on external committees and organizations;
- Makes decisions on behalf of the AVP & Registrar that fall within the mandate of the Senate & Curriculum Services unit; advises the AVP & Registrar and other Associate Registrars on registrarial issues pertaining to academic governance.
- Directs the preparation of content for the University Calendar and ensures that content approved by governance bodies is accurately reflected therein; provides opinions on the interpretation of Calendar content; collaborates with the Director, Communications Services on Calendar production.
- Directs the conduct of student, faculty and convocation elections in compliance with the University Act, University regulations, and generally-accepted principles of fairness; provides opinions on issues related to voter eligibility, election timing, and dispute resolution; makes recommendations to University administrators as appropriate.
- Oversees research on policy issues and provides opinions for the information of the Registrar, the Office of the President, student associations, and other members of the University community.
- Oversees the curriculum development and approval process through the Faculties and Senates; designs new approval processes and streamlines existing processes.
- Oversees the planning of the University Academic Year in compliance with University policy and to maximize efficiency; proposes new policy as appropriate.
- Member of the Registrar's Executive Group.
- Provides for formal secretariat support to meetings of Faculty Councils.
- Hires, supervises, evaluates, and disciplines staff.
- Manages the budget for the Senate & Curriculum Services unit.
- Performs other related duties as required.

Supervision Received

Reports to the Associate Vice President, Enrolment Services & Registrar; works independently within a mandate.

Supervision Given



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Staff Job Postings

Senate & Curriculum Services staff both campuses report to the Associate Registrar (currently 2 FTE at UBC Okanagan, 5 FTE at UBC Vancouver).

Consequence of Error/Judgement

The Associate Registrar plays a critical role in the academic governance of the University system. The position has routine access to strategic and operational planning information that is among the most sensitive at the University. A high degree of discretion and judgment are required when providing opinions on policy and procedure to governance bodies and when designing approval processes to comply with legislation and best practice. Errors could result in the University's inability to deliver, for example, one or more of its academic programs or to admit or graduate its students. Legal action, increased costs, and acute public embarrassment could result from poor judgment with respect to policy development interpretation, Calendar preparation, or decisions on student appeals. The proper academic governance of the University requires appropriate policies and regulations and their consistent and fair interpretation and application; errors in judgment can easily compromise the integrity of the University.

Qualifications

Undergraduate degree in a relevant discipline. A relevant university degree, preferably at graduate level. A minimum of 5 years of experience. A minimum of 8 years of experience and in a leadership role collaborating with the executive level of an educational institution or the equivalent combination of education and experience. A strong background in public administration (preferably in the education sector), and five years of demonstrated leadership experience, or a combination of education, training and experience consistent with the requirements of the position. Training in or experience with in parliamentary procedure required; direct experience in serving as corporate secretary to a governance body preferred. Familiarity with administrative tribunals, the principles of administrative law, and natural justice an asset. Proven track record in meeting critical deadlines under pressure. Ability to make effective representation in support of one's position on an issue and to respond to criticism in a fast-paced environment. Excellent information management skills and attention to detail. Excellent command of the English language with effective verbal and written communication skills, including the ability to record, report, and interpret the results of complex proceedings. Excellent computer skills (PC Windows experience in a networked environment; experience with designing solutions using a variety of software including word processing, spreadsheets, databases, and web authoring tools).

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Job Posting

Job ID: 10785
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Network Analyst I
Department: UBCO - IT Services
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-21 **Available Openings:** 1

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

Job Summary

The Network Analyst I consults with and analyses user requirements for information network systems and monitors capacity requirements and network performance. This position also provides day-to-day maintenance and support for the data and telephony system.

This position works a fixed schedule but requires flexibility as some work must be performed outside of regular business operating hours. The Network Analyst I may also be required to act in an on-call capacity in the event of major service disruptions.

Organizational Status

The Network Analyst I supports clients of the IT, Media and Classroom Services department for the UBC Okanagan Campus. The Network Analyst I reports to the Senior Manager, IT Infrastructure. The Network Analyst I requires extensive contact with faculty, staff and students. This position is also occasionally required to interact with members of the general public. Where external contractors are used by UBC for data and telephony infrastructure wiring, this position may be required to oversee and review completed work. This position accepts tasks from the IT Service Coordinators as well as the Senior Manager, IT Infrastructure and works closely with other Network Analysts, AV Analysts, System Administrators, Business Analysts and Support Analysts. This position works in cooperation with various UBC Vancouver IT departments. The Network Analyst I collaborates and assists with work related to BCNet and their clients.

Work Performed

This position:

- Accepts work requests from the IT Service Coordinators which may include deploying new hardware, software, wiring or security updates, or resolving issues related to hardware, software or wiring.
- Installs and troubleshoots indoor and outdoor wired wireless infrastructure, including the campus-wide fibre conduit infrastructure.
- Documents, configures, installs, and maintains campus network switches and firewalls in accordance with established procedures.
- Provides technical support for the campus voice data infrastructure.
- May be required to provide training on support procedures to other IT, Media and Classroom Services staff.
- Maintains an inventory of equipment, service contracts, warranties and maintenance agreements.
- Prepares and maintains documentation in accordance with prescribed standards.



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Staff Job Postings

- Contributes to the development of policies and procedures related to the procurement and deployment of network and telephony equipment.
- Contributes to the acquisition, deployment, tracking and retirement of information technology.
- Assists users, both remotely and in-person, to diagnose and resolve problems, escalates when necessary, and documents problem status and action taken.
- Maintains the security of the department's IT resources.
- Monitors, modifies, and updates campus network and server monitoring systems in accordance with established procedures.
- Follows established procedures for DHCP, DNS and VPN allocations.
- Configures and troubleshoots software-based firewalls on servers and workstations.
- Documents, creates, and manages network accounts for various systems.
- Documents, configures and troubleshoots the campus printing infrastructure.

Core Duties:

Consults with users to determine the required technical support for network systems including monitoring network activity, and troubleshooting and diagnosing network problems.

Monitors facilities capacity requirements, schedules requests for bandwidth and adjusts bandwidth on a daily or weekly basis.

Assesses network performance to ensure that it meets the present and future needs of the enterprise.

Assists in the development of disaster recovery plans and executes network test plans.

Analyses user requirements, prepares equipment specifications, and installs and configures or reconfigures network components.

Implements network security procedures and predetermined software or hardware changes to rectify any security issues.

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 Senior Manager, IT Infrastructure. Must be able to work independently and carry out work to completion. Keeps Senior Manager, IT Infrastructure and IT Service Coordinators 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.

Supervision Given

This position works as a member of a support team. This position may supervise the work of junior IT professionals and may be required to train staff on software and hardware used by IT, Media and Classroom Services staff as well as clients.

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



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Staff Job Postings

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

The Network Analyst I demonstrates strong technical, analytical and problem-solving skills in order to install, trouble-shoot and maintain campus data and telephony networks. Knowledge of network design and TCP IP is essential. Experience supporting Windows, Mac and Linux server configurations. Must be able to move and lift a wide assortment of equipment. In addition, the Network Analyst I is expected to plan and carry out multiple tasks and projects, to prioritize and organize effectively, to work under pressure and to meet established timelines. Ability to work independently and in a team environment with minimal supervision. Appropriate professional certifications such as CCNA, SSCP or equivalent are an asset. Demonstrated willingness to learn and continually upgrade skills. As this position also involves extensive customer interaction in person, as well as via phone and email, 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.

Analytical Thinking - Collates and reports information. Identifies trends and exceptions. Investigates to define problems more accurately. Sorts information in order of importance. Identifies relationships and linkages between components. Identifies variable potential causes and effects. Solicits guidance to define criteria and assign values of importance and urgency. Escalates issues of an exceptional nature.

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.

Thoroughness - Performs tasks according to quality and output standards. Takes initiative to ensure that outcomes meet internal and external customer requirements. Solicits feedback on performance in new tasks. Measures accuracy using performance metrics. Sets improvement standards to reduce errors, omissions, and oversights.

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.



Job Posting

Job ID: 10784
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Support Analyst I - Client Services
Department: UBCO - IT Services
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-28 **Available Openings:** 1

Job Summary

The Support Analyst I - Client Services provides technical advice and support in use, configuration and selection of software, hardware and network systems and various end user devices. This position provides client services support in a timely, efficient manner in accordance with all service level agreements.

This position is a shift-based position, working either a 7:30am to 3:30pm shift, or 11:30am to 7:30pm shift as needed.

Organizational Status

The Support Analyst I - Client Services provides support for faculty, staff and students for the entire UBC Okanagan campus.

The Support Analyst I - Client Services reports to the Senior Manager, IT Client Services. The Support Analyst I - Client Services requires extensive contact with faculty, staff and students. This position is also occasionally required to interact with members of the general public. The Support Analyst I - Client Services provides the initial point of contact for IT, Media and Classroom Services clients. This position accepts tasks from the IT Service Coordinators and works closely with other Support Analysts, AV Analysts, Network Analysts, Business Analysts and Systems Administrators. This position works in cooperation with various UBC Vancouver IT departments.

Work Performed

This position:

- Troubleshoots wired networking issues from both endpoints and network switches.
- Troubleshoots wireless endpoints and ensures that wireless encryption and security standards are met for client devices.
- Modifies network user ports to ensure that they are located on the appropriate virtual network.
- Provides troubleshooting for network user accounts in accordance with established security policies.
- May deploy new laptops, desktops, mobile devices, peripherals, software and A V equipment for the entire UBC Okanagan campus.
- Follows established procedures for equipment deployment and remote desktop support, providing feedback and recommendations on improvements as necessary.
- Resolves issues related to hardware, software, operating systems or A V equipment.
- Identifies recurring hardware and or software issues and brings them to the attention of the IT Service Coordinators.
- Provides campus-wide problem resolution for callers to the campus IT, Media and Classroom Services helpdesk phone line.



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- Provides in person support for walk-up customers at the IT, Media and Classroom Services service counter.
- Works with IT Service Coordinator to establish work request priorities.
- Provides training to staff and faculty on hardware, software and A V equipment.
- Troubleshoots and resolves A V issues in classrooms.
- Deploys, tracks, and retires information technology.
- May be required to provide training on support procedures to other IT, Media and Classroom Services staff.
- Demonstrates excellent customer service by diagnosing client needs and determining effective solutions.
- Assists in maintaining the security of the department's IT resources.

Core Duties:

Provides advice on information technology improvements, services, policies and procedures.

May design basic record and report formats.

Develops training materials and provides training for users in use and configuration of software, hardware, network systems and peripheral equipment

Assists users, both remotely and in-person, to diagnose and resolve problems, escalates when necessary, and documents problem status and action taken.

Performs preventive maintenance tasks, troubleshoots and repairs on a variety of computer systems and peripheral equipment.

Deploys new hardware, software, networking and security updates.

Maintains an inventory of equipment, service contracts, warranty and maintenance agreements.

Modifies and debugs applicable existing software application modules using disciplined software development processes, quality standards and procedures.

Prepares and maintains documentation in accordance with prescribed standards.

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 Senior Manager, IT Client Services. Must be able to work independently and carry out work to completion. Keeps Senior Manager, IT Client Services and IT Service Coordinators 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.

Supervision Given

This position works as a member of a support team. This position may supervise the work of junior IT professionals and may be required to train staff on software and hardware used by IT, Media and Classroom Services staff as well as clients.

Consequence of Error/Judgement

Errors in the implementation and support of client 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].



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Staff Job Postings

Qualifications

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

The Support Analyst I - Client Services is expected to have extensive knowledge of the Microsoft Windows XP 7 and Mac OSX operating system environments including standard office productivity applications, antivirus and VPN technologies. Knowledge of Linux and or a Novell Netware environment is an asset. In addition, the Support Analyst I - Client Services is expected to have a comprehensive understanding of hardware diagnosis and replacement, including desktops, laptops, monitors, printers and other peripherals. Appropriate professional certifications such as MCSE, MCP, A+, Network+, Security+ are preferred. This position also involves extensive customer interaction in person, as well as via phone and email, 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.

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.

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.

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.



Job Posting

Job ID: 10783
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Support Analyst I - Research
Department: UBCO - IT Services
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-25 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-21 **Available Openings:** 1

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

Job Summary

The Support Analyst I - Research Service Technician provides technical advice and support in use, configuration and selection of software, hardware and network systems and various end user devices. This position provides client services support in a timely, efficient manner in accordance with all service level agreements. In addition, this position is required to identify, recommend and implement necessary exceptions to established standards in order to accommodate the IT needs of research projects.

This position works a fixed schedule but may be required to supply infrequent relief for Support Analyst I - Client Services positions that provide coverage from 7:30am to 7:30pm, Monday through Friday.

Organizational Status

The Support Analyst I - Research Service Technician provides support for faculty, staff and students for the entire UBC Okanagan campus, with a specific focus on research project IT support.

The Support Analyst I - Research Service Technician reports to the Senior Client Services Manager, Research. The Support Analyst I - Research Service Technician requires extensive contact with faculty, staff and students. This position is also occasionally required to interact with members of the general public. The Support Analyst I - Research Service Technician provides the initial point of contact for IT, Media and Classroom Services clients. This position accepts tasks from the IT Service Coordinators and works closely with other Support Analysts, AV Analysts, Network Analysts, Business Analysts and Systems Administrators. This position works in cooperation with various UBC Vancouver IT departments.

Work Performed

This position:

- Works with equipment and instrumentation vendors to install, troubleshoot and maintain specialized equipment and software for researchers on campus.
- Identifies necessary exceptions to established standards and brings them to the attention of senior staff for approval.
- Thoroughly documents and implements approved exceptions to established standards and procedures.
- Troubleshoots wired networking issues from both endpoints and network switches.
- Troubleshoots wireless endpoints and ensures that wireless encryption and security standards are met for client devices.



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- Modifies network user ports to ensure that they are located on the appropriate virtual network.
- Provides troubleshooting for network user accounts in accordance with established security policies.
- Deploys new laptops, desktops, mobile devices, peripherals, software and A V equipment.
- Follows established procedures for equipment deployment and remote desktop support, providing feedback and recommendations on improvements as necessary.
- Resolves issues related to hardware, software, operating systems or A V equipment.
- Identifies recurring hardware and or software issues and brings them to the attention of the IT Service Coordinators.
- May provide campus-wide problem resolution for callers to the campus IT, Media and Classroom Services helpdesk phone line.
- May provide in person support for walk-up customers at the IT, Media and Classroom Services service counter.
- Works with IT Service Coordinator to establish work request priorities.
- Provides training to staff and faculty on hardware, software and A V equipment.
- Maytroubleshoot and resolve A V issues in classrooms.
- Deploys, tracks,and retires information technology.
- May be required to provide training on support procedures to other IT, Media and Classroom Services staff.
- Demonstrates excellent customer service by diagnosing client needs and determining effective solutions.
- Assists in maintaining the security of the department's IT resources.

Core Duties:

Provides advice on information technology improvements, services, policies and procedures.

May designs basic record and report formats.

Develops training materials and provides trainingfor users in use and configuration of software, hardware, network systems and peripheral equipment

Assists users, both remotely and in-person, to diagnose and resolve problems, escalates when necessary, and documents problem status and action taken.

Performs preventive maintenance tasks, troubleshoots and repairs on a variety of computer systems and peripheral equipment.

Deploys new hardware, software, networking and security updates.

Maintains an inventory of equipment, service contracts, warranty and maintenance agreements.

Modifies and debugs applicable existing software application modules using disciplined software development processes, quality standards and procedures.

Prepares and maintains documentation in accordance with prescribed standards.

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 Senior Client Services Manager, Research. Must be able to work independently and carry out work to completion. Keeps Senior Client Services Manager, Research and IT Service Coordinators 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.

Supervision Given

This position works as a member of a support team. This position may supervise the work of junior IT professionals and may be



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Staff Job Postings

required to train staff on software and hardware used by IT, Media and Classroom Services staff as well as clients.

Consequence of Error/Judgement

Errors in the implementation and support of client 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 two years experience or the equivalent combination of education and experience.

The Support Analyst I - Research Service Technician is expected to have extensive knowledge of the Microsoft Windows XP 7, Mac OSX and Linux operating system environments including standard office productivity applications, antivirus and VPN technologies. Knowledge of a Novell Netware environment is an asset. In addition, the Support Analyst I - Research Service Technician is expected to have a comprehensive understanding of hardware diagnosis and replacement, including desktops, laptops, monitors, printers and other peripherals. Appropriate professional certifications such as MCSE, MCP, A+, Network+, Security+ are preferred. This position also involves extensive customer interaction in person, as well as via phone and email, 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.

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.

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



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Job Posting

Job ID: 10672
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Nereus Program Senior Systems Analyst, Tech Coord.
Department: Fisheries Centre
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-01
Job End Date: 2014-08-31
Funding Type: Grant Funded
Other:
Date Closed: 2011-07-19 **Available Openings:** 1

Job Summary

The Nereus program relies on a vast number of spatio-temporal databases, which needs to be coupled to ecosystem, hydrographical, climate, economic, social, and management analysis. To ensure long-term standardization and continuity for the program, we are looking for a senior system analyst to be responsible for databases development, model coupling, and scientific model development. Further, this position will oversee the web presence of the program. The incumbent's main responsibilities include: managing and setting strategic goals to implement, support, manage, and troubleshoot model interoperability between the program office at UBC and international partners.

This position is also responsible for managing the research, review and development and strategic recommendations and plans to meet short and long-term IT requirements; the direction, development, planning, implementation and management of the internal computing environment with that of scientific partners in various institutes; managing technical budgets and staff, and performing regular analysis of emerging trends and researches and presenting proposals to senior management, reviewing and developing recommendations and plans to meet the short and long term IT requirements of the program.

This position requires in-depth knowledge of Geographic Information Systems, the .NET programming framework, ecosystem modelling and model interoperability. This position will take a leading role in determining data standards and data transformation protocols for the activity, and will lead the development required to couple various models to each other, and to 3D visualization software.

The incumbent may be required to teach public workshops as part of the outreach and capacity building commitments of the program. She or he will be based the UBC Fisheries Centre, Point Grey Campus, and will need to work occasionally at the locations of the international partners as required for the performance of duties.

Organizational Status

Reports to the program director. Works independently under broad directives.

Work Performed

Builds and maintains a strong and cohesive technical team and a high-performance team culture. Builds and maintains good working relationships with research units of collaborating partners, colleagues and peers.



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Responsible for developing realistic budgets for the program technical team and manages to that budget. Seeks opportunities to increase value and reduce costs on a continuous basis.

Provides leadership to program technical team through establishing strategic and operational plans, identifying priorities and resources, developing budget requirements based on operational activities and requirements, develops policies and procedures, ensures delivery of program-wide IT support, and monitors effectiveness of the team in meeting its goals.

Supervision Received

Reports to the program director. Works independently under broad directives.

Supervision Given

Directly supervises the technical staff at UBC, international collaborators and occasional contractors, interns, and student employees. This position requires extensive contact with scientists, managers, staff, and external collaborators. The incumbent will work closely with the primary investigator and staff of the UBC program office.

Supervise, train and evaluate performance of development team, and support IT for doctoral and post-doctoral students. Coordinates overall continuity and compatibility of distributed data and computing services with various teams within the program.

In order for UBC IT staff to be able to deliver essential services to the campus community, affiliate customers and other stakeholders, it is critical that access to the necessary tools and resources is available to support them in their day-to-day activities in an effective and consistent manner. The IT environment is constantly changing, with the addition of new technologies, tools and capabilities which IT staff must be able to incorporate into their day-to-day work. Failure to effectively manage the technological facilities of the department may severely impair the day to day strategic, technological and administrative functions of the Department. All efforts must be made to designing and maintaining a desktop support unit that is current with the use of technologies in the department and responsive to staff requirements both on and offsite.

Consequence of Error/Judgement

The Nereus Program has a very critical mission, and is a high-profile activity, which was launched by the UBC President jointly with the Nippon Foundation Chairman at a press briefing in Tokyo last December. The incumbent will play a very critical role for the successful implementation of the program, and error or shortcomings on her his part will be an embarrassment for the University.

- The program activity is very ambitious and involves cooperation with four leading universities, including two on three of the top dozen in the world rankings. The incumbent will be working directly with and at these universities as part of the liaison, and any shortcoming or error will reflect badly on the reputation of UBC.

Qualifications

Undergraduate degree in a relevant discipline. Post-graduate degree. University degree in a relevant discipline such as Computer Science. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. The incumbent must have extensive corporate as well as scientific experience with software development, database development and management, application of Geographic Information Systems as well as model coupling.

Minimum of 10 years of experience in corporate software design and development, and 4 years of specialized experience in the design and implementation of scientific modelling software

Minimum of 4 years of experience in database design, deployment and synchronization.

Minimum of 3 years of experience in the application of Geographic Information Systems.

Demonstrated experience in the areas of: interdisciplinary team management, strategic software planning, planning and development of distributed modelling systems using the Microsoft .NET environment, software licensing and inventory management, managing centralized document sharing, design and deployment of web services.

Demonstrated experience working in an interdisciplinary scientific environment.



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Demonstrated experience designing, deploying and maintaining websites.

Experience with UBC policies and systems preferred. Ability to communicate effectively verbally and in writing to a varied audience.

Ability to resolve technical problems in an innovative manner.

Ability to develop and implement strategic business plans.

Ability to make decisions and recommendations involving highly complex issues.

Ability to develop and implement policies and procedures. Ability to effectively lead interdisciplinary development teams and plan meetings.

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

Ability to work effectively independently and in a team environment.

Familiarity with Windows environments is required; affinity with Linux and Mac environments is preferred.

Affinity with 3D software, most notably Blender 3D, is preferred.

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Job Posting

Job ID: 10719
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Project Manager II
Department: Medicine - Dean's Office
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-24 **Available Openings:** 1

Job Summary

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

The Project Manager II is a senior project management role which oversees the completion of software and application development and implementation projects, using industry best practices such as Agile project management framework or other applicable methodologies.

Organizational Status

MedIT's Program Management Office (PMO) is a service integrator in support of the Faculty of Medicine's IT department (MedIT) and its customers, stakeholders and partners. It encompasses all the people, processes and tools to manage projects and influence project performance.

This position reports to the Senior Manager, Strategic Programs of the MedIT Program Management Office in the Faculty of Medicine.

Work Performed

Specific Duties:

- Lead an agile team through a complete software development life cycle for assigned projects
- Monitor project scope, schedule, budget and other key aspect to ensure successful project delivery
- Manage expectations and foster team communications in a collaborative environment Be a motivator, coach and mentor to other project managers, project leaders and project team members

Core Duties:

- Initiates projects following appropriate project management methodology including gathering and defining project requirements, developing project charters, project plans, budgets and schedules, identifying staffing requirements, and forming project teams
- Selects and follows project management methods, procedures, and quality objectives, and tracks metrics for assessing progress



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Staff Job Postings

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

Supervision Received

Works with complete latitude within general policies and an administrative framework. Work is reviewed in terms of achievement of specific objectives. Performance and development of processes are reviewed by the Senior Manager, Strategic Programs and occasionally by the other MedIT management.

Supervision Given

Manages and mentors project leads and project team members.

Consequence of Error/Judgement

Work requires judgment and initiative. Errors could have a significant impact on the success of project delivery, subsequent effects on the Faculty of Medicine's strategic goals and visions.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline such as Business, Computer Science or management Information Systems.

Project Management Professional (PMP) certified or other equivalent project management certificates preferred. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Extensive experience in managing software and application development projects utilizing Agile project management methodology.

Experience with learning systems or working in a higher education environment preferred.

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



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

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

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

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

Strong knowledge of Agile project management methodologies and iterative software and application development life cycles.

Strong understanding of business and system analysis methodologies.

Strong analytical and research skills.

Management and leadership capabilities.

Ability to be flexible, adaptable and manage multiple priorities.

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Job Posting

Job ID:	10741		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Information Systems & Tech		
Classification Title:	Info.Sytems&Technlgy, Level E2	Business Title:	Senior Project Manager
Department:	UBC IT - IT Transformation&PMO		
Salary:	\$80,059.00 - \$100,073.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2011-08-15	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2011-07-18	Available Openings:	1

Job Summary

The Senior Project Manager manages all aspects of the development and implementation of large, multifaceted projects and takes projects from original concept through to final implementation.

The incumbent directs and coordinates a cross-functional team and manages inter-project dependencies and communication. The Senior Project Manager ensures that the formal project management methodologies established by UBC IT's Project Management Office (PMO), are followed. The incumbent develops and oversees project plans, schedules, resources, budgets and establishes metrics to monitor the quality of deliverables and the level of customer satisfaction. The role provides regular status reports to the project Steering Committee and escalates issues as required. The Senior Project Manager works collaboratively with key stakeholders, including University senior management.

Organizational Status

The Senior Project Manager reports to the Director, IT Transformation and Project Management Office, while working closely with senior management and staff in UBC IT, and other administrative and academic units.

Work Performed

Specific Duties:

- The Senior Project Manager leads and manages complex enterprise-level projects related to information systems and business processes that involve UBC IT and the greater UBC community. Examples of such projects are: The implementation of the new university wide budgeting system, the design and deployment of the Virtual desktop infrastructure or the implementation of the new enterprise email service for faculty and staff.

Core Duties:

- Initiates projects following appropriate project management methodology including gathering and defining comprehensive project requirements, ensuring for strategic alignment, developing project charters, project plans, budgets and schedules, determining staffing requirements, and forming cross-functional project teams.
- Defines and follows project management methods, procedures, and quality objectives, including metrics for assessing progress.
- Balances workload, provides technical and analytical guidance and work direction to project team, including scheduling,



assignment of work, review of project efforts and removal of roadblocks which inhibit project success.

- Ensures that all team members have the tools and training required to perform effectively, and provides the team with constructive feedback as it pertains to project performance.
- Assesses variances from the project plans, budgets and schedules, develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, cost, and quality objectives, and keeps management aware of the situation.
- Evaluates and ensures for sponsor client satisfaction at project completion.
- Drafts contracts and Service Level Agreements and manages RFIs RFPs for evaluation, selection and procurement of products and or services from vendors.
- Identifies potential areas for improvement in current methodologies and provides coaching to project managers.
- Develops and maintains a productive working relationship with project sponsors, vendors and key clients.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works within general technical and administrative parameters. The Senior Project Manager must be able to work independently and assume full responsibility for their decisions. Work is reviewed in terms of technical vision and the achievement of specific strategic goals.

Supervision Given

May manage staff directly and indirectly through subordinates. Plans, directs and supervises work of project managers, senior systems analysts, intermediate analysts, programmers, consultants, business analysts, quality assurance analysts, and other staff assigned to projects. Project direction responsibilities may include technical and user staff from UBC IT Infrastructure, UBC IT Support, UBC IT Applications, academic departments, customers, and other administrative units around campus.

Consequence of Error/Judgement

Information Technology plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The Senior Project Manager plays a significant role in the implementation of enterprise-wide systems and processes. Should these projects not be completed successfully or the results not support the activities of the University, this would compromise the University's ability to achieve its strategic goals and vision. Inability of systems and processes to support the University's needs could seriously compromise daily business and activities at the University. This position must assume responsibility for project decisions that could cost the University millions of dollars. This position must be able to foresee potential problems before they occur and take corrective action.

Qualifications

Undergraduate degree in a relevant discipline. Post-graduate degree may be required for specialized positions. Undergraduate degree in an IT or Business Administration related discipline preferred.

Demonstrated ongoing career development through active and self-motivated professional development in the field of project management.

Project Management Professional designation is an asset. Minimum of 9 years experience or Supervisory experience may be required. Technical expertise in a highly specialized area required. the equivalent combination of education and experience. Minimum 9 years IT-related experience demonstrating progressive responsibility, preferably in a University or other public sector environment or the equivalent combination of education and experience.

Experience with PeopleSoft, or other similar packages, implementations is required.



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Supervisory experience required.

Experience in change management, budget development, financial management, and risk management.

Minimum 4 years in the role of project manager, managing, developing and implementing large scale IT systems or processes.

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

Good knowledge of applications development methodologies.

Knowledge of IT application development and implementation best practices, "rules of thumb", and benchmarks.

An understanding of key trends and players in the IT industry, particularly on mobile applications and digital media.

Ability to effectively facilitate groups to achieve appropriate outcome.

Ability to develop and deliver effective presentations and workshops.

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

Effective leadership, consulting, consensus building, conflict resolution, and negotiation and team-building skills are an asset.

Ability to build relationships, consult with customers and potential customers.

Ability to effectively manage multiple tasks and priorities, work in a fast-paced environment, and manage responsibilities and tasks to meet time sensitive, critical deadlines.

Collaboration - Identifies and improves communication to bring conflict within the team into the open and facilitate resolution. Openly shares credit for team accomplishment. Monitors individual and team effectiveness and recommends improvement to facilitate collaboration. Considered a role model as a team player. Demonstrates high level of enthusiasm and commitment to team goals under difficult or adverse situations; encourages others to respond similarly. Strongly influences team strategy and processes.

Communication for Results - Converses with, writes strategic documents for, and creates delivers presentations to internal business leaders as well as external groups. Leads discussions with senior leaders and external partners in ways that support strategic planning and decision-making. Seeks a consensus with business leaders. Debates opinions, tests understanding, and clarifies judgments. Identifies underlying differences and resolves conflict openly and empathetically. Explains the context of multiple, complex interrelated situations. Asks searching, probing questions, plays devil's advocate, and solicits authoritative perspectives and advice prior to approving plans and 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.



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

Business Enterprise Knowledge - Directs and coordinates the development and implementation of process-based solutions that cross organizational lines. Creates business case for investment in process and technological enhancements. Sets clear explanations for the integration and alignment of technology and business functions, focusing on the strategic value provided.

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Job Posting

Job ID: 10755
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Conf, Accom, Cerem & Events
Classification Title: Conf,Accom,Ceremonies, Level B **Business Title:** Event Manager, Development & Alumni Engagement
Department: The Sauder School of Business
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-25 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-18 **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

Develop strategic plans, manage and execute a variety of high profile donor, alumni and prospect events in both local and international markets in support of the strategic goals of the Sauder School's Development and Alumni Engagement Unit.
 Research and analyze client needs while providing ongoing communication and feedback
 Develop and recommend event strategies based on multiple stakeholder needs
 Communicate and service multiple stakeholders while
 Manage complex schedule of events while ensuring the program standards and protocols required for an internationally recognized business school are met
 Maintaining an inventory of event collateral and gift items for Development and Alumni Engagement office
 Providing guidance and assistance to internal stakeholders in event related matters

Organizational Status

Reports to Manager, Development & Alumni Engagement,
 Works with Sauder DAE Senior staff, Dean's Office, Alumni staff,
 Development Officers, Associate Directors, Faculty Advisory Board.
 Collaborates with Coordinators, Alumni Relations staff, Sauder facility staff, Sauder Centre staff
 UBC Ceremonies & Events, UBC service providers, Central DAE event staff, External vendors.

Work Performed

Works collaboratively with various Sauder departments to create, manage and coordinate DAE simultaneous events in multiple locations throughout the world.
 Develops, plans and executes all event logistics
 Researches & purchasing all donor prospect gifts and event giveaways
 Works with DAE staff to develop a strategic vision for key stakeholder events
 Manages volunteer participation at events
 Develops, monitors and manages event budgets for local and international events
 Designs and implements tools to evaluate events. Reviews findings and provides recommendations for future events
 Develops policies, procedures and event standards



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Develops relationships with suppliers on and off campus & negotiates contracts: printing , décor, entertainment, gift companies, accommodation, transportation, A V

Develops and manages relationships with event professions and internal vendors within the University

Oversees risk management associated with the delivery of events and programs

Manages all pre, on-site, and post event activities.

Supervision Received

While the Event Manager reports to the Manager, DAE this position has a great deal of autonomy and discretion relating to event negotiations and administrative responsibilities and is expected to make decisions and work independently.

Supervision Given

May supervise student assistants and volunteers

Consequence of Error/Judgement

Given that the Events Manager will assist in the strategic plan for activities outside the Lower Mainland that profile the Dean, Faculty Advisory Board and other senior administrators at the Sauder School in highly visible programs and events, errors made in planning, budgeting or managing events could result in serious negative reputational, financial and public relations impacts for the School and its partners.

The Event Manager is expected to make decisions and recommendations impacting the School's relationships in the community. Incorrect interpretation or communication of university positions, policy and procedures or lack of tact, diplomacy or sensitivity in dealing with these alumni, donors and senior administrators could potentially result in damaged relationships and credibility for Development, Alumni Relations and the Dean's Office leading to potential financial and reputational implications.

The Events Manager is expected to exercise judgment and diplomacy and tact in all interactions. Standards of customer service are essential. This position is an important of contact for donors and stakeholders for the Sauder School and requires skill and tact.

The interactions of this position with donors and others external to the University can have serious implications for the Sauder School. Poor judgment could lead to the alienation of donors, embarrassment to the Sauder School and its senior administration and can result in the loss of opportunities, significant financial support to the School.

Qualifications

Two year diploma in Hotel Management, Hospitality, Tourism, or Event Management. . Minimum of three years experience or the equivalent combination of education and experience. A record of implementing successful events and programs in alumni relations and or fundraising is preferred. Proven skill in strategy development is preferred.

Prior experience in the development and management of events, with experience in budget development and management required.

Experience in relationship management and proven ability to work with prominent leaders, volunteers and senior administrators.

Thorough knowledge of the university environment, academic structure and university policies and protocol is preferred.

Excellent interpersonal skills. Good verbal and written communication skills. Ability to efficiently and effectively coordinate tasks with multiple deadlines. Excellent attention to detail. Ability to work independently while exercising good judgment at all times.

Well-developed analytical and problem-solving skills are required, along with skills in conflict resolution and collaboration.

Strong negotiation skills required in liaising with alumni, donors, internal and external service providers, and senior university administration.

Tact, diplomacy, discretion and sound judgment are required.

Computer experience required; MS Windows environment, Microsoft Office preferred. Strong planning, coordination and execution skills. Excellent written and oral communication skills. Budgeting skills required. Time management skills required. Ability to work in complex organization and a variety of settings with tact and diplomacy. Ability to work effectively independently and in a team environment.

Ability to work with large formal and information teams. Valid driver's license and access to a motor vehicle. Excellent administrative skills required. Ability to work flexible hours (including some weekends and evening).



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Staff Job Postings

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Job Posting

Job ID: 10746
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level A **Business Title:** Internal Communications Coordinator
Department: LibraryCommunications&Marketng
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-09 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-19 **Available Openings:** 1

Job Summary

Responsible for providing employee communications to UBC Library staff. Works collaboratively within the Library Communications and Marketing team to promote the value of the Library.

Organizational Status

Works under the direction of the Director, Communications and Marketing. Maintains strong working collaborations with Library staff and maintains relationships with campus-wide service providers and other campus communicators.

Work Performed

1. Develops and maintains ongoing content for the Library's Intranet as a key employee communications vehicle. Reviews analysis of web metrics and initiates ongoing improvements based on user needs.
2. Assists the Director, Communications and Marketing with coordinating Library staff events including annual events, all-staff information sessions, presentations, and orientations.
3. Writes and edits the Library's internal communication vehicles, including e-newsletters, internal announcements, and proofing speeches and presentations. Reviews content and determines delivery and distribution of messages to Library staff.
4. Works with the Director, Communications and Marketing to support the University Librarian's communication needs for internal (campus) audiences, including reviewing and editing scripts, speeches, briefing notes, Powerpoint presentations, and other materials on an ad-hoc basis.
5. Supports the Web Communications Coordinator in creating web communications and maintaining web standards.
6. Supports the External Communications Coordinator to ensure alignment on internal and external communication and marketing strategies, share best practices, and maintain UBC brand standards.
7. Represents the Library Communications and Marketing team through various committees, including the Support Staff Information Group, and the Strategic Plan Committee.



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8. Performs other related duties.

Supervision Received

Reports to and takes direction for day to day operations from the Director, Communications and Marketing Works under general direction, and work is reviewed in terms of conformance with established standards and specific objectives.

Supervision Given

May manage and coordinate the work of staff where needed. Explains work procedures to new or inexperienced staff.

Consequence of Error/Judgement

This role exercises initiative and judgement in establishing priorities and carrying tasks through to completion, and must demonstrate tact and discretion. Works independently and as a team member within established guidelines and standards. Work is reviewed in terms of achievement of defined goals. Makes decisions regarding writing and editing communication materials. The Internal Communications Coordinator works with all groups within the Library to serve the communication needs of the Library community. Error in the performance of duties or inappropriate disclosure of confidential information may adversely affect the image and reputation of the Library. The performance of this position can have a major impact on how the Library is perceived by its internal and, by extension, the external community.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. Prior employee communications or internal communications experience preferred. Minimum of two years experience in developing and coordinating print and web-based projects. Knowledge of graphic and web design principles required. Demonstrated experience working with social media tools in an organizational and or corporate environment to engage audiences. Demonstrated experience using web content management systems, such as WordPress. Experience in creating and delivering messages in various platforms using tools such as flip cameras, podcasts, SlideShare, and webcasts. Ability to communicate effectively verbally and in writing. Ability to adapt writing styles for various purposes, for different media requirements and for different audiences. Ability to effectively use desktop publishing software at an advanced level is an asset (Adobe Creative Suite preferred). Ability to effectively use email, word processing, spreadsheet, presentation software at an advanced level (Office 2010 preferred). Ability to develop and maintain cooperative and productive working relationships. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to develop and deliver effective presentations. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Effective project management skills. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail.

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Job Posting

Job ID: 10752
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Web Communications Coordinator
Department: LibraryCommunications&Marketng
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-30 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-19 **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

Responsible for developing a centralized web communications strategy for UBC Library and its web entities. Works in partnership with web content contributors and Library bloggers to promote the vision and mandate of the Library to its users. Works collaboratively within the Library Communications team to promote the value of the Library.

Organizational Status

Works under the direction of the Director, Communications and Marketing and the Communications Manager, and in co-operation with the University Librarian, senior management, and the Library Systems and IT (LSIT) unit. Maintains strong working collaborations with other Library staff and maintains relationships with UBC Public Affairs' web team, UBC IT, and other relevant campus service providers.

Work Performed

Responsible for aggregating and curating web content and social media vehicles for UBC Library. Regularly meets with Library bloggers and other web groups to identify opportunities to cross-promote and share best practices.

Supports and assists web content contributors with copywriting, user experience suggestions, and managing digital repositories. Participates actively on web-based projects and represents the Library on university-wide committees pertaining to web communications.

Works with LSIT and UBC Public Affairs to maintain university-wide web standards and architecture. Works in collaboration with the Internal Communications Coordinator to maintain Intranet content and with the External Communications Coordinator to maintain public web content.

Works in collaboration with the Communications Manager to migrate print communication vehicles to online platforms, including the development of e-zines, managing centralized subscriber lists, developing DIY templates, and creating and managing podcasts and video clips.

Works with the Library Communications team to identify ways to promote and market the Library's collections, services and



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resources.

Creates, develops and maintains the digital photo repository for the Library Communications team.

Develops and analyzes web metrics to develop case studies, policies and procedures, and web strategy for the Library.

Creates, develops and maintains the Library's main Twitter, Facebook and "Lib News" blog vehicles. Identifies ways to market the Library's collections, resources, and services using social media and web tools.

Supervision Received

Reports to the Director, Communications and Marketing and takes direction for day-to-day operations from the Communications Manager.

Supervision Given

May manage and coordinate the work of internal and external service providers where needed. Explains work procedures to new or inexperienced staff.

Consequence of Error/Judgement

This role exercises initiative and judgement in establishing priorities and carrying tasks through to completion, and must demonstrate tact and discretion. Works independently and as a team member within established guidelines and standards. Work is reviewed in terms of achievement of defined goals. The Web Communications Coordinator works with a variety of campus groups to serve the communication needs of the University Librarian and senior management. Makes decisions regarding writing and editing communication materials. Error in the performance of duties or inappropriate disclosure of confidential information may adversely affect the image and reputation of the Library.

Qualifications

Undergraduate degree in a relevant discipline. Knowledge of graphic and web design principles required. Minimum of five years experience or the equivalent combination of education and experience. Minimum of five years' experience in a web-based role at a public institution or in an agency environment. Demonstrated experience in creating and implementing communication and marketing plans. Demonstrated experience working with social media tools in an organizational and or corporate environment to engage audiences. Experience with website content management systems. Experience creating and delivering messages in various platforms using tools such as flip cameras, podcasts, SlideShare, and webcasts. Experience in writing for the web, understanding web design principles, usability best practices, information architecture, image manipulation, user testing and search engine optimization. Experience using Adobe Creative Suite an asset. Ability to communicate effectively with excellent oral and written communication skills and a high level of proficiency in English grammar. Ability to adapt writing styles for various purposes, for different media requirements and for different audiences. Ability to set priorities, detail-oriented, and work well under pressure to meet deadlines. Ability to develop and deliver effective presentations. Effective project management skills. Ability to work effectively independently and in a team environment. Ability to develop and maintain cooperative and productive working relationships. Ability to effectively use email, word processing, spreadsheet, presentation software at an advanced level (Office 2010 preferred).

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Job Posting

Job ID: 10651 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Communications Manager
Department: Populn&PublicHealth,Schoolof
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-18
Job End Date: 2012-07-15 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-18 **Available Openings:** 1

Job Summary

This position provides communications expertise to the Director, and the School of Population and Public Health's faculty, staff and students, with an emphasis on the development and implementation of communications strategies, programs and projects designed to raise the stature and profile of the organization.

Organizational Status

The School of Population and Public Health (SPPH) was approved by UBC Senate and officially came into existence in May 2008. The Department of Health Care and Epidemiology, the Centre for Health Services and Policy Research, and the School of Environmental Health have been incorporated into the School.

Housed within the Faculty of Medicine, SPPH is an innovative unit that encompasses many of the health-related groupings at UBC as a collaborative venture. The School is structured around seven thematic areas: Social and Lifecourse Determinants of Health; Occupational and Environmental Health; Global and Indigenous Health; Health Care Services and Systems; Public Health and Emerging Threats; Epidemiology and Biostatistics; and Maternal-Child Health. The resulting mix of professions and disciplines is seen as a means of connecting individuals and learners to galvanize the relationship between health research, public health and health services and to enhance learning.

The Communications Manager works independently with guidance and consultation from the Director of the School, the Information Systems Manager, and the School's Senior Administrator to whom the position reports.

-Advises the Director, faculty, and staff on all communications related matters.

-Provides support and consultation to the Director of the School, Faculty, Senior Administrator, Information Systems Manager and several committees in the development of communications strategies and initiatives related to the new School.

Work Performed

The position takes primary responsibility for the communications portfolio of the School. The work requires a detailed understanding of the organization, its priorities and key activities, ongoing research, and the interests of external stakeholders, together with an ability to profile the organization and its activities in a clear and appropriate format to



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multiple audiences.

Major responsibilities include:

-In consultation with faculty and staff, identifies key opportunities to improve the organization's existing communications activities and implement new projects, and provides ongoing communications expertise to the organization. With consultation from the Director, takes the lead on the development and implementation of an evolving communications strategy.

-Identifies and responds to emerging opportunities to profile the organization, its research and its contributions to public health debates. In conjunction with faculty members, drafts and coordinates media releases in collaboration with UBC Public Affairs. Coordinates media requests for faculty expert interviews. Monitors and collects news coverage items about SPPH and its related concerns. Coordinates media training sessions for faculty staff students through Public Affairs.

-Responsible for content development for SPPH's website in conjunction with the Information Systems Manager and website developers.

-Pitches and writes stories for UBC publications, such as UBC Reports and UBC Medicine magazine. Develops print collateral for the School as needed, in collaboration with graphic design contractors.

-Participates on the Recognition, Communication and Culture Committee and other SPPH committees to provide strategic communications input into key activities, such as research, event planning and policy development. Works with SPPH events and rounds subcommittees to coordinate events that further enhance SPPH's identity, vision and values, such as biannual special grand rounds seminars.

-Responsible for developing a social media strategy and policy for the School, setting up and maintaining social media channels, and monitoring social media for SPPH mentions and other population and public health issues trends.

-Manages and develops content for the School's digital sign using CoolSign software, in collaboration with UBC's digital signage team.

-Responsible for developing and maintaining a new SharePoint intranet site in collaboration with the Information Systems Manager and the Faculty of Medicine's MedIT and Communications staff.

-Develops policies and procedures for internal use to guide ongoing communications approaches within the organization.

-Assumes other duties as may be assigned.

Supervision Received

Works independently with guidance and consultation from the School's Senior Administrator, the Director of the SPPH, and in close collaboration with the School's faculty, staff and students'

Supervision Given

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

Consequence of Error/Judgement

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

The consequence of error in this area could be very serious for the School as it concerns the public image and profile of SPPH



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and the UBC. Errors in judgment can have serious and enduring impact on faculty and staff. Errors could also result in financial hardship for the School.

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

Qualifications

Undergraduate degree in a relevant discipline. University degree in a relevant discipline such as Communications, Public Relations, Marketing or Journalism. Minimum of five years experience or the equivalent combination of education and experience.

Experience developing and implementing strategic communications plans.

- Experience developing materials for a variety of audiences
- Skill and experience in journalistic business writing
- Experience using social media tools and developing social media strategies
- Computer experience and competency with Word, Excel, PowerPoint, and website content management systems
- Effective oral, written and interpersonal communication skills
- Excellent time management and organizational skills
- Ability to work independently and show initiative
- Ability to collaborate with faculty and staff
- Ability to liaise with diverse internal and external partners from faculties, institutions and organizations
- Demonstrated ability to exercise diplomacy, discretion and good judgment
- Graphic design skills are an asset. This position requires an individual with the ability to develop and maintain cooperative and productive working relationships.

The incumbent will need to interact with faculty, staff, students and personnel from public, private and international organizations. This will require excellent judgement, diplomacy and interpersonal skills. Accuracy is essential as errors may have implications for meeting deadlines and additional work. The incumbent must have the ability to exercise sound judgment. This position requires initiative and ingenuity from the conception of ideas to completion of projects, and is governed by broad objectives and procedures. The position requires considerable judgement in developing approaches and techniques for the solution of problems.

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Job Posting

Job ID: 10747
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level C **Business Title:** Communications Manager
Department: LibraryCommunications&Marketng
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-30 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-19 **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

Working with the Director, Communications and Marketing, the Communications Manager supports the day-to-day operations and management of the Library's Communications and Marketing Team and the services they provide to Library management and staff.

The Director, Communications and Marketing focuses on university-wide strategies, supporting the Library's senior management team (including the Office of the University Librarian), developing partnerships and collaborations campus-wide and beyond in support of the Library's Strategic Plan, and creating the strategic vision for the unit.

The Communications Manager supports the Director by managing the day-to-day operations of the Library Communications and Marketing team, by implementing effective tactics, delegating work to the team, taking initiative in identifying opportunities to position the Library with UBC and externally, and supporting the Director in her absence.

Organizational Status

Works under the direction of the Director, Communications and Marketing, and in co-operation with the University Librarian and senior administration as required. Maintains a close working relationship with internal and external stakeholders, including UBC Public Affairs, the media, the campus community and community groups.

Work Performed

Acts as project manager for a variety of ad-hoc and ongoing communication and marketing projects. Develops project plans, manages budgets, and allocation of resources to ensure deliverables. Works in collaboration with and provides direction to external vendors, campus collaborators, Library staff and others on a variety of projects.

Develops the annual communications plan with the Director, Communications and Marketing, including budget forecasting, developing annual awareness and PR campaigns, web and social media strategies.

Recruits, trains, supports and performance manages the Communications and Marketing team (three Management and Professional positions).



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Develops, implements and evaluates the Library's social media strategy with the support of the Web Communications Coordinator and UBC's Social Media Committee.

Manages and oversees the production of communication vehicles and assigns web and copywriting to other Communications staff.

This includes all internal Library wide communication vehicles, such as the weekly internal e-newsletter and Intranet content. This also includes all external communication vehicles, including Friends, Connects, and Lib-Focus for a variety of audiences that include alumni, faculty, students, donors, librarians, and other identified audiences beyond the campus

Responsible for identifying ways to integrate communications in a sustainable way, including transitioning print publications to online magazines and other appropriate digital formats.

Responsible for identifying opportunities, events, and publicity to promote Library branches, specific programs (such as the Small Business Accelerator, CHRP, etc.) and collections.

Works with the Donor Communications Coordinator to support the marketing and communication needs of Library Development Office.

May serve on Library and or university-wide committees and task forces where appropriate.

Supervision Received

Reports to the Director, Communications and Marketing.

Supervision Given

Manages three staff members of the Communications and Marketing Team as well as consultants and external service providers.

Consequence of Error/Judgement

This role exercises initiative and judgement in establishing priorities and carrying tasks through to completion, and must demonstrate tact and discretion. Works independently and as a team member within established guidelines and standards. Work is reviewed in terms of effectiveness of development and implementation of communication plans and projects. Makes decisions regarding the content of high profile or university-wide communications and media events. Error in the performance of duties or inappropriate disclosure of confidential information may adversely affect the image and reputation of the Library.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of six years experience or communications services or the equivalent combination of education and experience. Demonstrated experience in creating and implementing communication and marketing plans. Demonstrated experience working with social media tools in an organizational and or corporate environment to engage audiences. Experience with website content management systems. Ability to communicate effectively with excellent oral and written communication skills and a high level of proficiency in English grammar. Ability to adapt writing styles for various purposes, for different media requirements and for different audiences. Ability to set priorities, detail-oriented, and work well under pressure to meet deadlines. Ability to develop and deliver effective presentations. Effective project management skills. Ability to work effectively independently and in a team environment. Ability to develop and maintain cooperative and productive working relationships. Ability to effectively use email, word processing, spreadsheet, presentation software at an advanced level (Office 2010 preferred).

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Job Posting

Job ID: 10633
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Marketing & Sales
Classification Title: Marketing & Sales, Level B **Business Title:** Sales and Marketing Manager
Department: Pacific Educational Press
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-01
Job End Date: 2012-07-31
Funding Type: Self Funded
Other:
Date Closed: 2011-07-20 **Available Openings:** 1

Job Summary

The Sales and Marketing Manager will play a key role disseminating information about and selling this department's product, books, to key customers. The incumbent will play a management role strategizing marketing campaigns to maximize book sales, and will implement them. The incumbent will also represent the press at educational professional development events.

Organizational Status

Pacific Educational Press has an editorial and production staff and an administrative assistant. This new Sales and Marketing Manager will report to the Director and collaborate with senior editors and production staff on specific projects.

Work Performed

The sales and marketing manager will:

- create sales and marketing plans for book titles, working with other members of the publishing team;
- research markets, make sales projections, and identify key contacts;
- implement sales and marketing campaigns;
- sell textbooks and other educational books in the education market;
- create and make presentations to prospective customers, such as school districts or boards;
- represent the press at educational conferences, staffing displays and making presentations;
- maintain supportive customer relations;
- respond to customer queries about titles and distribute requested marketing materials;
- provide feedback on jacket copy and design;
- write catalogue and website copy;
- accept book orders;
- prepare sales reports and conduct sales analysis;
- travel in western Canada as needed.

Supervision Received

Will not directly supervise other in-house staff; may hire and supervise freelance help.



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Supervision Given

The incumbent will collaborate with other senior staff on specific book projects and will work on sales and marketing activities independently within general guidelines; will report to the Director.

Consequence of Error/Judgement

The incumbent's activities will have a significant impact on the sales of the press. Poor judgement and or errors may negatively affect sales levels achieved by the press.

Qualifications

Undergraduate degree in a relevant discipline. Diploma in marketing or equivalent. Minimum of three years experience or the equivalent combination of education and experience. Two year's experience in book sales and marketing, preferably in an educational publishing company. Personable, tactful, and outgoing individual; Excellent written and oral communication skills; Familiarity with Macintosh computers and word processing and database software. Must be willing to travel for short periods.

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Job Posting

Job ID: 10791
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level A **Business Title:** Human Resources Co-ordinator
Department: The Sauder School of Business
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-25 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-24 **Available Openings:** 1

Job Summary

Provides human resources co-ordination to the Sauder School of Business in areas related to recruiting, training initiatives, benefits and payroll functions. Proactively works with staff and faculty to solve problems across organizational boundaries. Confidentiality and ability to engender trust is essential in this position.

Organizational Status

Reports to Director, Human Resources, Sauder School of Business.

Work Performed

- Responds to inquiries regarding interpretation CUPE 2950 collective agreement; AAPS and Non-Union Technicians.
- Responsible for recruitment activities, including writing job postings, advertising, reviewing resumes, telephone screening, designing interview questions, interviewing and reference checking.
- Drafts job descriptions.
- Ensures appropriate liaison with UBC Human resources Department and Payroll Department to resolve payroll issues. Ensures management is in compliance with collective agreements and UBC practices.
- Participates in development of staff training initiatives to ensure effective staff orientation, ongoing development and upgrading ensuring compliance to UBC Policies.
- Co-ordinates employee performance management;
- Administers a Recognition and Rewards program for CUPE 2950 staff and AAPS Management
- Ensures accurate preparation of all documents related to employment offers, terminations etc.
- Administers and oversees the processing of all appointments, re-appointments, transfers and promotions.
- Makes offers of employment ensuring applicants understand the benefits related to the term of employment and collective agreement
- May be required to do staff training workshops and presentations.
- Performs other HR administrative duties and HR Projects e.g. research for competency requirements for performance management.

Supervision Received

Position is fairly independent in nature, primarily working within task objectives. Complicated issues are discussed with HR Director.



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Supervision Given

May occasionally be required to supervise temporary staff.

Consequence of Error/Judgement

This position has a significant influence on the quality of management and staff hired and trained in the Faculty and the morale of the staff. Errors could have a negative financial impact and also negatively impact the image of the Dean's Office. The individual will exercise judgement and initiative in advising clients and is accountable for the accuracy of information provided to clients.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two to three years of related experience or the equivalent combination of education and experience. Prefer human resources experience working in a large complex organization. Thorough knowledge and experience with human resources in a unionized environment.

Good understanding of the BC Employment Standards Act, Human Rights Code and other related legislation. Proven ability to build and maintain effective working relationships. Ability to work well under pressure and meet deadlines, while retaining a calm demeanor. Requires customer focused approach and the ability to work as part of a team. Effective communication skills both written and oral are essential in addition to presentation skills. Requires accuracy and attention to detail plus ability to work under pressure with tight deadlines. Effective Microsoft Office Skills.

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Job Posting

Job ID: 9974 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level B **Business Title:** Human Resources Coordinator
Department: Human Resources
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-23 **Available Openings:** 1

Previous applicants need not re-apply.

Job Summary

The Human Resources Coordinator provides advice and recommendations on a wide range of human resources management issues for the Building Operations and Infrastructure Development portfolios. Manages the classification, recruitment and compensation processes overseeing the electronic recruiting system (E-Recruit Program). Provides general advice in regards to interpretation of the collective agreements and other agreements and handbooks governing conditions of employment. Responds to enquiries from client departments, union representatives and employees. Coordinates the return to work of employees by meeting with the manager, employee, union and the Return to Work Coordinator where appropriate. Assists HR Advisor in performance management issues and or review of organizational structures.

Organizational Status

Reports to the Senior HR Manager, Finance, Resources and Operations. Assists Human Resources Advisor. Partners with client department. Works collaboratively with Administrative Secretary in Building Operations and with Human Resources Associates in Human Resources.

Work Performed

Reviews and evaluates job descriptions with department managers and recommends classification levels ensuring equity among positions in the Department of Building Operations and Infrastructure Development. Audits and writes recommendations regarding reclassifications for the Departments. Consults with Compensation Associates Consultants in Human Resources where appropriate.

Coordinates compensation matters and advises Building Operations and Infrastructure Development on salary administration for all staff groups including progression to midpoint increases and annual approved merit increases. Advises on and authorizes all relevant forms. Consults with Compensation Associates Consultants in Human Resources where appropriate.

Provides advice and assistance to management in recruiting matters: reviews relevant recruitment provisions and processes (depending on employment group) ensuring processes are objective and inclusive; confirms core competencies; assists in the development of interview questions; schedules and participates in interviews; evaluates candidates against identified core competencies; makes selection recommendations; conducts reference checks; issues letters of regret, makes offers of employment and verifies qualifications. Creates and maintains an ongoing reserve of candidates. Works with managers to create ensure career paths for current staff.



The University of British Columbia

Staff Job Postings

Advises and coaches client departments with regard to posting deadlines, Staff Finder's requirements and the recall internal external recruitment processes.

Manages all aspects of the on-boarding process for new employees in the department of Building Operations and Infrastructure Development.

Oversees electronic recruiting system (E-Recruit Program) by supporting clients with group or individualized training. Provides ongoing feedback to technical support. Participates in the development of on-line web support training manual.

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

Provides information and general advice to client departments regarding the interpretation of collective agreements and other agreements and handbooks governing conditions of employment. Refers matters which are more than moderately complex to Human Resources Advisor.

Provides information and general advice on University policies, procedures and practices, to client department.

Drafts termination letters for review. Identifies and refers more complex issues to Human Resources Advisor.

Assists Human Resources Advisor with research for grievances and may participate in grievance meetings with the Union.

Reviews and authorizes staff and student appointments, extension, transfers, etc.

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

Advises and coaches client departments regarding performance management practices. Refers highly sensitive matters to Human Resources Advisor or Employee Relations Manager.

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

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

Attends regular Employee Council Meetings Administrator's Meetings and HR Manager Network Groups with Human Resources Advisor. Participates in group discussion and assists Advisor in the delivery of information and training to client departments.

Attends weekly team meetings and participates in project work.

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

Performs other duties as required.

Supervision Received

Works under the general supervision of the Senior HR Manager, (FRO), and in accordance with established principles and methods. Works closely with and takes direction from the Human Resources Advisor and Employee Relations Managers.

Supervision Given



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Staff Job Postings

Monitors the work of the Administrative Secretary, as required.

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 10754
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level D **Business Title:** Senior Manager, Faculty Relations
Department: Faculty Relations
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-08-01 **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 approximately 1,800 full-time faculty members and 12,000 support staff spread across more than six 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.

Working with the Associate Vice President, Human Resources, and the Director of Faculty Relations, the Senior Manager assists in the development of labour relations strategies and policies affecting faculty at the University. This position also participates in the development of strategies for collective bargaining with the Faculty Association and sits on the negotiating team; works with the Director of Faculty Relations, and counsel for the University at grievances and arbitration hearings; interprets and administers the Collective Agreement and other agreements and handbooks governing conditions of employment of faculty at the University; advises senior administration, Faculty Relations staff and client Departments on all matters relating to Labour Relations management; and develops working relationship with the Faculty Association.

Organizational Status

Reports to the Director of Faculty Relations. Consults with the Associate Vice President, Human Resources. Provides consultation and advice to the Faculty Relations Manager, Faculty Relations Assistant Managers and Administrators of client Departments. Liaises with the Faculty Association.

Work Performed

Researches past practice, assesses impacts exposures, interviews witnesses and identifies solutions. Participates in the preparation of grievance and arbitration cases by proposing strategies to the Director of Faculty Relations and counsel for the University and. Negotiates with Faculty Association to resolve disputes prior to formal hearings where possible.

Drafts Letters of Understanding in settlement of issues. Interprets and administers the Collective Agreement and other agreements governing conditions of employment for faculty at the University.

Attends various meetings with Faculty Association, Departmental representatives and faculty to resolve disputes.



The University of British Columbia

Staff Job Postings

Provides consultation and advice to senior administration, the Faculty Relations staff and Administrators of client Departments on all matters relating to Labour Relations management. Provides interpretations of more complex labour relation issues. Recommends strategies to support client Departments.

Provides direction to senior administration, the Faculty Relations staff and Administrators of 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, Human Rights Code and Freedom of Information).

Provides direction to senior administration, the Faculty Relations staff and Administrators of client Departments engaged in grievance, layoff, termination, tenure and promotion decisions, or recruitment and selection processes which are particularly complex or which have far reaching legal or financial implications for the University.

Develops labour relations strategies and policies affecting faculty at the University. Identifies significant issues, conducts research and prepares recommendations and position papers regarding labour relations policies and procedures.

Participates in the development of strategies for collective bargaining. Sits on the University bargaining committee. Investigates, researches and analyzes labour relations issues. Develops and maintains effective working relationships with the Faculty Association.

Drafts tenure and promotion denial letters for the President. Prepares documentation required for tenure and promotion denial appeals.

Approves draft advertisements for tenure stream faculty positions on behalf of the Vice Provost (Academic Resources). Recommends approval for requests for waiving of advertising to the Vice Provost (Academic Resources).

Identifies training needs and creates educational materials and delivers seminars and workshops relating to labour relations for faculty.

Maintains current knowledge and awareness of labour relations standards practices and legislative changes to advise the University community and ensure compliance.

Liaises with immigration officers, Canadian consulates embassies, Canada Revenue Agency, Service Canada, and administrators at other universities.

Represents Faculty Relations on various University committees.

Works closely with the Director of Faculty Relations and other Senior Manager on the ongoing direction and management of Faculty Relations to meet goals and objectives.

Performs other related duties as required.

Supervision Received

Reports to the Director of Faculty Relations. Assigned work directly by the Associate Vice President, Human Resources and the Provost and Vice President Academic. Wide latitude for the exercise of independent judgement in problem solution. Performance evaluated in terms of attainment of set objectives.

Supervision Given

Provides advice and guidance to the Faculty Relations Manager in matters relating to labour relations practice.



The University of British Columbia

Staff Job Postings

Consequence of Error/Judgement

Poorly conceived recommendations provided to the Associate Vice President, Human Resources, and the Director of Faculty Relations, may have a negative impact on the development of sound labour relations strategies and policies.

Inadequate preparation for collective bargaining may undermine the University's success in meeting its objective to achieve a satisfactory collective agreement.

Failure to provide satisfactory labour relations advisory support to Faculty Relations Manager 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 grievances and arbitration and consequently an increase in the financial commitment of client Departments.

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

Qualifications

Undergraduate degree in a relevant discipline. Specialization in labour relations and or law. Minimum of seven to eight years of related experience and 3 years in area of specialization or the equivalent combination of education and experience. Experience working in an educational environment preferred. Thorough knowledge of current Human Resource Management practices and Skills, & specifically those pertaining to labour relations. Thorough knowledge of provincial and federal legislation governing employers' Human Resource practices. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to develop and maintain cooperative and productive working relationships with client Departments and the Faculty Association. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 10742
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator/Psychometrist
Department: Neurology Division
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-01
Job End Date: 2012-08-31
Funding Type: Grant Funded
Other:
Date Closed: 2011-07-21 **Available Openings:** 1

Job Summary

To coordinate observational studies in dementia and to administer research battery of neuropsychological tests and behavioural scales to dementia patients.

Organizational Status

Reports directly to the Principal Investigator of the research unit. Interacts and works closely with the clinicians and staff members of the UBC Division of Neurology and Clinic for Alzheimer Disease and Related Disorders. Ensures the implementation of the study protocols among the UBC facilities
Maintains contact with other collaborating organizations and sponsors.

Work Performed

Implements study procedures in accordance with research protocols.
Screens and recruits research subjects and devises strategies for effective recruitment.
Provides patient education on study background, purpose, procedures and potential benefits and risks
Conducts patient clinical, behavioral and neuropsychological assessments.
Training and supervising student volunteers.
Prepares submissions to Clinical Research Ethics Board.
Ensures accurate and timely data collection and troubleshoots data collection issues.
Organizes collection, storage and shipment of biomarkers.
Coordinates research grant submissions.

Supervision Received

Training and supervision for the neuropsychological battery will be provided by a registered psychologist and grant co-investigator.
Reports directly to the Principal Investigator.
The Principal Investigator will oversee performance and results of the study.

Supervision Given



None.

Consequence of Error/Judgement

Study may be jeopardized if not conducted according to ethical requirements as laid out by the University and by regulatory authorities

Study files must be kept secured to ensure that patient confidentiality is not compromised.

An error within the realm of a research study may result in biased or incomplete data and skewed study results.

Any procedure or data record as part of the project must be accurate and must accurately reflect the work performed.

An error in scheduling study subject visits may result in a protocol deviation and or significantly increase study expenditures.

An error in the collection, storage or shipment of biospecimens could result in them being rendered ineffective, requiring repeat collection.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Experience with, and knowledge about, special populations such as patients with dementia.

Appropriate knowledge of medical ethics.

Experience with psychometric testing and knowledge of standard neuropsychological tests required.

Working knowledge or research methodology and design. Excellent interpersonal, oral and written communication skills. Ability to exercise judgment and make decisions in accordance with the broad research objectives. Ability to independently organize workload.

Computer proficiency

Ability to work in an interdisciplinary setting.

Appreciation of the importance of clinical and basic research

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Job Posting

Job ID: 10761
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Research Administrative Co-ordinator
Department: Radiology
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2011-08-02
Job End Date: 2012-07-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-19 **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

Develop, design and manage research protocols with the Centre for Complex Disorder at the BC Mental Health and Addictions Research Institute at BC Children's Hospital, CRFI complex.

Organizational Status

The Research Administrative Co-ordinator will report to the Project Leaders or Primary Investigators. The Research Administrative Co-ordinator will be tasked with training graduate students and research assistants in clinical assessments and will manage all accounting procedures related to current research projects. The Research Administrative Co-ordinator will be required to liaise with clinical staff to develop and establish subject recruitment plans and to co-ordinate collection of all necessary clinical and research data. The Research Administrative Co-ordinator will direct and supervise all data quality assurance practices to be implemented by research assistants.

Work Performed

Specific Tasks Performed:

- Design and implement research protocol guidelines and standardize data collection study binders.
- Prepare research grants and submission to Ethics Committees.
- Perform clinical trials and investigator-initiated studies.
- Manage clinical databases and provide regular summary reports of study progress.
- Deliver presentations for the purposes of recruitment at various mental health units within the lower mainland.
- Perform regular quality assurance testing of clinical measures with research assistants.
- Ensure protocols are being executed to defined standards.
- Maintain all study-related financial records for clinical research accounts and provide regular financial statement budget updates for Project Leaders and Primary Investigators.
- Co-ordinate required laboratory services.
- Train and supervise research staff and co-investigators on details of clinical trial protocols.
- Prepare data summaries for publications and reports.
- Screen potential research subjects.
- Administer specialized testing as required.



The University of British Columbia

Staff Job Postings

- Attend monthly research meeting and perform other related duties as required.

Supervision Received

Work hours are flexible and travel will be as needed. Significant amounts of time will be spent away from the BCMHARI site. Other sites will include, but are not restricted to, Riverview Hospital, UBC Hospital, VGH Hospital and the Providence Health Authority Regions. Scheduling of work hours will be independent. Post-orientation, the Administrative Research Co-ordinator will be responsible for project outcomes and will work autonomously to achieve outcomes. The Administrative Research Co-ordinator will consult with Project Leaders and Primary Investigators as needed.

Supervision Given

The Administrative Research Co-ordinator will train co-investigators in study protocols and will be responsible for managing activities of other staff from other departments involved in research protocols.

Consequence of Error/Judgement

The final results are reviewed by the Project Leaders Primary Investigators and co-investigators. Errors will have serious financial and scientific consequences and accuracy is of great importance. Errors could be related to: inappropriate selection of subjects, subjects dropping out before study completion due to lack of support and loss of potentially valuable research projects due to either delays or loss of data. The Administrative Research Co-ordinator will be responsible for handling and managing substantial amounts of funds within a complex accounting system.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in social sciences, pharmacy or nursing or, 3 or more years of experience with management of patient data, clinical liason work, and extensive experience with patients diagnosed with serious mental illnesses. Ability to work independently and within team environment required. Effective oral and written communication, interpersonal and supervisory skilled required. Ability to exercise a high degree of motivation, initiative, enthusiasm and discretion required. Computer experience required (word processing, spreadsheet and financial management software). Must be able to travel regularly to various hospital sites. Minimum of three years experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 10620 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level D **Business Title:** Research Partnership Officer
Department: VP Research & Intl. Office
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-19 **Available Openings:** 1

Job Summary

This position is responsible for providing leadership on the strategic development and management of innovative university-wide research activities within the context of the UBC's research strategic plan. Also, the Research Partnership Officer (RPO), in collaboration with senior university administration and Faculty, is responsible for creating research centres and institutes, providing direction for research administration activities, and for strategic development of university-wide, multi-faculty and industry partnered research activities, including the relationship management of major commercial stakeholders. This will include structuring deals with companies and negotiating with them for contributions of cash. Also, this position will be responsible for planning, developing and providing authoritative information on administrative processes and signing documentation on behalf of the university.

Organizational Status

This position reports to the Director and Associate Director of the Support Programs to Advance Research Capacity (SPARC) Office. The RPO works in a highly collaborative manner with the Office of the Vice President of Research and International, Office of the Provost and Vice President Academic, other Offices of Vice Presidents, Deans, Associate Deans of Research, all UBC Faculties, VPRI subsidiary offices (e.g., ORS, CFI, UILO), University Delegates to Ottawa, Faculty, government agencies, consumer groups and industry in developing large-scale, interdisciplinary, multi-partnered research centres and institutes and high dollar-valued proposals.

Work Performed

- Creating multidisciplinary research centres and institutes that will involve structuring deals, negotiating to bring companies (e.g., energy, information systems, electronics, environmental and manufacturing) on board and negotiating with the companies to contribute in cash.
- Overseeing the operational development of large-scale interdisciplinary multi-partnered complex research funding activities that involve multi-sectoral collaborations (e.g., industry; consumer groups; government agencies (e.g., Natural Sciences and Engineering Research Council (NSERC)), Department of National Defence (DND), Industry Canada, Environment Canada, and the Social Science and Humanities Research Council (SSHRC)).
- Providing strategies and leadership for raising money for research activities (e.g., Networks of Centres of Excellence, \$25 Million)
- Providing enabling leadership on research funding programs and projects (e.g., NSERC, Strategic Programs' targeted areas -



Environmental Science and Technologies, Information and Communications Technologies, Manufacturing, and Natural Resources and Energy; NSERC Strategic Project Grants Program (e.g., Agence nationale de la recherche); NSERC Northern Frontier; SSHRC and Sports Canada - Sports Participation Research Initiative; SSHRC and NSERC - Automotive Partnership Canada; SSHRC - Metropolis Project, etc)

- Liaising with the senior administrators: Vice Presidents (Research and International, Academic, External Affairs, Students and Development), Deans and Associate Deans of Research on high dollar- valued programs (e.g., Canada Excellence Research Chairs, value \$10 Million per award)
- Liaising with external clients including stakeholders and policy makers
- Planning and developing new policies and techniques in consultation with internal and external clients to enhance research success at the University
- Planning, developing and providing authoritative information on research funding administrative processes
- Leading relationship management with major corporations including initiating, brokering and advancing deals with industry to enhance the strategic nature of the funding proposal
- Fostering and developing government involvement with research programs at the university (e.g., Canada Border Services Agency, Canada Mortgage and Housing Corporation, Human Resources and Social Development Canada, Justice Canada, Canadian Heritage and Statistics Canada)
- Instigating and cultivating consumer group involvement with large-scale interdisciplinary university-wide research initiatives (e.g., Parkinson Foundation of Canada)
- Liaising with the UILO to advance contract negotiations (e.g., NSERC Collaborative Research and Development (CRD) grants)
- Preparing official university research reports and statistics for senior university administrators (e.g., Vice-Presidents, Deans and Associate Deans of Research)
- Providing leadership in the development and delivery of educational programs to improve the research funding success at the university
- Signing documentation on behalf of the university

Supervision Received

Works with a high degree of independence under the general direction of the Associate Director and Director of SPARC.

Supervision Given

The RPO will provide functional direction to researchers and their post-doctoral fellows and graduate students as well as foster the work of writers and facilitators.

Consequence of Error/Judgement

A high degree of judgment and initiative is required to assess and develop major interdisciplinary networks and large multi-university and multi-partnered funding proposals business plans. Tact and diplomacy is essential to foster buy-in. Incorrect management of the program could result in an ineffective system that is not supported by investigators, thereby limiting UBC's ability to compete effectively in sponsoring agencies competitions. Research grant applications that are not properly developed may result in loss of funding or could commit the University to unacceptable award conditions. The potential losses vary from a few thousand to multi-million dollar arrangements. Poor management or improper decisions could compromise the success of the proposed networks or multi-partnered large funding proposals and could damage the reputation of the newly launched SPARC Office, the VPRI Office and the University.

The candidate must exercise extensive judgment and decision making in the development and implementation of large multi-partnered research projects and programs and in the development of policies and procedures.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project or Undergraduate degree if not responsible for a research project. Preference for someone who has a PhD in a research related program (e.g., environmental



science, information systems, manufacturing, natural resources, energy and sustainability). 7 years relevant experience or equivalent combination of education and experience if not responsible for a research project. 5 years experience in a field of specialization or equivalent combination of education and experience if responsible for a research project. Minimum of 3 years of Industrial and project management experience with some supervisory or managerial experience an asset.

Successful proven NSERC or equivalent grant application development experience an asset. Ability to effectively generate business opportunities including structuring deals, negotiating to bring the companies on board and negotiating with the companies to contribute in cash. Demonstrated ability to create multidisciplinary research centres and institutes that include partnerships (e.g., Canadian and international industry, consumer groups, government agencies, crown corporations and universities) is essential. Ability to analyze and interpret data, determine implications, and provide recommendations. Proven ability to develop a multidisciplinary grant proposal from conceptualization to final submission that may include a multitude of varying partners (e.g., industry, crown corporations, consumer groups, etc.) Thorough understanding and proven track record of obtaining large funding awards an asset. Proven ability to work with senior administrators, academic researchers and professional staff. Proven ability to work with senior executives from major funding organizations (e.g., NSERC, SSHRC, Environment Canada and Industry Canada). Strong leadership, interpersonal skills, conflict resolution, facilitation and negotiation skills are essential. Superior communications skills (oral and written), excellent writing, and copy editing skills. Superb business case writing skills.

Demonstrated experience in training, coaching and or mentoring in the basis of grant management and grant proposal development. Ability to develop and deliver effective presentations and workshops. Demonstrated tact and diplomacy in building relationships and working collaboratively. Ability to make decisions and recommendations involving highly complex issues. Ability to adapt to changing priorities and multitasking and to meet deadlines. High degree of analytical accuracy, initiative, judgment and ability to work independently.

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Job Posting

Job ID: 10710
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level E **Business Title:** Continuing Review Manager, Animal Ethics
Department: Research Services
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2011-09-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-18 **Available Openings:** 1

Job Summary

The Continuing Review Manager position is responsible for developing, implementing and overseeing the Continuing Review program for animal research at UBC, UBC-Okanagan, and all other affiliated sites. This will be in close association with other members of ORS, the Animal Care Committee and the Animal Care Centre. An important element of this job is to raise awareness and promote compliance with the Canadian Council on Animal Care, the Tri-Council Policy Statement, the MOU on Role and Responsibilities in the management of Federal Grants and Awards, and other applicable national and international standards. The position will be expected to work closely with the UBC Animal Care Committee and all researchers and staff involved with animal research, teaching or testing. The Continuing Review Manager may communicate directly with the VPR, Animal Care Committee and ORS.

Organizational Status

This position will operate as a member of ORS working with the UBC Animal Care Committee. The position provides information and advice to the Vice President of Research on matters relating to research integrity for animal research, and works collaboratively with the Manager of the UBC Animal Care Committee, the Chair and members of the Animal Care Committee as well as the clinical veterinarians.

This position reports to the Director of ORS.

Work Performed

- Provides leadership in developing, planning and implementing the strategic direction of a Post Approval Monitoring Continuing Review program for animal use at UBC and affiliated institutions.
- Work with the Animal Care Committee in reviewing animal use records and maintaining post approval continuing review records.
- Identifies and rectifies weakness in the compliance of ongoing research with CCAC or any other relevant national and international standards. This will be achieved by accumulating knowledge of current and future standards through background research, networking and attendance and presentations at workshops and conferences.
- Work and communicate with research staff and Principal Investigators (PIs) to ensure that animal care and use procedures conform with approved protocols.
- Perform on-site reviews to identify areas that require correction or that could be improved through supplemental training and or to identify "best practises" to be shared with other investigators.
- Training and supervision of any other members of the continuing review team will be needed.
- Assist the investigator and his her staff to develop appropriate corrective action and ensure its implementation, if needed and



or to learn "best practises" to be shared with others.

- Gains knowledge of the ethics process by attendance at meetings of the Animal Care Committee and familiarity with Animal Care Committee documentation. To achieve a close working relationship with the ethical review process at UBC it will be necessary to consult with the appropriate stakeholders in the process, and collaborate with the Animal Care Committee and Animal Care Policy Committee in order to amend or introduce procedures which ensure compliance.
- Gain experience from external audits and implement methods for raising standards within UBC to ensure future compliance with external standards for research involving animal subjects.
- Ensures compliance with relevant UBC Policies, such as Scholarly Integrity and Conflict of Interest.
- Provides advice to the Vice President Research in issues of compliance with regulation.
- Advises the Director, ORS on research compliance and policy matters.
- Liaises between the VP Research and UBC and UBC affiliated institutions on research compliance matters.
- Provides leadership to the managers and staff in research compliance including: mentoring staff on national and international standards; setting individual and departmental goals; documenting policies and procedures; streamlining audit process and contributing to the Animal Care Committee website.
- Plans and implements a variety of education sessions related to compliance of ethical and other standards in research involving animals.
- Provide written reports of continuing review visits to the PI and the Animal Care Committee.
- Collates and analyses information collected by the Post Approval Continuing Review program to identify trends and problem areas requiring attention.
- Other duties as assigned or required.

Supervision Received

Works with a high degree of independence under the general direction of the UBC Animal Care Committee Chair, and the Director of the ORS. Provides advice as needed to the Vice President Research on animal care compliance and works collaboratively with the Animal Care Committee members and manager as well as the clinical veterinarians.

Supervision Given

Provides guidance, support and advice to the staff working on compliance matter.

Consequence of Error/Judgement

If the University and affiliated sites fail to comply with national and international standards, research at UBC might be suspended for individual researchers, research groups or more broadly, which would have dire consequences on future research funding and opportunities.

Qualifications

Post-graduate degree in a relevant discipline or an equivalent professional designation. A licensed veterinarian is preferred. An animal health technologist (AHT) having a minimum of 7 years experience with research animals including common laboratory species such as mice, rats, guinea pigs, and rabbits, will be considered. A minimum of 7 years of experience and extensive experience in method development, research, and facility management and ethical and other legal and regulatory requirements. Internationally recognized level of specialist expertise. Veterinary technical skills, broad experience with laboratory animal care and a background in research. -Understands the indications for use of anesthetic, analgesic and other common veterinary drugs, as well as aseptic procedures performed during surgery.

- Must be familiar with the guidelines and policies of the Canadian Council on Animal Care .
- Has capable understanding of the language and culture of the research community and the structure, requirements and expectations of major international funding agencies.
- Must have sound organizational skills and an ability work efficiently and independently.
- Possess strong written, listening and oral communication skills along with the ability to maintain professional composure in potentially adversarial situations.



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- Strong leadership, interpersonal skills, conflict resolution, facilitation, negotiation and problem-solving skills are essential.
- Experience developing and implementing policy and procedure.
- Must share a commitment to promoting the research enterprise at UBC while simultaneously ensuring that "best practises" are developed and used by the research community.

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Job Posting

Job ID: 10748
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level B **Business Title:** Development Coordinator
Department: UBCO - Development
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-18 **Available Openings:** 1

Job Summary

Is responsible for supporting the fundraising activities of the university in two main ways: First, through developing and delivering various communications writing including: funding proposals, briefing notes and correspondence to donors. Provides strategic input on communications projects undertaken by Development units, directs internal and external individuals to ensure the completeness, accuracy and consistency of messaging and content, and oversees the successful production of Development Communications. Second, the position provides logistical and operations support to fundraising activities.

Organizational Status

Reports to the Director of Development at UBC's Okanagan location. Works with UBC faculty and staff involved in fundraising. Contacts involved are donors, faculties, staff, community groups and organization.

Work Performed

1. Responsible for the Preparation of Funding Proposals by:
 - Drafting fundraising proposals for Associate Directors, Director, Development and other senior management.
 - Preparing briefing notes and drafting notes for donor meetings.
2. Works on Communication material by:
 - Writing donor prospect solicitation materials and correspondence.
 - Working with University Relations department, researching, writing and editing a variety of communications materials, including letters, case statements, reports, speeches and other fundraising materials.
3. Assists with Projects and Program plans by:
 - Preparing and managing timelines and working plans on communications projects.
 - Ensuring multiple, overlapping deadlines are met.
 - Interacting with key university donors to ensure accuracy of content and messaging in relevant communications programs.
 - Problem-solving on communications projects.
 - Proofing colleagues work and donor lists.
4. Performs other related duties by:



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- Maintaining donor contact activity.
- Identifying, researching and qualifying prospective donors and conducting meeting and cultivating coordination.
- Providing logistical support for major gift fundraising activity.

Supervision Received

Works under direction from manager to achieve objectives. Work is reviewed for achievement of objectives, soundness of judgment and quality of work.

Supervision Given

No supervisory responsibilities.

Consequence of Error/Judgement

Expected to function with a high degree of autonomy and independence, working under broad guidelines with minimal experience. Makes decisions requiring judgement in analyzing, organizing and presenting complex information. Makes recommendations on appropriate communications vehicles to achieve stated goals.

Qualifications

Undergraduate degree in a relevant discipline. The ideal candidate will have a University degree or an equivalent combination of experience or education in a related discipline. Minimum of one year experience or the equivalent combination of education and experience. Minimum one to two years experience in fund development or related field. Highly effective written communications skills. Strong writing, editing and proofreading skills with an exceptional ability to generate enthusiasm and interest in readers. Experience in developing and writing proposals and case statements. Strong report-writing skills. Ability to write for various audiences, settings, and tones. Experience in creative direction. Strong background in fundraising communications preferred. Knowledge of fundraising in a university environment. High level of attention to detail and accuracy of work. Ability to communicate effectively verbally and in writing. Strong organizational, analytical and interpersonal skills. Proven ability to interact effectively and positively with departmental and university colleagues.

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Job Posting

Job ID: 10751
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Counsellors & Psychologists
Classification Title: Counslrs/Psychologists, Level B **Business Title:** Counsellor
Department: UBCO-Health & Wellness
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2011-08-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-18 **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

Provides personal counselling to UBC Okanagan students. Provides consultation and outreach services to the campus community. Participates in the design and delivery of programs that enhance student success and whole person development. Works within a wellness framework, i.e. health promotion, prevention, crisis intervention, acute treatment, illness management and referral.

Organizational Status

Reports to the Director, Health & Wellness. Works cooperatively as a member of a multi-disciplinary team of professionals, actively participating in and contributing to the development and implementation of effective and efficient Health and Wellness services with a focus on counselling. Works in collaboration with staff in other areas of Student Services, the Faculties and other University departments and student organizations, and also, with off campus health and social service providers.

Work Performed

1. Provides individual and group counselling for personal concerns.
2. Provides assessment and referral within Health & Wellness and to other University and community resources as appropriate.
3. Participates in case conferences and works collaboratively as a member of an inter-professional and multidisciplinary team. Contributes to team development including inter-team consultation and development of inter-professional best practice guidelines for young adults students.
4. Develops and delivers psychoeducational services (e.g. workshops) for students, as well as programs, presentations and publications to meet the needs of targeted segments of the student population (e.g. mature students, students with disabilities, women and men students; issues such as self-esteem and stress management).
5. Supports academic success and learning skill development for individuals and groups.
6. Participates in the development of policies and procedures concerning Health and Wellness with a focus on counselling services and programs.



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7. Provides consultation services to faculty and staff regarding the well being and psychological concerns of students. Liaises with faculties, departments and other student services regarding the provision of programs and services that enhance student success.
8. Participates in the supervision and training of undergraduate and graduate students.
9. Assists in program evaluation and research that focuses on student success, retention and wellness and enables evidence based practice.
10. As requested, represents Counselling Health & Wellness on University committees.
11. Performs other duties consistent with the mandate of Counselling Health & Wellness as requested.

Supervision Received

Acts independently within established clinical and ethical guidelines. Works within a model of collegial consultation and collaboration, under the direction of the Director of Health & Wellness.

Supervision Given

Supervises practicum students as well as students involved in peer programs, work-study programs, assistant positions and or volunteer assignments.

Consequence of Error/Judgement

Must be able to act with a considerable degree of autonomy and independence in the provision of assistance to students, while adhering to the ethical standards of the profession. Poor professional judgment or unethical practice by the counsellor could be extremely detrimental to the clients' well being and create situations of legal liability for the University.

Qualifications

Master's degree in Counselling Psychology or a related field and Certification as a Registered Clinical Counsellor with the B.C. Association of Clinical Counsellors. Minimum of five years experience or Experience supervising Master's level practicum students. Demonstrated experience and commitment to serving the needs of a broadly diverse student population within a university campus community. Demonstrated knowledge of student development theory and experience in program development, evaluation, consultation and outreach. Possession of personal attributes that facilitate teamwork and the development of effective working relationships with a wide range of students, faculty, and staff. Appropriate theory and training in individual and group counselling, brief therapies, crisis response, positive youth development, diversity, health promotion, prevention, community development, community education and advocacy. Demonstrated experience and commitment to serving the needs of a broadly diverse student population within a university campus community. Demonstrated knowledge of student development theory and experience in program development, evaluation, consultation and outreach. Possession of personal attributes that facilitate teamwork and the development of effective working relationships with a wide range of students, faculty, and staff. Appropriate theory and training in individual and group counselling, brief therapies, crisis response, positive youth development, diversity, health promotion, prevention, community development, community education and advocacy.

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Job Posting

Job ID: 10764
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level B **Business Title:** Senior Program Manager, EMBA and ALP
Department: The Sauder School of Business
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-25 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-24 **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

This dual-function position is responsible for the industry-specific EMBA Program in Health Care and the Accelerated Leadership Program (ALP).

The EMBA role includes developing strategies for initiating opportunities; researching trends and studies to identify opportunities, possible business partners and providers and identify target markets. The Senior Program Manager will work closely with the Masters' Programs Office and the Centre for Health Care Management to ensure the health care industry connections are maximized and to ensure appropriate integration of a credit program.

ALP is an intense program intended for business leaders. The program is based at Whistler and will be split in to 2 residencies. The manager is responsible for the overall success and revenue of the program.

The Senior Program Manager works with key faculty members to ensure that clients' needs are materialized in this advanced program. This position act as the client liaison for enrolled participants and will be the single point of contact. The incumbent builds on-going relationships with clients to ensure their continued support and participation.

This position involves significant interaction with managers of regional, national and international companies.

Organizational Status

The EMBA role reports to the Associate Dean, Executive Education. Initiates contact and builds relationships with senior industry, business and government representatives. Works with the MBA Program office and the Centre for Health Care Management and ensures collaboration with the Academic Director. Coordinates work and reviews work of faculty, consultants, and service providers. Provides significant information and direction to the front-line support staff who are assigned to this program.

The ALP role reports to the Associate Dean, Executive Education. In conjunction with the Business Development Managers the role maintains and builds relationships with senior industry, business and government representatives. Works with the Academic Directors and coordinates work and reviews work of faculty, consultants, and service providers. Provides significant information and direction to the front-line support staff who are assigned to this program.

Work Performed



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EMBA

Researches and evaluates, on an ongoing basis, the demand for an Executive MBA in Health Care ensuring the program is in line with both public and private market needs.

Engages leadership of public and private organizations to communicate goals and structure of the program to create and build their knowledge of the program. Manages EMBA Advisory Board, in collaboration with the MBA Program Office and the Academic Director of the program. Develops evaluation framework for the program and writes annual evaluation report.

Makes changes in the program content based on the suggestions of students, alumni and faculty, and with the approval of the Advisory Board, the MBA Program Office and the Academic Director of the program. Reviews student evaluations of each course and recommends changes if needed.

Recruits students to the program by maintaining the web site and other material, and distributing printed material and e-mail information. Contacts individuals and organizations that may be interested in the program for appropriate follow-up. Holds information sessions and responds to e-mail and phone inquiries from potential applicants. Cooperates with the MBA Programs office to assess applicants and conduct interviews.

Provides recommendations, as needed, to support the success and delivery of the EMBA Health Care program. Works with the Sauder Development office to secure donations that support the students in the program.

Meets regularly with students (by seeing them on class days) to hear their comments, issues and needs. Solves problems and provides advice as needed, in collaboration with the MBA Programs office and Academic Director of the program. Organizes the students to do their industry projects by providing information to students regarding project requirement and matching students with faculty advisors.

Assumes budgetary responsibility for the program of approximately \$1,200,000 in revenue and \$200,000 in profit margin. Ensures accurate allocation of all costs associated with the program and manages invoicing process and collection of tuitions. Controls program costs through collaboration with all instructors and co-coordinators.

ALP

Implements all strategies, business portfolio development plans, budgets and business models pertaining to the Accelerated Leadership Program.

Creates and implements a marketing and sales plan. Effectively markets the overall capabilities of the school and the program. Communicates plan to Business Development Managers and works with them to achieve targets; monitor, track and report plans and progress vs. annual marketing and sales activity (pipeline activity).

Conducts a wide variety of business development and customer relations activities. Along with the Business Development Managers nurtures relations at the highest level of customer organizations.

Working with the Exec Ed Coordination Team, oversees the co-ordination of the program.

Works closely with Associate Dean and Faculty, to ensure the quality and cost effectiveness of the Program and service delivery are on par with world standards.

Reviews and determines actions to take with clients, administrative staff and seminar leaders to ensure timely and efficient delivery of program.

Supervision Received



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Works independently under broad direction set by the Associate Dean in line with strategic plan and annual targets and goals.

Supervision Given

Indirectly supervises, Program Coordinator, EMBA

Consequence of Error/Judgement

This position plays a key role both internally and externally. This position is responsible for the two flag-ship programs for Executive Education and as such, is key to building the external profile of the School and enhancing Faculty Relationships and remuneration. Poor decisions will impact the short and long term goals of the operations and financial position of the unit and the Faculty. Errors in judgement would immediately and significantly affect the administration of the unit, the contractual obligations and reputation of the Faculty and the University.

Qualifications

Undergraduate degree in a relevant discipline. . A minimum of 5 years of experience or the equivalent combination of education and experience. A minimum of 5 years of experience or the equivalent combination of education and experience. MBA preferred Experience in a university and or corporate context. International experience an asset.

Entrepreneurial spirit with strong business and financial acumen, good sales skills, excellent judgement, and the ability to operate independently. Is experienced in driving new revenue streams and has managed a mid-sized budget, with a clear bottom-line focus.

Excellent communication skills, both oral and written. Poised, tactful and articulate when dealing with senior faculty, senior members of the private and public sector communities and with international clients. Positive attitude, enthusiastic, and self-motivated with a high energy level. Ability to travel.

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Job Posting

Job ID: 10768
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Industry Liaison
Classification Title: Industry Liaison, Level D **Business Title:** Senior Technology Transfer Officer
Department: Industry Liaison Office
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-20 **Available Openings:** 1

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

Job Summary

The University-Industry Liaison Office (UILO) mission is to maximize the global impact of UBC's research for the economic and social benefit of the University, and the people of British Columbia and Canada. We do this through innovation and excellence in developing and commercializing technologies.

The position is critical to the evaluation, development and commercialization of University research through technology evaluation, protection and market research; as well as having sufficient knowledge in the field to manage special projects independently; fostering an environment to attract industry sponsored basic, applied and clinical research. The position further supports the office's activities in the areas of knowledge mobilization and entrepreneurship, and liaises with Centres of Excellence in Research and Commercialization.

Organizational Status

Reports to the Associate Director. Works with Technology Transfer Manager(s) on a project by project basis.

Work Performed

(A) Commercialization of University Technology (40%):

- Responsible for the initial evaluation of University technologies to assess their commercial potential:

- i) sources and reviews scientific and patent literature to determine patentability of the technology. Oversees and directs co-op students or interns that are resources for Technology Evaluations or Marketing;
- ii) researches the marketplace to determine economic potential of the technology;
- iii) uses an external resources to determine the technical and market potential of the technology;
- iv) works with both Internal & External Patent counsel, the TT Manager and the inventors to gain a technical understanding of the invention and its full application; and
- v) prepares and completes a Technology Evaluation Report for review with the inventor and Technology Manager.

- Assists or prepares the protection of University intellectual property ("IP"):

- i) In consultation with Technology Manager or Patent Counsel determines the most appropriate form of protection (copyright, patent, trademark, industrial design, trade secret);



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- ii) assists the preparation and filing of IP documentation with Canadian or foreign patent offices;
- iii) assists patent agents in prosecuting patents through to issuance; and
- iv) prepares preliminary US provisional patent applications where time is critical.

- Markets University technologies to local, national and international business:

- i) drafts technical marketing material;
- ii) researches market opportunities for each technology;
- iii) disseminates marketing information through industrial contacts, trade associations, and technical or academic publications;
- iv) follows up with interested contacts by providing additional information; and
- v) prepares Confidentiality Agreements to facilitate discussions with potential Licensees.

- Assists in licensing University technologies to local, national and international business:

- analyzing current market norms, preparing cash flow projections or replacement costs, recommends appropriate royalty structures based on technology, stage of development and market; and
- monitors the licensee's performance for compliance with the terms of the agreement.

(B) Knowledge Mobilization and Entrepreneurship (20%)

- The development and engagement of new open innovation IP channels such as data material repositories, IP aggregation channels, open-source, and patent pools for the dissemination of research artifacts developed at UBC and our Affiliated Hospitals.
- Assisting UBC groups to develop knowledge translation strategies and work plans, identifying and connecting with relevant partners and resources, sourcing seed funding and developing sustainable funding models.
- Assisting with UILO's efforts to support entrepreneurs in business planning, IP assessment, corporate structuring etc.

(C) Collaborative Research (10%)

- Works closely with faculty in all aspects of grant application for special research funding such as the Proof of Principle CIHR Grant funding. This requires writing up to 50% of the grant as it relates to the commercial potential of a technology.
- Negotiates and manages non-disclosure agreements for discussions between researchers and industry for potential research collaborations.
- Works closely with the Sponsored Research Contract Officers and Technology Transfer Managers to identify specific areas of potential scientific conflict, IP conflict and or overlap between industry collaborations, existing licensees and or complex terms in Material Transfer Agreements.

(D) Special Projects (30%)

- Works closely with AD or TT Managers on special projects which require more complex knowledge of Technology Transfer and Business Development.
- Negotiates and manages some Technology files independently.
- May manage Special Projects with direct reports to Associate Director or Managing Director such as Prototype Development Funds, Flintbox, Inteum Statistics, administration of Start-up Services Voucher program, liaison with Centre for Drug Research and Development etc.

Supervision Received

The incumbent generally works with minimal direction from a Technology Transfer Manager on all evaluation and marketing projects. Consults with other professional support staff in the UILO. The incumbent also works under the direction of a TT Manager in dealing with complex licensing and or spin off company formation deals. Work is reviewed against objectives.

The incumbent must have a thorough working knowledge of all of the files handled by their TT Manager and be able to identify and problem solve issues that might occur in the absence of the TT Manager.

Supervision Given

Delegates work in a team environment to other professionals in the UILO. Interacts on a project by project basis with a range of



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external consultants, including patent agents, legal counsel and marketing consultants.

Consequence of Error/Judgement

Major financial decisions are made by the UILO based on the initial evaluation of an invention and errors may result in the loss of significant economic opportunities for the University; these decisions could affect the likelihood and or financial magnitude of industry sponsored research or the long-term value and viability of a new technology. The potential losses may vary from a few tens of thousands of dollars to multi-million dollar arrangements. The decisions may also damage the reputation of the faculty, the UILO, the University and the Affiliated Hospitals, or expose the University or Affiliated Hospitals to unwarranted legal liability. In many cases, the results of the decisions are irreversible.

Qualifications

Post Graduate degree in a related discipline or University degree in Law and member of the BC Law Society. Minimum a graduate degree in science business or law with experience in industry or a technology transfer office. the execution of contractual agreements or Minimum of 7 years or related experience in intellectual property or the equivalent combination of education and experience. Effective and proven proficiency in the ability to communicate effectively verbally and in writing. Strong interpersonal skills, with the ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to simultaneously manage a diverse range of complex projects ad activities with critical time factors. Working knowledge of current intellectual property protection. Experienced in negotiating business arrangements. Knowledge of business practices. Knowledge of University and Affiliated Hospitals policy and procedures relating to research, intellectual intellectual property and the execution of contractual agreements. Ability to effectively use MS Office, including Outlook, Excel, Powerpoint, Explorer and Access at an advanced level.

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Job Posting

Job ID: 10777
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level A **Business Title:** IMBA Program Co-ordinator
Department: The Sauder School of Business
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-30 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-24 **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

This position is responsible for duties related to external program activities such as marketing, admissions, recruitment and external liaison of the UBC IMBA in Shanghai. It is understood that there will be support provided to student services, faculty services and program administration of the UBC IMBA in Shanghai. The International MBA (IMBA) is offered in Shanghai in co-operation with Shanghai Jiao tong University (SJTU).

Organizational Status

Works closely with the SJTU Director of the UBC IMBA Program in Shanghai and others in all facets of marketing, recruitment, and admissions and in the smooth running of the UBC IMBA program. Receives guidance from the SJTU Program Director and works closely with the MBA Program Administrator

Reports to the Assistant Dean and Director, International Programs. The position will also receive direction from the Program Manager, International Programs and the Directors of the Masters Programs Office at the Sauder School of Business.

Work Performed

Marketing, Recruiting and Admissions activities including:

- Promoting the UBC IMBA to a variety of contacts in enterprises in private and public organizations. This includes promotion through information sessions, networking seminars, media and company visits.
- Organization, implementation, execution and follow-up of IMBA promotional activities with SJTU and UBC team members at information sessions and education fairs. Includes follow-up of direct mail-outs in print or electronically.
- Responding to program enquiries via email, telephone and written correspondence with potential applicants.
- Screening and facilitating complete application materials to the Sauder School of Business.

Alumni and Student Service Support including:

- Organizing events and activities related to the IMBA Office, students and faculty.
- Acting as a liaison between IMBA students and the Sauder School of Business.



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Teaching Visit Support and Office Administration including:

- Working as team member in various administrative and support activities

The IMBA Program Co-ordinator will work with the other IMBA team members to achieve the milestones for IMBA recruitment. Sets personal goals, in discussion related to the achievements of the milestones, with the Assistant Dean, International Programs.

This position provides weekly reports in the agreed format to the International Programs Office.

Supervision Received

This position receives direction from the Assistant Dean and Director, International Programs.

Supervision Given

May supervise assistants and contract personnel or companies.

Consequence of Error/Judgement

This position is part of the marketing team for the UBC IMBA and is important to our success in achieving the numbers of students required for each class. The position also supports the smooth running of the teaching program in Shanghai and IMBA student services in Shanghai. The position shares responsibility with the IMBA program administrator for the academic integrity of exam invigilation and to support the integrity of the admissions process.

Qualifications

Undergraduate degree in a relevant discipline. Prefer Masters degree, preferably in Business. Minimum of one year experience or the equivalent combination of education and experience. Experience working or studying in China. Should be fluent in English and Chinese (Mandarin) languages. Proven skills and aptitude for sales and marketing. Good computer and administrative skills expected. Must work weekends and evenings according to the IMBA program schedule. Proven ability to work well in a team environment and good communications skills.

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Job Posting

Job ID: 10793
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: Paediatrics
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-29
Job End Date: 2012-08-24 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-07-22 **Available Openings:** 1

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

Job Summary

The position will be responsible for analyzing biological samples by high pressure liquid chromatography (HPLC) and gas chromatography (GC) using routine procedures, general laboratory assays involving spectrophotometry and or radio immunoassays, analyzing samples for specific gene targets and proteins by PCR and Western blot using established procedures, and providing assistance in feeding and care of research animals.

Work will be conducted in lab facilities on the lower floor of the BC Research Institute at Children's Hospital, a 16 year old building. Equipment used is mostly new. Chemicals (chloroform, methanol, acids bases) will be handled on a regular basis. Personal protective equipment will be provided and will be readily available.

Organizational Status

Reports to senior technicians and principal investigator. Works under direct supervision for most tasks, but will work independently using procedures that are routine, after completion of training.

Work Performed

- Basic spectrophotometric and radio immunoassay laboratory assays for cholesterol, triglycerides, free fatty acids, protein and hormones.
- Clear record keeping and entry of procedures and scientific data into computer databases.
- Basic experiment preparation and cleanup of laboratory.
- Some animal care, such as preparing diets, feeding and handling rodents and small piglets (occasional weekend and evening work may be required).
- Prepares biological samples including plasma, blood cells and other biological samples for lipid analysis and analyzes using established lab procedures, by HPLC and or GC.
- Maintains records of orders, chemical databases, and supplies.
- Assists in analyzing and interpreting experiment results or research data by performing tasks, such as assembly, compilation and summary of statistical and other data.
- Prepares and or maintains media, buffer, reagents, solutions, cultures and related material for routine laboratory use.
- Works within well defined guidelines and procedures, but exercises judgment in establishing priorities and carrying tasks through



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to completion; new or unusual problems are referred to supervisor.

Supervision Received

Direct, day to day supervision by senior technicians.

Supervision Given

May provide supervision training of specific established and basic tasks to graduate or undergraduate students.

Consequence of Error/Judgement

Errors will be corrected by repeating experiments, errors result in minimal problems such as loss of time and supplies.

Qualifications

High School graduation. University degree required. The successful applicant will be required to complete the UBC chemical safety course if not previously done. Applicant with UBC animal care certification and basic rodent husbandry course certification are preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Minimum of 1 year related experience working in a biological sciences laboratory. Some experience with HPLC and gas chromatography is preferred. Some experience in the analysis of lipids is preferred. Some experience in basic molecular techniques of Western blot and PCR. Ability to effectively use at a basic level(e.g., Outlook, MS Word, MS Excel). Ability to communicate effectively verbally and in writing.

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Job Posting

Job ID: 10779
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: Devlpmtl Neurosci&Child Health
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Part-Time (30%)
Desired Start Date: 2011-07-23
Job End Date: 2012-07-22 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-07-21 **Available Openings:** 1

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

Job Summary

We conduct research studies of infants whose development may be complicated due to very premature birth. The primary focus of this study is to measure non-pharmacological treatments for preterm infants in the neonatal intensive care nursery. Data gathered will include behavioural and physiological measures. The Research Technician will assist with data collection and related research activities.

Organizational Status

The incumbent will interact work with the study research nurse coordinator (Nadine Lusney), and Principal Investigator (Dr. Liisa Holsti), co-investigators and with other members of the research team including postdoctoral fellows, graduate students, research assistants, and staff from the Developmental Neurosciences and Child Health, as well as staff of the Children's & Women's Health Centre of BC.

Work Performed

- Assist with data collection in the NICU, data back up and data storage
- Input acquired data on CRSU databases or spreadsheets
- Maintain accurate records of work patient tracking
- Keeping inventory of supplies
- Prepare, organize and keep records of research materials
- Assist the Principal Investigator in research-related documentation
- Assist in other tasks as required

Supervision Received

Specific data collection methods will be taught by the Research Nurse. Nadine Lusney, and Dr. Liisa Holsti (PI).

Supervision Given

May provide assistance to support staff, research assistants, post-doctoral fellows and students to ensure that the goals of



The University of British Columbia

Staff Job Postings

various projects are met in a timely and efficient manner.

Consequence of Error/Judgement

Developmental Neurosciences and Child Health is one of the core clusters in the Child & Family Research Institute. Errors made could influence the ability of research staff to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the Investigator.

Qualifications

High School graduation. Bachelor's Degree preferred or equivalent work experience. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience in a research environment an asset or equivalent education experience. Experience interacting with children and families an asset. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to effectively use Microsoft Word, Noldus Observer, Excel, Access, and or equivalent spreadsheets at an intermediate level. Ability to interact with hospital staff. Ability to perform research activities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively verbally and in writing. Ability to learn new software programs. Ability to work effectively with minimal supervision. Physical ability to perform the duties of the job. Availability to work on occasional weekends and early evenings.

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.



Job Posting

Job ID: 10792
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Medical Animal Facility
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-25 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-07-22 **Available Openings:** 1

Job Summary

Maintaining daily care of laboratory animals; feeding, watering, cage changing, sanitizing animal rooms and equipment. Health monitoring, record keeping, breeding, medicating, and minor procedures. Observations of animals and collection of data, documentation, utilization of standard operating procedures in compliance with ARU, UBC, CCAC regulations

Organizational Status

The position will work along side other technicians, and report to the Assistant Manager or the General Manager who reports to the Director. Will also be communicating and interacting with investigators and or their technicians, or students

Work Performed

- Daily care of the laboratory animals, husbandry, and observation of health status, working under guidelines and standard operating procedures in compliance with CCAC regulations
- Animal handling as well as some minor laboratory procedures such as blood collection, euthanasia, medical treatments, anesthesia, sample collection, etc...
- Interacting and assisting investigators and or their technicians
- Record keeping, such as animal census, health and breeding records, documentation
- Changing and sanitizing animal cages, bottles, racks and other equipment, using cage washer and autoclaves and other such equipment
- General upkeep of facility, sanitizing disinfecting, disease control following procedures outlined. Floor mopping and re-stocking of supplies also required

Supervision Received

The incumbent will be working with little supervision in direct consultation with the Assistant Manager and in conjunction with other animal technicians.

Supervision Given

Position works in conjunction with other animal technicians and will not be supervising any other staff.



The University of British Columbia

Staff Job Postings

Consequence of Error/Judgement

Judgement must be exercised to alleviate pain or suffering by the animals. Provision of the necessary elements to make the animal's environment as enriched as possible.

The facility manager oversees work; incorrect decisions could result in deterioration of animal health and or disruption or ruination of a research study

Qualifications

High School graduation. . Minimum of 2 years related experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 10773
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: Ctr-Molecular Med&Therapeutics
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-02
Job End Date: 2012-08-01
Funding Type: Grant Funded
Other:
Date Closed: 2011-07-20 **Available Openings:** 1

Job Summary

This position will provide basic technical support to the WT Huntingtin function and neuroinflammation in HD projects in our lab. The successful candidate will engage in day-to-day activities supporting the cell culture and molecular biology efforts of the projects.

Organizational Status

Supervised by Dr. Blair Leavitt and Lab Manager Austin Hill, the candidate would work closely with other senior persons in the lab.

Work Performed

The candidate will be responsible for day-to-day operations on the production of primary cell cultures (both neurons and microglia) for downstream applications within the lab, as well as some molecular biology efforts.

Primary Focus:

- Basic primary cell culture
- Stimulation of isolated primary cells
- Basic cell line culturing (freezing and thawing cells for culture)
- Molecular Biology troubleshooting

Secondary Focus:

- Molecular cloning
- PCR

Supervision Received

Supervised by Dr. Blair Leavitt and Lab Manager Austin Hill, the candidate would also be expected to report to and accept guidance from senior laboratory members.

Supervision Given

None



The University of British Columbia

Staff Job Postings

Consequence of Error/Judgement

The work follows well established protocols and techniques. The position does not require significant innovative analysis. The PI and or lab manager will check all important decisions. Errors will likely be derived from deviation from a specified protocol and will hamper work in progress, primary cell culture relies on sacrificing animals to conduct studies, and therefore set backs in performing tasks again should be minimized.

Qualifications

High School graduation. B.Sc. in biological sciences preferred plus two years of relevant experience in laboratory research. Minimum of 2 years related experience or the equivalent combination of education and experience. Computer experience required. Experience in the life sciences area and related techniques an asset. Effective oral and written communication and organizational skills as well as the ability to plan and complete work assignments.

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Job Posting

Job ID: 10780
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: Devlpmtl Neurosci&Child Health
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Part-Time (30%)
Desired Start Date: 2011-07-23
Job End Date: 2012-07-22 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-07-21 **Available Openings:** 1

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

Job Summary

The Research Assistant will assist with data collection and related research activities for studies of infants and children whose development may be complicated due to very premature birth. The primary focus of these studies is videotaping and collecting data in the Neonatal Intensive Care Unit and acquisition of stress hormone, cognitive and behavioural data in the Neonatal Follow-up Programme.

Organizational Status

The incumbent will be employed by Dr. Ruth Grunau (Principal Investigator). The incumbent will report directly to the study Co-ordinator and Research Nurse Gisela Gosse and Lab Manager Ivan Cepeda and with other members of the research team.

Work Performed

- Data collection
- Videotaping
- Data entry and back up
- Score questionnaires
- Maintain accurate records of work patient tracking
- Keeping inventory of test supplies, assisting with ordering test supplies
- Prepare, organize and keep records of research materials
- Assist the Principal Investigator in research-related documentation and reports
- Assist the Principal Investigator in grant writing, preparation of manuscripts for publication, and preparation of presentations
- Assist in other related tasks as required

Supervision Received

Research Nurse and study Coordinator and Lab Manager will provide general supervision of work performed and will provide the main contact and tracking of work done by the incumbent.

Supervision Given



The University of British Columbia

Staff Job Postings

The incumbent will assist with supervising work-study students in the Lab.

Consequence of Error/Judgement

Developmental Neurosciences and Child Health is one of the core centres in the Child & Family Research Institute. Errors made could influence the ability of research staff to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the Investigator.

Qualifications

High School graduation. Bachelor's Degree preferred or equivalent work experience. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience interacting with children and families is required. Ability to effectively use MS Word, Excel, and Access at an intermediate level. Ability to learn new software programs. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Physical ability to perform the duties of the job. Ability to perform research activities. Ability to interact with children and their parents. Ability to work effectively with minimal supervision. Ability to work in a team environment. Valid Class BC Drivers License and access to a car.

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Job Posting

Job ID: 10731
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: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-07-23 **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 Evaluation Assistant is responsible for the implementation of assigned evaluation activities on time and within established standards. He She 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 in 2004 to assist in the evaluation of the distributed MD Undergraduate Program (MDUP) and the Postgraduate Medical Program (PGMP), in terms of their effectiveness, quality, comparability, and efficiency. The ESU provides stakeholders with comprehensive, accurate, and objective evaluation data to assist in the on-going development of the MDUP and PGMP and ensure compliance with provincial health care objectives and international accreditation standards.

The ESU is housed within the Dean's Office and falls under the Education portfolio of the Faculty of Medicine (FoM).

The Evaluation Assistant will report to the Evaluation Studies Specialist and interact with other members of the Evaluation Studies Unit. The Evaluation Assistant will also:

- interact with faculty, staff and students of the UBC FoM
- attend and participate in committees, working groups and planning meetings as assigned

Work Performed

- Oversee the collection of survey data through an on-line survey system (One45)
- 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
- Collect a range of data (e.g. surveys, focus groups, interviews, administrative data) from multiple sources
- Assist in the development of data collection instruments and procedures
- Participate in monitoring the uptake of recommendations
- 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
- Contribute to the development and improvement of processes procedures for the implementation of evaluation activities
- Assist in the coordination and implementation of work plans for assigned evaluation activities
- Implement evaluation activities in compliance with ethical requirements
- Contribute to the development and application of program evaluation designs and methods
- Participate in the preparation and delivery of presentations for decision makers (e.g. committees, planning meetings, etc.) and professional and lay meetings
- Conduct literature searches and summarize relevant medical education and evaluation literature
- Assist in the preparation of ethics applications
- Contribute to manuscripts, reports, etc. for external publication
- Perform other duties as required to ensure the successful completion of evaluation projects

Supervision Received

The Evaluation Assistant works under the general supervision of the assigned Evaluation Studies Specialist. She he receives 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, production, and control 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 could delay timely completion of the evaluation, cause financial loss and be damaging to reputation of the Director, the UBC Medical School, 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. Completion of a University degree in a relevant discipline (e.g. education, psychology, health). Minimum of 3 years related experience or the equivalent combination of education and experience. Ability to communicate effectively both verbally and in writing. Ability to effectively use PASW (SPSS), MS Word and MS Excel at an intermediate level. Ability to be thorough, accurate, and have a high level of 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 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 work effectively independently and in a team environment. Ability to work effectively with minimal supervision. 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 work in a confidential environment.

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Job Posting

Job ID: 10767
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: Cellular&PhysiologicalSciences
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-15
Job End Date: 2012-08-14 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-07-27 **Available Openings:** 1

Job Summary

To carry out experiments as a member of a team. Emphasis for this position will be to conduct cell transplants to treat diabetes in mice and to provide follow-up care to help maintain the health of research animals in the Centre for Disease Modeling.

Organizational Status

Interact with all common laboratory personnel, other faculty, staff and students on a daily basis as well as other Departments within and outside the University.

Work Performed

Participating in design of experiments; conducting experiments independently; caring for animals; performing data analysis; maintaining records; maintaining equipment; teaching techniques to students; presenting results formally at lab meetings; to collect blood samples, isolate tissues and cells from rodents, to perform survival surgeries and transplants in rodents, and to perform various assessments of glucose homeostasis in rodents, including glucose and insulin tolerance testing. The candidate will also be responsible for conducting various assays, such as ELISAs, on collected samples and performing other related tasks.

Supervision Received

Reports directly to the Principal Investigator.

Supervision Given

None

Consequence of Error/Judgement

Work checked by lab supervisors. Directly responsible for errors in work; reports and corrects errors.

Qualifications



The University of British Columbia

Staff Job Postings

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. M.Sc. degree in a biological sciences or minimum of three years of related experience in a biomedical laboratory. Completion of UBC training courses in Biohazard safety and CCAC Certification. Minimum of 3 years related experience or the equivalent combination of education and experience. Must have significant relevant direct experience working with rodents. Computer experience required. Effective oral and written communication, analytical, interpersonal, record keeping and organizational skills required. Must have the ability to work both independently and within a team environment. Accuracy and attention to detail required.

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Job Posting

Job ID: 10712
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: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-16
Job End Date: 2011-12-15 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-07-23 **Available Openings:** 1

Job Summary

The Evaluation Assistant is responsible for the implementation of assigned evaluation activities on time and within established standards. He She 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 in 2004 to assist in the evaluation of the distributed MD Undergraduate Program (MDUP) and the Postgraduate Medical Program (PGMP), in terms of their effectiveness, quality, comparability, and efficiency. The ESU provides stakeholders with comprehensive, accurate, and objective evaluation data to assist in the on-going development of the MDUP and PGMP and ensure compliance with provincial health care objectives and international accreditation standards.

The ESU is housed within the Dean's Office and falls under the Education portfolio of the Faculty of Medicine (FoM).

The Evaluation Assistant will report to the Evaluation Studies Specialist and interact with other members of the Evaluation Studies Unit. The Evaluation Assistant will also:

- interact with faculty, staff and students of the UBC FoM
- attend and participate in committees, working groups and planning meetings as assigned

Work Performed

- Oversee the collection of survey data through an on-line survey system (One45)
- 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
- Collect a range of data (e.g. surveys, focus groups, interviews, administrative data) from multiple sources
- Assist in the development of data collection instruments and procedures
- Participate in monitoring the uptake of recommendations
- 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



- Contribute to the development and improvement of processes/procedures for the implementation of evaluation activities
- Assist in the coordination and implementation of work plans for assigned evaluation activities
- Implement evaluation activities in compliance with ethical requirements
- Contribute to the development and application of program evaluation designs and methods
- Participate in the preparation and delivery of presentations for decision makers (e.g. committees, planning meetings, etc.) and professional and lay meetings
- Conduct literature searches and summarize relevant medical education and evaluation literature
- Assist in the preparation of ethics applications
- Contribute to manuscripts, reports, etc. for external publication
- Perform other duties as required to ensure the successful completion of evaluation projects

Supervision Received

The Evaluation Assistant works under the general supervision of the assigned Evaluation Studies Specialist. She/he receives 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, production, and control 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 could delay timely completion of the evaluation, cause financial loss and be damaging to reputation of the Director, the UBC Medical School, 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. Completion of a University degree in a relevant discipline (e.g. education, psychology, health). Minimum of 3 years related experience or the equivalent combination of education and experience. Ability to communicate effectively both verbally and in writing. Ability to effectively use PASW (SPSS), MS Word and MS Excel at an intermediate level. Ability to be thorough, accurate, and have a high level of 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. 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 work effectively independently and in a team environment. Ability to work effectively with minimal supervision. 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 work in a confidential environment.

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Job Posting

Job ID: 10688
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Internal Coordinator
Department: Neurology Division
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-07-25
Job End Date: 2012-04-24
Funding Type: Grant Funded
Other:
Date Closed: 2011-07-18 **Available Openings:** 1

Job Summary

The Internal Coordinator is responsible for the daily management and coordination of MRI activities from industry sponsored and investigator driven, multicentre studies in Multiple Sclerosis. The position involves data receipt and evaluation, communication with external parties, protocol refinements, site training and maintenance of a study files. The chosen candidate must possess exceptional computer, communication, organizational and time-management skills, as well as a high degree of motivation, enthusiasm and initiative.

Organizational Status

The Internal Coordinator reports directly to the Director of Operations; collaborates with computer programmers, MRI technologists, radiologists and neurologists; interacts with national and international MS Clinics, MRI Centers and industry sponsors.

Work Performed

Tracking scanning activities of the MRI Centers, particularly the schedule of MRI visits and the receipt of MRI data. Overseeing and conducting the receipt and organization of MRI data. Monitoring the flow of MRI data and implementing support measures to ensure timeliness.

Providing feedback to the MRI Center to correct protocol violations or advise measures to ensure consistent, quality data.

Requesting information or replacement media. Answering MRI Protocol related questions and acting as a key liaison with sponsors, CROs, MRI Centers and MS Clinics.

Reviewing the MRI data to ensure compliance with the MRI study protocol. Preparing and discussing difficult scans with the group's radiologists.

Entering information into a scan tracking database and monitoring activities on a web portal. Managing MRI data collection and documentation associated with the study.

Organizing and executing the protocol training of MRI Technologists, Radiologists, sponsor representatives and Clinical Research Associates. Preparing presentation materials: slides, handouts, CDs, etc.

Working collaboratively with virtual clinical trial teams to ensure the MRI objectives of the study are being met; actively participating in sponsor meetings; preparing meeting agendas and action reports; ensuring timely notification of issues or problems to the sponsoring pharmaceutical company. Attending investigator meetings, teleconferences and workshops as is necessary.

Writing, developing and updating Standard Operating Procedures, forms and manuals.



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Staff Job Postings

Assisting in the orientation and training of internal staff members.
Generating quarterly reports of received MRI data for quality control and invoicing.
Archiving study documentation and electronic media at wrap-up.
Organizing team meetings and communicating progress with activities to the Director of Operations, the Executive Director and the funding sponsor.
Performing other related duties as required.

Supervision Received

The Internal Coordinator will receive direction from the Director of Operations.

Supervision Given

None.

Consequence of Error/Judgement

This position requires discretion and confidentiality as sensitive information not intended for public release can hinder the progress of the studies or cause adverse relationships with partners, decision makers, and sponsors funding the study. The incumbent must have the confidence to exercise considerable judgment on a daily basis. Errors or incorrect decisions may potentially result in delays in completing the project or compromise the quality of the MRI data submitted for the clinical trial.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. A background in Business Administration Management is preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience with project coordination management and customer service is preferred. Effective interpersonal, written and oral communication skills; demonstrated ability to exercise a high level of tact, discretion and sensitivity; ability to problem-solve issues and work under time pressures. Excellent organizational and task swapping skills; careful attention to detail; ability to meeting deadlines and adapt to changing priorities. Capable of working with a team environment and collaborating effectively and diplomatically with a wide range of individuals at all organizational levels externally and internally. Independent, self-directed and effective with moderate supervision. Proficient with computers and knowledgeable of Microsoft Word, Excel, Power Point, e-mail and database entry. Ability to travel as required. Familiarity with data management, research design and methodology in randomized controlled clinical trials is an asset.

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Job Posting

Job ID: 10756
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: iCORD
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-02
Job End Date: 2012-08-01
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2011-07-21 **Available Openings:** 1

Job Summary

Assists in numerous laboratory research activities focused on the study of spinal cord injury and the development of treatments for it in small and large animal models.

Organizational Status

ICORD is a world leading health research centre focused on spinal cord injury. From the lab-based cellular level of understanding injury to rehabilitation and recovery, our researchers are dedicated to the development and translation of more effective strategies to promote prevention, functional recovery, and improved quality of life after spinal cord injury. Located at Vancouver General Hospital in the Blusson Spinal Cord Centre, ICORD is supported by UBC Faculty of Medicine and Vancouver Coastal Health Research Institute. Visit www.icord.org.

Work Performed

1. Assists senior staff with scientific experiments, including:
 - performing baseline behavioural assessments and recording functional recovery
 - assisting with surgical procedures on the porcine and rodent models of spinal cord injury, including vascular access, dorsal thoracic laminectomy, spinal cord contusion, intrathecal catheter placement, microdialysis probe placement, cerebrospinal fluid analysis.
 - assisting with the acute post-injury care of the animals.
 - performing histological processing and analysis
2. Assists with the analysis and interpretation of experiment results and research data, including assembly, compilation and summary of statistical and other data
3. Writes reports and presents research results at laboratory meetings
Prepares and or maintains media, buffers, reagents, solutions, cultures and related material for routine laboratory use.
4. Provides training to undergraduate students and junior staff members in the use of equipment, techniques and procedures
5. Performs other duties from time to time as required.

Supervision Received

Reports to Lab Manager and Principal Investigator of the research group but is expected to work under minimum supervision. May



The University of British Columbia

Staff Job Postings

receive instruction from senior staff as required during specific research tasks.

Work may be checked weekly or infrequently by the supervisor.

Supervision Given

This position does not supervise other staff, but may be required to explain techniques and procedures to new lab members from time to time.

Consequence of Error/Judgement

Carelessness during the performance of research duties to could reduce the quality of research conducted in the lab and jeopardize the lab's ability to secure future funding by competing for research grants. The technician will be expected to exercise a considerable amount of judgment, responsibility, and initiative in determining work procedures and methods pertaining to the large and small animal surgeries, and coordinate the work of the unit.

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. Computer experience required; experience in data analysis, particularly using SPSS statistical software, is an asset. Demonstrated knowledge of MS Office, Sigma Scan, Sigma Plot, and Photoshop. Good oral and written communication skills. Ability to work independently and in a team environment.

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Job Posting

Job ID: 10787
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: Surgery
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-01
Job End Date: 2012-08-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-08-05 **Available Openings:** 1

Job Summary

The Research Assistant Technician 3 in the Division of General Surgery will perform in vitro, and cell-based and in vivo models of immune and hemopoietic cancer cell function.

This person will join faculty, students, and staff engaged in innovative, leading edge research, education and community service on university and hospital campuses across BC. Together, we aim to create knowledge and advance learning that will make a vital contribution to the health of individuals and communities, locally, nationally and internationally.

Organizational Status

The Research Assistant Technician 3:
is accountable to the Principal Investigator for assignment of duties;
reports on a day-to-day basis to the Principal Investigator;
reports to the UBC Department of Surgery's Director of Administration regarding overall management of performance; and
interacts and collaborates with the research team and with other labs and individuals in the Jack Bell Centre and UBC.

Work Performed

Responsibilities include:

- Conducting biochemical, molecular and immunological procedures to gain insight into signal transduction pathways.
- Collecting and processing data, performing data analysis. Preparing written reports to summarize results and contributing material to research manuscripts and scientific journals.
- Communicating with supervisor about data and research design.
- Performing some small animal models.
- Writing standard operating procedures.
- Assisting with editing publications (drafts and or galley proofs) for content and accuracy of data.
- Caring for and maintaining technical equipment.
- Performing other duties as required.

Supervision Received



The University of British Columbia

Staff Job Postings

Once sufficient training has been received, this person will work largely independently on a day-to-day basis, with overall direction from the Principal Investigator. The Research Assistant Technician 3 formally meets with the Principal Investigator each week to discuss results of the previous' week work, troubleshoot any problems, and to discuss and prioritize upcoming work.

The UBC Department of Surgery's Director of Administration provides functional supervision of this position.

Supervision Given

None. However, this person will be expected to share expert technical knowledge and occasionally teach techniques to others in the lab.

Consequence of Error/Judgement

The impact of incorrect decisions and errors in judgment would include alteration of end results of analysis, failed experiments, delayed productivity, or loss of data. In the most extreme scenario, insufficient productivity would result in loss of operating funds.

Inappropriate handling of interactions and communications can create embarrassment for the Lab and Department in dealings with those in and outside the University.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree in biological science is required. Minimum of 3 years related experience or the equivalent combination of education and experience. A minimum of 3 years' related research lab experience is required. --Technical skills in, and experience with, cell and animal models, biochemistry (protein purification, SDS-page analyses), cell biology (cultures of primary cells and cell lines, FACS analyses, thymidine incorporation assays), mouse handling (inflammation and cancer models), and computation are essential. Previous experience with immunofluorescence and confocal microscopy is an asset. Previous experience with signal transduction and immunology hematology oncology is advantageous.

--Computer experience required; knowledge of word processing, spreadsheet and statistical software preferred.

--Effective oral and written communication, interpersonal and problem-solving skills.

--Ability to exercise appropriate tact, discretion and confidentiality in all matters.

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

--Ability to work effectively both independently and collaboratively in a team environment.

--Ability to work a flexible schedule and additional hours occasionally on weekends, evenings and early mornings, as required.

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Job Posting

Job ID: 10794
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: Medical Genetics
Salary: \$46,003.00 - \$50,020.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-08-01
Job End Date: 2012-07-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-07-22 **Available Openings:** 1

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

Job Summary

Managing day-to-day operations of a basic science laboratory directed to the study of the interplay between "writers" (histone modifying enzymes) and "readers" of specific histone marks and DNA methylation in relation to transcriptional silencing, using the mouse as a model system. Duties including overseeing the tissue culture facility; stock taking, ordering and budgeting for the lab; participating in planning, designing and conducting experiments; performing experiments and analyzing data which require advanced molecular biology skills, training students in safe laboratory practices, handling of biohazardous materials, health and safety issues and other routine lab procedures.

Laboratory in the LSC on the UBC campus, with chemicals and biologicals. Radioisotopes, microbes, and recombinant DNA are routinely handled.

Organizational Status

The individual reports to the principal investigator. Works independently and directs the work of others to meet the goals of the project. Reports research data results to Investigator and other lab personnel. Trains and supervises junior lab personnel. Results are reviewed and additional experiments outlined on a bi-weekly basis. Attends weekly meetings of all laboratory workers and presents results of week's work.

The laboratory currently consists of 1 senior technician who reports to the Investigator, 1 co-op student, 4 graduate students a postdoctoral fellow and a Research Associate.

Work Performed

Genomic DNA preparation; Southern and Western blotting; Medip; performing FACS analysis of cells; performing chromatin immunoprecipitation (ChIP); polymerase chain reaction real-time PCR; applying advanced tissue culture skills, including retroviral infections; analyzing data; managing records; ordering supplies; reconciling laboratory expenses and account balances; monitoring safe laboratory standards, including autoclaving and proper discarding of biological waste; and performing other related tasks. Troubleshooting and developing protocols.

Supervision Received



The University of British Columbia

Staff Job Postings

After initial training the incumbent is expected to perform experiments with only general supervision. Routinely discusses results and additional experiments with principal investigator on a daily or bi-weekly basis.

Supervision Given

Trains and supervises junior lab personnel (high-school, undergraduate and co-op students) and graduate students.

Consequence of Error/Judgement

The experiments performed require precision and manual dexterity and include the use of radioisotopes and recombinant human DNA. Errors will result in failure of the experiment, requiring that the protocol be repeated thereby costing time and reagents used.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Masters degree preferred. Minimum of 4 years of related experience or the equivalent combination of education and experience. Ability to work independently, understand instructions and work effectively under pressure. Effective communication and organizational skills, ability to exercise judgment and responsibility in assigning work priorities in order to plan, document and complete assignments without supervision, and ability to supervise and train junior staff. Demonstrated laboratory abilities and managerial experience required, and previous experience with tissue culture, fluorescence microscopy, radioisotope handling and molecular biology preferred.

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