



# The University of British Columbia

## Staff Job Postings

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THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:03-OCT-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](http://www.hr.ubc.ca/careers)

#### INTERNAL APPLICANTS

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

#### EXTERNAL APPLICANTS

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

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

#### THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

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

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

#### VIEW OUR CAREER OPPORTUNITIES WEEKLY

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

#### VIEW YOUR APPLICATION STATUS

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

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

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

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



## Job Posting

<b>Job ID:</b>	11411		
<b>Location:</b>	Kelowna - UBC Okanagan		
<b>Employment Group:</b>	BCGEU UBC-Okanagan		
<b>Job Category:</b>	Clerical - BCGEU		
<b>Classification Title:</b>	Support Services Asst I	<b>Business Title:</b>	Support Services Asst I
<b>Department:</b>	UBCO-Health & Wellness		
<b>Salary:</b>	\$38,604.00 (Annual)		
<b>Full/Part Time:</b>	Full-Time		
<b>Desired Start Date:</b>	2011-10-17	<b>Ongoing:</b>	Yes
<b>Job End Date:</b>			
<b>Funding Type:</b>	Budget Funded		
<b>Other:</b>	Leave Replacement		
<b>Date Closed:</b>	2011-10-11	<b>Available Openings:</b>	1

### Job Summary

Under the general supervision of the Director for Campus Health and Wellness, this position is responsible for reception, clerical and administrative organization for the department and the Director. Oversees the day to day running of the office and Wellness Centres and assists with financial and human resources management.

### Organizational Status

Reports to the Director and works closely with health care and counselling professionals, other office staff, and work-study students.

### Work Performed

1. Provides administrative support by:

- Ensuring effective day-to-day functioning of the Health and Wellness office.
- Establishing and coordinating office administration procedures.
- Providing administrative support to the Director.
- Acting as liaison with staff to maintain staff accessibility, including keeping a master schedule.
- Facilitating department communication by setting up meetings and conference calls, preparing and distributing meeting agendas and minutes.
- Liaising with internal departments and personnel.
- Assisting with preparation of departmental, evaluation and research reports.
- Assisting in preparing letters of agreement for contract positions, creating job postings, participating in the hiring and appointment process and student employment through the work studies program.
- Managing hourly and monthly paid wages, reporting on and maintaining vacation and sick leave.
- Managing all IT and Facilities work orders, inputting and processing in a timely manner.
- Ensuring the maintenance and updating of office equipment, including computers, telephones, copiers and other equipment.
- Ensuring web pages are maintained and updated.

2. Provides support for financial processes by:

- Acting as the P card coordinator, including reconciling purchase card receipts with online statements and generating reports.
- Preparing and processing invoices for processing, requisitions and purchase orders and expense claims as required.



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- Assisting the Support Services II position when needed with financial reporting, budgeting and grant reporting and preparing budgets for proposals.

3. Performs general office duties by:

- Creating a welcoming environment for students by ensuring their needs are a priority.
- Responding respectfully and sensitive to a culturally diverse stakeholder population.
- Clarifying and accessing client situations and scheduling appointments with professionals appropriately.
- Ensuring the maintenance of health care inventories and managing office supplies.
- Providing direction for walk in traffic.
- Providing project support, including events, advertising, photocopying, display set-up, notice boards and pamphlet holders and power point presentations.
- Creating and maintaining office filing systems and archives.
- Provides word processing and graphics support in the development of departmental publications, including clinical forms, banners, posters and pamphlets.

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

### **Supervision Received**

Reports directly to the Director, Campus Health and Wellness. Works independently, under limited supervision. Works collaboratively with the Support Services II position. Sets priorities and performs most duties independently, occasionally consulting supervisor with reference to new or complex problems.

### **Supervision Given**

Works cooperatively with other employees. May supervise work-study students and part time auxiliary staff from time to time.

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

Incorrect decisions judgment will directly affect the department's reputation with the employer, health authorities, community and faculty, staff, and students. All information related to service provision must be accurate and provided in a respectful, timely and supportive way. Failure to provide and to assist others, such as support staff, to provide service that meets these standards may impact negatively on student access to services, jeopardize student's wellbeing, and result in increased risk to the university. Errors or incorrect decisions could also negatively impact professional staff's ability to assist students.

### **Qualifications**

High School graduation plus a minimum of two years post-secondary education with training in office procedures and practices. Minimum three years of related experience in a Health Care setting or college or university (preferably in a student services environment), experience with UBC would be an asset. Effective oral and written communication, interpersonal and organizational skills. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Ability to use word processing, spreadsheet, database, scheduling electronic mail applications at an intermediate level, with the ability to type 55 words per minute. Ability to prioritize work and to meet deadlines while maintaining accuracy and attention to detail. Ability to compose routine correspondence using clear, concise business English. Ability to work both independently and within a team environment.

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



### Job Posting

**Job ID:** 11412  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116 (Cler/Sec/Bookstore)  
**Job Category:** Clerical, CUPE 116  
**Classification Title:** Sales Clerk **Business Title:** Sales Clerk  
**Department:** Bookstore  
**Salary:** \$ 18.03 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-10-13 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-10-10 **Available Openings:** 3

### Job Summary

Sales clerks are involved in a variety of sales and order processing activities with the general objective of servicing the needs of Bookstore customers. Sales clerks are expected to provide excellent customer service, be knowledgeable about the products the Bookstore sells and effectively display bookstore merchandise. The nature of the work requires a general knowledge of guidelines and procedures which apply to the tasks being performed.

### Organizational Status

Reports to Bookstore Assistant, Section Head or Assistant Merchandising Supervisor II as designated.

### Work Performed

May perform any of the duties at lower classification levels and in addition may perform any of the following:

- Assist customers by helping to locate and select products, answering inquiries (verbally or in writing) giving product demonstrations and accepting, recording, processing and filling special orders and or requisitions;
- Operates point-of-sale terminal or invoicing equipment and ensure the safe and orderly keeping of a daily cash flow;
- Checks inventory levels and advise buyers of out-of-stock situations and may place orders by phone, mail or fax according to procedures;
- Stocks shelves, arranges displays and ensure orderliness and attractiveness of stock layout, preparing merchandise for sale as instructed and assisting with pricing;
- Recommends price mark-downs for supervisor's approval;
- Operates a computer terminal to access and input information as required;
- Prepares surplus or defective merchandise for return to vendor.

### Supervision Received

Receives detailed instructions during orientation and training and on subsequent new assignments or changes in procedures. Carries out familiar phases of the work under general supervision.

### Supervision Given



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Employees at this level do not supervise, but may explain work sequences to others.

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

Works within well defined guidelines and procedures, but is expected to exercise some initiative and judgment in establishing priorities and carrying tasks through to completion; new or unusual problems would be referred to supervisor.

### **Qualifications**

High School graduation. . the equivalent combination of education and experience. Knowledge and at least one year experience in retailing in related products. Ability to maintain accuracy and attention to detail. Ability to operate a cash register in an efficient and accurate manner. Ability communicate effectively and to respond appropriately to inquires in person, on phone, and in writing, and make appropriate referrals. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment. Ability to provide quality service to customers in a courteous, patient manner. Ability to effectively display and sell products and services. Ability to operate computer and other related office equipment. Ability to balance and complete multiple tasks in a variety of retail merchandise departments.

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## Job Posting

**Job ID:** 11416  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116 (Cler/Sec/Bookstore)  
**Job Category:** Clerical, CUPE 116  
**Classification Title:** General Clerk **Business Title:** General Clerk Warehouse  
**Department:** Bookstore  
**Salary:** \$ 16.55 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-10-12 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-10-10 **Available Openings:** 2

### Job Summary

Warehouse General Clerks perform a variety of duties in the warehouse relating to the receiving, processing, warehousing and storage of merchandise.

### Organizational Status

Reports to the Warehouse Section Head or Assistant Merchandising Supervisor II, as designated.

### Work Performed

Typical Duties include:

- Opens and unpacks cartons and skids. Prepares merchandise for processing;
- Checks quantity received or shipped against quantity billed;
- Documents the receipt of merchandise on computer system (data entry) or by paperwork, as appropriate;
- Price marking of goods for resales;
- Distributes processed merchandise to appropriate location'
- Files and maintains related documentation;
- Loads and unloads delivery vehicles;
- Keeps area uncluttered and safe, clearing and disposing of water material;
- Operates a computer terminal to produce price labels or to access information as needed ;
- Warehouses merchandise and performs inventory counts as required;
- Restocks sales floor from merchandise in warehouse;
- Prepares merchandise for return to vendor;

### Supervision Received

Receives detailed instruction during orientation and training and on subsequent new assignments or changes in procedure.

### Supervision Given

Employees at this level do not supervise, but may explain work sequences to others.



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

Works within well defined guidelines and procedures from both written and oral instructions. Must be able to exercise some judgment and initiative in establishing priorities and carrying tasks through to completion.

### **Qualifications**

High School graduation. . the equivalent combination of education and experience. Experience in a busy, team based warehouse environment preferred. Ability to operate a computer terminal, photo copier, and other related office equipment. Ability to use a pallet jack and other related warehouse equipment. Ability to work with figures quickly and accurately with great attention to detail. Ability to move skids of merchandise within the warehouse and to the retail floor. Ability to answer customer and coworker inquiries on the phone or in writing (including email). Ability to lift heavy objects onto skids.

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### Job Posting

**Job ID:** 11408  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116 (Cler/Sec/Bookstore)  
**Job Category:** Clerical, CUPE 116  
**Classification Title:** Clerk 2 **Business Title:** Clerk 2 - Campus Sustainability Office  
**Department:** CampusCommPln-Sustainability  
**Salary:** \$ 19.70 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-10-17 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-10 **Available Openings:** 1

### Job Summary

This level covers positions which involve a variety of moderately complex clerical, and or administrative tasks. The nature of the work requires a general knowledge of the guidelines and procedures which apply to the tasks performed.

### Organizational Status

Reports to the Director of Operational Sustainability.

### Work Performed

May perform any of the duties of the Clerk 1 classification, and in addition:

1. Processes a variety of forms frequently requiring the review, correction, recording and assembling of data.
2. Enters data into Access data bank and responsible for updates. Uploads data and documents into an online data bank.
3. Sets up and creates moderately complex materials, such as graphs, financial statements, and statistical tabulations.
4. Collects and accounts for various types of fees, prepares purchase requisitions, purchase orders, LOA, MOU, tracking necessary deliverables, invoices and arranging payment.
5. Answers routine oral and or written enquiries that require the standard application of guidelines and procedures; screens callers and visitors to obtain information in order to make appropriate referrals.
6. Assists in preparation of timecards, payroll, vacation hours, sick days, etc.
7. Compiles data and statistics from records for the preparation of standard reports and financial statements; prepares reports and documents associated with financial transactions; assists in budget matters and work plan.
8. Responsible for all mail distribution and duties.
9. Maintains office supplies and equipment records for stock replenishment, orders, and purchasing.
10. Performs other duties related to the qualifications and requirements of the job.
11. Provides assistance to staff throughout the department through various administrative duties, including PowerPoint presentations and excel spreadsheets.

### Supervision Received

Receives detailed instructions during orientation and on subsequent new assignments or changes in procedures. Carries out familiar phases of the work under general supervision.





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### **Supervision Given**

May distribute work assignments to employees at lower classification levels and initiate new employees into office routines, procedures and operation of office equipment.

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

Works within well defined guidelines and procedures, but is expected to exercise some initiative and judgment in establishing priorities and carrying tasks through to completion; new or unusual problems would be referred to supervisor.

### **Qualifications**

High School graduation. training or experience in typing and basic office procedures and practices. Minimum of 2 years related experience or Training in basic office procedures and practices. the equivalent combination of education and experience. or one year relevant UBC experience. Keyboarding ability of 50 wpm preferred, except where required in specific jobs. The ability to operate the normal range of office equipment and automated systems as may be required in performance duties, such as calculators, copying machines, data entry systems, and software packages, PowerPoint, Access, mail merge and Excel. Ability to plan and complete work assignments without on-going direction. Good verbal and communication skills required in public service areas. Attention to detail and positive attitude.

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

Work would be checked by a Dental Assistant III or IV.

If an error occurred, possible damage to handpieces, instruments and equipment. If incorrect decisions were made it would impact on the clinic functioning properly the next day. Proper sterilization and disinfection is vital to patient care and student curriculum requirements.

### **Qualifications**

High School graduation and completion of dental assistant program, B.C. dental assistant certification and current licence. . 2 years relevant experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to gather, record, and organize information. Ability to effectively use computers. Ability to exercise flexibility, self-motivation, tact and discretion. Ability to work effectively independently and in a team environment.

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## Job Posting

**Job ID:** 11414  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Dental Assistants - CUPE 116  
**Classification Title:** Dental Assistant 3                      **Business Title:** Dental Assistant 3  
**Department:** Dental Clinic  
**Salary:** \$38,712.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-10                      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-10-10                      **Available Openings:** 1

### Job Summary

This position will assist faculty members and students at chair side. It would involve working in the Central Sterilization and Dispensing area with the disinfection, sterilization and dispensing of dental supplies and instruments.

### Organizational Status

This position- Dental Assistant III would report to Dental Assistant IV, who reports to the Clinic Director - Dr. Andrea Esteves, who reports to the Dean- Dr. Charles Shuler.

### Work Performed

Setting-up armamentarium; assisting with faculty members and students at chairside.  
Supervises and coordinates the work of lower classification level of Dental Assistants as required.  
To assist faculty members and graduate students at chair side.  
Setting up instruments and equipment for dental procedures.  
Maintaining inventory of supplies and materials.  
Informing faculty, patients and students of existing protocols and procedures.  
Cleaning cubicles, dispensaries, and lab areas.  
Performing other related tasks as required.

Would work in the main clinic.  
Work around sink area, sterilizers and ultrasonic units.  
Lighting is good; floor is concrete, some anti-fatigue matting throughout.  
Hazards- instrument cassettes are heavy, lifting of cassettes involved, and loading and unloading of trolleys. Very hot temperatures in the sterilizers, proper mitts to be worn when unloading. Disinfection solutions are varied- phenol, glutaraldehyde, isopropyl alcohol- gloves to be worn.  
Handling of used instrument cassettes could be hazardous.

### Supervision Received

Would be supervised by a team of Dental Assistant IV's.



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### **Supervision Given**

Supervises Dental Assistant II's and Tech II's.

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

Work would be checked by a Dental Assistant IV. If an error occurred, possible damage to handpieces, instruments and equipment. If incorrect decisions were made it would impact on the clinic functioning properly the next day. Proper sterilization and disinfection is vital to patient care and student curriculum requirements.

### **Qualifications**

High School graduation and B.C. Dental Assistant Certification and Current Licence. Completion of dental assistant program. 4 years relevant experience or the equivalent combination of education and experience. Experience and knowledge of surgical procedures and materials used in implants prosthodontic implants endodontic periodontics and oral surgery. Supervisory experience required. Ability to communicate effectively verbally and in writing.. Ability to gather, record, and organize information.. Ability to work independently with minimal supervision. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively train, supervise, and motivate team members. Ability to effectively use Microsoft Office at a basic level. (Outlook, MS Word, MS Excel) Ability to identify and respond to contentious or sensitive issues with discretion.

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### Job Posting

**Job ID:** 11400  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Food Services - CUPE 116  
**Classification Title:** Food Services Assistant-F/S **Business Title:** Food Ser. Assistant-Point Grill/LTK Univ Centre  
**Department:** Food Services  
**Salary:** \$ 18.62 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-10-17 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-10-10 **Available Openings:** 1

### Job Summary

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

### Organizational Status

Reports to unit Manager Senior Supervisor.

### Work Performed

Supervises the workload of up to 15 food service workers, ensuring employees meet UBC Food Services' customer service standards.

Trains food service workers, following up to ensure an understanding of the material covered.

Assists with and recommends scheduling options to the unit manager.

Orders food supplies required for day to day operations.

Monitors and reviews cost controls, such as, labor costs, food costs and waste and overhead expenses, with unit manager.

Handles customer comments and complaints and refers to unit manager as required. Monitors customer satisfaction via surveys, comment cards, and any other types of feedback.

Relieves and assists food service workers as operationally required.

Ensures that the quality of product being produced and or sold is up to department standards and safety and cleanliness standards are adhered to at all times; takes action with production or makes recommendations as required.

Participates in related day to day office administrative duties, such as, answering telephones, record keeping, filing, data entry, performing basic calculations, typing correspondence, inventory, and month end procedures.



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Ensures that systems and procedures for daily sales, cash collections controls, banking and ledger reconciliation are being followed; processes payments and deposits.

Recommends daily specials and ongoing menu changes.

Suggests and implements unit promotions including processing and delivering of You-Care packages.

Ensures all kitchen equipment and point of sale systems are in working order; reports and follows up on maintenance as required.

Contacts employees for coverage of last minute vacancies of shifts.

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

### **Supervision Received**

Works independently under general supervision.

### **Supervision Given**

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

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

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

### **Qualifications**

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

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## Job Posting

**Job ID:** 11410  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Food Services - CUPE 116  
**Classification Title:** Waiter/Waitress - Food Serv.      **Business Title:** Waiter/Waitress - LTK / University Centre  
**Department:** Food Services  
**Salary:** \$ 15.62 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-10-11      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-10-10      **Available Openings:** 1

### Job Summary

To provide food and beverage service to patrons of LTK University Centre.

### Organizational Status

Reports to Supervisor or Manager.

### Work Performed

Takes and serves customer food and beverage orders.  
 Serves food and beverage items to customers.  
 Sets and resets tables as required with linen, china, cutlery, glassware and other setting arrangements; arranges tables and chairs and other furnishings as required for daily service and functions.  
 Completes facility and equipment cleaning as required.  
 Assists bartender server as required.  
 Stays informed with respect to all food and beverage menus, food and beverage promotions and specials and various functions.  
 Cleans tables, kitchen preparation areas, kitchen equipment and seating areas. Arranges cutlery and moves furniture as needed.  
 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 direct supervision.

### 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**

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.

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## Job Posting

**Job ID:** 11369  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Research/Technical - CUPE 116  
**Classification Title:** Research Asst/Tech 1                      **Business Title:** Research Asst/Tech 1  
**Department:** Psychology  
**Salary:** \$ 18.70 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-10-10  
**Job End Date:** 2012-08-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-10-10                      **Available Openings:** 1

### Job Summary

The overall purpose of this job is to provide basic administrative support to the research efforts of the graduate students, post-doctoral fellows, faculty, collaborators, and others conducting research in the research lab by maintaining supplies, entering participant information into a database, contacting participants, coding and entering data, and searching for relevant literature related to the lab's research.

### Organizational Status

Report to the lab director, Dr. Kalina Christoff. The lab director holds several active research grants. In addition to this position there are three graduate students and three undergraduates conducting directed studies work or volunteering.

### Work Performed

The research assistant will call subjects from the database to gather information and schedule participation times, greet subjects and explain the study according to guidelines prepared by the researcher and enter information about subjects for studies on meditation and functional neuroimaging (fMRI) into an existing database.

He she will be taught to use computer software programs at a basic level, such as SPM5 and Matlab, in order to retrieve and process data from the UBC MRI center. Training in these areas takes approximately two working days.

Explicit protocols are provided for all tasks.

The successful candidate would also be responsible for maintaining supplies in the lab, and performing basic literature searches through Pubmed, PsycInfo, and other online databases.

### Supervision Received

The employee will be under direct supervision. Tasks will be assigned and monitored on a daily basis by the lab director.

### Supervision Given



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None.

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

All work is performed according to explicit procedures, and monitored by the lab director. The position will include little decision making or responsibility for interpretation. An error in work would result in the employee being informed and the expectation that the employee would correct the situation in future. Errors may also result in loss of data from the study being conducted.

### **Qualifications**

High School graduation. . Minimum of 1 year of related experience or the equivalent combination of education and experience. Preference given to individuals with experience in assisting with fMRI studies and with interest in trauma and post-traumatic stress disorder (PTSD). Preference given to individuals with computer experience working in a Microsoft windows and Linux environment. Effective oral and written communication. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Effective interpersonal and organizational skills. Ability to carry out written and oral instructions.

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## Job Posting

**Job ID:** 11376  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Mail Sorter **Business Title:** Mail Sorter  
**Department:** Campus Mailing Services  
**Salary:** \$32,004.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-17  
**Job End Date:** 2012-01-13  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2011-10-10 **Available Openings:** 1

### Job Summary

Under general administrative direction of the Campus Mail, Manager and the direct supervision of the Campus Mail Distribution Co-ordinator, the incumbent is responsible for mail parcel sorting and assisting with mail parcel distribution.

### Organizational Status

This position is in Campus Mail.

### Work Performed

- Sorts mail parcels.
- Assembles and bundles mail parcels and loads vans with mail racks and bins for distribution.
- Responds to general enquiries relation to mail parcel distribution and refers other enquiries to appropriate individuals within the department.
- Carries out any other related duties as necessary in keeping with the qualifications and requirements of the position.

### Supervision Received

Works under the general administrative direction of the CMS Manager and the direct supervision of the Campus Mail Distribution Co-ordinator.

### Supervision Given

None.

### Consequence of Error/Judgement

Errors can have adverse affect to department.

### Qualifications



# The University of British Columbia

## Staff Job Postings

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High School graduation. . the equivalent combination of education and experience. Six months experience in a large automated mailing service is an asset. Familiarity with metering and associated mailing equipment an asset. Ability to communicate effectively in writing. Ability to communicate effectively verbally. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise sound judgment. Physical ability to perform the duties of the job and lift up to thirty (30) kilograms. Familiarity with microcomputers, microcomputer operating systems and productivity software an asset. Possession of a current B.C. Class 5 Drivers License.

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# The University of British Columbia

## Staff Job Postings

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Works under general supervision and from oral and written instructions and according to established procedures.

### **Supervision Given**

Coordinates, organizes and supervises the work of assigned group of labouring staff.

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

Makes decisions regarding the organization and allocation of required labouring work and associated equipment needs for assigned area and or group; inappropriate decisions may result in service delays and costs.

### **Qualifications**

High School graduation and Valid BC Drivers Licence. . 3 years relevant experience or the equivalent combination of education and experience. Good physical fitness; knowledge of construction and maintenance equipment and usage.

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# The University of British Columbia

## Staff Job Postings

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8. Checks and ensures that the workers work in a safe and correct manner and that all normal safety practices are adhered to.
9. Carries out other related duties as required.

### **Supervision Received**

From Head Ice Maker and Operations Manager

### **Supervision Given**

Minimal

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

Errors may have minor impact on service

### **Qualifications**

High School Completion.

Valid B.C. Driver's License required.

Experience with operating an ice resurfacer.

5th class refrigeration ticket or equivalent.

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## Job Posting

**Job ID:** 11407  
**Location:** Vancouver - Hospital Site  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 3 (Gr6)      **Business Title:** Administrative Support 3 (Gr6)  
**Department:** Medicine,Udgrd Ed.(Dean'sOff)  
**Salary:** \$39,168.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-17      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-06      **Available Openings:** 1

### Job Summary

Providing administrative support of a complex nature to the Curriculum Management Support Unit and in the area of examinations.

### Organizational Status

Reports to the Administrative Director, MD Program through the Curriculum Management, Manager.

### Work Performed

Work Performed:

- Provides administrative support to the Curriculum Management Support Unit. Coordinating the distribution of the curricular planning documentation with program managers assistants to faculty members and or Instructors.
- Maintaining the accuracy and currency of curriculum planning documents and curriculum management systems.
- Assisting in entering specific and accurate mapping terminology to the curriculum management databases.
- Conducting, running and editing reports within the learning management systems on a variety of topics (i.e. Pharmacology, Radiology, Palliative care, Geriatrics, etc.) as requested by senior officials and executives, both inside and outside the faculty and university through the Curriculum Management Manager.
- Assisting in extracting and transferring confidential examination questions to and from the IDEAL (International Database for Enhanced Assessments and Learning) bank in liaison with the UBC IDEAL Bank administrator (Assessment Manager).
- Overseeing the security of the IDEAL question bank.
- Composing complex correspondence and preparing presentations (PowerPoint, etc.) for CMU.
- Overseeing that all documentation is tracked and archived according to archival policies and procedures.
- Assisting in preparation of all CMU committees and working groups.

Performs curriculum data entry and generates reports as needed. Will also work closely with other administrative staff to support the work of the curriculum management unit as needed. Provides support to the Examinations Coordinator for the tasks outlined below.

Entering data from different curriculum management systems to One45 and CurrMIT (Curriculum Management Information Tool). Compiling and preparing curricular planning documents (Session information, Instructor, Objectives, Terms by Taxonomy) with information from One45 for distribution to faculty members and or instructors.



# The University of British Columbia

## Staff Job Postings

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Assuring consistency between these documents and other related curriculum sites (i.e. CMU SharePoint site, MEDICOL).

### Other:

May be involved in other special projects as requested.  
Participates in the invigilation of mid term and end of term examinations.  
Performs other related duties as required.

### VFMP Examination Support

Attends all written exam sessions to help with set-up, tear-down, and serve as a resource for all other invigilators.  
Books laptops for the examination review sessions  
Returns bubble sheets and laptops to EAU after each exam.  
Counts sorts OSCE checklists (3 times a year).

### Supervision Received

Works independently under the general direction of the Curriculum Management Manager.

### Supervision Given

May be required to supervise the work of students and or train other new or inexperienced staff members.

### Consequence of Error/Judgement

Impact of error is considerable. Errors in judgment or ineffective communication will compromise the quality of curriculum support to the MD Undergraduate Program.

### Qualifications

High School graduation and 1 year post-secondary education. . 4 years relevant experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to make thoughtful, informed, and thorough decisions. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to analyze and interpret data, determine implications, and provide recommendations

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## Job Posting

**Job ID:** 11409  
**Location:** Vancouver - Hospital Site  
**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:** UBC Sustainability Initiative  
**Salary:** \$40,440.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-24      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-06      **Available Openings:** 1

### Job Summary

Provide secretarial and administrative support to the Executive Director of the UBC Sustainability Initiative (USI) and the USI office as a whole. This position supports and interacts with faculty, students, staff and partners of the USI. Maintains unit files, archives, prepares general correspondence, and assists in coordinating meetings, workshops, seminars and public events. Performs content updates to reports and funding applications.

### Organizational Status

Reports directly to the USI Executive Director for overall objectives and indirectly to the USI Associate Director on day-to-day matters. Provides support to the other managers within the department as well. Communicates with UBC central administrative departments to follow up on items.

### Work Performed

- Provides confidential secretarial and administrative support for the USI Executive Director and the USI office in general. Ensures parties are informed of necessary dates and deadlines.
- Organizes the calendar of the Executive Director and schedules meetings and appointments for the USI office.
- Identifies and communicates high priority requests and coordinates with other schedules.
- Drafts and edits correspondence, reports, research proposals and other materials with a high level of accuracy; formats and edits electronic drafts using a variety of computer applications.
- Schedules, plans and coordinates USI meetings, including team meetings, management meetings, steering committee meetings, advisory panel meetings and others as requested.
- Prepares and distributes agendas for USI meetings. Takes, transcribes, edits and distributes USI meeting minutes and reports.
- Composes complex and confidential correspondence and reports from brief oral instructions notes, and initiates draft responses.
- Screens and prioritizes correspondence including email and in-person and telephone inquiries. Is the first point of contact for USI enquiries.
- Assists the USI HR and Finance Coordinator with establishing, organizing and maintaining filing systems for the USI.
- Coordinates and distributes notification of seminars and workshops during the academic year and special events conferences during the year.
- Books lecture halls and creates posters for talks.
- Orders catering services and coordinates A V and logistics requirements for USI meetings, conferences and special events.



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## Staff Job Postings

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- Coordinates the preparation, including information gathering, organizing and collation, formatting and printing of USI annual reports and other communication materials including USI promotional and printed materials for distribution.
- Manages the Executive Director's expense reconciliation and Trudeau Fellow grant funds.
- Acts as liaison with various departments at UBC.
- Processes incoming mail, maintains office supplies.
- Makes travel and accommodation arrangements for the USI Executive Director and other USI staff as required.
- Assists the USI HR and Finance Coordinator with processing appointments.
- Provides general admin support duties such as photocopying and routine office procedures.
- Performs backup support including vacation and sick time relief to the USI HR and Finance Coordinator and other staff as required.
- Performs duties related to the qualifications and requirements of the job.

### **Supervision Received**

USI Executive Director for overall objectives and indirectly to the USI Associate Director on day-to-day matters. Works independently and prioritizes own work load. Uses initiative, interpretation and ingenuity to identify potential or actual problems and investigates causes and resolves problems.

### **Supervision Given**

Explains work procedures to new staff, temporary staff and students.

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

Errors may impact the credibility and reputation of both the USI and the University. The incumbent is required to exercise judgment and initiative in handling matters of a non-routine nature. Incorrect decisions would result in delay of office output, and possible injury to the USI and University's reputation.

### **Qualifications**

High School graduation and two year post-secondary diploma. Minimum 2 years' post secondary education with training in secretarial practices and office procedures preferred. 4 years relevant experience or the equivalent combination of education and experience. 4 years relevant experience or the equivalent combination of education and experience. Experience with organizing events. High level of interpersonal skill is required. Excellent oral and written communication skills. Ability to prioritize work, meet tight and often short deadlines, and multi-task. Ability to work both independently and within a team atmosphere. Ability to effectively use MS Office (Outlook, Word, Excel, PowerPoint, Access), Endnote, Adobe Acrobat Pro, Content Management Software (webpage maintenance), Internet Explorer Ability to perform word processing at 50 words per minute. Good organizational skills. Ability to take and transcribe accurate meeting minutes. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Experience with coordinating events.

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## Job Posting

<b>Job ID:</b>	11283		
<b>Location:</b>	Vancouver - Hospital Site		
<b>Employment Group:</b>	CUPE 2950 (Cler/Secr/Library)		
<b>Job Category:</b>	CUPE 2950 Clinical		
<b>Classification Title:</b>	Clinic Receptionist (Gr2)	<b>Business Title:</b>	Clinic Receptionist (Gr2)
<b>Department:</b>	Respiratory Medicine Division		
<b>Salary:</b>	\$ 19.76 (Hourly)		
<b>Full/Part Time:</b>	Part-Time		
<b>Desired Start Date:</b>	2011-11-01		
<b>Job End Date:</b>	2012-10-31	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Grant Funded		
<b>Other:</b>			
<b>Date Closed:</b>	2011-10-09	<b>Available Openings:</b>	1

### Job Summary

The part-time clinic receptionist ensures all filing is in order and charts are prepared for patient visits. They provide some coverage for full-time reception staff on the clinic's busiest day. This involves: answering and routing phone calls and receiving patients, arranging tests, retrieving and filing test results, scheduling patient appointments, and photocopies, mails and files consult letters for specified doctors. The Clinical Receptionist will work in a clinical office, with computerized equipment. There is a natural light source and overhead lighting.

### Organizational Status

Reporting to the Clinic Manager with additional direction from the Medical Director. The position works directly with 2 clinical receptionists, 2 technicians and 2 asthma educators. The position schedules appointments and receives calls for 12 physicians and an asthma educator. Some tasks may be delegated by these people, although no supervision is given by them.

### Work Performed

The major responsibilities of this position include:

- Pulls and prepares charts.
- Makes up new patient charts.
- Filing.
- Mailing faxing of consultation letters.
- Receives patients and visitors
- Handles incoming phone calls by screening, assessing and routing calls and answering inquiries when appropriate
- Schedules patient appointments
- Books tests for clinic patients
- Retrieves test results via Medinet and Pathnet
- Mailing faxing of results and other clinic letters
- Orders, receives and returns x-ray, CT and MRI films
- Puts information onto the grid so x-ray results can be reviewed by physicians
- Sorts mail and faxes received
- Checks and prepares charts prior to patient arrival
- Bills for patient procedures



# The University of British Columbia

## Staff Job Postings

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- MSP billing for Dr Swiston, Dr Khalil and Dr Fitzgerald
- Sends out consult letters for Drs Fitzgerald, Khalil, Ostrow, Ronco, Carlsten and Cook
- Maintains office supplies and schedules space
- Photocopies, mails and files consult letters for specified doctors
- Maintains patient database and compiles daily statistics

### **Supervision Received**

The Clinical Receptionist is required to exercise some initiative and judgment in establishing priorities and carrying tasks through to completion. New or unusual problems are referred to the Clinic Manager. The position is supervised by the Clinic Manager.

### **Supervision Given**

No daily supervision is given, but the office assistant may train new staff on office and billing procedures.

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

The part-time Clinical Receptionist is required to ensure patient files are complete with recent test results, in order to ensure that physicians have all information necessary in making clinical decisions.

### **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. Three years of related experience preferred. Computer skills required (MS Office, Access, Excel and MSP billing). Ability to type 40 wpm and to operate a normal range of office equipment. Ability to work effectively under pressure, maintain accuracy and attention to detail. Excellent interpersonal and communication skills are required. Ability to work both independently and within a team environment. Ability to exercise tact, discretion and confidentiality.

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## Job Posting

**Job ID:** 11371  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Financial Proc. Spec 3 (Gr4)      **Business Title:** Financial Proc. Spec 3 (Gr4)  
**Department:** Family Practice  
**Salary:** \$37,308.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-03      **Available Openings:** 1

### Job Summary

To provide financial and administrative support to the Department Administrator.

This position reports to the Finance Manager and designated Budget Manager, provides advice and training on financial procedures and policies to other clerks and administrators throughout the Department.

### Organizational Status

The Department of Family Practice is a dispersed department with 14 Divisions, Undergraduate and Postgraduate Programs, and an increasingly active and distributed research program. In the Lower Mainland, the Postgraduate Program has teaching sites in St Paul's and in Children's and Women's Hospital. Additional residency sites exist in Prince George, Victoria, Nanaimo and Chilliwack as well as a more dispersed rural program throughout the Province and Yukon. Currently expansion plans include setting up one additional sites in Kelowna. The Undergraduate program has teaching sites spread throughout the Province. Currently, approx 1600 clinical faculty members teach students and the number of clinical faculty members is expanding as the medical school expands. The Department has approximately 100 staff members,

### Work Performed

#### Financial Administration Tasks

Resource for Family Practice staff in the preparation of financial forms and policies (UBC and departmental), advise on University and Departmental financial procedures and processes

#### Staff Orientation

Participate in the Financial Orientation session for new staff

application for FMS online live and nQuery

Purchase Card (Pcard) application and administration

Online (FMS) requisition processing and cash receipts

Participates in the development and implementation of departmental financial procedures

Develop systems, worksheets and procedures for streamlining financial processes and financial records

Research and perform cost analysis on use and consumption of supplies used to support office functioning, works with Department

Administrator to estimate upcoming needs and advises on strategies to save on consumption cost

Processing Requisitions





# The University of British Columbia

## Staff Job Postings

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Prepares financial forms for Central Administration Unit including on line Smart Forms and Cash Receipts on FMS (Financial Management System)

Ensures appropriate signatures are obtained

Tracks all requisitions submitted for Department Head or Associate Head's signature, ensuring that all required documentation is attached and forms are properly completed

tracks the progress of the requisition from its receipt through to its final distribution (both original and copy if submitted)

Tracks the progress of Central Administration Unit forms by recording

who and when the appropriate signatures are obtained

where and when the originals are mailed

where and when the copies are filed and ensures that all forms are accounted for

Investigates and resolves concerns regarding the processing of requisitions

Excel Financial Shadow System

Data entry - all transactions for a number of departmental PG's

Assists with the reconciliation of expenditures and revenues; follows up and resolves any problems

Manages monthly ledger distribution

Sorts and copies (as required) monthly ledger sheets

Distributes all ledger sheets to the appropriate manager

Files ledger sheets for which Central Administration are responsible

Maintains department ledger list

Purchase Card (Pcard)

Support for IT Analyst

Monthly reconciliation for IT Senior Tech Analyst corporate purchase card

collects original receipts and follows up on any missing receipts, create system for tracking lost receipts through researching other UBC methods

on FMS, distributes and reconcile charges to appropriate PG and account code

provides record of Statement History

files appropriately

Assists the departmental Pcard Administrator

Provides orientation sessions for all new Pcard holders and advises on process and policy on an ongoing basis, as required

Ensures that all Departmental Pcard holders' monthly statements are received and that (1) appropriate documentation (receipts and transaction explanations) are attached, (2) has been signed and dated by the Pcard holder and supervisor.

Ensures adequate records are maintained for audit purposes

Resource person for all faculty and staff regarding Pcard administration

Supports Department Head and Associate Head

Manages reimbursements from UBC & external organizations

prepares UBC requisition

invoices external agencies

tracks payment and investigates outstanding payments

responsible for ensuring they are fully reimbursed

Monitors Professional Development Fund for faculty members

Responsible for ensuring Faculty have the information they need to access these funds

Receives inquiries and works to resolve any problems that may occur around the funds

Monitors accounts, Advises on how to utilize funds and provides information on the allocation of funds

In order to comply with good accounting practices, assists the Administrator with year-end activities including collecting and processing of accruals across the department

Staff and Faculty Appointment forms

Review and double check information on forms from HR Coordinator, ie, PG information is correct and can support salary, grant end date does not precede appointment end date

Assist in the preparation of faculty appointment and reappointment forms

Sits on weekly administrative planning committee and participates in Ad Hoc committees as required

Attend relevant training and workshops available at UBC



# The University of British Columbia

## Staff Job Postings

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### General Administration Tasks

Ensures outgoing mail procedures are followed

Filing

Creates system for tracking and managing conference calls

Coordinates building maintenance, as required

Maintains office equipment

Opens and date stamps Administrator's mail

Purchases office supplies

Backup for receptionist

Other related activities, as required

### Supervision Received

Works under limited supervision receiving instructions on new initiatives. Expected to consult with supervisor when encountering problems.

### Supervision Given

None.

### Consequence of Error/Judgement

In some cases, a lack of attention to detail could result in a financial loss to the Department and or faculty member.

### Qualifications

High School graduation and one year of related post-secondary education. Training in office procedures and practices. Coursework in Business Administration an asset. 3 years relevant experience or the equivalent combination of education and experience. Experience in a financial environment preferred. Knowledge of FMS and University financial policies and procedures an asset. Ability to communicate effectively verbally and in writing. Ability to gather, record, and organize information. Ability to effectively use Word, Excel, Outlook, and Internet at an intermediate level. Ability to provide quality service to customers in a courteous, patient manner. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to perform word processing at 50 words per minute. Ability to operate job-related equipment. 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. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment.

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## Job Posting

**Job ID:** 11365  
**Location:** Vancouver - Hospital Site  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Financial Proc. Spec 3 (Gr4)      **Business Title:** Residency Finance/Admin Program Assistant  
**Department:** Pathology  
**Salary:** \$37,308.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-03      **Available Openings:** 1

### Job Summary

The position provides financial and administrative assistance to the Residency Program Coordinator in the Department of Pathology and Laboratory Medicine, University of British Columbia. The Residency Finance Admin Assistant is responsible for day-to-day financial processes of 7 programs within the Residency Programs. In this role, the Finance Admin Assistant monitors and reconciles all Residency Program account activities in accordance with the policies and procedures of the UBC and Ministry of Health Guidelines.

### Organizational Status

The position reports directly to the Residency Program Coordinator. The position is based at the Vancouver Hospital VGH Site.

The position interacts with UBC Finance, Residents, Program Chairs or academic representatives in the Department, Site Program Directors, External Program Directors, Associate Deans - Postgraduate Medical Education, College of Physicians & Surgeons of BC, Royal College of Physicians and Surgeons of Canada, and others.

### Work Performed

Finance:

- Prepares and processes requisitions for payment, journal vouchers and travel requisitions; verifies and ensures accuracy and compliance with the policies and guidelines, such as UBC Financial Policy and Ministry of Health Guidelines
- Monitors, reconciles, and investigates errors on requisitions of payments, journal vouchers, and travel requisitions
- Produces various finance reports as requested by faculty, management and external departments for the Programs to assist in developing and monitoring department budgets and to verify revenues and expenses
- Conducts ledger & Pcard reconciliation, including tracking pending expenditures, follow-up on outstanding items and rejected transactions, identifying and resolving errors when needed
- Processes residents and Program Directors' expenses and ensures that expenses have been approved by appropriate parties prior to processing
- Verifies expenses are assigned to the appropriate accounts following the specific Ministry of Health Guidelines, UBC Financial Policy, and Saudi Fund Policy
- Reports unusual cases to the Residency Program Coordinator, such as financial discrepancies or complex issues
- Purchases for the Program: supplies, equipment, textbooks, and etc.



# The University of British Columbia

## Staff Job Postings

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- Prepares cost analysis for equipments, i.e. cameras, printers
- Updates the Program's inventory list of equipment
- Responds to financial inquiries on departmental & UBC financial policies and procedures
- Assigns pagers to residents, collects deposits, and keeps a record of cash flow
- Maintains accurate financial records
- In consultation with the Residency Program Coordinator, updates financial and administrative procedure manual

### General:

- Provides administrative support for the Residency Program, including Internal Reviews and incoming evaluations; prepares necessary paperwork for the review process ie. Filling out necessary forms
- In collaboration with the Residency Program Coordinator, assists in coordinating Residency Program events, such as interviews during CaRMS, resident orientations, Academic Half Days, annual events, and etc. Books rooms, arranges for catering, prepares materials for events, and etc.
- Prepares and maintains personnel files on residents and fellows
- Handles requests from residents for confirmation of appointment letters
- Organizes, attends and takes minutes at Residency Program Committee meetings; collects and distributes agenda, takes minutes and follows up on action items
- Performs other related duties

### Supervision Received

Work is performed under the guidance of the Residency Program Coordinator.

### Supervision Given

No supervision given.

### Consequence of Error/Judgement

This position must exercise good judgment and initiative to handle matters based on the knowledge of the UBC, VGH, departmental and Royal College policies and procedures. Failure to work appropriately and maintain a high level of accuracy could lead to loss of program accreditation. Scheduling errors could result in loss of valuable pathologist and trainee time.

### Qualifications

High School graduation and one year of related post-secondary education. . 3 years relevant experience or the equivalent combination of education and experience. Training in office procedures and basic accounting procedures is required. Computer experience required (Word, Excel, Access, FMIS). Knowledge of the requirements, policies, and procedures for Resident recruitment (CaRMS) and for Royal College reports & evaluations preferred. Effective oral and written communication, interpersonal and organizational skills. Ability to type 60 w.p.m. and to operate a normal range of office equipment. Ability to use word processing, spreadsheet, database and graphic presentation applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Ability to compose correspondence or other documentation using clear, concise business English. Ability to prioritize work and to meet deadlines. Ability to work independently and as a member of a team.

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**Job Posting**

**Job ID:** 11403  
**Location:** Robson Square  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Financial Proc. Spec 3 (Gr4)                      **Business Title:** Financial & Administrative Assistant (BFC)  
**Department:** The Sauder School of Business  
**Salary:** \$37,308.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-10                                      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-10-09                                      **Available Openings:** 1

**Job Summary**

The Business Families Centre (BFC) located at UBC's downtown campus is part of the Sauder School of Business. Its purpose is to assist business families by providing unparalleled support, conducting research, and providing education in the field of family enterprise. The Centre's education programs range from two day courses to residential retreat programs. As part of the Operations Team at the Business Families Centre, the incumbent is responsible for administration and coordination of all aspects of the BFC financial requirements such as bookkeeping, accounting and reconciliation. In addition, the incumbent is responsible for the general office logistics and administration. The position supports the Operations Manager of the Business Families Centre

**Organizational Status**

The Financial & Administrative Assistant reports to the Operations Manager at the Business Families Centre and works collaboratively with all BFC staff, BFC advisory board, as well as colleagues within the Sauder School of Business and the University

**Work Performed**

Monitors, reconciles and investigates errors on department course fees, deposits and expenses such as JVs, department credit card statements and telephone bills.  
Tracks actual results against budget for the Business Families Centre  
Verifies that revenue and expenses for the BFC have been allocated to proper cost & revenue centers.  
Prepares invoices, journal vouchers and purchase orders.  
Verifies that corresponding invoices, JVs and purchase orders have been received and entered accurately within FMS.  
Bookkeeping, photocopying and systematic filing of all BFC finance related data.  
Works with UBC and Sauder Finance departments to resolve discrepancies in revenue and expenses for the Business Families Centre  
Ensuring accuracy of the financial statements.  
Assist in the preparation of management-level financial reports for the BFC Advisory Board.  
Follows internal controls and reconciliations necessary to maintain data integrity and consistency.  
Responsible for general office administration for the BFC  
Performs other duties as and when required.  
This position is based at the Sauder School of Business- Business Families Centre office located at 800 Robson Street. The



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incumbent must have the ability to work flexible hours (including some weekends and evenings) to ensure BFC success.

### **Supervision Received**

This position is supervised by the Operations Manager for the Business Families Centre. The position is reasonably independent and the incumbent is expected to perform to a high level in fulfilling his/her responsibilities.

### **Supervision Given**

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

Errors of judgement or procedure in financial planning documents could lead to serious financial problems for the unit. In addition, errors in completing work may result in unnecessary expenditures, inconvenience and or embarrassment to participants, faculty and students.

### **Qualifications**

High School graduation and one year of related post-secondary education. . 3 years relevant experience or the equivalent combination of education and experience. Ability to work in a fast pace environment, prioritize work and meet deadlines.

Effective oral and written communication, interpersonal, customer service and organizational skills.

Ability to use word processing, spreadsheet, Powerpoint and electronic mail applications at an intermediate level.

Ability to prioritize work, multi-task and meet deadlines.

Ability to maintain accuracy and attention to detail.

Ability to exercise tact and discretion.

Ability to interpret policies and procedures.

Ability to work independently and as a member of a team.

Ability to work variable hours (although typically normal business hours will be sufficient).

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### Job Posting

**Job ID:** 11377  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Grad Student Support  
**Classification Title:** Grad Student Support 2 (Gr6)      **Business Title:** Grad Student Support 2 (Gr6)  
**Department:** Sociology  
**Salary:** \$39,168.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-10  
**Job End Date:** 2012-02-10      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2011-10-04      **Available Openings:** 1

### Job Summary

Advanced senior level of secretarial assistance where, in addition to secretarial duties, the incumbent is expected to organize and complete administrative tasks related to graduate and undergraduate students, graduate and undergraduate programs in sociology and departmental graduate and undergraduate committees, requiring a thorough knowledge of office routines, department functions and University policies and procedures. The nature of the work requires independent action under direction of Committee Chairs, judgment when referencing departmental and University policies and procedures, (responsible leadership and clear liaison role relative to awards, programs and admissions).

### Organizational Status

Relevant to tasks, reports to the Department Head, Graduate and Undergraduate Committee Chairs and Administrative Assistant.

### Work Performed

Responsible for providing assistance to Committee Chairs, Faculty, graduate and undergraduate students in the administration of the two programs by providing information, interpretation of policies and procedures and giving advice on protocols and interpretation, how to interpret reasons for decision, consequences and alternatives related to policies and protocols.

Acts as a pro-active resource person for Committee Chairs and Committee members, Faculty and students, regularly informing Committee Chairs and members of upcoming deadlines and developments regarding policies.

Acts as key individual for collection and distribution of incoming and outgoing documents including applications, letters to all applicants, appointment forms and student records. Acts as liaison to direct graduate and undergraduate students to appropriate individuals and university and department resources. Keeps records on graduate and undergraduate major minor honor students, some filtering to other appropriate departments and processes applications and follows up on missing documents.

Assembles dossiers for assessment by the Graduate and Undergraduate Committees. Provides information on status of applications to Graduate Committees as required. Advises applicants and Faculty of Graduate Studies of the Committee's decisions. Acts as source of information to graduate applicants by telephone and in-person and answers e-mail inquiries about the Graduate Program and on academic matters and financial assistance; mails out applications packages upon request. Acts as source of information to undergraduate Majors Minors Honors by telephone, advising and guidance in-person and e-mail.



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Organizes and maintains files for past and current graduate and undergraduate students.

Informs committee members and posts notices relevant to graduate and undergraduate program including information on awards, employment, graduate schools, collects Directed Readings course outlines, maintains files of current Directed Readings courses, etc

Interacts and liaises with the Faculty of Graduate Studies, Arts Advising, the Registrar's office, departmental graduate and undergraduate Committees and other departments.

Works closely with the Graduate and Undergraduate Committee Chairs and members of the Graduate and Undergraduate Committees, provides assistance, compiles and prepares agendas, arranges and attends meetings, takes, transcribes and edits minutes.

Must thoroughly understand the eligibility criteria and application process of Awards, especially UGF and SSHRC so that students can rely on the Graduate Undergraduate Secretary as a resource in assisting qualified students to apply well in advance of deadlines.

Collects statistics on graduate and undergraduate program for transmission to outside agencies, university and department committees as required. Creates and maintains a large spread sheet database of comprehensive graduate student information (past and present); manipulating data to produce analyses and reports such as UBC SSHRC information, contact information, TA applications, admission information, end date information, awards held, evaluation results as required, lists of undergraduate majors minors honors, make up exams, outstanding grades. Maintains current information and informs Chairs and committee members of information sent out by Faculty of Arts and Faculty of Graduate Studies and Arts Advising in regard to Graduate and Undergraduate Programs and liaison contacts in the Faculty of Graduate Studies as well as across campus.

Development of online forms and integrated information management system on an ongoing basis. Monitors processes and revises in consultation with Graduate and Undergraduate Committee Chairs in order to streamline.

Prepares forms and appropriate back-up material for University Graduate Fellowship nominations and other graduate and undergraduate awards. Compiles data for the Graduate and Undergraduate Committees in the adjudication of graduate and undergraduate scholarships fellowships and prepares documents forms included in nomination packages.

Prepares a summary of Graduate and Undergraduate Awards for publication in the Departmental Newsletter.

Prepares and keeps records of student appointment forms and offer letters to TA's. Assists in assignment of offices for TA's.

Prepares letters of offer and assignment and appointment notices for teaching and research assistants.

Maintains up to date records of academic committee memberships for graduate and undergraduate students and informs committee members when specific reports on students are due. Arranges scheduling of departmental MA and Ph.D. examinations. Co-ordinates final Ph.D. examinations with the Faculty of Graduate studies and Chair of Advisory Committees. Announces results of completed MA and Ph.D. defense meetings.

Updates Graduate and Undergraduate Program information in consultation with the Graduate and Undergraduate Committee Chairs by collecting information and regularly updating the web-based version of the "Guide to Graduate Studies", "Invitation to Graduate Studies" and Undergraduate Summer and Winter course information guides.

Maintains graduate and undergraduate web pages, check links, update materials regularly and in a timely fashion as this is the primary source of all Departmental information. Ensure that interface is very organized and as simple for users as possible.

Keeps application materials, brochures, and scholarship information.

Compiles and keeps up to date Sociology Graduate Student Directory and Sociology Undergraduate Majors Minors Honors. Compiles graduate and undergraduate course descriptions.

Prepares departmental newsletter on a regular basis both in paper and web versions.

Performs various duties associated with Graduate and Undergraduate Programs, including registering graduate students using in





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appropriate courses using SIS and or FSC and collecting and entering report of grades on FSC; registering undergraduate students in Directed Readings courses and processes undergraduate add drop forms. Acting as resource person for the graduate and undergraduate program by clarifying department and University policies and procedures; planning and coordinating the orientation program for new students.

Organizes binding of student theses; maintains records of departmental theses and Ph.D. comprehensive examinations. Maintains, conserves, adds and protects a library of theses.

Responsible for updating information on electronic application form for graduate studies and Up-to-date database on applicants status. Tracks the number of applications received on a regular basis.

Must maintain cordial relations and excellent professional working relationships with Committee chairs, Committee members, Graduate Students, Undergraduate Students, other Departments and Faculties, etc.

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

### **Supervision Received**

Works under limited supervision and direction of Committee Chairs and Administrative Assistant. Reports to Committee Chairs and Administrative Assistant.

### **Supervision Given**

None.

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

Errors made can have serious impact on both potential and current graduate students and on the department's reputation and ability to attract students and funding.

### **Qualifications**

High School graduation and two year post-secondary diploma. Business training in office procedures and practices. 3 years relevant experience or the equivalent combination of education and experience. Four year's office experience or three years' relevant UBC experience. Ability to maintain accuracy and attention to detail Ability to work effectively independently and in a team environment, Ability to work effectively and take initiative, with minimal supervision Ability to perform word processing at 60 words per minute Ability to exercise tact and discretion Ability to exercise sound judgment Ability to communicate effectively verbally and in writing

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### Job Posting

**Job ID:** 11391  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Information Tech Srv  
**Classification Title:** Web Assistant (Gr7) **Business Title:** Publications & Technical Services Assistant  
**Department:** Library - Education  
**Salary:** \$40,440.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-11-14  
**Job End Date:** 2012-11-16  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2011-10-05 **Available Openings:** 1

Monday to Friday 8:00am - 4:00pm

#### Job Summary

Creates and maintains the branch web pages, branch newsletters, the preparation of bibliographies, indexes and various instructional handouts requested by the librarians and faculty. Responsible for the receipt and preparation of lesson units and other local collections, and the maintenance of resource files. Serves on the circulation desk and acts as the primary backup for the Branch's cash reconciliations in the absence of the Circulation and Office Manager.

#### Organizational Status

Works under the supervision of the Reference Technical Service Librarian and receives direction from the Head, Education Library. Interacts with patrons. Consults and collaborates with Librarians and other staff within the unit and in other branches and divisions.

#### Work Performed

##### DUTIES:

1. Creates, lays out and maintains the branch web pages and instructional materials, soliciting content and feedback from the Librarians and Library I.T. Creates web graphics using web authoring programs. Checks links and graphical elements for functionality. Converts existing publications to web publications and re-designs publications to ensure consistency. Uses the approved library publishing software and works within the Library web guidelines when appropriate.
2. Acts as the resource for the branch librarians and staff on web related issues. Assists Librarians with the design, preparation, lay out, and uploading of bibliographies, indexes, instructional handouts and other publications onto the branch web pages. Inserts images and performs document conversion where required.
3. Produces the Education Library's web based newsletter, including soliciting content, writing content as required for context, locating related sites and graphics, creating layout and format, uploading to the branch site and electronic distribution to faculty and staff.
4. Responsible for the receipt and preparation of lesson units and ideas (LUI), historical texts, pamphlets, and microfiche. Requires entering brief cataloguing records and item holding records in Voyager and or uploading to the branch website. Clears copyright by ensuring signature of related permission forms.
5. Maintains resource files: Reference (finding aids and uncatalogued material), Pamphlet, Education Resource, School Districts, Publishers' Catalogues, Author's Index and Bibliographies.
6. Processes Eric documents on fiche and directs junior library staff on filing and location.



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7. Maintains, and reports on, branch statistics as related to the above duties including web site usage statistics.
8. Assists in the creation, layout and production of advertising and publicity materials.
9. Acts as the primary backup for the Branch's cash reconciliations in the absence of the Circulation and Office Manager
10. Assists with the coordination of conferences and other branch events.
11. Operates and maintains computers, photocopiers, printers, fax machines, and audio-visual equipment as required.
12. Serves on Circulation Desk on regularly assigned shifts: Charges, discharges books, places holds, processes renewals and traces missing books. Handles routine cash transactions as part of circulation duties: making change, selling copy cards, refunding copy cards, accepting fine payments using Interac, Visa and Mastercard etc. Answers directional and informational inquiries.
13. Oversees work of staff at lower classifications, including students.
14. Performs other duties related to the qualifications and requirements of the job.

### **Supervision Received**

Accountable to the Head, Education Library. Works under the supervision of the Reference Technical Service Librarian and receives direction from the Head, Education Library. Performance reviews conducted by the Head, Education Library.

### **Supervision Given**

May explain work procedures and assist with training of new or inexperienced employees and oversees work of staff at lower classifications, including students

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

Largely works independently, seeking feedback and direction as required. Creates, solicits content and maintains Branch website and publications independently, with minimal supervision and in a timely manner. Considerable latitude exists to organize work and exercise judgement to obtain the desired results within broadly established guidelines, procedures and practices. Errors will affect the branch's visibility and credibility, reduce our ability to provide timely service and supply a full complement of resources. Will seek direction and or solicit feedback from Reference Technical Service Librarian and Head, Education Library on issues or problems of an unusual nature.

### **Qualifications**

High School graduation and two years post-secondary education. . 4 years relevant experience or the equivalent combination of education and experience. Ability to effectively use email, word processing, spreadsheets, desktop publishing and integrated library systems at an advanced level. (e.g., MS Office, Dreamweaver, HTML, Voyager preferred). Ability to operate the normal range of office and library equipment including computers, photocopiers, printers, fax machines, microform readers and printers, and video machines. Ability to communicate effectively verbally and in writing. Ability to develop and maintain cooperative and productive working relationships. Ability to provide quality service to customers in a courteous, patient manner. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to maintain accuracy and attention to detail. Ability to work evenings and weekends

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## Job Posting

**Job ID:** 11389  
**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:** External Prog & Learning Tech  
**Salary:** \$41,736.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-24 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-10-10 **Available Openings:** 1

### Job Summary

Works independently under broad supervision of the Director in the development and administration of cohort graduate programs, undergraduate and graduate courses and certificate courses.

### Organizational Status

Reports to the Director, Business Development. The selected candidate will work closely with faculty, instructors, program graduate advisors, school district personnel and other departments and agencies on and off campus.

### Work Performed

1. Major Responsibilities: Assists the Director in developing and organizing programs, courses, institutes and conferences. Demonstrates responsible exercise of independent judgment and pro-active relation building with other departments and external agencies. Multi-tasking and relationship building are key functions associated with this senior level role in the self-funded environment of EPLT.

- Evaluates student applications and transcripts for the programs and courses; forwards applications to appropriate faculty advisors for review; prepares acceptance and rejection letters and registers accepted student applicants; obtains class lists, transcripts and other student information on the SIS system.
- Special focus on advising prospective students on preparing their applications based on accumulated experience of handling complex cohort programs that may include on-line, face-to-face or hybrid instruction across several areas of specialization.
- Performs critical financial functions associated with verifying and recommending relevant expenditures by instructors and students, location rental arrangements.

2. Other Responsibilities:

- Maintains and updates student data base, updates personal information and student progress. Inputs grades and generates progress reports for faculty members. Develops operational timetables and work assignments.
- Collaborates in the development, production and dissemination of EPLT program and course promotional materials including brochures, flyers and posters under the guidance of the Director.
- Gives public presentations regarding EPLT programs as needed.



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- Coordinates licenses for special teaching applications, visa information support for international students and instructors.
  - Prepares reports utilizing Access or other EPLT data bases.
  - Corresponds effectively with internal and external agencies.
  - Participates in recruitment of instructors, student assistants and guest speakers to schedule the events, preparing promotional material and other administrative duties.
  - Supports recruitment of instructors and student teaching assistants by leveraging knowledge of UBC policies, collective
  - Supports recruitment of instructors and student teaching assistants by leveraging knowledge of UBC policies, collective contract agreements and other agreements with departments as well as external Universities agencies.
  - Coordinates workflow within programs (eg: ensuring appropriate courses instructors have been identified, student requirements have been met, deadlines are adhered to, etc).
  - Assesses efficiency of work processes and making recommendations for improvements to workflow, systems and protocols.
  - Identifies upcoming program deliverables.
  - Participates in preparing and monitoring budgets, and notifying appropriate individuals of potential over-expenditures.
  - Coordinates scheduling of courses programs.
  - Coordinates arrangements for course program offerings including physical locations, specific requirements, materials, etc.
  - Participates in decision to offer program based on identified need and cost benefit analysis.
  - Provides administrative support for the cohort graduate programs, undergraduate and graduate courses and certificate courses.
3. Develops, maintains, and applies working knowledge of a wide range of University policies including, but not limited to, those pertaining to student admission, tuition, student transfers, and Faculty of Education graduate programs.
4. Exercises independent judgment to determine and ensure timely response to internal and external requests for information. Demonstrate ability to process reliable and sufficient data to make reliable decisions and suggestions.

The job is performed in typical office settings and demands extensive keyboarding, strong attention to details while performing repetitive tasks with accuracy and consistency. This may cause moderate fatigue.

### **Supervision Received**

Works under a broad, policy based supervision of the Director EPLT and is encouraged to lead a pro-active role in EPLT.

### **Supervision Given**

None.

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



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

### **Qualifications**

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

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### Job Posting

**Job ID:** 11368  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Sr Program Asst-Gen (Gr9) **Business Title:** Sr Program Asst-Gen (Gr9)  
**Department:** Language & Literacy Education  
**Salary:** \$ 23.95 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-11-01 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-10 **Available Openings:** 1

### Job Summary

Works independently (in French and English) under broad supervision of the Academic Director of Modern Languages Education (MLED) in the development, coordination and administration of the French Language Appraisal (FLA) within the MLED Program in the Department of Language & Literacy Education. Responsible for the training and supervision of the FLA markers as well as the oversight of verification, analysis, tabulation and reporting of test results to the Teacher Education Admissions Office. Assists the Academic Director of MLED and the B.Ed. (French) Coordinator in the recruiting of students, sending out various forms of correspondence (in both French and English), updating of scheduling and web information, and liaising with personnel involved in the French Teacher Education Program and the Modern Languages Graduate Program.

### Organizational Status

Reports to the Academic Director of Modern Language Education and liaises with the B.Ed. (French) Coordinator and the Administrative Manager. Within UBC, works with a wide range of faculty, staff and students in the Teacher Education Office, Dean's Office, the Faculty of Arts as well as outside the UBC community.

### Work Performed

- Coordinates and distributes the day to day work of the FLA markers;
- Participates in hiring by giving input and recommendations to the Academic Director and the Administrative Manager;
- Trains and oversees staff (FLA Markers) on work procedures; monitors performance and provides feedback to Academic Director; works with the Academic Director and Administrative Manager on resolving personnel issues;
- Responds to oral and written inquiries in both French and English regarding the FLA and the MLED Program (both undergraduate and graduate levels);
- Coordinates the registration of the FLA, maintaining students files and advises students as per their results;
- Coordinates and oversees the administration of the FLA invigilation on and off campus; administers the dictation and oversees the written component of the FLA;
- Compiles and reports FLA results, liaises with the Admissions Officer in the Teacher Education;
- Coordinates and manages both recruitment sessions for students entering the BEd or MEd programs and orientation sessions, workshops, meetings and conferences for the Academic Director and BEd (French) Program Coordinator;
- Communicates in French and English with potential BEd, MEd and MA students wishing to apply to MLED, redirects to Academic Director or B.Ed Program Coordinator as necessary;



- Assists Academic Director and B.Ed. Program Coordinator in marketing and promoting French programs;
- Responsible for calculating, compiling and submitting student enrolment numbers and French instructional percentages to the Ministry of Education-French Bursary Programs;
- Responsible for maintaining the FLA and MLED databases and websites and prepares reports utilizing Access;
- Corresponds effectively in French and English (oral and written) with internal and external agencies;
- Exercises independent judgment to determine and ensure timely response to internal and external requests for information in both French and English (oral and written);
- Responsible for producing and distributing information in both French and English;
- Other related responsibilities as required.

### **Supervision Received**

This position functions with regular direction from the Academic Director, Modern Language Education, Coordinator of the BEd (French) Program and Administrative Manager. Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete recurring assignments independently, and judgment to determine which of many methods are applicable in any given situation.

### **Supervision Given**

Supervises up to 8 Markers.

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

Must exercise tact and diplomacy in interacting with students, staff, alumni and faculty from UBC, representatives of community organizations and other external stakeholders, as well as individual community members. The Department has a high profile in the academic community and engages program participants in situations that may be new. All staff must be aware of the need to minimize risk to participants and maximize the perceived and actual sensitivity of the program and the university to community issues. As the department is handling confidential information, must understand and respect the principle of confidentiality. Errors in judgment or the disclosure of confidential information could have very public consequences, affecting the reputation of the Department and or resulting in embarrassment to the University of British Columbia and its senior administration.

### **Qualifications**

High School graduation and two years post-secondary education. . 4 years relevant experience or the equivalent combination of education and experience. Computer experience required (Word, Excel, Access, PowerPoint, Outlook and Internet). Excellent written and oral communication skills (fluently bilingual in French and English, oral and written). The ability to exercise tact and handle confidential information is of the utmost importance. Ability to plan and ensure efficient records management procedures and practices are followed. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to work independently and in a team environment and to bring energy, motivation and enthusiasm to the job. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to accurately proofread and edit written materials in both French and English. Ability to use initiative, interpretation, and or ingenuity to develop, implement, and evaluate innovative procedures, practices, standards, specifications, services or projects. Ability to work flexible hours (occasional weekends).

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## Job Posting

**Job ID:** 11378  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Public Serv Library  
**Classification Title:** Pub Svc Library Asst 1b (Gr3)      **Business Title:** Pub Svc Library Asst 1b (Gr3)  
**Department:** Library - Education  
**Salary:** \$36,672.00 (Annual)  
**Full/Part Time:** Part-Time (57%)  
**Desired Start Date:** 2011-10-11      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-04      **Available Openings:** 1

Hours are Monday to Thursday 5 - 9, Fridays 2 - 6 (20 hours)

### Job Summary

Provides circulation services to the patrons of the Education Library.

### Organizational Status

Works under the general direction of the Education Library Circulation & Office Manager. Consults with peers, reference librarians and public service staff within the unit and in other branches divisions. Interacts with patrons.

### Work Performed

1. Works at the circulation desk as scheduled.
2. Charges discharges renews materials; places holds on circulating materials; checks returned materials for holds; traces missing or unrecorded materials.
3. Interprets circulation records. Explains and enforces library policies and procedures.
4. Answers directional and information questions including holding records and finding known items.
5. Provides assistance with and maintains photocopiers; reports problems to the maintenance department, and collects money from the coin banks.
6. Responds to Education Library problems and or emergencies that may occur when working as the sole or as one of two evening and weekend staff members. Monitors gates; receives reports of thefts and incidents; acts as a liaison with Plant Operations, Campus Security and or RCMP for safety, security and health issues
7. Collects, sorts, shelves, shelf-reads, and straightens cleans library materials.
8. Performs collection processing tasks such as tattletaping and stamping books, and labelling and preparing pamphlets, course readings and AV materials.



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9. Performs basic book repair techniques, including tipping in pages and supplementary materials.
10. Under supervision, enters circulation and processing data into UBC Library systems. May assist with placing materials on course reserve as required.
11. Searches for books or non-print materials that are listed as missing or not returned
12. Retrieves and distributes mail and library materials from other branches or divisions or from offices within the Faculty of Education in the absence of available staff if working during the morning or afternoon.
13. Handles routine cash transactions as part of circulation duties: making change, selling copy cards, refunding copy cards, accepting fine payments using Interac, Visa and Mastercard etc.
14. Performs pre-order searching, copying records and creating quick records as required
15. Performs other related duties.

### **Supervision Received**

Accountable to the Head, Education Library. Works under the general direction of the Library Circulation & Office Manager (M&P). Performance reviews are conducted by Head, Education Library with input from the Library Circulation & Office Manager.

### **Supervision Given**

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

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

Judgement is generally within context of well defined methods and procedures with some latitude for exercising judgement about priorities and organization of work. Operates in a framework of established policies and clearly defined procedures. Guidelines include the Circulation Manual, the University of British Columbia eligible borrowers' manual and divisional directives. Most unusual problems are referred to the Manger. Errors in following procedures, or giving incorrect information to Library users, could result in inconvenience to users and poor public relations. Errors in data entry and bookings can result in lost items and materials being unavailable at the required times.

### **Qualifications**

High School graduation. High school graduation. 2 years relevant experience or the equivalent combination of education and experience. Minimum two years of related experience or an equivalent combination of education and experience. Knowledge of library policies, and procedures and integrated library systems. Experience in circulation preferred. Ability to communicate effectively verbally and in writing. Ability to develop and maintain cooperative and productive working relationships. Ability to provide quality service to customers in a courteous, patient manner. Ability to effectively manage multiple tasks and priorities. Ability to operate the normal range of library equipment. Ability to effectively use word processing, spreadsheet and library database applications at an intermediate level (MS Office and Voyager preferred). Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to work evenings and weekends.

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## Job Posting

**Job ID:** 11380  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Lib Asst & Specialst  
**Classification Title:** General Library Asst (Gr1)                      **Business Title:** General Library Asst (Gr1)  
**Department:** Library - Irving K.Barber  
**Salary:** \$29,472.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-11  
**Job End Date:** 2012-03-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-04                      **Available Openings:** 1

5 Day Work Week - Monday to Friday (9:15am - 5:15pm)

### Job Summary

Works at the circulation check-out desk providing routine circulation services and directional information to users.

### Organizational Status

Works under the direction of the Circulation Manager. When assigned to a unit, works under the direct supervision of the senior library assistant responsible for that unit. Guidelines include the Circulation Manual, UBC Eligible Borrowers and Loan Regulations and divisional directives. Works with other members of the IKB-Circulation and the public.

### Work Performed

1. Works at circulation desk as assigned. Charges and discharges library materials. Processes telephone renewals. Monitors library entrance exits and responds to alarms
2. Provides initial contact for Library users making overdue inquiries in the Library or by telephone. Refers complex questions and all fine related queries to senior library assistants.
3. Fills copiers with paper and toner. Clears jams. Responds to user complaints about these machines.
4. Retrieves and stores items located in the Automated Storage Retrieval System (ASRS).
5. Processes items for transfer into the ASRS.
6. Collects, sorts, shelves, shelf reads, arranges, moves and straightens library materials.
7. Participates in book moves as required.
8. Performs other related duties.

### Supervision Received



# The University of British Columbia

## Staff Job Postings

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Reports to the Circulation and Office Manager. Receives supervision from senior library assistants responsible for assigned area.

### **Supervision Given**

None. May explain work procedures to new or inexperienced staff and or student assistants.

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

Work is monitored to ensure adherence to established work policies. Errors would cause inconvenience to both staff and patrons. Tasks are clearly defined and unusual problems are referred to the supervisor.

### **Qualifications**

High School graduation. . 1 years relevant experience or the equivalent combination of education and experience. Ability to understand bibliographic records and to use on-line searching protocols. Experience and knowledge of Library of Congress classification system. Ability to effectively use word processing, spreadsheet and integrated library systems at a basic level (Microsoft Office, Voyager preferred. Ability to operate a range of library equipment. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to provide quality service to customers in a courteous, patient manner. Ability to follow and carry out instructions. Ability to maintain accuracy and attention to detail. Physical ability to lift up to 20 kgs of boxed materials and push fully loaded book trucks. Ability to work a five day work week. Ability to work evenings and weekends as required.

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



### Job Posting

**Job ID:** 11381  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Student Info Support  
**Classification Title:** Student Info Support 4 (Gr7)      **Business Title:** Student Info Support 4 (Gr7)  
**Department:** Undergraduate Admissions  
**Salary:** \$40,440.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-31  
**Job End Date:** 2012-08-31  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2011-10-17      **Available Openings:** 1

### Job Summary

The Admissions Coordinator is responsible for the set of activities required to produce complete undergraduate admissions applications that are ready for evaluation, and undertakes relatively straightforward evaluations (Admissions Advisors undertake the more complex evaluations). She also performs activities to facilitate the admissions process and support applicants, including providing complex information to applicants and or their parents, many of whom are not familiar with the admissions process. The Admissions Coordinator also performs activities related to the control of documents and electronic records used in the admissions process. The documents and electronic records arrive in the Admissions office from a wide variety of sources including hard copy mail (which will be converted into electronic image files), EDI and other data files, faxes, e-mails, etc.

### Organizational Status

The Undergraduate Admissions office undertakes admissions on behalf of more than 30 undergraduate academic programs on both the Vancouver and Okanagan campuses. This involves communicating admission requirements to prospective students; processing applications for admission; compiling the information required to assess admissibility and advising students as they progress through the admission process; assessing admissibility; and communicating the outcome of admissions decisions to applicants. The Undergraduate Admissions office receives more than 35,000 applications each year from high school and post-secondary transfer students from BC (about 60% of applicants), the rest of Canada (about 20% of applicants) and countries around the world (about 20% of applicants). In addition to application information, students submit a number of other documents (including transcripts and other credentials) which must be assessed for applicability and authenticity.

Processing and evaluating applications for admission requires simultaneously interpreting and applying policies and procedures (and resolving conflicts and inconsistencies) in four different dimensions: 1) the academic institutions and curricula in which the applicant has previously studied, 2) the applicant's biographical characteristics (particularly as they may affect the admission process), 3) the admission processes and requirements of the UBC programs to which she is applying, which vary by year of entry, and 4) the relative priority or any special instructions assigned to applications from different applicant groups, programs and or sessions. Exercising judgment and applying policy and procedural instructions are therefore inherent to Admissions work. Processing of applications which are straightforward and which permit the consistent application of concrete rules has been automated, which means that the only applications processed by Admissions staff are those that do not fall neatly into categories or for which the application of straightforward rules is not possible.

The Admissions staff is organized into teams, each of which focuses on a particular segment of the prospective student applicant



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pool. Team members work collaboratively to deliver the most effective application process possible for the applicant group with which they are concerned. Teams are encouraged by Admissions management to establish their own workflow and priorities, to the extent that this is compatible with larger departmental and University objectives.

Works as part of the Undergraduate Admissions team, and reports to the Manager of Applicant Services. Regularly liaises with faculty and staff from across campus as well as staff from other units within Enrolment Services, prospective students, applicants, students, and the general public.

### Work Performed

Undergraduate Application processing and admission:

- Serves as a member of the Admissions Team and one or more smaller "sub-teams" within Admissions dedicated to particular applicant groups, with the overall goal of assisting in achieving enrolment goals for the university.
- Establishes sub-team work priorities, business processes and procedures to maximize effectiveness. This is done in collaboration with sub-team coworkers and is under the overall guidance of Admissions management.
- Updates applications: Evaluates whether transcripts, test scores and other documents satisfy UBC Admissions document requirements and advises applicants accordingly; this involves authentication of transcripts (and other official documents) to determine whether they are official or fraudulent as well as analysis of the documents to determine whether they contain the information required to make an admission decision (for instance, the number, type and value of particular courses the student has taken and whether they are equivalent to admission requirements and pre-requisites for the UBC programs to which the student is applying). Updates applicants' SISC-based application files accordingly.
- Acknowledges applications: interprets incoming electronic application files for completeness and advises applicants of required information to complete the application process; resolves inconsistencies in application files. Processing of routine application with no errors or ambiguities is largely automated and is generally not the responsibility of these staff; communication is often with young adult applicants (or their parents) who are unfamiliar with Canadian post-secondary admissions processes and requirements and whose first language may not be English - this requires the ability to clearly communicate complex admission requirements and processes.
- Evaluation: Makes admission decisions for some applicant groups. Consults with Admissions Advisor or member of Admissions management team regarding particularly unusual or sensitive cases.
- Assesses transfer credit.
- Undertakes background research on course offerings at a variety of institutions; this work is undertaken in support of acknowledging and updating when more information is needed to determine what transcripts and other information should be requested from the student and how the work the student has done at another institution compares with UBC's admission requirements. Interprets and applies results of research to particular files or situations.
- Keeps procedures up-to-date and writes new procedures; procedures are stored on a wiki that is used by all Admissions staff
- Searches SISC for previously entered but "un-matched" transcripts, test scores and other information and, if a match is found, updates applicants' SISC files
- Creates clear and concise transfer credit articulation rules, including formulas (this is subjected to management oversight only if errors are detected); coordinates transfer credit articulation process.

Document Control:

- Sorts all incoming documentation (transcripts, test results, reference letters, immigration documents, correspondence from departments, recommendations for admission, correspondence from students and prospective students etc.) according to category, priority and document process; uses discretion in identifying incoming documentation that should be "fast-tracked" or handled outside of normal procedures
- Scans incoming hard-copy documentation, attaches the electronic images to the appropriate applicant files in SISC and routes to appropriate workflow queues
- Maintains accurate and up-to-date statistics of incoming documentation and ensures documents flow through admissions process in a timely way
- Identifies bottlenecks and other issues affecting the smooth and efficient processing of incoming documentation. Advises the Manager of Applicant Services and other Admissions staff and proposes solutions where possible
- Undertakes periodic purging of outdated documents from storage according to established procedures



# The University of British Columbia

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- Fulfills requests for documentation under the Freedom of Information and Protection of Privacy Act
- Logs, files and distributes irreplaceable documents
- Files hard-copy documentation as appropriate; high accuracy is critical
- Locates misplaced documentation and, where this is not possible, contacts issuing institutions for replacements
- Sorts outgoing documentation according to urgency, category, and how and where document must be dispatched.
- Answers inquiries regarding receipt and tracking of documents, and scope and application of applicable policies. Advises departments about document status when necessary.

### Systems work and data analysis:

- Identifies problems with the SISC, AS, SSC, CRM and other relevant systems and forwards to appropriate staff (e.g., Admissions Business Analyst or Student Systems staff), with relevant documentation including required functionality and possible solutions (where appropriate)
- Participates in testing of new or modified information systems (e.g., changes to the online application for admission)
- Undertakes searches and analysis of applicant data according to established procedures and develops new procedures where appropriate

### Enquiries:

- Answers questions from prospective students, applicants, students, the public, and UBC faculty and staff related to admissions, including questions about undergraduate admission requirements or the admission process and specific questions about particular applications
- Explains evaluation decisions that she or he has made to the affected student and or his or her parents or allies
- Answers basic questions related to financial awards, housing and students records; refers more complex questions to appropriate Enrolment Services staff
- Identifies difficult or particularly promising admission cases and brings to the attention of the appropriate Admissions or Recruiting staff. Collects all relevant information before referring case. Proposes solutions strategies to resolve the situation whenever possible.
- Responds to e-mail and phone requests from on-line applicants regarding application procedures and provides assistance to applicants who are using online application, referring enquiries to IT Services or other Enrolment Services staff where appropriate

### Data Entry and Docket Control:

- Enters course and grade information from transcripts to applicant SISC files. High accuracy is critical.
- Enters all data from paper applications for admission into SISC. Checks paper applications for completeness. Follows up for missing information and enters missing information when received. High accuracy is critical.
- Determines whether applicant has ever applied attended previously by searching Student Information System according to established procedures.

Performs other related duties as required. Works in a shared office with individual modular workstation. Workspace has overhead fluorescent lighting, and task lighting. Normal office environment, equipped with PC and telephone.

### Supervision Received

Reports to and works under the general direction of the Manager of Applicant Services. Receives occasional guidance from Admissions Officers.

Works with minimal supervision. Receives detailed instructions on new assignments and is provided with comprehensive and accurate reference materials. Has authority and is expected to act within established policies and procedures. New or unusual matters, technical problems, and any issues which fall outside established policies and procedures are referred to senior staff but staff in this position are expected to fully investigate and document these matters and propose solutions whenever possible.

### Supervision Given



# The University of British Columbia

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Assists with the training of new staff, including providing one-on-one training in procedures and development and periodic updating of training and reference materials. Occasionally may oversee the work of student assistants or new staff as required.

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

Exercises judgement to establish sub-team work priorities, business processes and procedures to maximize effectiveness. Evaluates whether transcripts, test scores and other documents satisfy UBC Admissions document requirements and advises applicants accordingly. Interprets incoming electronic application files for completeness and advises applicants of required information to complete the application process; resolves inconsistencies in application files. Makes admission decisions for some applicant groups. Undertakes background research on course offerings at a variety of institutions and interprets and applies results of research to particular files or situations. Creates clear and concise transfer credit articulation rules, including formulas. Uses discretion in identifying incoming documentation that should be "fast-tracked" or handled outside of normal procedures. Advises the Manager of Applicant Services and other Admissions staff of bottlenecks and other issues affecting the smooth and efficient processing of incoming documentation and proposes solutions where possible. Identifies problems with the SISC, AS, SSC, CRM and other relevant systems and forwards to appropriate staff (e.g., Admissions Business Analyst or Student Systems staff), with relevant documentation including required functionality and possible solutions (where appropriate). Identifies difficult or particularly promising admission cases and brings to the attention of the appropriate Admissions or Recruiting staff. Collects all relevant information before referring case. Proposes solutions strategies to resolve the situation whenever possible.

Admissions staff are responsible for guiding students through the admission process which is often complex and lengthy. Provision of inaccurate information can create unwelcome obligations for UBC with respect to the application and evaluation processes, damage UBC's reputation, and discourage qualified applicants from attending UBC. Provision of incorrect information before a student applies may cause a student not to apply or conversely to choose to apply despite not having any chance of being admitted, leading to disappointment and frustration on the part of the student and his/her parents. Similarly, provision of incorrect information during the Admissions process can lead applicants to form inappropriate expectations about whether they will or will not be admitted. Provision of incorrect information concerning admission and or document requirements can result in avoidable delays in application processing and therefore admissions decisions. Because Admissions staff communicate admissions policies and procedures to other UBC staff, inaccurate information provided by an Admissions staff person may be disseminated across campus and outside UBC.

Interactions with applicants and students, other UBC staff including faculty representatives, staff at other academic institutions and the public are largely unsupervised, and tact and professionalism is required at all times. Negative interactions can result in damage to UBC's reputation and discourage qualified applicants from attending UBC. Judgement is required when an issue needs to be referred to another staff person or another office. Inappropriate decisions can result in someone feeling as if they have been "given the run-around" and generally poor service by UBC.

The Admissions Coordinator is expected to exercise judgement and discretion when possible and, when the advice or guidance of a more senior staff person is required, the Admissions Coordinator is expected to provide all relevant information as well as possible solutions when appropriate.

The improper release of confidential information can create liabilities for UBC with respect to its duties under the Freedom of Information and Protection of Privacy Act, damage UBC's reputation, and discourage qualified applicants from attending UBC.

### **Qualifications**

High School graduation and two year post-secondary diploma. With training in office procedures and practices and or basic accounting preferably at the university level. 4 years relevant experience or the equivalent combination of education and experience. Or three years of relevant UBC experience. Knowledge of the Undergraduate Admissions process and UBC's undergraduate programme offerings preferred. General knowledge of curricula, articulation, transcripts and grading systems for high schools and post-secondary institutions. General knowledge of the structure and organizations of higher education in Canada (other





post-secondary institutions, educational systems of BC and the other provinces, key organizations like the BC Council on Admissions and Transfer) Ability to participate actively in team meetings and staff meetings and ability to work well and effectively in teams. Ability to make presentations and speak in public an asset. Demonstrated ability to efficiently and effectively solve problems. Proven multi-tasking skills; ability to work under pressure, to handle heavy volumes during peak periods, to meet demanding deadlines, and to work accurately with frequent interruption. Strong attention to detail. Ability to prioritize; strong organizational skills and time management skills. Knowledge of standard academic terminology, and an understanding of undergraduate education. Ability to read and comprehend from a variety of resources. Ability to answer wide variety of questions in clear and concise language. Strong intercultural communication skills. Ability to effectively deal with upset or irate clients. Ability to exercise tact and discretion. Ability to use good judgement. Excellent knowledge of word processing, spreadsheet, e-mail software and Internet navigation tools. Able to work competently with University systems such as the Student Information System (SIS), Student Information System Centre (SISC) and Admissions System (AS). Minimum typing speed: 50 w.p.m.

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



## Job Posting

**Job ID:** 10506  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** IUOE 882  
**Job Category:** Trades - IUOE 882  
**Classification Title:** Operating Engineer **Business Title:** Operating Engineer  
**Department:** Building Ops - Mech Maint  
**Salary:** \$50,484.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-10 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-05 **Available Openings:** 1

### Job Summary

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

### Organizational Status

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

### Work Performed

Performs checking, routine maintenance, and operation of pumps, fans, compressors, steam expansion joints, high pressure steam traps and associated equipment and systems. This includes: repacking pump glands, replacing coupling inserts, and renewal of gaskets; draining moisture and oil from air receivers and vacuum tanks; checks on the condition of belts drives for belt wear, alignment, and tension; replaces and re-aligns belts when required; checks and tests sump pump operation and controls; cleans air filters and replaces filters as required; and reports on condition of such equipment.

2. Answers service and emergency calls, assesses repairs required, or determines what action is to be taken. Investigates emergency calls and renders equipment safe; if required, takes action as soon as possible to minimize problems associated with emergencies, as detailed in the Trouble Call Emergency Handbook.
3. Utilizes the Building Management System to identify malfunctions in noted equipment where appropriate and to stop and start remote equipment as directed.
4. Performs routine tests and control of chemical treatment in buildings' heating and air-conditioning systems.
5. Maintains records of maintenance to machinery and equipment including the obtaining of log readings on mechanical equipment as required.
6. Wipes down mechanical equipment. Checks and reports on essential light bulb replacement. Reports on general condition of mechanical equipment rooms. Take immediate action to correct any safety hazards in mechanical equipment areas.



# The University of British Columbia

## Staff Job Postings

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

### **Supervision Received**

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

### **Supervision Given**

None.

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

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

### **Qualifications**

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

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### Job Posting

**Job ID:** 11394  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level C      **Business Title:** Donations Processing Manager  
**Department:** Operations  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-11-07      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-06      **Available Openings:** 1

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

### Job Summary

This position is responsible for the processing, management and accurate recording of university-wide donations. (Total revenue in the region of \$75 million per annum). The Manager will oversee the timely and accurate processing of gifts to the university and the production of official donation tax receipts. This position will control by review, the integrity of revenue data in the UBC fundraising database (BBEC) and in FMS. This position will provide guidance and expertise on complex donations and CRA rules and use judgement in areas that are not clearly defined by CRA. This position will also oversee the production of fundraising revenue reports for internal and external customers and act as an internal consultant for the revenue functionality of BBEC.

### Organizational Status

Reports to the Director of Finance, Advancement Services

### Work Performed

- Manages and accountable for the end to end financial processes for recording, receipting and administering UBC's donation income, from pledge in BBEC, to collection and transfer to a spending account in the GL;
- Assesses the 'revenue processing' impact of fundraising innovations and makes decisions on the best way of handling donations associated with new ways of doing business. Works with user groups to plan and implement changes.;
- Accountable for making decisions on the BBEC system requirements for revenue and the acceptable level of functionality for enhancements and upgrades. Advises on the portfolio-wide use of BBEC revenue functionality and the interfaces required to and from other applications. Provides application advice and training and maintains expertise in the revenue function of BBEC. Plans for BBEC enhancements and upgrades;
- Designs and monitors business processes. Maintains a Policies and Procedures Manual for donations revenue processing. Reviews and develops processes to maximize the efficiency and effectiveness of processing for a wide customer base including donors, university fundraisers and university donors across campus. Provides advice and training in donations revenue processing policies, procedures, business rules;
- Exercises judgement in evaluating new and existing processes, re-engineering where applicable to enhance systems and procedures. Assesses risk and makes decisions on improved internal controls, liaising with Internal Auditors, Treasury, Revenue Accounting and with the Director of Finance;
- Manages the interface between BBEC and the General Ledger (FMS). Performs reconciliations between the two systems as required



(eg, university revenue by fund or by period) and ensures the complete and accurate booking of donation revenue to the General Ledger;

- Develops and maintains a library of Query reports to be used as a management tool for measuring data accuracy and completeness and to measure the productivity of the donations revenue processing team;
- Provides fundraising information to the DAE Executive for portfolio accountability to the Board of Governors. Prepares gift and pledge information required for the Notes to the UBC Financial Statements and other annual reports required by CRA;
- Oversees the monthly reconciliation of the Donations Clearing Account and other donation holding accounts to ensure complete and accurate allocation of donations received to faculty designations across campus;
- Manages the investigation and resolution of discrepancies and technical problems including the completeness, accuracy and consistency in the capture and retrieval of data, especially with respect to automatic data import from external systems (eg. The Call Centre telephone system, the Alumni Events system etc);
- Responsible for the donations revenue processing team's internal service measurement score, improving and reporting performance indicators, statistics, and status reports;
- Oversees the delivery of internal communications; orientation sessions for new staff and the communication of changes to policy and procedures;
- Oversees the accuracy and tone of external communications; donation receipts, gift acknowledgment letters, business receipts, pledge reminder letters;
- Possesses expert knowledge of CRA rules with respect to donations, as they apply to UBC, and seeks legal opinion where required;
- Liaises with credit card payment providers, banks and technical teams in order to implement PCI requirements, or new and improved payment processes;
- Performs other duties as assigned.

### **Supervision Received**

Works independently with latitude to make decisions on policy, process and procedure. Receives general guidance from Director with respect to resources, team leadership complex technical issues, external reporting and communication with the DAE Executive.

### **Supervision Given**

Has joint line management responsibility for one Coordinator. Participates in the annual performance evaluation of that Coordinator plus two Financial Processing Supervisors and four Financial Processing Specialists. Provides input to the Finance Director with respect to hiring, discipline and termination.

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

Ineffective processing will have a negative impact on the university's ability to attain the fundraising goal for campaign (\$3 billion) and DAE's ability to raise maximum funds from dollars invested. Incorrect receipting for the gift of a major donor or an incorrect decision with respect to receipting could cause public embarrassment during the fundraising campaign and jeopardize revenues for the university or even the university's charitable status. Inconsistent or inaccurate reporting of funds raised could cause embarrassment for the President of UBC amongst the higher education community in Canada.

### **Qualifications**

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). . Minimum of five years experience or the equivalent combination of education and experience. Experience in finance, gift processing or financial systems is preferred. Previous UBC experience an asset. Experience required in the charitable sector an asset. Effective oral and written communication, analytical, problem-solving, and organizational skills. Ability to exercise professional judgment and demonstrate initiative in decision-making. Strong analytical skills. Ability to resolve technical problems and perform under pressure.



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### Job Posting

**Job ID:** 11278  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level E **Business Title:** Associate Director, Finance  
**Department:** Medicine - Dean's Office  
**Salary:** \$67,383.00 - \$84,230.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-10 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-05 **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 role of the Associate Director, Finance is to direct the operations of the MedFinance group and to provide financial information to support the business of the Dean's office and the Faculty of Medicine. Duties include creation and development of budgets, financial reports and processes to support Faculty decision making, resource allocation, and financial management. In addition to the financial information developed for use by Faculty Management, this position is also responsible for development of financial reports for internal and external parties such as the Association of Canadian Medical Colleges, UBC Central Finance and Budget Offices.

The Associate Director, Finance also manages the daily, monthly and annual accounting processes for MedFinance and provides guidance to all Faculty Departments on these topics. The position directs the year end activities of the Dean's office and the Faculty of Medicine and preparation of the year end files and reports.

The Associate Director, Finance is involved in the most complex accounting issues within the Faculty and develops procedures and policies for the entire Faculty on accounting matters. The position must keep current on the policy and process of UBC and regulatory requirements for GAAP, research and endowments.

The Associate Director, Finance also provides leadership to the faculty in all matters involving financial systems.

The Faculty of Medicine is an operation with an annual consolidated budget of over \$600 million including general purpose operating (\$110 million), research (\$310 million, representing 52% of UBC total research), special purpose (\$120 million), fee-for-service (\$60 million), endowment and trust funds. The Faculty is one of the largest and most complex at UBC with an intensive curriculum and research portfolio delivered by more than 600 fulltime, and over 3500 part time and clinical faculty members and 1000 staff within 19 basic science and clinical departments, two professional schools, and nine Senate approved centres. With the expansion of the Faculty's MD undergraduate, postgraduate medical residency and physical therapy programs across the province of British Columbia, the Faculty now has three additional academic educational sites at the University of Victoria (UVic), the University of Northern British Columbia (UNBC) and UBCO as well as clinical instructional sites established through affiliation agreements with all provincial health authorities covering over 100 health care delivery facilities throughout the province.

Works in an office environment but local travel between sites and within the UBC campus is required. No hazards. A significant



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portion of each day will be spent dealing with detailed, complex financial issues. Must be able to deal with changing priorities and multiple deadlines. This position will spend much of their day using the computer. Local travel between sites and within the UBC campus.

### Organizational Status

This position reports to the Director of Finance, Faculty of Medicine and will interact with Senior Leadership within the Faculty including the Dean, Executive Associate Deans, Directors, Department and School Heads and various Faculty Committees. In addition, this position will work with the senior leaders at UBC including those from Central Finance and will liaise with external auditors, and finance staff from the various Hospital sites.

This position provides day-to-day direction of the MedFinance staff which includes managers and clerical positions.

### Work Performed

MedFinance Operations:

- Oversees the day-to-day functions of the MedFinance group;
- Builds and maintains a highly motivated MedFinance team who are committed to delivering customer service excellence to faculty, staff and stakeholders;
- Provides advice, direction and guidance to Faculty Department Heads, Department Administrators as well as staff within the Dean's Office concerning budget, accounting and financial matters, accounting policy interpretation and sound business practices; advising on financial implications of various planning options;
- Investigates and reconciles errors in complex financial reports and conducting budget actual variance analysis;
- Directs the Faculty's year-end process including liaising with external auditors to answer queries and responding to any perceived weaknesses;
- Works with senior members of the Central Finance and Budget office to resolve sensitive or complex budget and financial issues;
- Continually reviews the Faculty's internal controls and ensures there are adequate internal control policies such that, as far as practical, the Faculty's business is conducted in an orderly and efficient manner;
- Directs the review and audit of the Postgraduate funding with the Financial Officer;
- Leads and co-ordinates the implementation of UBC initiated financial systems in the Faculty of Medicine including implementing new processes and systems, providing communication, training and assistance;
- Promotes continuous improvement of processes and service delivery and identify potential streamlining or changes for enhancing efficiency and effectiveness;
- Oversees the documentation of existing and revised processes, policies, procedures, and internal controls;
- Represents the Faculty at senior University committees related to financial, budgeting and accounting systems;
- Provides leadership regarding financial systems to the Dean's Office and the Faculty of Medicine. Oversee the implementation of new financial systems and processes, utilize various software packages to develop financial reports to strengthen financial reporting in the Faculty;
- Keeps current on regulatory requirements of GAAP, research granting agencies and new complex endowment arrangements (such as CRCs and LEEF Chairs) to effectively advise and guide Faculty units of policies and procedures;
- Works with the Director of Finance to determining staffing requirements, skill set and expertise requirements, establishing job descriptions, interviewing, hiring, coaching and performance evaluations of MedFinance staff;
- Reviews all appointments for funding sufficiency;
- Manages various projects for any functional area within the department;
- Performs other related duties.

Management Reporting:

- Provides overall development, supervision and management of Faculty of Medicine management reporting including the Dean's Office, Departments, Schools and Centres;
- Developing and implementing financial reports systems and financial reporting structures for senior management that enable senior





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leaders to monitor the financial health of the Faculty including the Faculty's quarterly financial reports; making informed resource allocation decisions and develop reports that enable potential problems to be detected;

- Acts as primary point of contact with department school centre personnel to assist in their developing or accessing financial reports;
- Responsible for the review and analysis of the quarterly and annual financial statements and management reports for the 19 departments, 2 schools and 9 centres as well as the units in the Dean's Office. The review includes an analytical review of the accuracy of the actual data and projections and the identification of: variances from budget; action items for the management team, red flags, growth areas, etc
- Develops reports based on key drivers, built from information from the university-wide systems to help senior department managers quickly assess results of their operations;
- Developing and implementing processes to create, gather and compile financial data and estimates into meaningful financial formats to support the development of budgets and financial projections for the Faculty;
- Co-ordinates management reporting with customers to establish consistent and meaningful reporting practices to the distributed Faculty of Medicine community;
- Participates in the development and ongoing maintenance of campus-wide budgeting system that meets the needs of the distributed users while providing meaningful information to the Dean's Office;
- Direct the development of financial reports for external agencies such as Canadian Association of Medical Colleges, various funders, government, and donors;
- Reviewing faculty financial reports to identify potential issues and resolving issues with Administrators and Department Heads;

### **Supervision Received**

Reports to the Director of Finance, Faculty of Medicine.

### **Supervision Given**

The Associate Director, Finance directs the eight functional managers and three financial processing specialist clerks. The position is also required to influence and persuade others and is responsible for providing guidance to others such as the Departmental Financial Administrators concerning formats for information, schedules, and accounting policy interpretation. In addition, the Associate Director, Finance will review the work of the other MedFinance staff as it relates to the projects assigned by the Director of Finance.

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

The Associate Director, Finance must have a thorough understanding of the principles of accounting and sound financial management skills. They are required to apply this theoretical knowledge to research the information needs of faculty management, develop structures to collect the data required, and create processes to compile the data into meaningful reporting formats which enable financial results and risks to be readily determined. The position is required to use judgement to interpret financial information received from a variety of sources, assess financial risks and problems, and make recommendations to manage the risks and resolve financial issues.

The position must also use judgment to supervise the accounting function of the Dean's office Faculty. The position must make decisions regarding non-standard or new accounting transactions or processes.

Reports developed by this position must be correct, contain the appropriate, complete information, and present the information in a manner that enables them to be easily understood by Faculty leaders. Errors in the information reports prepared by this position could result in poor financial decisions by Senior Faculty Management. If reports to funders (such as the Ministry of Health) are incorrect, this could damage the relationship with the funder, cause significant reputation losses to the Faculty. In addition, if the information presented does not support appropriate financial monitoring, then problems could be overlooked and continue to worsen over time and thus jeopardize the financial health of the Faculty and the University.

### **Qualifications**



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Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). University degree in Commerce or Business Administration preferred. A minimum of 8 years of experience or the equivalent combination of education and experience. Experience in post-secondary education or health care sectors preferred.

Experience managing an accounting department in a large, complex organization preferred.

Experience in fund accounting, budgeting, financial analysis and development of financial tracking and reporting systems.

Extensive experience with large ERP systems is preferred.

Experience working collaboratively with Senior Management and other professionals.

Experience with and ability to consolidate and interpret financial data, present findings and assist non-financial managers in understanding financial reports. Ability to effectively organize and motivate a team. Ability to consolidate data from various sources to develop budgets and financial reports to support Senior Management decision making. Demonstrated ability to develop appropriate and effective financial reports. Proven oral and written communication, interpersonal and organizational skills. Must be able to deal with sensitive issues with tact and diplomacy. Advanced computer skills required. Initiative, creativity and flexibility to develop options for the resolution of complex financial issues. Ability to work independently and within a team environment. Ability to work under pressure and meet deadlines. Ability to maintain accuracy and attention to detail while maintaining an overall big picture perspective.

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## Job Posting

**Job ID:** 11397  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level B      **Business Title:** Pre/Post Review Manager  
**Department:** James Hogg iCAPTURE Centre  
**Salary:** \$51,099.00 - \$61,343.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-11-15  
**Job End Date:** 2012-11-14  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2011-10-05      **Available Openings:** 1

Providence Health Care Research Institute (PHCRI) is seeking a temporary maternity leave replacement Pre Post Review Manager. For more information about PHCRI, please visit [providenceresearch.ca](http://providenceresearch.ca).

### Job Summary

All clinical research involving human subjects must be reviewed and approved by the UBC Providence Health Care Research Ethics Board (UBC PHC REB) before research begins. The REB must determine whether research proposals are acceptable on ethical grounds and whether the research complies with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Human Subjects and, where applicable to specific research, other relevant national and international standards. The REB office administers the decisions of the REB, provides timely service to the research community with respect to the communication of these decisions and responds to their inquiries on ethical issues.

This position is responsible for facilitating the consistent operation of the UBC Providence Health Care Research Ethics Board by conducting an accurate and complete pre-review of all new applications prior to expedited and full board review; compiling post-review documentation of the REB decisions from reviewers' comments and reviewing responses from investigators prior to review by the Chair. The pre- and post-review activities must be completed within specified time frames and are necessary to ensure that Canadian regulatory and policy requirements and UBC REB requirements for conducting research involving humans are applied in a consistent manner by investigators for all research studies. The number of applications reviewed at a typical REB meeting, which meets once a month, can vary from between ten and fifteen and the number of applications submitted for expedited review can vary between five and 10 per month. This position will also assume the REB Manager's responsibilities and other duties when required.

### Organizational Status

Reports to the Manager of the UBC PHC REB.

### Work Performed

This position requires an individual with sufficient computer literacy to become quickly conversant with the function of the 'Researcher Information System - Human Ethics (RISe)' and the flexibility to adapt this position to the requirements of this online system. This [individual] will be required to use RISe in order to answer standard inquiries from investigators concerning the status of their application and to implement REB Standard Operating Procedures for processing research applications.

Pre-Review for Expedited Review:

· Advises investigators on Canadian federal and provincial regulatory requirements and "Tri-Council Policy Statement on Ethical



Conduct for Research Involving Humans" requirements for conducting human research as well as specific UBC REB policies, standards and requirements.

- Reviews all applications and attached documents received; communicates immediately with investigators prior to submission if documents have been submitted incorrectly.
- Analyses required documentation for new studies, specifically application forms and consent forms, for compliance with standard UBC REB and regulatory requirements.
- Synthesizes identified deficiencies from study documentation into a written report for distribution to the REB Associate Chair or REB Chair.
- Maintains documents according to regulatory requirements.

Pre-Review for Full Board Review:

- Advises investigators on Canadian federal and provincial regulatory requirements and "Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans" requirements for conducting human research as well as specific UBC REB policies, standards and requirements.
- Reviews all applications and attached documents received; communicates immediately with investigators prior to submission to a meeting if documents have been submitted incorrectly.
- Analyses required documentation for new studies, specifically application forms and consent forms, for compliance with standard UBC REB and regulatory requirements.
- Synthesizes identified deficiencies from study documentation into a written report for distribution to the REB members prior to the board meeting in conjunction with the meeting agenda.
- Maintains documents according to regulatory requirements.
- Attends REB meetings to take minutes and respond to any questions concerning the pre-review analysis.

Post-review for Expedited Review

- Provides timely notification of REB reviewer decisions (i.e. provisos) in writing to researchers.
- Maintains accurate and complete documentation of decisions to ensure compliance with regulatory requirements.
- Reviews incoming responses from investigators for compliance with REB requests for modifications, and requests changes if necessary prior to final review by the Chair or Associate Chair
- Ensures that research studies meet requirements for ongoing review and annual renewal.
- Assists investigators to understand REB decisions and advises on suitable responses to provisos.

Post-review for Full Board Review

- Consolidates REB meeting discussion with written comments from REB members into single decision-statements and provides timely notification of these modifications (i.e. provisos) in writing to researchers.
- Maintains accurate and complete documentation of decisions to ensure compliance with regulatory requirements.
- Reviews incoming responses from investigators for compliance with REB requests for modifications, and requests changes if necessary prior to final review by the Chair.
- Ensures that research studies meet requirements for ongoing review and annual renewal.
- Assists investigators to understand REB decisions and advises on suitable responses to provisos.

Other Duties:

1. Fulfills REB Manager's responsibilities when required.
2. Provides backup for other staff when required.
3. Coordinates institutional approval of all research projects.
4. Advises the REB Manager of any new developments in the national and international regulatory requirements for ethical review and national policy development across Canadian REBs.
5. Assists the REB Manager in the development and communication of UBC REB policies and procedures to the UBC research community.

Customer Service:

1. Responds to inquiries regarding how to complete an application form for initial review and how to prepare consent forms.
2. Responds to inquiries for information on REB policies, standards and requirements and how these apply to specific types of research studies.



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### **Supervision Received**

Duties are performed independently, with supervision from the REB Manager.

### **Supervision Given**

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

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

Delays in preparing the pre-review documentation will make it difficult to guarantee that all studies are reviewed in a consistent manner. A perceived lack of consistency could cause investigators to question the validity of REB decisions. Delays in processing the decisions of the REB can significantly affect an investigator's ability to secure competitive funding from sponsors launch the study in a timely manner or can cause a delay in the release of granting agency funds. Lack of a rigorous review and inaccurate approval documentation could also result in investigators questioning the validity and reliability of the REB's review processes.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of three years experience or the equivalent combination of education and experience. Experience in an administrative or research setting. Knowledge of research procedures as well as of Canadian regulatory and policy requirements for conducting research that involves humans an asset. An understanding of basic medical terminology in order to communicate efficiently and effectively with the clinical research community. Ability to analyze significant amounts of information for comparison and contrast with specified requirements. Ability to synthesize findings into a coherent written document. Ability to judge and substantiate the significance of the findings. Ability to effectively use MS Word for Windows, the Internet, and Outlook at an intermediate level. Ability to learn new software programs such as Researcher Information System - Human Ethics (RISe). Ability to be thorough, accurate, and have a high level of attention to detail. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to gather, record, and organize information. Ability to exercise tact and diplomacy. Ability to work independently with minimal supervision. Ability to work in a team environment.

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## Job Posting

**Job ID:** 11372  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level A      **Business Title:** Information Technology (IT) COORDINATOR  
**Department:** Paediatrics  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-17  
**Job End Date:** 2012-09-16  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-04      **Available Openings:** 1

### Job Summary

In consultation with the Senior Director Administration, Department of Pediatrics the IT Coordinator is responsible for providing programming and systems support to the Department of Pediatrics users by modifying existing programming logic, coding new web applications and debugging existing systems. The IT Coordinator will also be responsible for providing direct services to local and remote Department members in the use, installation, upgrade, maintenance, troubleshooting and repair of computer systems and technology infrastructure including complex databases. The position further provides analysis of existing and new administrative work processes and proposes web-based solutions to address operational needs.

### Organizational Status

The IT Co-ordinator position reports directly to the Senior Director of Administration. Works closely and interacts with other members of the paediatric management team, faculty, paediatric chief residents, divisional secretaries and representatives from within the hospital and university community. This position liaises extensively with the Faculty of Medicine Web Development Team, FoM Dean's Office, the PHSA Health Shared Services BC Information Technology Team. Works collaboratively with UBC, PHSA, C&W BCCH, and external stakeholders to establish and maintain coordinated IT strategies and vehicles for the Department.

### Work Performed

-Working in collaboration with the management team, provides analysis of new and existing administrative work processes identified by the management team and proposes, implements and maintains web-based, database solutions to address operational needs in an efficient manner.

-Gathers requirements to meet the needs of specific administrative work processes; solicits obtains and follows-up on equipment price quotes, recommending and ordering relevant hardware, software, and supplies as needed.

-Maintains repository of user manuals and technical protocols.

-Provides direct trouble shooting services to local and remote Department members in the use, installation, upgrade, maintenance, and repair of computer systems, including complex databases

-In consultation with UBC MedIT and HSSBC PHSA IT, reviews existing or proposed system features and integration, security,



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scalability and performance requirements with team members.

-Transitions pre-existing MS Access databases to CodeIgniter, AJAX & LAMP web-based applications. Builds information technology solutions using MVC frameworks.

-Manages VM (Virtual Machine) server hosted by UBC MedIT, in both a Linux and Windows Server environment.

-With guidance from the Senior Director of Administration, participates in development and implementation of the annual Department I.T. Plan.

-Compiles standard statistical information and prepares reports as required.

-Provides IT support for a variety of Departmental functions and events (i.e., conferences, and workshops, receptions, etc.)

-Liaises with UBC MedIT and HSSBC PHSA IT in troubleshooting and implementing solutions.

-Fields and facilitates systems access requests including but not limited to UBC email, HRMS, PeopleSoft, STAR, ART.

-Fields and facilitates access requests for PHSA applications including but not limited to PHSA Email, EVE, Stentor, iACT, Citrix, Cerner.

-Attends appropriate conferences, seminars and workshops in search of new information management technology.

-Balances competing priorities and establishes deadlines and timelines to align with operational requirements.

### **Supervision Received**

Work is done under supervision of the Senior Director, Administration. Performs routine duties independently. Reports regularly on progress. This position interacts closely with faculty, trainees, administrative and management staff at all levels. Applies knowledge of procedures, guidelines and regulations and makes decisions within established protocols. Uses sound judgment, tact, discretion and sensitivity in problem solving.

### **Supervision Given**

None.

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

Requires planning and prioritization of duties. Failure to follow strict timelines and sequential administrative processes will impact Departmental operations. Poor communication and suboptimal assistance may damage the Department's credibility.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of one year experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to project manage the development cycle of web-based solutions, from inception to final implementation. Ability to gather, record, and organize information. 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. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Demonstrated expertise with the following technologies:



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- AJAX
- LAMP
- MVC Frameworks (CodeIgniter)
- xHTML, HTML5
- CSS
- jQuery
- jQuery UI
- MySQL (or Sequel Pro)
- Objective-C
- MacOSX Lion a strong asset
- PHP (Python an asset)
- Basic Linux command line instructions
- Adobe Photoshop

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## Job Posting

**Job ID:** 11340  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level B      **Business Title:** Programmer  
**Department:** Neurology Division  
**Salary:** \$51,099.00 - \$61,343.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-17  
**Job End Date:** 2012-10-16      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-10-06      **Available Openings:** 1

### Job Summary

This position is responsible for writing computer software in accordance with a software development life cycle (SDLC), to process and analyze Magnetic Resonance Imaging (MRI) data collected as part of multi-center studies in Multiple Sclerosis (MS). The programmer will be expected to work with the research team to aid in prototyping, implementing and maintaining image processing, data analysis and in-house administrative software.

### Organizational Status

Collaborates with radiologists, project leaders, programmers and other staff in the MS MRI Research Group in order to effectively develop, test and validate new existing analysis software. Reports directly to the Director of Operations for the MS MRI Research Group.

### Work Performed

1. Implement image processing and mathematical algorithms.
2. Work on all phases of software as described by the Software Development Life Cycle. This includes the need to design, develop, implement, troubleshoot and maintain new and existing software used in the lab.
3. Document all software according to standard laboratory practices.
4. As member of the Production team, implement image processing and mathematical algorithms for ongoing research projects related to semi-automatic segmentation of MS lesions, registration of MRI digital data, brain atrophy measurements, and the quantification of T1 black holes. Will be expected to prototype, implement and or maintain a variety of image processing algorithms published in scientific medical literature as part of ongoing research projects. Will be expected to optimize computationally expensive algorithms. Must work with the analysis team in order to elicit fixes or improvements to both the graphical user interface and the underlying segmentation engines. The programmer will be expected to coordinate the iterative improvement of the production software through the application of the software in numerous analysis projects.
5. Write software which resolves the Proprietary Data Encoding formats and data compression algorithms of MRI Scanners and converts the data to an in-house specified format so that computer aided analysis can be performed. Participate in peer review of all in-house lab software.
6. Set up and execute methodology validation studies for the various types of analyses and prepare reports for the lab's research sponsors. Analyze the results of in-house reproducibility tests, and study analysis results. Execute studies that will characterize the behaviour or performance of the different image processing and image analysis algorithms written to segment the



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brain.

7. Assist with the set-up and execution of the production pipeline for the purpose of generating study endpoints.
8. Performs other duties as required in the Lab.

### **Supervision Received**

The programmer works under the general direction of the Director of Operations.

### **Supervision Given**

Responsible for monitoring and training the other staff members in order to oversee the correct use of the developed software.

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

Impact of system due to incorrect programming could cause loss of data, errors in analysis results, missed project deadlines. Failure to produce programs and software in accordance with lab guidelines could result in a non-compliance report from Sponsor and Regulatory Auditors.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. At least 2 years work experience with C++ programming. A good understanding of software documentation and testing is essential. Experience with Matlab and the Linux Unix programming environment is an asset. Experience with Version Control Software and programming in a Controller environment is an asset. Experience with computer vision and image processing is an asset. Excellent verbal and written skills are essential. Expert knowledge of object oriented programming design. Familiarity with GUI programming using Nokia Qt. Familiarity with Linux. Familiarity with database design and administration using MySQL. Familiarity with scripting languages (Perl, Ruby, bash) is an asset. Good organizational skills. Good interpersonal skills with the ability to teach others. Excellent problem solving skills.

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### Job Posting

**Job ID:** 11390  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level C      **Business Title:** Support Analyst II  
**Department:** UBC IT - Desktop Services  
**Salary:** \$59,602.00 - \$71,550.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-05      **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 II consults with user groups to determine business needs and to identify the appropriate technology solution. As part of a team of Support Analysts this position provides support for Desktop, Virtual Desktop, Desktop Peripheral Hardware, Mac's and Local Area Networks to an ever growing user base across UBC Point Grey Campus and parts of the Lower Mainland.

#### Organizational Status

Works closely with other members of UBC IT Desktop Services to assist, train, review, research, recommend and implement any and all aspects of Desktop System changes and lifecycle. Interacts with various departments within UBC IT.

#### Work Performed

Specific Duties:

- Maintains and troubleshoots the microcomputer environment as outlined above including both hardware and software.
- Tracks, prioritizes and responds to all service requests utilizing in-house ticket systems.
- Maintains and deploys standard and UBC developed software.
- Support and maintain student access terminals, ensures reliability, security and performance.
- Maintains and reports to desktop manager an inventory of all equipment, service contracts, and warranty and maintenance agreements.
- Provides daily administration support for the Local Area Networks (LAN's) hardware and software.
- Implements security for all equipment and software
- Provides training, consultation and assistance to all users in the UBC IT Desktop Support portfolio
- In consultation with manager and team Lead, Desktop Services, determines enhancements for UBC microcomputer hardware and software.
- Provides consultation and assistance to UBC IT users.
- Keeps abreast with current microcomputer technology by attending internal and external training courses and through trade journals.
- Provides input to Desktop Advises the Manager regarding technology hardware lifecycle.
- As required liaises with Xerox for printer deployments across the portfolio.



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### Core Duties:

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

### Supervision Received

Works with considerable latitude; receives direction from the Team Lead, Desktop Services. Keeps manager and or team lead informed of the status of work in progress and only seeks direction on unusual problems. Work is reviewed in terms of achievement of specific project objectives.

### Supervision Given

Reports to the Desktop Services Manager and Team Lead. No direct supervision given; may manage staff and be responsible for hiring, evaluation, discipline and termination. May also mentor and support staff on a project by project basis. Guidance will be provided for internal project activities and planning.

### Consequence of Error/Judgement

Impact of decisions can affect any number users and ultimately serve to disrupt pre-negotiated service level commitments. An error in judgment or action without thought can result in varying impacts that ultimately could affect services used by UBC Students, Faculty and Staff.

Decisions that could affect multiple users will be made in conjunction with the team Lead or manager.

### Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science preferred.

Microsoft and other industry certification preferred.

Demonstrated professional development through attendance in information systems analysis and design courses or workshop as well as personal development courses. Minimum of three years experience or the equivalent combination of education and experience. Undergraduate degree in Computer Science preferred.

Microsoft and other industry certification preferred.

Demonstrated professional development through attendance in information systems analysis and design courses or workshop as well as personal development courses.

Technical knowledge of PC's, Mac's, printers, Local Area Networks, Active Directory deployment and management and print server management.



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In-depth technical knowledge of standard office tools including: MS Office (Word, Excel, PowerPoint, Outlook, Access), MS Project and other desktop tools.

Knowledge of networks and software distribution tools.

Knowledge of imaging and imaging lifecycle management.

Knowledge of and experience with virtualized computing environments.

Ability to effectively manage multiple tasks and priorities and work under pressure.

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

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

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

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

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

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

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### Job Posting

**Job ID:** 11404  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level C      **Business Title:** Support Analyst II  
**Department:** UBC IT - Desktop Services  
**Salary:** \$59,602.00 - \$71,550.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-10      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-06      **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 II consults with user groups to determine business needs and to identify the appropriate technology solution. As part of a team of Support Analysts this position provides support for Desktop, Virtual Desktop, Desktop Peripheral Hardware, Mac's and Local Area Networks to an ever growing user base across UBC Point Grey Campus and parts of the Lower Mainland.

#### Organizational Status

Works closely with other members of UBC IT Desktop Services to assist, train, review, research, recommend and implement any and all aspects of Desktop System changes and lifecycle. Interacts with various departments within UBC IT.

#### Work Performed

Specific Duties:

- Maintains and troubleshoots the microcomputer environment as outlined above including both hardware and software.
- Tracks, prioritizes and responds to all service requests utilizing in-house ticket systems.
- Maintains and deploys standard and UBC developed software.
- Support and maintain student access terminals, ensures reliability, security and performance.
- Maintains and reports to desktop manager an inventory of all equipment, service contracts, and warranty and maintenance agreements.
- Provides daily administration support for the Local Area Networks (LAN's) hardware and software.
- Implements security for all equipment and software
- Provides training, consultation and assistance to all users in the UBC IT Desktop Support portfolio
- In consultation with manager and team Lead, Desktop Services, determines enhancements for UBC microcomputer hardware and software.
- Provides consultation and assistance to UBC IT users.
- Keeps abreast with current microcomputer technology by attending internal and external training courses and through trade journals.
- Provides input to Desktop Advises the Manager regarding technology hardware lifecycle.
- As required liaises with Xerox for printer deployments across the portfolio.



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### Core Duties:

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

### Supervision Received

Works with considerable latitude; receives direction from the Team Lead, Desktop Services. Keeps manager and or team lead informed of the status of work in progress and only seeks direction on unusual problems. Work is reviewed in terms of achievement of specific project objectives.

### Supervision Given

Reports to the Desktop Services Manager and Team Lead. No direct supervision given; may manage staff and be responsible for hiring, evaluation, discipline and termination. May also mentor and support staff on a project by project basis. Guidance will be provided for internal project activities and planning.

### Consequence of Error/Judgement

Impact of decisions can affect any number users and ultimately serve to disrupt pre-negotiated service level commitments. An error in judgment or action without thought can result in varying impacts that ultimately could affect services used by UBC Students, Faculty and Staff.

Decisions that could affect multiple users will be made in conjunction with the team Lead or manager.

### Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science preferred.

Microsoft and other industry certification preferred.

Demonstrated professional development through attendance in information systems analysis and design courses or workshop as well as personal development courses. Minimum of three years experience or the equivalent combination of education and experience. Undergraduate degree in Computer Science preferred.

Microsoft and other industry certification preferred.

Demonstrated professional development through attendance in information systems analysis and design courses or workshop as well as personal development courses.

Technical knowledge of PC's, Mac's, printers, Local Area Networks, Active Directory deployment and management and print server management.





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In-depth technical knowledge of standard office tools including: MS Office (Word, Excel, PowerPoint, Outlook, Access), MS Project and other desktop tools.

Knowledge of networks and software distribution tools.

Knowledge of imaging and imaging lifecycle management.

Knowledge of and experience with virtualized computing environments.

Ability to effectively manage multiple tasks and priorities and work under pressure.

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

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

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

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

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

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

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We



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especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



## Job Posting

**Job ID:** 11315  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level D      **Business Title:** Team Lead, Systems & Servers  
**Department:** Medicine - Dean's Office  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-16      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-04      **Available Openings:** 1

### Job Summary

The Team Lead manages and mentors staff in the day-to-day performance of work, participates in the development of resource plans, and provides technical leadership within various product and service lines as pertain to physical, logical, and virtual systems, servers, and the services those technologies provision and are underpinned by.

The Team Lead will lead various, often concurrent, projects and participate as member of a project, committee or workgroup. The Infrastructure Services Team Lead, Servers & Systems oversees the development of process and procedures to ensure secure electronic transmission, processing, and data storage. The Team Lead provides IT server and system infrastructure advice and training to operational support staff, assisting the Manager in coordination of staff professional development. The Team Lead will be responsible for negotiating with various stakeholders and management to resolve problems as they arise and create new work schedules and revisions to project deliverables and secure stakeholder buy-in, and participate in strategizing for future change and growth.

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

### Organizational Status

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

This role reports to the MedIT Infrastructure Services Manager on daily operations, strategic work-group planning, and project tasks for the Systems & Servers administrators and analysts. The role will operate as a peer with the Team Lead, Network and IT Security, Architect positions, along with other leads and Project Managers. This role supervises Infrastructure Services Systems and Server analysts and administrators as well as support staff within the MedIT Client Services group ad-hoc as agreed with the Team Leads, Client Services.

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

### Work Performed



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### Specific Duties:

- Represents Infrastructure Services as a liaison with other MedIT teams, and University and Health care partners for all matters involving infrastructure systems and servers design, analysis, and operations.
- Leads the MedIT Service Desk and other Systems Administrator roles.
- Delivers effective presentations on task status, schedule risks and opportunities, and budgets.
- Provides timely information to teams, project managers and IT and customer leadership on project status.
- Directs activities for critical systems incidents and major changes for MedIT, for all systems hosted locally or remotely.
- Reviews and delegates documentation of all MedIT and externally provisioned infrastructure for accuracy and completeness.
- Directs continuously improving business continuity plans and procedures.
- Supervises planning, installing and troubleshooting infrastructure systems & servers, whether physical, logical, or virtual, and newer related technologies as they occur.
- Reviews and delegates the accuracy of the monitoring and optimizing of systems and servers performance, availability, and capacity.
- Supervises allocation and reports on performance and availability of systems and servers storage.

### Core Duties:

- Manages staff in the day-to-day performance of work, provides leadership and mentoring, and uses a wide range of tools and techniques to create and maintain a collaborative, motivated and positive team atmosphere
- Participates in the development of resource plans to meet staffing, space and equipment requirements  
Coordinates and distributes work, monitors workloads and backlogs and makes necessary adjustments  
Participates in the recruitment of new staff within respective team
- Works with staff, project teams and other service providers to manage and coordinate work efforts  
Ensures all resources understand and follow appropriate methods, procedures and techniques to successfully complete assigned tasks within committed timeframes and standards
- Provides input into staff performance assessments, learning and development requirements, and recognition and reward recommendations
- Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning
- Develops and implements procedures, methods, standards and controls to foster operational efficiency, monitor compliance, and mitigate risks to achieve team results
- Performs the more complex elements of the work, applying an advanced level of technical expertise and judgement to achieve desired work outcomes
- Leads or participates in the selection and negotiation of vendor contracts
- May serve as a Project Manager on projects and would be responsible for the overall management and success of the project
- Responsible for product expertise which would include development of new systems, acquisition of new software or hardware packages, changes and enhancements
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools
- Performs other related duties as required

### Supervision Received

Works with complete latitude within general policies and an administrative framework under the mentorship of the Manager, Infrastructure Services. Work is reviewed in terms of achievement of specific objectives

### Supervision Given

Directly manages Infrastructure Services Systems and Server Analysts and Administrators, delegating and reviewing their work in terms of completeness, accuracy and timeliness



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

Work requires judgment and initiative. Errors could have a significant impact on the continued functioning of the Faculty of Medicine Hospital data networks, computing systems and clients.

### **Qualifications**

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

Must possess ITIL Foundations or be in a position to pass the exam

Must possess or have possessed current technical certifications for any of the technologies in use by the Infrastructure Services team. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Experience designing, implementing and managing infrastructure.

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

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

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

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

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

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

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



## Job Posting

**Job ID:** 11388  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level D **Business Title:** Project Manager II  
**Department:** UBC IT - UBCNETwrk& Inf Facil.  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-03 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-05 **Available Openings:** 1

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

### Job Summary

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

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

### Organizational Status

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

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

### Work Performed

Specific Duties:

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



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into larger campus project budgets.

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

### Core Duties:

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

### Supervision Received

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

### Supervision Given

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

### Consequence of Error/Judgement

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

### Qualifications



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Undergraduate degree in a relevant discipline. . A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Extensive experience with and knowledge of structured cabling best practices and general construction processes, including a sound understanding of the CSI Master Format and in particular divisions 16 and 17, managing building projects, or equivalent combination of training and experience.

Proven track record of initiating and completing successful projects.

Excellent knowledge of IT communications and networking concepts.

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

Excellent knowledge of the University Design Guidelines.

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

Good knowledge of construction safety procedures.

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

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

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

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

Ability to effectively facilitate groups to achieve appropriate outcome.

Ability to develop and deliver effective presentations and workshops.

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

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

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

Ability to deliver defined results within budget and schedule.

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

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

Ability to visit and inspect construction sites.

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





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

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

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

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

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

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



## Job Posting

**Job ID:** 11299 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level E **Business Title:** Senior Programmer Analyst  
**Department:** UBC IT - Learning Apps Support  
**Salary:** \$73,448.00 - \$91,809.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-26  
**Job End Date:** 2012-09-28  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-05 **Available Openings:** 1

### Job Summary

The Senior Programmer Analyst leads the analysis, design and review of existing or proposed system features and requirements and devises computer programs, systems and related procedures.

The Senior Programmer Analyst plays an important role in the design, development and implementation of learning technologies, monitoring tools, and provisioning systems. Performs secondary operational support and contributes to the strategic planning of the University's learning technology ecosystem.

### Organizational Status

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

Reports to the Manager, Learning Applications. May also work under the direction of a Project Manager or Team Lead as required for projects to which the incumbent is assigned.

Interacts directly with other University technology professionals and with faculty, staff and students.

### Work Performed

Specific Duties:

- Ensures that mission critical learning applications are reliable, stable, and highly-available to support the University's vision of transformative student learning.
- Resolves technical issues with other University technology professionals in a complex and highly-integrated environment of administrative systems, learning technologies, and student information systems.
- Contributes technical expertise to the on-going strategic planning and development of the University's learning technology ecosystem and enterprise architecture.
- Assists with the definition of development standards and practices for Programmer Analysts and other University technology professionals that contribute extensions or modifications to enterprise learning applications.
- Facilitates and conducts design and code reviews for other Programmer Analysts to ensure that they are efficient and meet development standards.
- Takes a leadership role in coordinating the various design elements associated with software development. Senior developers work with other developers, UX Architects Designers and DBAs. Ensures that designs are incorporated into technical specifications as



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## Staff Job Postings

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required.

- Conducts testing of new or customized application modules and plugins to ensure application meets specifications and architecture guidelines.
- May be requested to provide after hours support in situations requiring an urgent response.

### Core Duties:

- Provides technical leadership in the analysis and review of existing or proposed system features and integration, security, scalability and performance requirements with users, business analysts, architects and team members.
- Leads the evaluation and selection process for application packages, and advises on options, risk, cost vs. benefits, and impacts on business processes and goals.
- Develops system test plans, oversees testing of new or modified applications and ensures applications meet specifications.
- Develops integration plans and ensures for the incorporation of plans into integration testing process.
- Ensures documentation of functions and changes to new or modified modules, tests activities results, error handling and backup recovery procedures.
- Designs, develops and programs specialized custom software, prepares functional specifications, and builds prototypes.
- Provides expert advice on complex system design issues and contributes to ongoing planning and development of systems enhancements.
- Packages in house developed applications for production or integrates vendor supplied applications.
- May manage small to medium sized projects.
- Provides technical expertise, training, and consultation to other staff.
- Provides ongoing maintenance and operational support for applications.
- Supports software development lifecycle and applies and follows appropriate programming development methodologies and best practices as instructed.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### Supervision Received

Works under the general direction of the Manager, Learning Applications. Will sometimes work under the direction of a Project Manager or Team Lead. The Senior Programmer Analyst must be able to work independently as well as contribute actively and collaborate openly as a team member.

### Supervision Given

May supervise and evaluate work of other UBC IT staff or any other contract and or vendor staff performing technical or functional duties during a project or in support of the University's enterprise learning applications environment.

### Consequence of Error/Judgement

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

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

### Qualifications



Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science preferred. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Minimum of 8 years of related experience, including extensive experience designing, developing and implementing medium to large scale applications. Demonstrated ongoing career development through active and self-motivated professional development. Experience with Learning Management Systems (e.g. Blackboard, Moodle, WebCT) and integration SDKs (e.g. Building Blocks, Moodle plugins, PowerLinks) is required.

Advanced proficiency in Java development.

Experience with current versions and aware of upcoming enhancements in the following technologies: JDK, Java EE, Servlets, JSP, JSTL, Struts, Spring, and UI development concepts tools (e.g. GWT, JSF, Swing, UX).

Experience with enterprise service buses (e.g. Apache ServiceMix, Tibco), message-oriented middleware (e.g. Apache ActiveMQ, JBoss HornetQ) and web services (e.g. REST, SOAP)

Advanced proficiency in developing daemons, reports, and web applications with scripting languages (e.g. Perl, PHP, Python, JavaScript).

Advanced proficiency in developing daemons, reports, and web applications with scripting languages (e.g. Perl, PHP, Python, JavaScript).

Advanced proficiency in data modeling, database design, object-relational mapping (e.g. Hibernate), query languages (e.g. SQL, HQL) and relational database management systems (e.g. Oracle, MySQL, SQLite).

Very strong knowledge and practical experience in many of the following: object-oriented analysis and design; unified modeling language; architecture, design, and integration patterns; workflow and rules engines; build management (e.g. Ant, Maven); revision control; and code repositories (e.g. Perforce, SVN, git).

Strong understanding and experience with software development methodologies (e.g. test-driven, behaviour-driven) and tools (e.g. JUnit, Cucumber).

Strong project management skills including a working knowledge of software development lifecycle methodologies, preferably RUP and Agile (e.g. Lean, XP, Scrum).

Advanced proficiency in Unix Linux system administration (e.g. Red Hat Enterprise Linux).

Experience with monitoring tools (e.g. Coradant TrueSight, Intermapper, Nagios).

Experience with virtual infrastructure, load balancers, firewalls, and storage area networks (e.g. VMWare, Cisco Application Content Engine, Cisco Firewall Services Module, NetApp).

Advanced proficiency in managing application servers and web servers (e.g. Apache HTTP, Apache Tomcat, WebLogic).

Advanced or expert understanding of Internet protocols (e.g. HTTP, SSL, WebDAV, SMTP, SSH, Telnet).

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

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

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

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

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

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

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

**Problem Solving** - Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying



issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability.

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

Business Process Knowledge - Describes and documents critical cross-functional business process flows. Applies business process reengineering techniques and methods in analyzing process flow and accountability charts. Recommends and advocates substantive process enhancements and assesses both internal and external implications.

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

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



## Job Posting

**Job ID:** 11324 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level E      **Business Title:** Senior Quality Assurance Analyst  
**Department:** UBC IT - Business Analysts  
**Salary:** \$73,448.00 - \$91,809.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-06      **Available Openings:** 1

### Job Summary

The Senior Quality Assurance Analyst provides technical leadership in the development of quality assurance strategies and in the definition and implementation of test environments for total testing solutions of all information systems programs and projects. As a member of UBC IT, the Senior Quality Assurance Analyst is responsible for creating project quality plans, leading implementation of quality initiatives, test execution and tool selection. Majority of work will be performed in a formal project or program team. Projects and programs typically have a high degree of complexity, influence, and impact as solutions are generally designed for the majority of constituents in the UBC community. Outside of project program assignments, the Senior Quality Assurance Analyst will champion best practices that lead to a high level of quality in all project deliverables ensuring that software quality exceeds industry norms for accuracy, reliability and scalability. Will provide support and advice to other analysts and developers on quality assurance activities both within UBC IT and to the greater IT community at UBC.

### Organizational Status

Reports to the Manager, Business Analysis and Quality Assurance in the Project Management Office. Strategic direction is provided by both the Manager and Director of the Project Management Office. Day-to-day direction is given by a Project or Program Manager on assigned projects. Works daily with a project team(s) typically made up of a project manager, developers, functional experts, business analysts and other project specialists

Works closely with UBC IT management and project program managers on cross-unit QA initiative . The Senior Quality Assurance Analyst is a senior representative of the PMO and thus will develop relationships with different units while launching QA initiatives

### Work Performed

Specific Duties:

- Project assignments include but not limited to work on enterprise systems such as the Student Information System (SIS), HR, Finance, Identity and Access Management (IAM), Learning Management (LMS), UBC e-Payment, Email, Networks (wireless, telephony, Internet, etc), and datawarehouses.
- Project types include but not limited to software development, ERP (Enterprise Resource Planning) and COTS (Commercial off the shelf) implementation, reporting and business intelligence, and infrastructure transformation.
- Ensures QA approach is consistent with the overall technical and business architecture of the university and complies with UBC



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IT and university policies, as well as governmental legislation and other external entities' compliancy requirements on security, privacy, and accessibility.

- Analyses the impacts of proposed changes to technology services and or performance for UBC IT and other UBC departments.
- Understands key technical environments to effectively identify integration, security, scalability, and performance requirements.
- Build and maintain good working relationships with project teams, business analysts, UBC IT colleagues, and client stakeholders.

### Core Duties:

- Defines, designs and articulates comprehensive and in-depth quality assurance strategies, approaches and plans for software projects.
- Designs project test plans, QA approaches and processes. Ensures sufficient breadth and depth of testing approach. Advises project managers of QA effort required.
- Leads implementation of quality assurance initiatives, develops and manages project budgets, ensures that quality standards and practices are followed, and coordinates work of technical teams.
- Establishes quality assurance and or quality control policies in accordance with best practices, defines benchmarks and measures, devises improvements to current procedures, and develops models of possible future configurations.
- Acts as an information resource on quality assurance, provides expertise to own and other projects, and contributes to the standard methodologies of the IT department.
- Evaluates and recommends testing tools, software packages and training for team members and remains current with industry trends.
- Provides technical guidance and leadership, coaching, and mentoring to team members.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### Supervision Received

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

### Supervision Given

Provides mentoring and coaching to new or less experienced business analysts, quality assurance analysts, and developers in the area of quality assurance. Also provides leadership and education to other staff in UBC IT and to the greater UBC community. May supervise work of other analysts on projects.

### Consequence of Error/Judgement

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Senior Quality Assurance Analyst will have a direct impact on how efficiently and effectively the systems and processes will perform and function. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community, affecting up to tens of thousands of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of UBC IT and UBC.

### Qualifications

Undergraduate degree in a relevant discipline. Formal certification from a recognized professional organization or professional development provider is an asset. Professional development in quality assurance analysis, leadership, coaching and mentoring is an asset. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and



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experience. Significant experience in software application development and progressively in more senior roles. A demonstrated combination of knowledge and experience in the IT project lifecycle including project management, business analysis, development, quality assurance, change management and related disciplines.

Experience in a higher education environment is an asset.

Experience and thorough knowledge with scalability and testing enterprise applications.

Expert knowledge of performance, regression, unit and functional testing techniques

Experience and thorough knowledge with the traceability, requirements and issue tracking systems.

Experience with open source testing tools is an asset.

Experience with Service Oriented Architecture (SOA) is an asset.

Experience with any of the following: custom SIS, Peoplesoft (HR & Finance) and Oracle BI is an asset.

Working knowledge of project management, quality assurance, change management disciplines and best practices; and development methodologies.

Demonstrated contributions to the continuous improvement of quality assurance analysis practices, methodology and implementation.

Proven knowledge and continuous learning of quality assurance analysis discipline and best practices.

Demonstrated ability to create, implement, and manage a quality strategy for large and complex software projects within a team environment.

Solid understanding of key trends and players in the IT industry and higher-education sector.

Strong leadership skills and the ability to initiate and sustain initiatives. A proven go-to person for quality assurance knowledge and advice.

Works effectively with senior management on strategic implementation.

Ability to effectively manage multiple tasks and priorities and address project demands in a fast-paced and changing environment.

Excellent organizational, planning, and prioritization skills.

Demonstrates the willingness, ability, and enthusiasm to learn new processes, methodologies or technologies.

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.





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**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.

**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.

**Thoroughness** - Identifies potential areas of conflicting priorities and vulnerability in achieving standards. Reviews department's progress against established goals, objectives, service level targets, and project milestones. Supports others in achieving deliverables by efficiently allocating resources and providing common organizing systems, techniques, and disciplines. Maintains a proactive work review and approval process prior to assignment completion. Solicits internal and external customer evaluation of performance and devises measures for improvement.

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



## Job Posting

**Job ID:** 11373  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level F      **Business Title:** Senior Manager, Collaboration and Research IT Rela  
**Department:** UBCO - IT Services  
**Salary:** \$87,264.00 - \$109,080.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-19      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-03      **Available Openings:** 1

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

### Job Summary

The Senior Manager, Collaboration and Research IT Relations provides overall management of information technology services within a broad client portfolio, ensures that enterprise services consider business requirements, and leads integration projects.

The Senior Manager is responsible for directing, coordinating and providing overall management of the development and implementation of a complete collaboration support infrastructure across the UBC Okanagan campus including platform definition, centralized infrastructure, access to external and internal shared resources and end user support. The Senior Manager develops the vision of collaboration at UBC Okanagan focusing on the strategic value and business case for implementation of the model. The Senior Manager is also responsible for directing, coordinating the development and the overall management of an infrastructure to support research collaboration and visualization system wide across both campuses.

The Senior Manager builds and maintains relationships with internal groups and organizations such as Faculty of Medicine IT and engages heavily with many external regional, provincial and national groups, research and collaboration infrastructure and support providers such as BCNet, WestGrid and ComputeCanada, participating and leading efforts to work together to create wider collaboration and research support communities.

The Senior Manager leads the planning and implementation of the change program relating to research and IT relations across both campuses, including partnering with other internal and external research groups and resource manager providers such as WestGrid to ensure the engagement, integration and aligned strategic business direction with IT Research Support.

The Senior Manager, Collaboration and Research IT Relations along with the Senior Manager, IT Client Services, the Senior Manager IT Infrastructure and the Senior Manager, IT Research Support serves as member of the Senior Management Team for UBC Okanagan.

### Organizational Status

The Senior Manager, Collaboration and Research IT Relations is responsible for directing and coordinating the development and implementation of a collaboration support framework across the UBC Okanagan campus and a framework to support research collaboration and visualization system wide across both campuses. The Senior Manager is also responsible for building relationships with internal and external research groups and resource providers system wide across both UBC campuses to ensure engagement and integration with IT Research Support.



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The Senior Manager, Collaboration and Research IT Relations reports to the Chief Technology Officer, IT, Media and Classroom Services, UBC Okanagan Campus. This position will directly supervise several M&P professionals with support given by the Senior Manager Client Services, Senior Manager Infrastructure and the Senior Manager Research Support. The Senior Manager, Collaboration and Research IT Relations requires extensive contact with Directors, Managers, staff, and stakeholders, including members of the UBC community. This position along with the Senior Manager, IT Client Services, the Senior Manager IT Infrastructure and the Senior Manager, IT Research Support all work closely together and serve as the Senior Management Team of the UBC Okanagan campus.

The Senior Manager, Collaboration and Research IT Relations has interdependencies with:  
UBC Okanagan IT Infrastructure, Client Services and Research Support  
UBC Vancouver IT and the Faculty of Medicine IT  
Other external partners and organizations such as BCNet, WestGrid and ComputeCanada

### Work Performed

1. Under broad guidance from the Chief Technology Office, the Senior Manager provides the leadership, strategic direction, and overall management of a collaboration infrastructure and support group to ensure efficient operation of all aspects of collaboration across the UBC Okanagan campus by:

¿ Defining the vision for the collaboration support platform across the campus, focusing on the strategic value provided to the university while engaging with key UBC stakeholders to define current and future needs. Developing, directing and coordinating the implementing of this campus wide collaboration support model across UBC Okanagan by utilizing existing infrastructure, investigating and making key strategic investments in new technologies and leveraging existing core capabilities with partner groups and other institutions. Identifying missing skills, recruiting and managing additional support personnel as required to implement and operate this platform while ensuring that the plans, policies, and procedures are met and are consistent with the overall campus goals and objectives.

¿ Providing overall management of the campus wide collaboration support model by creating and implementing processes and procedures as required, overseeing all purchasing and budgets. Ensuring that the infrastructure is maintained and refreshed in a scalable fashion and that the collaboration support vision and platform stays current with industry trends and standards as they emerge.

¿ Setting the objectives, leading the implementation of plans and procedures, and spearheading the engagement with internal and external regional, provincial and national groups and organizations such as BCNet, WestGrid and Compute Canada to participate and lead efforts to create a wider collaboration community and shared infrastructure. Engaging, partnering and building relationships with these groups to identify opportunities to share and enhance the process model across the enterprise. Serving as the representative of UBC Okanagan collaboration support sharing ideas, issues and opportunities.

¿ Establishing UBC Okanagan as a global centre of excellence in collaboration technologies and support.

2. Under the broad guidance of the Research IT Support Advisory Group, the Senior Manager also provides the leadership, strategic direction, and management of Research IT Relations, system wide across UBC by:

¿ Setting the objectives, leading the implementation of plans and procedures, and spearheading the engagement with internal and external regional, provincial and national research groups and resource providers such as WestGrid and ComputeCanada to ensure engagement and integration system wide with IT Research Support. Working with these groups to identify opportunities to share and enhance the engagement while monitoring progress and feedback.

¿ Acting as a key member and contributor within WestGrid and ComputeCanada while ensuring that UBC IT research support and computing goals and activities are aligned with their efforts. Serving as a representative of UBC Research IT Relations to internal and external groups and organizations sharing ideas and opportunities.



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¿ Implementing procedures policies to engage with researchers and research groups that are requesting Canadian Foundation for Innovation (CFI) grants for High Performance Computing (HPC) resources to ensure that all required information and requirements are properly referred to ComputeCanada for review.

3. The Senior Manager also serves as a key member of the Senior Management Team for the UBC Okanagan Campus by engaging with the Senior Manager, IT Client Services, the Senior Manager IT Infrastructure and the Senior Manager, IT Research Support, working closely to guide and define broad strategic goals for the UBC Okanagan campus.

### Core Duties:

¿ Provides overall management of information technology services within a broad client portfolio, translates client organizational needs and UBC's information technology strategy into service requirements and portfolio directions, and makes recommendations for optimizing resources.

¿ Ensures that business requirements for enterprise services are identified, developed, delivered and communicated to clients.

¿ Leads integration projects and manages the transition of information technology services.

¿ Identifies implementation options, writes design and discussion documents, and makes appropriate technology decisions for new and changing technology needs.

¿ Works collaboratively with key customers, internal stakeholders, and other higher educational institutions to plan and deliver IT's portfolio of services to the broader UBC community.

¿ Develops working relationships across the organization.

¿ Advises other information technology professionals and senior leaders on the effective use of information technology products and services, including the selection of specific technologies.

¿ Negotiates, sources and obtains financial, physical, or human resources to support long-term projects and programs.

¿ Leads the development of business and implementation plans, policies, standards, and budgets for projects and information technology solutions.

¿ 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 broad policies and strategic plans under the direction of the Chief Technology Officer. Keeps Chief Technology Officer informed of the status of work in progress. Work is reviewed for achievement of broad long-term goals as defined by the Chief Technology Officer.

### Supervision Given

Will manage staff directly and indirectly through subordinate team members including supervising the work of junior and senior IT professionals and will be required to train staff on software and hardware. With the support of the Senior Manger IT Infrastructure, Senior Manager IT Client Services and the Senior Manager, IT Research Support, will hire and supervise staff,



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providing oversight on training, performance evaluations and career development planning for staff.

### Consequence of Error/Judgement

This position is granted a great deal of latitude on decisions regarding the management of a wide portfolio of campus-wide client services, with general guidance provided by the policies and plans as laid out by the Chief Technology Officer and the Research IT Support Advisory Group. Errors in the implementation and support of IT Collaboration Infrastructure 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]. If the infrastructure is public facing, errors in system design or support of the system could result in theft of private data and a major loss of reputation for the University.

### Qualifications

Post-graduate degree. . Minimum of 10 years experience and 4 years managerial experience and 3 years specialized experience in the design and implementation of major computer systems or the equivalent combination of education and experience.

#### Skills:

- Extensive experience engaging with external groups such as BCNet, WestGrid and ComputeCanada.
- Extensive engagement with external collaboration service providers.
- Extensive knowledge and familiarity with research groups and research resource providers both internal and external.
- Experience managing large scale advanced collaboration infrastructure and systems.

#### In depth knowledge of:

- Enterprise class collaboration equipment, resources, providers and solutions as well as desktop and room class collaboration hardware, software and components.
- Advanced collaboration environment design and implementation.
- Industry trends and future directions in the collaboration field.
- Procurement and asset management.
  
- Ability to manage heterogeneous system platforms and environments with a tendency towards standardization and simplification.
- Strong creative thinking, problem solving, planning, time-management and organization skills to balance and prioritize work in consultation with key stakeholders.
- Exceptional communication skills (facilitation, listening, verbal, written, presentation, negotiation).
- Ability to comprehend the functions and capabilities of new technologies quickly.

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

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

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



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Building Relationships - Sets objectives necessary for obtaining feedback and assistance. Maintains effective communication. Shares ideas, issues, and opportunities with members of personal network. Seeks referrals from others with relevant expertise and influence. Attends and maintains relationships with relevant formal and informal professional groups and organizations.

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.

Change Advocate - Leads the planning and implementation of change programs that impact critical functions processes. Partners with other resource managers change agents to identify opportunities for significant process enhancements. Recommends changes that impact strategic business direction. Sets expectations for monitoring and feedback systems and reviews performance trends. Evaluates progress and involves peers and team members in analyzing strengths and weaknesses in performance. Improves efficiency by spearheading pilots and planned functional change initiatives.

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



### Job Posting

**Job ID:** 11374  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level F      **Business Title:** Senior Manager, IT Research Support  
**Department:** UBCO - IT Services  
**Salary:** \$87,264.00 - \$109,080.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-19      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-03      **Available Openings:** 1

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

### Job Summary

The Senior Manager provides overall management and technical leadership of a major functional area including multiple lines of services. The Senior Manager, IT Research Support is responsible for establishing strategic and operational leadership for IT Research Support with a broad portfolio of UBC system-wide and UBC Okanagan campus-wide IT client services, IT infrastructure, and research computing. This position bridges the UBC research communities technology needs with UBC technology providers and must work closely with UBC IT, MedIT, UBC Okanagan Campus IT Media and Classroom Services, WestGrid ComputeCanada, and BCNET. The Senior Manager, IT Research Support uses current best practices in evaluating and implementing new information technologies for use by the University, while ensuring that support for client services is timely, efficient and meets all service level agreements. The Senior Manager, IT Research Support is responsible for all aspects of staffing within IT Research Support.

### Organizational Status

The Senior Manager, IT Research Support provides and supports IT client services, IT infrastructure, and research computing for IT Research Support UBC system-wide and UBC Okanagan Campus campus-wide. This includes the integration of IT Research Support requirements with Administrative and Instructional support models as well as coordination on all levels with UBC Vancouver Campus and external research support partners. This position provides a single point of contact for IT Research Support at UBC.

The Senior Manager, IT Research Support reports to the Chief Technology Officer, IT Media and Classroom Services, UBC Okanagan Campus and receives guidance from the Research IT Support Advisory Group under the IT Governance structure. This position directly supervises several Vancouver and Okanagan Campus based M&P professionals . The Senior Manager, IT Research Support requires extensive contact with Directors, Managers, staff, and stakeholders, including members of the UBC community and members of the public, vendors and clients. This position works in collaboration with Senior Manager, IT Client Services, Senior Manager, IT Infrastructure, and Senior Manager, Collaboration and Research IT Relations as part of the IT Senior Management team responsible for the leadership, strategy and priorities of UBC Okanagan Campus. This position will also collaborate closely with UBC Vancouver Campus IT and MedIT Directors and Senior Managers to ensure reasonable service expectations are met for system-wide research supports. The Senior Manager, IT Research Support has interdependencies with:

- UBC Okanagan Campus:
  - o IT Infrastructure
  - o IT Client Services



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- o Collaboration & Research IT Relations
- UBC Vancouver:
- o Information Technology
- o MedIT
- External Partners and Organizations
- o HPC Consortia [WestGrid ComputeCanada]
- o BCNET

### Work Performed

This position provides the leadership, strategic direction, and functional management to ensure efficient operation of UBC system-wide and UBC Okanagan campus-wide IT Research Support client services, infrastructure, and research computing.

1. Provides Strategic Planning for IT Research Support by:
  - Directing, developing, planning, implementing, and managing system-wide and campus-wide IT Research Support client services, infrastructure, and research computing.
  - Performing regular analysis of emerging trends and researching, reviewing and developing recommendations and plans to meet the short and long term information technology requirements
  - Identifying, assessing, and informing the Chief Technology Officer of internal and external issues that affect the department.
  - Recognizing necessary campus IT policy and planning improvements and makes appropriate suggestions to the Chief Technology Officer.
  - Coordinating with UBC Okanagan IT, UBC IT, MedIT, UBC IPO, HPC Consortia (WestGrid ComputeCanada), BCNet, and Granting Agencies.
  - Overseeing the planning, implementation, execution and evaluation of special projects
  - Championing change and effectively managing the implementation of new ideas.
2. Manages budgets and prepares financial analyses by:
  - Managing budgets and prepare financial analyses
  - Overseeing all IT Research Support purchasing and budgets
  - Using UBC Finance and Budget systems (i.e. FMS and Hyperion) to design and track budgets, and to provide effective budget information to the Chief Technology Officer, as required.
3. Responsible for the management of the human resources of IT Research Support by:
  - Exercising staff oversight to ensure new Research client services, infrastructure, and research computing operations plans, policies, and procedures are consistent with the overall system-wide and campus-wide goals and objectives.
  - Responsible for unit staffing budgeting, hiring, performance evaluations and terminations
  - Responsible for the management, mentoring and career development of all IT Research Support staff
  - Reviewing the status reports of team members across projects and addressing issues as appropriate.
4. Oversees communication and collaboration in IT Research Support by:
  - Communicating effectively with internal clients to identify needs and evaluating alternative business solutions and strategies.
  - Negotiating service level agreements with internal clients and external service providers and monitoring service delivery to ensure that agreed targets and standards are met.
  - Ensuring the unit is kept well informed, at all times, of policy and plan changes within IT, Media and Classroom Services.
  - Ensuring the IT Research Support client services, infrastructure, and research computing adhere to IT Infrastructure and IT Client Services standards wherever possible.
  - Effectively communicating relevant IT-related information to superiors and peers in other departments.
5. Provides support to the Chief Technology Officer by:
  - Overseeing the life cycle management of a large and diverse equipment base and networked computing environment.
  - Overseeing the continued development and support of system-wide and campus-wide IT Research Support client services, infrastructure, and research computing.
  - Maintaining integration of IT Research Support client services, infrastructure, and research computing with system-wide and campus-wide core IT infrastructure and client services.
  - Providing oversight of which software and hardware products are most suited for client solutions.
  - Monitoring the day-to-day delivery of the programs and services of the unit to maintain or improve quality.





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### Core Duties:

- Works with business partners and or IT leadership to understand and anticipate business and IT needs of a major functional area with multiple lines of services.
- Develops integrated strategies, operating plans, targets and measures for functional area and leads the day to day delivery of its programs, services and activities.
- Negotiates, sources and obtains financial, physical, or human resources to support long-term projects and programs.
- Develops and ensures systems, procedures, methods, standards and controls are created and followed which foster operational efficiency, monitor compliance, mitigate risks, and achieve functional area results.
- Develops and implements innovative business solutions, programs and services, provides leadership and oversight on projects, and collaborates with others on integrated solutions and initiatives across other administrative academic units.
- Develops and manages reporting supervisors, team leads, professionals and other staff including selection, training, coaching, performance management and all other people practices.
- Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.
- Anticipates and analyzes trends in technology and assesses the impact of emerging technologies on the business.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### Supervision Received

Works within broad policies and strategic plans under the direction of the Chief Technology Officer. Keeps Chief Technology Officer informed of the status of work in progress. Work is reviewed for achievement of broad long-term goals as defined by the Chief Technology Officer.

### Supervision Given

Manages staff directly and indirectly through subordinate team members. This position manages several Vancouver and Okanagan Campus based IT Research Support teams . Supervises the work of junior and senior IT professionals and may be required to train staff on software and hardware. Hires and supervises staff. Provide oversight on training, performance evaluations and career development planning for staff.

### Consequence of Error/Judgement

This position is granted a great deal of latitude on decisions regarding the management of a wide portfolio of campus-wide and system-wide IT Research Support services, with general guidance provided by the policies and plans as laid out by the Chief Technology Officer and the Research IT Support Advisory Group. Errors in the implementation and support of IT Research Support could cost the University many thousands of dollars in lost productivity time, and could impact the timely delivery of services to clients. If the service is public facing, errors in system design or support of the system could result in theft of private data and a major loss of reputation for the University.

### Qualifications



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Post-graduate degree. . Minimum of 10 years experience and 4 years managerial experience and 3 years specialized experience in the design and implementation of major computer systems or the equivalent combination of education and experience.

Knowledge of:

- Windows, Linux and Macintosh Operating Systems
- Knowledge of network design, virtualization techniques for servers, desktop, storage, and networks, IT security threats, detections, and protections, and client services management in a complex environments
- High Performance Compute Clusters and Consortia
- Web, collaboration, document, and project management technologies [both server and client]
- Federal and provincial granting agencies [CFI, NSERC, SSHRC, CIHR]
- Experience managing complex communication, data storage and virtual machine systems.
- Ability to manage heterogeneous system platforms and environments with a tendency towards standardization and simplification.
- Strong creative thinking, problem solving, planning, time-management and organization skills to balance and prioritize work in consultation with key stakeholders.
- Exceptional communication skills (facilitation, listening, verbal, written, presentation, negotiation).
- Ability to comprehend the functions and capabilities of new technologies quickly.

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

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

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

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

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

Strategic Technology Planning - Ensures researches and benchmarks are completed against best practices for IT spending, architecture, technologies, and processes. Defines criteria for prioritization and recommends core components of a strategic technology plan. Leads implementation of the approved strategic technology plan for significant, integrated work processes.



# The University of British Columbia

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## Job Posting

**Job ID:** 11247  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B                      **Business Title:** AV/IT Educational Technology Analyst  
**Department:** Fac.of Pharmaceutical Sciences  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-09-06  
**Job End Date:** 2011-12-31                      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-04                      **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

In preparation for the Faculty of Pharmaceutical Sciences' move into its new building in 2012 and expansion of its entry to practice program, the successful candidate will conduct a comprehensive analysis of educational technology needs of all stakeholders in the Faculty; develop a detailed plan related to educational technology application in the building and to our educational partners throughout the province; recommend educational technology software and hardware to support the needs identified; recommend staffing requirements to support on-going implementation and use of educational technology adopted by the Faculty; and develop a plan to address the education technology training needs of faculty and staff.

### Organizational Status

This individual reports directly to the Associate Dean, Academic.

### Work Performed

- 1) Determine the educational technology needs of the Faculty by interacting with all members of faculty and staff (including Undergraduate, Graduate, Pharm. D., Continuing Pharmacy Professional Development, clinical and part-time faculty, Development Office, IT Support).
- 2) Interact with representatives of the Faculty's various student groups regarding the application of educational technology.
- 3) Conduct extensive fact-finding related to educational technology use across all faculties on UBC campus.
- 4) From these analyses and fact-findings, develop a comprehensive plan that will ensure that the requisite educational technological capabilities are included in the new building.
- 5) Identify possible synergistic relationships with other groups on campus related to support and delivery of educational technology.
- 6) Develop a hiring plan to support the on-going educational technology needs of the Faculty.

### Supervision Received

This individual would be required to work independently with guidance from the Associate Dean Academic and the Educational Technology Advisory Committee.



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### **Supervision Given**

This position does not supervise, but will be required to work collaboratively with all faculty and staff. An administrative assistant from the Office of the Associate Dean Academic will be available to offer part-time support.

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

Work requires judgment and initiative. Errors would have a significantly negative impact on the Faculty's use of its limited resources and our ability to meet the present and future educational needs of our students, instructional faculty and stakeholders.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. The individual should have several years of experience in performing needs analyses and in the subsequent planning derived from the results. Graduate training in the area of educational technology and curriculum design and management is desirable. Knowledge of the use of state of the art educational technology is a primary requirement of this position.

Must possess the ability to:

- prioritize and work effectively under pressure to meet deadlines;
- work independently and in a team environment;
- effectively communicate verbally and in writing;
- analyze, problem solve;
- identify key information;
- and effectively resolve all related issues

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## Job Posting

**Job ID:** 11384  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level C      **Business Title:** Course Specialist Senior  
**Department:** The Sauder School of Business  
**Salary:** \$59,602.00 - \$71,550.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-08      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2011-10-05      **Available Openings:** 1

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

### Job Summary

The position is responsible for the planning, development, assessment and delivery of the Division's education programs. The position is integral to the Division's overall strategic vision, and typical responsibilities include conducting curriculum reviews and needs assessments; consulting with clients to determine their educational needs, and developing new or redesigning existing programs to meet those needs; collaborating with instructional support units and curriculum developers to facilitate the delivery of the Division's educational programs; participating in market research to identify potential educational programming opportunities; recruiting instructors; conducting instructional design research and analyses; and, assisting in developing marketing plans for the Division's educational programs. The position is responsible for developing policies, systems and organizational practices related to the Division's licensing education and examination operations, and contributes directly in the creation of curricular content within a specific academic discipline. The position manages staff and instructors directly and indirectly and responds to the educational needs of a nationally distributed student audience.

### Organizational Status

Reports to the Director and works with editors, tutors and graders, as well as various full- and part-time staff involved in academic operations, course and examination production and delivery.

### Work Performed

Academic Operations - the position is responsible for maintaining the academic integrity of the Division's courses and examinations. Responsibilities include conducting needs assessments and consulting with external stakeholders to identify new and existing curricular requirements and providing academic support in the development and production of program offerings. This position is responsible for hiring and managing consultant contributors and manages related functions of the Division's internal textbook production and delivery teams. The position advises summer and part-time tutors on academic issues, provides tutorial instruction and responds to student enquiries that go beyond part-time tutor capabilities, and edits and writes new course and examination materials where expertise is appropriate.

Program Development - the position plans, develops and implements educational policies for the successful operation of the Division's numerous programs and their related examinations, balancing the need for customer-focused student services with maintaining the academic and regulatory integrity and security of the programs. The position conducts instructional design



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research and analyses, and develops and redesigns programs and policies, systems and organizational practices to meet educational and organizational goals.

Student Relations - the position is a key part of the Division's complex public relations activities and acts as a content expert and academic advisor to a wide range of students, and includes addressing academic, regulatory and equity policy issues with students and stakeholders. The position carries a critical conflict resolution mandate, and requires in-depth knowledge of program content, education technology, and an understanding of the competitive, political and regulatory environment within the real estate industry in Canada and abroad. It also requires a specific knowledge of the licensure, enforcement and regulatory issues related to the educational programs of regulatory organizations and of the specific policies applicable to the Division's various programs.

May require some travel within and outside Canada.

### **Supervision Received**

Responsible for overseeing the workflow of both internal and external authors, editors, tutors and graders, as well as various full- and part-time staff involved in academic operations, course and examination production and delivery.

### **Supervision Given**

The position works under broad directives set by the Director and Associate Director, and is expected to exhibit considerable autonomy in pursuing the strategic vision of the Division. Work is reviewed with respect to adherence to broad policies and progress towards goals. The position consults with the Director and Associate Director, who provide direction, input and advice on course development, strategy, financial matters, and policy issues.

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

This position makes decisions regarding the Real Estate Division's program administration and curriculum design. As such, decisions in this area have both immediate and long-term impacts on the operating results of the organization. In playing a key role respecting the development of programs for important clients such as the Real Estate Council of BC and the Financial Institutions Commission, poor decisions by this person would have significant and permanently negative effects on profitability. Decisions made regarding curriculum, program structure, and delivery have a direct impact on students' ability to learn, on their ability to meet academic and professional licensing requirements, and ultimately on their ability to become active members of the real estate industry and supporters of the Sauder School of Business.

### **Qualifications**

Master's degree in Education. Requires post-secondary degree in real estate or urban land economics, finance or law. Education experience or related educational discipline preferred. Minimum of six years experience or the equivalent combination of education and experience. Demonstrated ability to operate strategically in a complex competitive environment.

This position requires an in-depth knowledge of the real estate industry both in Canada and internationally. Candidates must possess exceptionally strong written and oral communication and interpersonal skills. The position requires a creative individual who is skilled in working in team-based projects. The position also requires an extensive knowledge of the legal and regulatory framework of numerous sectors of the real estate industry in Canada and abroad, and a well-developed understanding of the competitive nature of professional real estate education.

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## Job Posting

**Job ID:** 11347  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level A      **Business Title:** Communications Coordinator  
**Department:** Alumni Association  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Part-Time (50%)  
**Desired Start Date:** 2011-10-31      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-07      **Available Openings:** 1

### Job Summary

The position supports members of the Communications team through efficient and organized administration and the contribution of content for various communications vehicles. Will be responsible for coordinating the production of both printed and electronic materials, working closely with the Communications Manager, staff from other DAE units. Materials produced are principally for engaging UBC's Alumni in the activities of the university, and for enhancing UBC's image and reputation in the community.

### Organizational Status

Reports to: Communications Manager, Publications and Communications

Works with: Supports communications team through efficient and organized administration and the coordination and creation of content for various communications vehicles.

Contacts: Alumni, external vendors, events staff, and campus-based alumni staff

Supervises: None

### Work Performed

- Writes copy for Alumni email blasts, the Alumni Affairs website and Trek Magazine as required;
- Transcribes interviews speeches for possible articles;
- Collects obituaries and alumni news for Trek Magazine and prepares them for editing;
- Sources images, secures permission for use;
- Maintains database for special mailings of Trek Magazine; executes those mailings after Trek press run;
- Manages the Trek Magazine email address and forwards responds to feedback as appropriate;
- Manages the media archive catalogue;
- Prepares submissions for CASE CCAE competitions;
- Collects and submits communications metrics (stats for board reports, annual reports, POINTS, email marketing statistics tracking, etc.)
- Submits monthly eblast breakdowns to Finance in order for them to divide and assign charges between departments;
- Performs other duties as assigned.





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This position is part time (50%). The times and days are negotiable.

### **Supervision Received**

The position reports to the Manager, Publications and Communications. The incumbent will have an approved performance plan with biannual reviews.

### **Supervision Given**

None.

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

The Communications Coordinator is expected to function in a team setting with a degree of autonomy and independence, working under broad guidelines. She/he must exercise tact and diplomacy when dealing with volunteers, staff, students, alumni, faculty and suppliers. Failure to exercise appropriate judgment could damage the reputation of Alumni Affairs and/or the university, and result in alienation of alumni members and volunteers, university faculty members and officials.

### **Qualifications**

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. Strong writing ability and good interpersonal communications skills. Superior organizational skills. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Intermediate skills in the Microsoft Office Suite. Ability to work independently and within a team environment, and follow directions. Ability to type 55 wpm and to operate the normal range of office equipment. Ability to exercise a high level of diplomacy, tact and discretion when working with information of a confidential and/or sensitive nature and in dealing with campus colleagues and external agencies. Knowledge of HTML, CSS, Dreamweaver, WordPress and Adobe Creative Suite preferred.

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## Job Posting

**Job ID:** 11401  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level C2      **Business Title:** Communications Manager  
**Department:** Communications  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-11-14      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-06      **Available Openings:** 1

### Job Summary

Reporting directly to the Director, Interactive and Development Marketing, the Communications Manager is responsible for initiating, developing, producing and implementing communications strategies and vehicles to support the Portfolio mission of providing donors and donor-alumni with meaningful opportunities for engagement and investment with the University.

The Manager works with a wide range of University and external partners to develop communications and outreach plans and campaigns in support of the Portfolio's priorities for the University with regards to donor activity.

The Manager assesses communication requirements, develops appropriate plans and communication vehicles, monitors production, timelines and budgets, and ensures accurate reporting.

The Manager is at all times expected to be cognizant of the need to liaise appropriately with our colleagues in Alumni in order to help deliver an integrated, portfolio-wide communications offering.

### Organizational Status

Reports to: Director, Interactive Marketing

Works with: Development, Events & Stewardship, Alumni Affairs, UBC Public Affairs, UBC service providers, external vendors, senior administrators, and other stakeholders as required

Supervises: Marketing Specialist, Communications Coordinator

### Work Performed

#### WORK PERFORMED:

- . Develops, produces and implements communications programs and vehicles in print and electronic media to support the Portfolio mission of providing donors with meaningful opportunities for engagement and investment with the University.
- . Works with various teams to develop specific donor recognition and or reporting materials to support the Portfolio's priorities for the University with regards to donor activity.
- . Executes marketing campaigns. Includes project pre-work, job submissions, managing time-lines and vendors, obtaining



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necessary approvals, copy and layout editing and coordinating response mechanisms.

- . Works with project requesters for testing, approvals and sending.
- . Prepares, deploys and tracks quarterly Campaign eNewsletter.
- . Produces the annual Report on Giving from inception to publication ensuring the production is on schedule, timelines are being met, budgets are adhered to, and accurate reporting occurs.
  - Actively develops and produces Campaign marketing and communication strategy initiatives.
- . Manages the Development website, with regular improvements as required by marketing, communication or Campaign strategy.
- . Communicates effectively with internal and external stakeholder groups.
- . Initiates, develops and produces communications support to donor recognition events and announcements.
- . Supervise the work of the Marketing Specialist and Communications Coordinator, providing effective performance feedback, conducting the Performance Management reviews, and ensuring that there are opportunities for skill development.
- . Participates in ongoing professional development opportunities.
- . Addresses internal and external ad hoc customer service issues as they arise.
- . Performs other related duties as required.

### **Supervision Received**

This position reports directly to the Director, Interactive and Development Marketing and the Chief Communications Officer as required. Works independently against broad objectives.

### **Supervision Given**

The Manager supervises a Communications Coordinator and a Marketing Specialist.

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

Initiatives executed by the Communications Manager on behalf of the Development and Alumni Engagement portfolio are very public, and are critical to donor and alumni engagement efforts. The position has dealings with staff, faculty, as well as the business community and external suppliers.

Errors in judgment could have far-reaching and long-term serious negative reputational, financial and public relations impacts for the university and its partners. Information provided by this position is used in making managerial and policy decisions at a strategic and senior level.

Poor leadership, or the lack of diplomacy, foresight or sound judgment could have a serious negative impact on the reputation of the University, its senior administrators, the portfolio, faculty and staff. It could also alienate existing and potential donors as well as jeopardize relationships with alumni, resulting in a potential loss of significant donations or critical relationships.

### **Qualifications**

Undergraduate degree in a relevant discipline. . A minimum of 7 years of experience or communications services or the equivalent combination of education and experience. Extensive experience in print and design coordination.

Experience in creative direction.

Educational and or development alumni experience is an asset. Ability to coordinate across organizational boundaries and motivate staff outside of their sphere of control. Must have initiative, be a self starter, and adapt easily to changing priorities as well as the ability to manage multiple initiatives. Flexible and adaptable team player. Strong leadership, relationship-building and collaboration skills required in liaising with internal and external clients. Excellent coaching, consulting, and negotiating skills. Proven strategic and creative thinker, innovator and problem-solver, with high attention to detail, along with skills in conflict resolution. Ability to conceptualize and provide strategic and integrated communications solutions in complex and unique situations and directly link and reflect the University's fundraising missions and goals. Strong writing, editing and proofreading



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skills with an exceptional ability to generate enthusiasm and interest in readers. Background in fundraising communications preferred. Knowledge of fundraising in a university environment. High level of attention to detail and accuracy of work. Ability to work independently and to lead a group to meet deadlines Ability to work effective with all levels of university personnel, including senior personnel Computer experience required (Word, Excel, Outlook, Powerpoint, Photoshop)

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## Job Posting

**Job ID:** 11396  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Nursing  
**Classification Title:** Nursing, Level B **Business Title:** Clinical Research Coordinator  
**Department:** Medicine Department  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-17  
**Job End Date:** 2012-10-16 **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-06 **Available Openings:** 1

### Job Summary

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

### Organizational Status

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

### Work Performed

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



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

### **Supervision Received**

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

### **Supervision Given**

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

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

The Coordinator is responsible for:

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



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

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

### **Qualifications**

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nursing Licensure in British Columbia Nurse Practitioner Clinical Associates require post-graduate degree in Nursing. . Research Nurses require 3 years of nursing and administrative experience. Clinical Associates require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse Practitioner experience or the equivalent combination of education and experience. 3 years of experience in cardiology and or research preferred. Baccalaureate of Science an asset. Strong computer skills including Word, Excel and electronic communications. Effective oral and written communication, supervisory, problem solving, interpersonal, multi-tasking and excellent organization. Demonstrates responsibility and accountability. Is self-directed and has the ability to exercise judgment and initiative, team-oriented, committed and precise. Performs as a critical thinker and has the ability to operationalize a protocol into a functional study. Demonstrates ability to work effectively and precisely under pressure and time constraint (accuracy and attention to detail required). Able to demonstrate competency to operate study specific equipment. Travels throughout North America and Europe independently to study meetings and conferences for the Investigator and sponsor.

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### Job Posting

**Job ID:** 11398  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Nursing  
**Classification Title:** Nursing, Level B **Business Title:** Clinical Research Nurse  
**Department:** Medicine Department  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Part-Time (70%)  
**Desired Start Date:** 2011-10-11  
**Job End Date:** 2012-10-10 **Possibility of Extension:** Yes  
**Funding Type:** Part-Time  
**Other:**  
**Date Closed:** 2011-10-06 **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 Nurse works in collaboration with the Research Coordinator's, Research Assistant Tech's, and other Research Nurses to conduct clinical trials focused on supporting Multiple Sclerosis (MS) research. The Clinical Research Nurse reports to the Administrative and Regulatory Manager (Research Manager) and is responsible to the MS Clinical Trials Group Director.

This position is situated in the Koerner Pavilion at UBC Hospital. Working conditions consist of locked office with office furnishings and a networked PC and Internet environment.

In addition to areas of the hospital, outpatient visits are performed in clinical offices, and research recording and communication occurs within the research office. Attendance at study meetings within the hospital, and travel to national international conferences and study meetings occur several times a year.

#### Organizational Status

The position must work independently and within standard and acceptable boundaries for ethical and competent research practice. The position will report to the Research Manager and MS Clinical Trials Director, be accountable to the Principal Investigators as well as within the guidelines of Multiple Sclerosis Clinical Trials group staff practicing at UBC Hospital.

#### Work Performed

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

- . Evaluating new study protocols for suitability and or safety, prior to site initiation.
- . Implementing and educating study staff on study protocols.
- . Drafting and reviewing subjects Informed Consent Forms.
- . Reviewing and educating staff on subject safety measures.
- . Planning, coordinating and conducting subject recruitment, screening, and enrolling suitable subjects into the study.
- . Attending monthly information education sessions for MS patients in the MS Clinic to provide information on currently recruiting clinical trials (studies).
- . Obtaining and documenting subject informed consent as per Good Clinical Practice (ICH-GCP).





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- . Acting as a liaison with Research Manager, Principal Investigator (PI), sponsors and Contract Research Organizations (CRO'S).
- . Managing study supplies and maintaining inventory.
- . Maintaining accountability to the Investigator, Sponsor and Federal regulatory bodies (Health Canada and the FDA) as per ICH-GCP guidelines.
- . Maintaining quality documentation on research subjects (i.e. source documents, Case Report Forms [CRF eCRF's]), and resolving queries in a timely manner.
- . Designing data collection tools (e.g. source documents) and ensuring accurate and timely data collection and reporting to the Investigator and study Sponsor.
- . Ensuring data collection tools meet the needs of the study site as well as the study protocol and study specific sponsor requests. Ensuring study conduct with adherence to ICH-GCP guidelines.
- . Recording study data with strict adherence to privacy and confidentiality guidelines (ICH-GCP).
- . Participating in developing and evaluating strategies to meet the clinical trial goals and objectives.
- . Working with the study team to ensure enrolment expectations are met.
- . Ensuring collection of appropriate subject data as per study protocol, addressing sponsor queries in a timely manner
- . Independently carrying out research functions including checking subject history, conducting interviews and questionnaires, making observations, performing ECGs and assessing subjects.
- . Informing Research Manager, Investigator and Sponsor of any Serious Adverse Events to subjects during the trial.
- . Obtaining appropriate related data and follow up on Serious Adverse Events.
- . Providing subject education on study background, purpose, procedures and potential benefits and risks.
- . Dispensing study drug according to randomization number and maintaining study drug accountability and storage.
- . Administering parenteral study medications and monitors subjects as appropriate during infusions.
- . Ensuring appropriate notification to family physicians and or specialists of subject's participation and of any change in subject's condition or abnormal test results and action taken by the PI.
- . Communicating regularly with the study coordinator and other research staff to address technical problems on site or with subject devices.
- . Responding to and answering subject questions, concerns, and problems (general and health related).
- . Monitoring subject progress: Identifies, problem-solves, monitors and assesses subjects for adverse events and adherence to protocol under direction of the Investigator.
- . Educating subjects and their family and or partners about study, medication, and potential serious adverse events.
- . Attending investigator meetings, teleconferences and education workshop sessions.
- . Working with the study coordinators to meet deadlines for industry sponsors.
- . Communicating study related activity with (UBC and VGH) nursing staff, laboratory staff, Pulmonary Function, Laboratory staff, Pharmacy staff.

### Other tasks

- . Traveling as required to attend meetings and conferences.
- . Assisting with recruitment of study nurses.
- . Assisting with the training of research nursing staff.
- . Key contact for subject recruitment.
- . Acting as a blinded interviewer for studies as required.
- . Assisting in training research support staff.
- . Performing other related duties as required to meet study goals and timelines.

### Supervision Received

The position will perform duties independently. PI and or his her designate will provide broad directives. The Research Nurse collaborates with the Research Manager and CRO's.

### Supervision Given

The Research Nurse advises Research Coordinators, other Research Nurses, Research Assistant Tech.'s, contracted service providers, laboratory staff and UBC VGH laboratory staff, who are involved with the subjects and or study conduct.



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

The Research Nurse is responsible for:

- a) Lack of careful attention to regulatory guidelines and approvals could suspend Investigator physician and hospital University as a site for further clinical research and or funding. The performance of clinical trials and research projects must strictly conform to appropriate regulations: 1) personal: maintaining professional behavior and respect for subjects and staff 2) local: the UBC Clinical Research Ethics Board 3) Provincial: B.C. Privacy Act 4) Federal: Health Canada, International Conference on Harmonization, Tri-Council Policy Statement, Good Clinical Practice and 5) International: U.S. Food & Drug Administration.
- b) Clinical mistakes made by the Research Nurse could be life threatening to subjects. Ensuring subject safety includes: 1) accurately judging study eligibility 2) being prepared for any side effects (expected or unexpected) and 3) updating clinical skills and knowledge to meet the demands of clinical complexity.

In addition, the Research Manager and PI rely on the Research Nurse to alert them to clinical problems and unexpected events concerning study subjects and trial conduct: 1) Lack of study enrollment and completion of work according to deadlines would threaten loss of funding and consideration for future invitations to participate in clinical trials and 2) Poor communication skills with subjects would jeopardize their participation, and with sponsors and referring community physicians would reflect badly on the reputation of the research group.

### **Qualifications**

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nursing Licensure in British Columbia Nurse Practitioner Clinical Associates require post-graduate degree in Nursing. . Research Nurses require 3 years of nursing and administrative experience. Clinical Associates require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse Practitioner experience or the equivalent combination of education and experience. As well, a minimum of one year clinical experience in Neurology is preferred. Current registration with CRNBC mandatory. Current certification in basic CPR mandatory. Knowledge of current research regulatory guidelines and standards is preferred. Computer experience required including familiarity with word processing and spreadsheet applications. Knowledge of statistical methods and database applications is an asset. Proven supervisory and leadership skills. Effective interpersonal, oral and written communication, negotiation, organization and problem-solving skills. Ability to maintain accuracy and attention to detail and to work effectively under pressure to meet deadlines. Ability to work both independently and within a team environment. Ability to exercise tact, discretion and diplomacy. Availability for some after-hours and week-end work required.

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



## Job Posting

**Job ID:** 11186 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level A      **Business Title:** Research Network Manager  
**Department:** Psychiatry  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2011-09-19  
**Job End Date:** 2012-09-18      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-10-05      **Available Openings:** 1

### Job Summary

To facilitate the research and knowledge translation (KT) activities of the Collaborative RESearch team to study psychosocial issues in Bipolar Disorder (CREST.BD, [www.crestbd.ca](http://www.crestbd.ca)) Network within the UBC Mood Disorders Clinic, Detwiller Pavilion.

### Organizational Status

The Research Network Manager will report to Dr. Erin Michalak, Associate Professor in the Mood Disorders Clinical Research Unit. The Research Network Manager interacts with other research staff in the team including the Knowledge Translation Manager, CREST.BD research assistants and CREST.BD team members, as necessary.

Project work related to the Canadian Institute of Health Research (CIHR) Network Catalyst grant: 'Improving care and wellness in bipolar disorder: a collaborative knowledge translation network'

### Work Performed

- Manage and report on CREST.BD budget (600K), identifying budgetary requirements to support various research and KT activities
- Acting as liaison with CREST.BD members, partners, policy makers and funding agencies
- Facilitating partnerships (for example, Mood Disorders Association, CANMAT, Mental Health Commission of Canada) and identifying opportunities for new partnerships and collaborations with various stakeholders
- Assisting Team Leader and team members in the conceptualization, preparation and development of research grant applications (this will involve supervising a research assistant to maintain team members' CV's, biographies etc)
- Developing and conducting a national environmental scan of bipolar disorder psychosocial research KT
- Participating in development of research network's evaluation plan and implementing evaluation under direction of the Team Leader
- Assisting National Advisory Committee (for example, coordinate annual meetings, determine agenda and provide necessary materials, including progress reports and results from national environmental scan) and CREST.BD members in establishing priorities for research and KT
- May provide direction (in collaboration with or absence of Team Leader and or KT Manager) of CREST.BD research assistants (2 FTE), students (variable numbers), volunteers (2 PT), peer-researchers (2), including assistance with staff recruitment and setting and monitoring work quality and directions.
- Managing outside contractors on an as-needed basis, such graphic designers, print company



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- Overseeing general office management and performing other related duties.

### **Supervision Received**

Supervised by Dr. Erin Michalak. Weekly meetings to cover significant issues; position works with considerable latitude, with work reviewed against achievement of objectives.

### **Supervision Given**

May provide direction (in collaboration with or absence of Team Leader and or KT Manager) of CREST.BD research assistants (2 FTE), students (variable numbers), volunteers (2 PT), peer-researchers (2)

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

The person needs to be collaborative, independently motivated, exceptionally organized, detail orientated and possess excellent oral and written communication and finance skills. The projects rely on maintaining a strong working relationship with CREST.BD members, healthcare professionals, people with BD and their family members and other community members; therefore professionalism is of the utmost importance. In addition, any errors in tracking all aspects of the project, data recording and entry, or breaches in confidentiality hold the potential to harm the projects.

### **Qualifications**

Undergraduate degree in a relevant discipline. - Masters degree in a health or social science discipline plus minimum two years of related experience;. Minimum of two years experience or the equivalent combination of education and experience. - Extensive experience working with multi-disciplinary investigative multi-site research teams;

- Experience with grant application and other academic funding processes;
- Experience successfully managing teams, and large-scale research projects in a fast paced multi-disciplinary environment through to completion;
- Finance and project management experience required;. - Knowledge of qualitative and quantitative research methods applicable to health research;
- Intermediate Microsoft Office experience required;
- Effective oral and written communication, interpersonal, leadership and organizational skills.

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## Job Posting

**Job ID:** 11370  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level B      **Business Title:** Assistant Manager- CDM Transgenics  
**Department:** Animal Care Services  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-02-16  
**Job End Date:** 2013-02-15  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-04      **Available Openings:** 1

### Job Summary

This position is with the Rederivation Facility with main work location at the Transgenic Core of the Centre for Disease Modeling (CDM).

To develop a full service transgenic mouse & rat production facility within the Transgenic Core at the Centre for Disease Modeling which produces genetically modified models of disease using complex laboratory techniques requiring significant training and experience. This will include all aspects of the development of transgenic, embryonic stem cell and genotyping programs and policies for the Transgenic Core at CDM, a full-service transgenic production facility which will serve researchers within UBC and collaborators worldwide and will support the BC Preclinical Research Consortium initiative. The incumbent will schedule, supervise and train a team of up to 6 technicians to ensure research projects and programs are successful and deliverables achieved, as well as providing training and instruction to scientists, fellows and students in transgenic techniques. The incumbent will also develop service descriptions and budget preparations according to an existing business model, as well as the development of protocols and programs to support new and emerging techniques in the fields of transgenesis and embryonic stem cell research.

Other major job duties will include performing pronuclear DNA and embryonic stem cell injections into one cell, 8 cell and blastocyst stage mouse and rat embryos to produce novel transgenic mice and rats as models of human disease; deriving novel mouse and rat embryonic stem cell lines; transfection; vector design & preparation; aggregation; genotyping techniques such as polymerase chain reaction and fluorescence activated cell sorting; cryopreservation and redervation procedures; in-vitro fertilization; intracytoplasmic sperm injection and production of mouse embryonic fibroblasts

This position supports the Preclinical Research Consortium.

### Organizational Status

This position reports directly to the Manager of the Rederivation Facility CDM Transgenics and will supervise a team of up to 6 technical staff. This position will also interact and work closely with the Breeding Core staff and Breeding Manager of the Centre for Disease Modeling, as well as UBC researchers, fellows, students and veterinarians.

### Work Performed

- 1.to develop, implement and manage a state-of-the-art full service transgenic production facility for UBC researchers at the Centre for Disease Modeling
- 2.to develop transgenic, embryonic stem cell and genotyping programs, protocols and policies according to the Canadian Council on



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### Animal Care guidelines

- 3.to develop service program descriptions and outlines
- 4.to develop protocols and programs to support new and emerging transgenesis techniques
- 5.to develop cost analysis programs and outlines based on a cost-recovery, fee-for-service model
- 6.budget forecasting and expenditure planning based on existing business model
- 7.scheduling and estimating timelines and cost structures for transgenic research projects
- 8.analyzing and troubleshooting transgenic and embryonic stem cell projects
- 9.hiring, training, supervising, scheduling and managing activities for a team of up to 6 staff
- 10.identifying funding opportunities and assisting with grant writing
- 11.liasing with researchers and their staff regarding transgenic projects
- 12.procuring and troubleshooting complex equipment and instrumentation using UBC purchasing guidelines and tender processes
- 13.managing and identifying appropriate complex transgenic, CRE & FLPE recominant breeding schemes in order to produce targetted mutation disease models
- 14.providing training in international transgenic and related techniques to staff, scientists, fellows and students
- 15.to perform and troubleshoot extremely complex protocols and technically demanding procedures in the areas of transgenesis, embryo manipulation, and embryonic stem cell research such as:
  - pronuclear and embryonic stem cell injections into mouse and rat embryos to produce human and other mammalian disease models
  - novel embryonic stem cell line derivation
  - production of mouse embryonic fibroblasts
  - microsurgery surgery
  - embryonic stem cell culture
  - genotyping techniques such as polymerase chain reaction and flourescence activated cell sorting
  - cryopreservation
  - rederivation
  - in-vitro fertilization
  - intracytoplasmic sperm injection
  - transfection
  - aggregation
  - vector design and preparation

### Supervision Received

This position works very closely with the research team, including the Facility Manager, however works with minimal direct supervision.

### Supervision Given

This position will supervise a team of up to 6 technical staff as well as students, trainees and maintenance staff.

### Consequence of Error/Judgement

Errors may affect the outcome of and ability to complete research projects and achieve deliverables. This may result in loss of or inability of UBC reseearchers to secure funding and may also affect the self-sustainability of the Transgenic Core. In addition, errors may adversely affect animal welfare, human health and safety and pose risk to the barrier at CDM.

### Qualifications

Undergraduate degree in a relevant discipline. Relevant Animal Health Technology or Science degree preferred. CALAS certification at the RLAT level or equivalent preferred, ability to attain CALAS certification at the RLAT level required. Minimum of three years experience or the equivalent combination of education and experience. Minimum of 3 years working in a transgenic mouse production facility. Demonstrated experience in: developing detailed fee for service outlines including deliverables and cost analyses; preparation, maintenance and analysis of databases; development, implementation and maintenance of



transgenic and embryonic stem cell programs and protocols; writing grant applications and identifying funding opportunities; development and implementation of new programs and services; procuring and troubleshooting equipment and instrumentation; supervisory experience required; knowledge & familiarity in utilizing international knockout consortiums such as EMMA, KOMP, EUCOMM & NORCOMM; familiarity with international transgenic and knockout techniques; experience with cre & flpe recombinase systems and associated breeding schemes

Experience with pronuclear microinjection and embryonic stem cell injection. Experience managing transgenic breeding colonies, experience with embryonic stem cell culture, es line derivation, embryo implant surgeries and vasectomies, PCR and other genotyping techniques; proven ability to troubleshoot technically demanding procedures and programs; familiarity in working in a barrier, transgenic mouse facility including familiarity with IVC caging. Ability to maintain accuracy and attention to detail

Must be able to coordinate the work of a team of technicians and enable them to function as a cohesive group.

Must display advanced organizational skills. Ability to communicate effectively verbally and in writing Ability to effectively use <job-specific software> at an intermediate level (e.g., Outlook, MS Word, MS Excel) Ability to work effectively independently and in a team environment Ability to initiate and conduct research projects Ability to develop research methodologies and techniques Ability to effectively recruit, train, supervise, and motivate employees Ability to coordinate and oversee work processes (e.g., multiple clinical trials and research projects) (e.g., dissemination of research project results) Ability to train Ability to design and deliver instructional programs and courses Fluency in multiple languages an asset

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## Job Posting

**Job ID:** 11399  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level B                      **Business Title:** MRI Radiology Reader  
**Department:** Medicine Department  
**Salary:** \$ 30.26 - \$ 36.32 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-10-17  
**Job End Date:** 2012-10-16                      **Possibility of Extension:** Yes  
**Funding Type:** Part-Time  
**Other:**  
**Date Closed:** 2011-10-06                      **Available Openings:** 1

### Job Summary

This position is responsible for performing Multiple Sclerosis (MS) lesion identification on Magnetic Resonance Image (MRI) data from multi-center treatment trials in MS and academic projects with an MRI component.

### Organizational Status

Collaborates with other radiologists, research staff, and directors in the MS MRI Research Group to effectively execute academic and clinical projects. Attend planning meetings to determine specifics related to individual projects. Review and revise study specific project documentation and sign-off prior to proceeding with analyses. Contribute needed information for determining overall project timelines and coordination of concurrent projects. Provide on-going feedback during a project regarding the suitability of assigned imaging data. Reports to the Director of Operations of the MS MRI Research Group.

### Work Performed

Performs lesion identification from serial MRI data collected from multi-center MS treatment trials. Identifies Multiple Sclerosis Disease seen on multiple different MRI sequences for each time point as well as MS lesion activity and disease burden over multiple time points for each study patient. In some projects, identify and categorize morphologically active MS lesions seen on PD T2 MRI scans, identify Blood-Brain Barrier (BBB) breakdown activity on T1-Weighted Post-Contrast MRI scans and link BBB activity with the morphological activity. Records findings with customized in-house analysis software.

Performs quality control checks for analysis performed by other radiologists.

### Supervision Received

Will be trained and qualified according to SOP and works under the general direction of the Senior Radiologist who is responsible for MRI Analysis performed in the lab. The radiologist will be assigned analysis projects by the Director of Operations. Work performed will be subject to ongoing quality control checks.

### Supervision Given

None, will be expected to perform lesion identification unsupervised, although work performed will be subject to ongoing quality





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control checks.

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

Impact of incorrect lesion identification and analysis may result in analysis result errors and missed project deadlines because of the need to repeat the analysis. Failure to perform analysis in accordance with Standard Operating Procedures (SOPs) could result in a non-compliance report from Sponsor and or Regulatory Auditors.

### **Qualifications**

Undergraduate degree in a relevant discipline. MD, Trained and Qualified Radiologist preferred. Minimum of three years experience or the equivalent combination of education and experience. Preference will be given to those individuals with advanced neuroradiological and MRI training and with experience in MRI lesion identification in Multiple Sclerosis clinical trials. -

Comprehensive understanding of Neuroanatomy, Neuropathology and knowledge of MRI

- Experience in interpreting MRI of the head and spine: a) identify MS lesions on PD T2 MRI scans; b) identify gadolinium-enhancing MS lesions on T1-Weighted Post-Contrast MRI scans.

- Good organizational skills.

- Good interpersonal skills.

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## Job Posting

**Job ID:** 11383  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level B      **Business Title:** CHIPS Research Project Manager  
**Department:** Obstetrics & Gynaecology  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Part-Time (75%)  
**Desired Start Date:** 2011-10-06  
**Job End Date:** 2012-10-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-10-04      **Available Openings:** 1

### Job Summary

The primary focus of the CHIPS-Child Research Coordinator is to carry out the central-site planning, co-ordination, communication, and management of research activities for the Control of Hypertension in Pregnancy Study -infant development follow-up study (CHIPS-Child). Exceptional organizational skills, as well as a high degree of motivation, enthusiasm, and initiative are required to provide support to the more than 90 national and international sites participating in the CHIPS Trial and planning to participate in the CHIPS-Child research project.

Responsibilities will include central study management and coordination for multiple local and national study sites. The CHIPS-Child Research Coordinator will build and foster effective working relationships with research partners at existing collaborating sites, and will liaise with these sites to submit ethics applications, apply study logistic plans, develop and maintain study documentation, and assist with subject recruitment and data collection at sites.

### Organizational Status

Reports to the Principal Investigator. Works with the Principal Investigator, the Department of Obstetrics and Gynaecology Research Program Manager, and research database management and statistical staff involved with the conduct of the project at C&W research. Also works with co-investigators and research staff involved with the conduct of the project at local and national collaborating research centres. External contacts are also required with the University Industry Liaison Office (UILO).

### Work Performed

- Develop project plans and set priorities and goals
- Design and implement recruitment strategies
- Reviews protocols and consults with investigators.
- Develops working protocols pertaining to requirements of specific studies.
- Ensures site maintains study patient logs, case report forms and other important project related files.
- Ensures that clinical trials are performed according to ethical guidelines and Good Clinical Practice Guidelines (GCP)
- Maintains and organizes of Case Report Forms (CRFs) and source documents
- Maintains appropriate regulatory documentation
- Plan and coordinate sample and data collection
- Screen, recruit and consent study participants



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- Conduct study visits (administering interviews, taking blood samples, taking blood pressure, conducting chart reviews)
- Prepare and submit ethics applications
- Correspond with site coordinating centres
- Maintain study equipment and supplies
- Train and supervise research assistants, student and junior research staff
- Interact with study subjects
- Administer questionnaires;
- Facilitate with data monitoring, including meeting with study monitors as required .
- Maintains study material organization
- Organize laboratory and pharmacy support services
- Participate in study logistics
- Reports of Adverse Events and Serious Adverse Events using the appropriate modes of communication and documentation
- Provides data to sponsoring and or government agencies
- Participates in writing, editing, preparation and submission of abstracts and manuscripts
- Participates in the development of study budgets, research protocols and grant applications.
- Reviews data results and provides recommendations to principle investigators
- Other related duties as required

### **Supervision Received**

The CHIPS-Child Research Coordinator will work with considerable latitude, with most of the work being done independently; however, the Principal Investigator, CHIPS Project Manager and the departmental Research Program Manager supervises all projects and will review work regularly.

### **Supervision Given**

The CHIPS-Child Research Coordinator will be responsible for the supervision of junior research staff, residents, and students participating in the student work program

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

The CHIPS-Child Research Coordinator will exercise professional judgment and initiative in the overall coordination and management of the research project, and will be accountable for the effective execution of all research related activities. He she is required to conduct all research activities in an ethical manner, suited to proper activities of the University of BC, the granting agencies, and to the professional organizations governing him herself and those governing the activities of all other investigators. Any procedures or data recorded as part of a study or trial must follow Good Clinical Practice guidelines, be reliable and accurate, reflecting the work performed. Strict confidentiality of all study participants must be adhered to. Failure to do so can lead to delays in scientific results of projects and questionable integrity for the project. All activities involving participants are accountable to the Principal Investigator, the Department Head and the Project Manager's governing professional organization.

### **Qualifications**

Undergraduate degree in a relevant discipline. Masters degree in Health Sciences would be an asset. Experience in clinical research and project management (or the equivalent combination of education and experience). Minimum of three years experience or the equivalent combination of education and experience. Demonstrated ability to work independently with minimal supervision, and in a cooperative manner with a wide range of internal and external contacts. Strong problem-solving abilities. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to effectively manage multiple tasks and priorities. Ability to exercise sound judgment. Ability to train and supervise other research assistants, staff and students. Sound understanding of clinical issues in Paediatrics and also ideally in Obstetrics. Sound knowledge of scientific terminology in the health sector. Team collaborative skills, especially within a research infrastructure. Ability to coordinate, motivate, manage and guide a multi-centre team. Dedication to accuracy and attention to



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detail. Previous experience with large data sets an asset. A sound knowledge and proficiency in computer applications (MS Word, Excel, Access and SPSS). Enthusiasm for international travel as some national and international travel will be required. Exceptional interpersonal, communication, management and organizational skills.

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## Job Posting

**Job ID:** 11279  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level C      **Business Title:** Research Manager  
**Department:** Nursing, School of  
**Salary:** \$59,602.00 - \$71,550.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-01  
**Job End Date:** 2012-09-30      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-10-03      **Available Openings:** 1

### Job Summary

This Programmatic Grant, titled Equity-Oriented Primary Health Care Interventions for Marginalized Populations: Addressing Structural Inequities and Structural Violence, includes three inter-related studies conducted in two provinces: BC and Ontario.

This research program brings together an interdisciplinary team of researchers and knowledge users from nursing, medicine, population and public health, community health sciences, and information and media studies, and leaders in Aboriginal health, women's health, and the PHC sector. Key partnerships are with the Public Health Agency of Canada; the Aboriginal Health Program of the BC Provincial Health Services Authority; Aboriginal health organizations; Echo: Improving Women's Health in Ontario; and a variety Primary Health Care clinics in BC and Ontario.

The overarching goal is to contribute new knowledge about innovative Primary Health Care interventions to mitigate the effects of structural inequities and structural violence for marginalized populations, and the policy environments needed to support such programming.

The Research Manager will be based in our Research Unit (Critical Research in Health and Healthcare Inequities (<http://www.nursing.ubc.ca/CRiHHI> ) at the UBC School of Nursing in Vancouver, BC. The Research Manager will be responsible for the overall management and coordination of this program of research, and will travel regularly to Prince George and Victoria BC, and occasionally to London Ontario and Ottawa.

### Organizational Status

The Research Manager will report directly to Principal Investigator and the Co-Principal Investigators. Research staff and research assistants will report directly to the Research Manager. The Research Manager will also be responsible for communication with team members based in cities across Canada, and with research collaborators in New Zealand, Australia and the UK.

### Work Performed

- Research Management:
- o Work with Principal Investigator and Co-Principal Investigators to set priorities and goals for the research program
  - o Work closely and communicate regularly with the research team members who are based at various universities, healthcare agencies, and government departments



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- o Exercise professional judgment and initiative in the overall coordination and management of the three inter-related research projects
- o Plan and organize research team meetings at multiple sites, and maintain minutes and records of decisions
- o Ensure that all aspects of the research program are running according to schedule, and that the research objectives are met
- o Coordinate research activities conducted at multiple sites concurrently
- o Provide regular updates on research activities that are occurring concurrently at multiple sites
- o Monitor research ethics procedures
- o Responsible for management at the UBC research office, including the set up and maintenance of files, data tracking and storage procedures, etc.
- o Prepare budgets and forecasting requirements
- o Monitor research budgets and implement cost-effective measures to optimize budget utilization
- o Ensure timely notification to Principal Investigator of issues or problems

### Data Management, Data Analysis, and Supervision of Research Staff:

- o Oversee the development of Primary Health Care Indicators for measuring performance quality in Primary Health Care, in collaboration with the research team
- o Oversee the management, coding and analysis of quantitative data in multiple sites, in consultation with the principal investigators and designated co-investigators
- o Oversee the management, coding and analysis of qualitative data collected at multiple sites.
- o Set up systems to manage and track quantitative and qualitative datasets collected at multiple sites.
- o Coordinate the hiring of research staff, research assistants and trainees
- o Provide supervision and leadership to research staff and research assistants
- o Lead the training of research staff and research assistants in quantitative and qualitative data collection
- o Audit and monitor data collection to ensure the quality of data collected at multiple sites
- o Accountable for the work completed by research staff, research assistants and other staff.

### Knowledge Translation and Exchange (KTE):

- o Develop written reviews of literature needed to support specific projects;
- o Work collaboratively with the research team to develop various reports, academic papers, policy papers, press releases, and presentations
- o Collaborate with our knowledge users and partners in planning, organizing and implement KTE activities
- o Perform other related duties as required.

### **Supervision Received**

Principal Investigator and the two designated Co-Principal Investigators will provide direct supervision.

### **Supervision Given**

The Research Manager will be responsible for supervising the Research Assistants and other research staffs.

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

The quality and productivity of the research program, the research team's national and international partnerships and communication, and the performance of research staff and research assistants will be affected.

### **Qualifications**

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. Master's or PhD degree in the health or social sciences, preferred. 4 years or equivalent combination of education and experience if responsible for research project otherwise 6 years or equivalent combination of education and experience if not research work. Post-graduate education training and experience in quantitative research



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methods, multivariate statistical analysis, and qualitative research methods. Knowledge of Performance Monitoring Indicators (also known as Performance Accountability Indicators) used in healthcare (or other related sectors) preferred. Experience managing multi-site quantitative and qualitative studies. Experience working with healthcare organizations or agencies. Experience providing supervision and leadership to research staff and research assistants. A minimum of two years of administrative experience, skills and knowledge in research management which includes managing large research budgets. Demonstrated ability to supervise research staff; Excellent interpersonal skills; Excellent oral and written communication skills; Demonstrated initiative and the willingness to work closely with members of a research team to ensure problems are resolved quickly and appropriately; Ability to work with people of diverse backgrounds, including members of the community, marginalized populations, health care providers, and policy makers; Ability to be self-directed, and to work both independently and within a team environment;

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## Job Posting

**Job ID:** 11375  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level C      **Business Title:** Perinatal Clinical Trials Research Manager  
**Department:** Obstetrics & Gynaecology  
**Salary:** \$59,602.00 - \$71,550.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-17  
**Job End Date:** 2012-10-15      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-10-03      **Available Openings:** 1

### Job Summary

The primary focus of the Perinatal Clinical Trials Research Manager is to carry out the planning, coordination, communication, management and leadership of research activities for the Perinatal Clinical Trials Unit at the Child and Family Research Institute. Exceptional organizational skills, as well as a high degree of motivation, enthusiasm, and initiative are required to provide central support for the development of clinical trials and health services research in the area of high risk pregnancies and neonatal care.

The Perinatal Clinical Trials Research Manager will be directly involved in the development, writing and implementation of protocols, the facilitation of grant funding opportunities, study logistics, budget management, and in identifying and developing new and ongoing research partnership opportunities.

A key responsibility, tied to successful initiation and funding of clinical trials, will be collating the packages required for no-objection letters from Health Canada related to pharmaceutical interventions in perinatal and neonatal care.

As clinical trials are successfully funded, the Perinatal Clinical Trials Research Manager will be responsible for central study leadership, management and coordination for multiple national and international study sites, including the development and maintenance of study documentation.

The Perinatal Clinical Trials Research Manager will build and foster effective working relationships with research partners.

### Organizational Status

Reports to a team of investigators within the Perinatal Clinical Trials Research Unit at the Child and Family Research Institute. Works with Perinatal Clinical Trials Research Unit investigators, the Department of Obstetrics and Gynaecology research program manager, and research, database management and statistical staff involved with the conduct of perinatal research projects at C&W research facilities. Also works with co-investigators and research staff involved with the conduct of the projects at local, national and international collaborating research centres. External contacts are also required with Health Canada, and the University Industry Liaison Office (UILO), and other funding agencies and collaborators.

### Work Performed

- Facilitates and oversees development of study protocols, logistics and budget preparation
- Develops strategic work plans, setting priorities and goals
- Responsible for the central management of study activities, as they are funded, at multiple national and international collaborating sites





- Maintains ongoing contact with Perinatal Clinical Trials Research Unit investigators, and other collaborators, providing direction, counseling and advice to sites regarding study requirements, protocols and study set up
- Facilitates and prepares packages for Health Canada No Objection Letters
- Facilitates study sub-site agreements with the assistance of the UBC University-Industry Liaison office as required
- Maintains study material organization, including up-to-date sub-site agreements and research ethics board (REB) certificates
- Develops and updates study case report forms and associated working protocols, and ensures all collaborating sites have up-to-date study protocols, materials and documents
- Trains, supervises and manages research staff associated with Perinatal Clinical Trials
- Communicates and collaborates with Database Project Manager in development of and updates to project databases
- Tests the performance of the aforementioned database and reports problems
- Oversees the performance of all data entry, data quality assurance checks and queries
- Reviews data results and provides recommendations to principal investigator
- Maintains up-to-date records of study progress, numbers of eligible patients recruited and adverse outcomes
- Manages, organizes, and tracks finances related to funded research projects
- Communicates and collaborates with statistical support staff in performance of statistical analyses of data
- Provides intellectual input into study publications, grant application preparations and budget development
- Provides intellectual input into the preparation of study-related abstracts, posters and presentations for local, national and international medical scientific meetings and conferences
- Plans, organizes and implements regular meetings with study team members
- Ensures compliance with regulatory bodies and funding agencies (Health Canada, CIHR)
- Prepares and submits research ethics board applications and amendments, and maintains up-to-date REB certifications

### **Supervision Received**

The Perinatal Clinical Trials Manager will work with considerable latitude, with most of the work being done independently; however, the Principle Investigators will provide supervision on all projects and will review work periodically.

### **Supervision Given**

The Perinatal Clinical Trials Manager will be responsible for the management and supervision of research staff and or students participating in student work programs. He she will provide direction and technical knowledge to the Perinatal Clinical Trials Unit research team.

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

The Perinatal Clinical Trials Manager will exercise professional judgment and initiative in the overall coordination and management of the research projects, and will be accountable for the effective execution of all research related activities. He she is required to conduct all research activities in an ethical manner, suited to proper activities of the University of BC, the granting agencies, and to the professional organizations governing him herself and those governing the activities of all other investigators. Any procedures or data recorded as part of a study or trial must be reliable and accurate, reflecting the work performed. Strict confidentiality of all study participants must be adhered to. All activities involving participants are accountable to the Perinatal Clinical Trails Research Unit directors, the Department Head and the Clinical Trials Manager's governing professional organization.

### **Qualifications**

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. Masters degree in clinical epidemiology, public health or biostatistics would be preferable. 4 years or equivalent combination of education and experience if responsible for research project otherwise 6 years or equivalent combination of education and experience if not research work. Ability to communicate effectively verbally and in writing. Demonstrated ability to work independently with minimal supervision, and in a cooperative manner with a wide range of internal and external contacts. Ability to exercise sound judgment. Strong problem-solving abilities. Ability to maintain accuracy



and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to train and supervise other research assistants, staff and students. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Sound understanding of clinical issues in Obstetrics. Strong knowledge of scientific terminology in the health sector. Proven team collaborative skills, especially within a research infrastructure. Proven ability to coordinate, motivate, manage and guide a multi-centre team. Previous experience with large data sets. A sound knowledge and proficiency in computer applications (MS Word, Excel, Access and SPSS). Some travel required.

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## Job Posting

**Job ID:** 11317  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Statistical Analysis  
**Classification Title:** Statistical Analysis, Level A  
**Business Title:** Research Analyst  
**Department:** Health Servcs & Plcy Res Ctr  
**Salary:** \$51,099.00 - \$61,343.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-17  
**Job End Date:** 2012-10-16  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-10-04  
**Available Openings:** 1

### Job Summary

The incumbent will collaborate with faculty and staff of the Centre for Health Services Research (CHSPR) to develop and disseminate research in health system funding and funding policy.

The work requires substantial levels of health services and epidemiological research expertise related to large administrative and clinical datasets, including statistical and data manipulation skills, and the ability to execute complex data extractions and analyses. The person is expected to manage their time effectively and independently.

### Organizational Status

The school of Population and Public Health (SPPH) Centre for Health Services and Policy Research addresses the need for unbiased and independent health services and policy research in Canada. CHSPR is a multidisciplinary group of researchers including health services research, health economics, statistics, pharmacoepidemiology and program evaluation. The incumbent will work in this multidisciplinary environment of research scientists and support staff to design, test and implement studies to evaluate the efficacy of health funding programs across Canada and participates in supervising students and staff in research methods and design.

### Work Performed

- Assists in the design of the evaluation of funding policy
- Conducts statistical analyses of institutional cost and utilization data
- Conducts statistical analyses of health status data
- Develops frequentist and bayesian methods for evaluating funding policies
- Assists in the development of technical reports stemming from analyses
- Assists in the writing of research papers and manuscripts
- Presents results in written and oral form
- Other research duties as required

### Supervision Received

Receives supervision from CSHPR faculty.



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### **Supervision Given**

May supervise research assistants and graduate students.

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

The position requires exceptional judgment to identify and recommend sound statistical techniques for research projects. Take part in final decisions regarding appropriate analyses in consultation with researchers. Error would result in publication of inadequately analyzed data. It would also involve potentially incorrect decisions being made in relationship to funding of the particular program. Error would also be associated with the loss of investigator productivity as well the potential loss of renewal grant funding.

The incumbent will require minimal supervision and will exercise independent judgment regarding scheduling and timely completion of tasks.

### **Qualifications**

Post-graduate degree in Statistics. . Minimum of two years experience in research analysis or the equivalent combination of education and experience. Related experience includes using statistical analysis software (SAS) in a research environment. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively with minimal supervision. Ability to work in a team environment. Ability to exercise initiative, tact and discretion.

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### Job Posting

**Job ID:** 11393  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level B      **Business Title:** Recruitment and Advising Officer  
**Department:** Faculty of Land & Food Systems  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-11  
**Job End Date:** 2013-02-05      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2011-10-05      **Available Openings:** 1

### Job Summary

Responsible for developing, providing, evaluating, and assessing academic advising services, programs and projects for the Faculty of Land and Food Systems in order to support the academic success, personal development and retention of its domestic and international undergraduate students (approx 1350) enrolled in its three degree programs.

Also responsible for managing and implementing recruitment strategies designed to attract qualified students to the Faculty of Land & Food Systems undergraduate program.

### Organizational Status

Reports to the Assistant Dean, Students. Works closely in collaboration with other student advisors across campus, other on-campus units including the Student Recruitment and Advising office, other institutions, industry representatives, and external agencies. May supervise Work Study students.

### Work Performed

Student Recruitment (45%)

- Designs, updates, and implements recruitment strategies (including programs, tours and special events) to recruit domestic and international students into the Faculty's three undergraduate programs.
- Evaluates and assesses effectiveness of recruitment strategies to ensure target recruitment numbers are met. Evaluation includes post-recruitment trip reports, analysis of enrolment data of previous years, and researching worldwide marketing and recruitment trends.
- Develops and organizes an annual recruiting plan which includes a schedule of visits to secondary schools, technical institutes and intake colleges, career educational fairs, and a budget for approval by the Assistant Dean Students.
- Develops and delivers presentations for workshops, public information sessions, and special events (on- and off-campus) to promote the Faculty's programs, in collaboration with the UBC Student Recruitment office.
- Represents UBC and the Faculty of Land and Food Systems accurately, dynamically, and strategically to prospective high school students, parents, counselors, college students, teachers, and the general public, communicating information concerning admissibility, financial support and scholarship resources, residence options and other services which act as major factors in the choice of post-secondary institutions.
- Advises and contributes to the development and distribution of promotional materials to educational institutes and students,



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ensuring accuracy of information and effectiveness to target audiences.

- Develops content for Faculty website and other social media sites
- Works closely with Communications team in maintaining and ensuring website content and other social media sites are current
- Tracks usage of social media sites to evaluate effectiveness of technologies
- Performs other tasks related to student recruitment.

### Student Advising (40%)

- Conducts research and analysis to identify potential areas of growth and improvement in student services, makes strategic recommendations to the Assistant Dean Students, and implements as appropriate.
- Participates in ongoing evaluation and development of university-wide student information systems and services and admissions policies and procedures (e.g. Student Information Systems, Academic Success in Student Transition, Broad-Based Admissions, Ad Astra).
- Communicates and interprets University and Faculty policies to current and prospective students on issues related to admissions, appeals, course selection and transfer credits and provides advice regarding awards and financial assistance, transition to UBC, job search strategies, and academic planning via one-on-one appointments, telephone and email.
- Directs students to develop a holistic view of academic and career plans in order to balance academic, professional, social and personal demands.
- Advises students with secondary and post-secondary credentials concerning University admission criteria and specific requirements for the various programs in the Faculty.
- Collaborates with Assistant Dean Students in day-to-day activities related to the processing of undergraduate applications. This includes all phases of follow up required to maintain effective contact with potential and actual applicants to the program.
- Alerts Assistant Dean Students with respect to admission cases requiring additional Faculty review, changes to Faculty requirements, and transfer credit information.
- Assists in communicating articulation agreements with colleges and universities offering first year university transfer programs. Provides prospective students with information regarding transfer programs.
- Evaluates applications to the Faculty's Dietetics program, including the assessment of transfer credit and calculation of GPA.
- Collaborates with Dietetics Program Leader to identify areas of potential improvement and growth in student advising services and admissions processes.
- Evaluates academic performance of undergraduate students, ensuring requirements are met for year promotion, degree progression, future enrolment eligibility and graduation. May require decisions to be made regarding program elective choices and suitability of transfer credit for program requirements.
- Evaluates student requests for academic concession and provides appropriate advice or referral.
- Identifies students in crisis, either personal or academic, and advises on available academic options or personal support services on campus.
- May participate in hiring and training of other advisors.
- Perform other tasks related to student advising and evaluation of students.

### Student Development (15%)

- Hires student leaders for University-wide Orientations programming.
- Provides guidance to student leaders, ensuring accurate and appropriate representation of the Faculty to first year students through training sessions and ongoing mentoring.
- Provides input to the Orientations Planning Committee for improvement of future orientations programming.
- Develops and implements orientations programming for the Faculty's transfer and returning students.
- Develops, delivers and evaluates workshops and events designed to support and improve the student learning and experience (e.g. career options, tutoring sessions)
- Performing other tasks related to the support and development of undergraduate students.

### Supervision Received

Works independently, with initiative and considerable autonomy under the general supervision of the Assistant Dean, Students, as well as university-wide committees.



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### **Supervision Given**

Hires, trains, supervises and evaluates Work Study Students and student leaders.

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

The role of Recruitment and Advising Officer requires the communication of accurate, comprehensive and timely information about the Faculty of Land & Food Systems undergraduate degree programs.

The position carries the responsibility for advising prospective and current students, parents, school counselors, teachers and the general public with accurate information about admission requirements, transfer program requirements, program requirements and general university information. Statistical and general program information must be accurate and timely because of its wide distribution to internal departments such as the Registrar's Office and the Student Recruitment Office, and numerous external organizations such as educational institutions, companies, and government departments.

Misinterpretation of University and Faculty procedures can cause a student serious difficulty in attaining educational objectives. Poor performance in this position would contribute to inefficient operation and low quality service being provided by the Student Services office, thereby affecting the reputation of the Faculty and the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree required (preferably a B.Sc.(APBI), B.Sc.(FNH) or B.Sc.(GRS)). Masters in a related discipline desirable. Minimum of two years experience or the equivalent combination of education and experience. Minimum of 5 years experience in post-secondary student services is desirable. Work experience in the areas of marketing and or public relations or a background in recruitment from post-secondary or industry is desirable. Knowledge of UBC admissions and student administration is an asset. A demonstrated knowledge of the agricultural industry is preferred. The successful applicant will have excellent interpersonal, marketing presentation skills and written communication skills. Experience in developing workshops and short programs an asset. Must demonstrate ability to relate to and work with people at all levels, from high school students to professionals. Must be able to learn and adapt, especially with regards to new technology and its application to advising and marketing, multi-task, and have good decision-making abilities. Incumbent must be able to travel outside BC. Computer experience required. Incumbent must have a valid BC driver's license and preferably their own vehicle. Must be willing to work some evenings and weekends for special events.

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### Job Posting

**Job ID:** 11366  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level B      **Business Title:** Manager, Graduate Program Services  
**Department:** Fac.of Pharmaceutical Sciences  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-11-01  
**Job End Date:** 2012-10-31      **Possibility of Extension:** Yes  
**Funding Type:** Funded by Multiple Sources  
**Other:**  
**Date Closed:** 2011-10-03      **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 managing graduate programs, preparing promotional material (e.g. brochures), overseeing the student application process for graduate programs in the Faculty of Pharmaceutical Sciences and to serve as key liaison between faculty, staff, students, and the Faculty of Graduate Studies.

#### Organizational Status

Reports to the Associate Dean, Research & Graduate Studies. Works with faculty, staff and students in the Faculty.

#### Work Performed

- Manages all aspects of the pre-application process and formal applications to the Faculty's graduate programs, including degree requirements, eligibility, registration, administering academic policy, and English language proficiency scores. Evaluates transcripts and calculates GPA's.
- Manages all aspects of the Faculty's review of prospective graduate students.
- Advises applicants about courses required before entering, courses that are required during their Program and courses available either within the Program or outside the Program.
- Produces periodic reports and updates on admissions, enrolment, funding and graduates for Associate Dean and for Faculty reviews.
- Manages administrative processes and paperwork, which relate to all aspects of graduate programs management within the Faculty.
- Resolves general and complex student problems, often of an interpersonal nature; referring to Associate Dean only with very unusual matters.
- Responsible for managing the Faculty's graduate student databases such as graduate student admission applications, tracking students through the graduate system in order to ensure that students complete their programs according to the timelines imposed by the Faculty of Graduate Studies.
- Interprets and communicates graduate programs policies and procedures to prospective and current students, post-doctoral fellows and faculty members.
- Advises current and potential students and post-doctoral fellows concerning financial aid and scholarships.
- Liaison for the Faculty with the Faculty of Graduate Studies.
- Manages Faculty graduate awards and development and use of their respective endowments located in the Faculties of





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Pharmaceutical Sciences and Graduate Studies as well as the Office of Awards and Financial Aid.

- Responds to questions concerning various Faculty, University, industry and government student financial aid programs.
- Works in conjunction with the Associate Dean and Faculty's Graduate Scholarship Committee in evaluating applications for the Faculty's scholarship competitions, including major scholarships, travel awards and minor scholarships.
- Develops and edits the Faculty's Graduate Student Handbook and coordinates the Faculty's Orientation of new graduate students.
- Manages all teaching assistant (TA) activities, including job postings, application review, TA assignments with the Associate Dean.
- Monitors graduate student salaries to comply with the Faculty's minimum stipend policy and completes and submits all graduate student appointment forms to payroll.
- Coordinates Graduate Program financial activities, including budgeting.
- Manages current prospective student files for the Graduate Programs.
- Manages administrative duties arising from written and oral requests and refers new or complex problems to the Associate Dean, Research & Graduate Studies.
- Performs other related duties as required.

### **Supervision Received**

The incumbent works with the Research Grants Facilitator under the general direction of the Associate Dean, Research & Graduate Studies.

### **Supervision Given**

Supervises and trains support staff, student assistants and temporary workers as needed.

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

The maintenance of productive dialogue with external agencies and careful management of the Faculty's graduate programs is critical to recruiting excellent graduate students and building strong research programs. Errors could seriously impact the academic progress of individual graduate students, as well as the Faculty's ability to effectively manage its graduate and research programs. Ineffective management of graduate programs activity reflects poorly on the Faculty. This also results in a negative impact on the infusion of research dollars into the Faculty thereby resulting in fewer excellent graduate students entering the Faculty. Incorrect advice to prospective students or errors in academic record evaluation could have an adverse effect on the reputation of the Faculty and University.

### **Qualifications**

Undergraduate degree in a relevant discipline. University degree (preferably in CIHR area) or equivalent combination of education, training and experience required. Minimum of two years experience or the equivalent combination of education and experience. Minimum two years' experience in a university administrative environment. Effective written and oral communication skills, as well as organizational, and interpersonal skills are essential; Demonstrated ability to work under pressure, resolve problems, take initiative, exercise good judgement, and meet deadlines; Ability to identify potential problem areas and to develop and implement effective solutions; Ability to delegate, supervise and direct workload of other staff members; Must have ability to work independently and in a team environment, and to have a genuine interest in graduate student development and research in the Faculty; Ability to represent the Faculty, its research programs, its graduate students and post-doctoral fellows effectively to academic and administrative units across campus, in addition to external agencies; Must be detail-oriented, a self-starter, a leader, and have the ability to deal with people at all levels in a sensitive and tactful manner; Proficiency in all programs within the MS Office Pro Suite is essential.

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persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



### Job Posting

**Job ID:** 11395  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level E      **Business Title:** Manager, Financial Support Initiatives  
**Department:** Sdnt Financial Assist & Awards  
**Salary:** \$59,602.00 - \$71,550.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-24      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2011-10-05      **Available Openings:** 1

### Job Summary

Researches, plans, develops and implements strategic financial initiatives for approximately 48,000 entering and continuing undergraduate and graduate students. Develops and implements policy related to student financial support initiatives in accordance with the Universities goals on student recruitment and retention. Responsible for Student Financial Assistance and Awards compliance with the University's Policy on Access (Policy 72).

### Organizational Status

Reports to the Associate Director, Student Financial Assistance and Awards. The incumbent demonstrates a high level of responsibility and acts on behalf of the Associate Director in their absence. Interacts with all units within Enrolment Services and all academic units across campus to provide outstanding service and build relationships.

### Work Performed

- Responsible for the strategic planning, development, delivery and evaluation of all student financial planning initiatives.
- Responsible for developing strategic partnerships within the UBC community and the post secondary community which enhance SFA&A programs and provide opportunities for both staff and students.
- Responsible for all annual, endowed and GPO accounts related to scholarships, awards, bursaries and student loans totalling over \$100 million.
- Responsible for conducting detailed research into existing student financial support initiatives at UBC and at other major universities in Canada and around the world.
- Reviews and develops strategic recommendations and plans to meet short and long term system requirements.
- Responsible for data gathering and analysis to measure the effectiveness of the student financial support initiatives in light of the University's mission and the overarching goals of Admissions and Student Recruiting and Advising.
- Acts as a resource and secretary to the Senate Awards Committee
- Responsible for key projects, which enhance service delivery and operational planning.
- Responsible for effective liaison with external agencies including government, external donors, and professional aid organizations.
- Responsible for conducting yearly performance development assessments for directly supervised staffs.
- Performs other related duties as required.



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### **Supervision Received**

This position reports to the Associate Director, Student Financial Assistance and Awards. The incumbent works independently in assigned areas of responsibility, reporting any issues to the Associate Director. Works in collaboration with other senior University officials.

### **Supervision Given**

- M&P and Clerical staff
- Additional staff as required.

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

Recommendations and decisions on student financial initiatives and budget impact national recruiting, admissions and retention of all students at the University. Produces reports and information for submission to government officials, Senate Committees, and the Board of Governors. The work has direct bearing on UBC's compliance with funding regulations (more than \$200 million dollars plus per year). Accurate and detailed knowledge of the following is required: University policy, governance, structure and procedure, Senate regulations, and government student aid policies. Errors will increase the likelihood of special audits from the Ministry of Advanced Education and or the US Department of Education and could result in a loss of ability to issue student loans.

In addition, the work on awards and endowments is highly sensitive and is directly related to donor satisfaction. Accurate, timely and politically astute reporting to both internal and external agencies is a necessity.

### **Qualifications**

Undergraduate degree in a relevant discipline. University degree (preferably a Masters degree) in a relevant discipline. Minimum of five years experience or the equivalent combination of education and experience. Five or more years of relevant administration experience including at least three years of supervisory experience. Comprehensive knowledge and experience in policy development and interpretation, statistical analysis and reporting.

- A detailed knowledge of provincial and federal financial assistance policies within a university setting.
- Knowledge of automated systems required (knowledge of UBC's SISC and Awards applicant system an asset)
- Ability to set and maintain priorities, to adapt and be flexible when addressing changing priorities.
- Ability to work under pressure and critical deadlines, and produce measurable results.
- Ability to influence, negotiate with, and persuade people to reach consensus on issues and move forward.
- Demonstrated aptitude for progressive, creative and innovative thinking.
- Strong analytical and problem solving skills.
- Demonstrated communication skills including the ability to understand and effectively communicate with others at all levels of the organization in writing and orally.
- Proven ability to deal with the public effectively.

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## Job Posting

**Job ID:** 11379  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 1                      **Business Title:** Research Asst/Tech 1  
**Department:** eHealth Strategy Office  
**Salary:** \$36,122.00 - \$37,889.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-03  
**Job End Date:** 2012-08-31                      **Possibility of Extension:** Yes  
**Funding Type:** Funded by Multiple Sources  
**Other:**  
**Date Closed:** 2011-10-04                      **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

Performs various research activities in support of community-based research and education in three broad areas:

- 1) Technology-enabled knowledge translation in health education;
- 2) Knowledge translation and behavioural change;
- 3) Understanding community members and community health professionals' priorities and needs in health and education.

Works as part of a research team on projects to conduct community-based needs assessments, program evaluation and evaluation of the efficacy of technology-enabled solutions to support and improve community-based access to health education and health outcomes.

### Organizational Status

Reports directly to the Research Coordinator, eHealth Strategy Office. Interacts with research team members, project managers and other personnel associated with specific research projects. Depending on research program, may interact with clinical groups, health education providers, community members, government representatives, academia, and other stakeholder groups.

### Work Performed

Assumes the role of Research Assistant, where duties include: (a) assisting with basic literature search, including web-based searches and through the library; (b) assisting with routine tasks in data collection relating to structured interviews surveys; (c) assisting in organizing, summarizing, entering and filing data; and d) maintaining records according to established protocols.

### Supervision Received

Position reports directly to any of the Research Coordinators, eHealth Strategy Office.

### Supervision Given

None.



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

The direction of the research initiatives will be discussed at weekly meetings with the project Research Lead and the Research Coordinator when needed, and project progress will be discussed at monthly meetings with the Assistant Director of Research, Research Coordinators, and research team members.

This position requires working effectively within an organizational structure as well as some degree of self direction. The research assistant will be required to show judgment and decision making which has the potential to impact the reputation of the eHealth Strategy Office, product viability, and the opportunity for future research development.

Exercising poor judgment and lack of consultation with the Assistant Director of Research and or Research Coordinator has the potential to adversely affect the viability and validity of research projects or programs. Continued adverse effects to the Office's research projects could potentially negatively affect the ability of the eHealth Strategy Office to obtain grant-based funding for future research projects.

### **Qualifications**

High School graduation. Undergraduate degree in an area of social science or health science. Minimum of 1 year of related experience or the equivalent combination of education and experience. Research experience preferred. Interest in and willingness to learn about requirements and procedures of educational research. Ability to effectively use Outlook, MS Word, MS Excel, Internet Explorer. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively verbally and in writing. Ability to effectively manage multiple tasks and priorities. Ability to show initiative and judgment. Ability to work in a community-based setting.

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## Job Posting

**Job ID:** 11387  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1 CWED-1  
**Department:** Populn&PublicHealth,Schoolof  
**Salary:** \$ 18.52 - \$ 19.43 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2011-09-14  
**Job End Date:** 2011-12-31 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-10-05 **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 successful applicant will be responsible for transcribing occupational hygiene data directly from hard copy lab index cards into an electronic database.

### Organizational Status

CAREX Canada is a national carcinogen exposure surveillance project based at the University of British Columbia (UBC). CAREX Canada is collaborating with the Saskatchewan Ministry of Labour to transfer their workplace exposure data into practical electronic databases. The position listed with report directly to a CAREX Canada occupational hygienist, in addition to health and safety staff at Saskatchewan's Ministry of Labour Relations and Workplace Safety. The data entry work will be performed off-site, in Saskatchewan.

### Work Performed

Enters and edits routine data in relevant information systems.  
 Prepares and maintains electronic and manual records and files.  
 Prepares a variety of materials such as correspondence, course documents, examinations, manuscripts, and reports from draft or verbal direction.  
 Prepares information packages by performing duties such as organizing documents, making copies, and collating.  
 Responds to telephone, email, and in-person inquiries from supervisors, and provides routine information.  
 May transcribe interviews and field notes.

### Supervision Received

Reports directly to CAREX Canada staff member and supervision concerning data specifics will be provided by SK Ministry of Labour Relations and Workplace Safety staff.

### Supervision Given

N A



# The University of British Columbia

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

Errors in data entry could cause adverse relations with the Ministry of Labour Relations.

### **Qualifications**

High School graduation. . Minimum of 1 year of related experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Ability to create and accurately maintain record and filing systems.

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## Job Posting

**Job ID:** 11405  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 2                      **Business Title:** Research Asst/Tech 2  
**Department:** Ophthalmology  
**Salary:** \$38,116.00 - \$41,769.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-12-01  
**Job End Date:** 2012-11-30                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-10-15                      **Available Openings:** 1

### Job Summary

This position will consist of assisting with standardized laboratory procedures and animal care, including monitoring animals' health, analysis of transgenic animals and maintaining equipment.

### Organizational Status

This position reports directly to a Tech V Research Assistant and may also interact with and receive instructions from the PI, Graduate Students and postdoctoral fellows in the Ophthalmology Research Lab at Eye Care Centre.

### Work Performed

- 1) Taking care of an *X. laevis* (frog) animal colony, currently housed on three recirculating rack systems. This will involve feeding the animals, monitoring water quality using standardized assays, changing filters, cleaning tanks, monitoring animal health, and similar tasks.
- 2) Preparing standardized solutions, buffers, medias and other reagents used in quantity by our lab.
- 3) Assisting with standardized procedures involved in analysis of transgenic animals, including (for example) breeding animals, PCR genotyping of animals, cutting cryosections.
- 4) Assisting with standardized procedures involved in molecular biology, such as the preparation of plasmid DNA.

### Supervision Received

The Assistant reports to, and is supervised by Beatrice Tam (Research Assistant Tech 5). Written instructions will be provided to ensure that work performed is in line with existing protocol and guidelines.

### Supervision Given

None.

### Consequence of Error/Judgement

The research assistant will perform work activities within existing protocols and guidelines. Research Assistant Tech 5, Bea Tam,



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will be available for providing supervision when if necessary. The work is directed at facilitating projects run by graduate students, Bea Tam, postdoctoral fellows, and the principle investigator in the laboratory, and they will provide additional supervision and direction where necessary.

### **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:** 11359  
**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:** Family Practice  
**Salary:** \$38,116.00 - \$41,769.00 (Annual)  
**Full/Part Time:** Part-Time (20%)  
**Desired Start Date:** 2011-10-01  
**Job End Date:** 2012-05-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-10-03                      **Available Openings:** 1

### Job Summary

The Research Assistant will be part of a team of researchers and Investigators involved in the "Doing Time: A Time for Incarcerated Women to Develop an Action Health Strategy", a CIHR funded study. In this team, the Resource Research Assistant will be responsible for identifying and researching local support services that are appropriate and available for women leaving prisons and for providing support to the peer mentors who will be working with these women as they make the transition back into their community. Further, the Resource Research Assistant will be responsible for organizing a regional community forum with representatives from the local health authority, community agencies, correctional organizations and previously incarcerated women.

### Organizational Status

The incumbent will report to Drs. Ruth Elwood Martin and Patricia Janssen (Principal Investigators) through the project coordinator. He She will also support peer mentors and other resource leads. Four Resource Research Assistant will be hired. They will be located in Prince George, Kelowna, Victoria and the Fraser Valley. Each incumbent will work from home.

### Work Performed

Compiling and gathering local health and community support services available for women leaving prisons, in the areas of housing, subsidized dental care, primary health care, physical activity, spiritual health, etc  
Create a directory outlining the services available for women leaving prison.  
Sharing information with community agencies, including the Elizabeth Fry Society  
Act as the liaison between prison leavers and peer mentors in the region in which they have been assigned.  
Participate in monthly meetings of the Co-Investigators of the project.  
Document tasks in a weekly log, as well as converse weekly with the project coordinator  
Coordinate and execute a community forum in an effort to disseminate the findings of Doing Time: A Time for Incarcerated Women to Develop an Action Health Strategy  
Supports other resource leads working on the project.

### Supervision Received

Receives supervision from the Co-principal investigators directly or through the project coordinator at least weekly.



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### **Supervision Given**

The position does not give supervision.

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

Errors made could influence the ability of researchers to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the Department's investigators. Poor decisions may be damaging to the reputation of and cause financial loss to the Principal Investigator, the Department and the University.

Inability to support the development and implementation of strategic initiatives could diminish the Department's ability to attract the support of the scientific community; poor public private sector relationships could result in a negative image of the Department and may impact on research funding made available through partnerships.

### **Qualifications**

High School graduation. Extensive knowledge of the resources in the region of hire. Minimum of 2 years related experience or the equivalent combination of education and experience. Prior experience with prison populations an asset. Ability to work effectively independently and in a team environment. Ability to analyze problems, identify key information and issues, and effectively resolve. Critical thinking and highly organized with effective time management skills. Fluent in written and spoken English. Skilled in Microsoft Word, Excel and Outlook.

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### Job Posting

**Job ID:** 11386  
**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:** eHealth Strategy Office  
**Salary:** \$38,116.00 - \$41,769.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-24  
**Job End Date:** 2012-10-23                      **Possibility of Extension:** Yes  
**Funding Type:** Funded by Multiple Sources  
**Other:**  
**Date Closed:** 2011-10-05                      **Available Openings:** 2

### Job Summary

The eHealth Strategy Office carries out research, community engagement and educational activities to explore how modern information and communication technologies (e.g. mobile and web-based applications, etc.) can improve health care.

The incumbent works as part of a research team to support eHealth projects focused on three broad areas:

- i. Technology-enabled innovations in health practice and education contexts;
- ii. Multi-channel community engagement to support health education and patient centred care;
- iii. eHealth innovation and collaborative partnerships

Much of this work involves evaluating the efficacy of eHealth interventions in various contexts such as community health promotion, improved health service delivery and innovative educational approaches.

### Organizational Status

Reports to Research Coordinators, and the Assistant Director of Research, eHealth Strategy Office. Interacts with research team members, faculty, project managers and other personnel associated with specific projects. May interact with community organizations, health professionals, clinical groups, patients and community members, government representatives, and other stakeholder groups.

### Work Performed

Assume the role of Research Assistant working on various eHealth projects involving both quantitative and qualitative methods. This research portfolio includes projects that relate to initiatives involving learning technologies, program evaluation, and community-based health research.

Duties include: (a) assisting in planning research project activities including organizing and documenting meetings, communicating with diverse project partners (b) conducting literature searches, reviewing and assisting with the synthesis of literature; (c) assisting with data collection by co-facilitating focus groups, conducting interviews and administering surveys; (d) assisting in data preparation, collection, entry and analysis; and (e) supporting the preparation of reports, publications and presentations.

The successful candidate will also be asked to assist in the development of funding proposals for the Office. These duties



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include: (a) assisting with investigating applicable funding opportunities; (b) searching and compiling submission criteria; (c) assisting with completing funding application forms and documents; (c) drafting components of letters of intent; and (d) assisting in the final drafting of full proposals.

### **Supervision Received**

Position reports to Research Coordinators, eHealth Strategy Office.

### **Supervision Given**

May distribute work assignments to students and subordinates and provide training to new employees.

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

The direction of the research initiatives will be discussed at regular meetings with research team members. Regular reporting will also be required to stakeholder groups as defined by each specific component of the research projects.

This position requires working effectively within an organizational structure as well as some degree of self direction. The research assistant will be required to show judgment and decision making which has the potential to impact the reputation of the eHealth Strategy Office, product viability, and the opportunity for future research development.

The exercise of poor judgment and lack of consultation with supervisors could adversely affect the viability and validity of research projects or programs. Continued adverse effects to the Office's research projects could negatively affect the ability of the eHealth Strategy Office to obtain funding for future research projects.

### **Qualifications**

High School graduation. Undergraduate degree in an area of social science or health science with research experience preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Knowledge and understanding of basic social science research methods. Experiences with BC health professional organizations, Aboriginal health, cross-cultural projects, and interprofessional collaboration are assets. Preference will be given to candidates with some grant writing experience. Computer Skills Required: MS Office, data analysis software, familiarity with online literature search tools. Ability to work effectively independently and in a team environment. Ability to show initiative and judgment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively verbally and in writing.

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## Job Posting

**Job ID:** 11406  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 4                      **Business Title:** Research Asst/Tech 4  
**Department:** Surgery  
**Salary:** \$46,003.00 - \$50,020.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-11-01  
**Job End Date:** 2012-10-31                      **Possibility of Extension:** Yes  
**Funding Type:** Funded by Multiple Sources  
**Other:**  
**Date Closed:** 2011-10-06                      **Available Openings:** 1

### Job Summary

The Research Assistant Technician 4 coordinates, conducts, and develops research activities to investigate the role of inflammation in metabolism, with a focus on glucose homeostasis and the insulin producing pancreatic islet. This role provides technical support for the UBC Department of Surgery's Division of General Surgery at a laboratory in the Child & Family Research Institute in Vancouver.

This person will join faculty, students, and staff engaged in leading edge research, education and community service on university and medical campuses across BC. We aim to create knowledge and advance learning to make a vital contribution to the health of individuals and communities, locally, nationally and internationally.

### Organizational Status

The Research Assistant Technician 4:

- is accountable, and reports on a day-to-day basis, to the Principal Investigator;
- reports to the UBC Department of Surgery's Director of Administration & Finance regarding overall management of performance;
- interacts and collaborates with other labs and individuals within the CFRI and UBC; and
- provides guidance, instructions, and instructions to students and Fellows working in the lab.

### Work Performed

The incumbent will work under minimum supervision from the Principal Investigator in performing a wide range of responsibilities for the Lab, including:

- designing, modifying and performing complex research experiments using advanced procedures, such as primary cell culture, pancreatic islet isolation, western blotting, FACS analysis, RT-PCR, qPCR, antibody staining, gene cloning, immunofluorescence staining and microscopy;
- planning research budgets; tracking research budgets and financial accounts in coordination with UBC financial officers;
- reconciling expenditures; preparing invoices and reimbursements and managing petty cash accounts;
- preparing hospital and university research ethical review submissions;
- mouse colony maintenance and management, various mouse manipulations in vivo analyzing glucose homeostasis (GTTs, ITTs, streptozotocin administration, HFD feeding, drug administration), indirect calorimetry, general care and husbandry of mice, and



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collection of tissue samples;

- training staff, students, and Fellows;
- writing reports, new protocols and manuscripts;
- performing statistical data analysis; maintaining computerized records;
- ordering, tracking, recording and maintaining equipment, reagents and supplies; and
- performing other related duties as required.

### **Supervision Received**

This person will work largely independently, with reporting and accountability to the Principal Investigator. The UBC Department of Surgery's Director of Administration & Finance provides functional supervision of this position.

### **Supervision Given**

The Research Assistant Technician 4 will direct supervise, in assigning and reviewing the work of, undergraduate and graduate students and fellows in the performance of various experimental techniques.

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

The candidate will be expected to perform a variety of techniques according to written standard operating procedures available in the laboratory. The impact of incorrect decisions and errors would include broken equipment, failed experiments, delayed productivity or loss of data. In the most extreme scenario, insufficient productivity would result in loss of operating funds.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. . University degree in Biology, Biochemistry, Molecular Biology, Physiology, Developmental Biology or relevant discipline (MSc preferred). Minimum of 4 years of related experience or the equivalent combination of education and experience. Technical skills in, and experience with, primary cell culture, molecular biology, mouse colony management, surgery, and in vivo manipulations are essential. Computer experience required; knowledge of word processing, spreadsheet, data analysis and database programs, 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:** 11367  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 5      **Business Title:** Research Asst/Tech 5  
**Department:** Ctr for HighThroughput Biology  
**Salary:** \$53,714.00 - \$57,617.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2011-10-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2011-10-03      **Available Openings:** 1

### Job Summary

Administers a molecular diagnostics laboratory space, its facilities, personnel and security under Director's guidance. Coordinates the reception of, recording of, analysis of and results reporting for samples coming into the laboratory from across Western Canada. Oversees junior technicians and Co-op students in the workplace.

### Organizational Status

The Bee Pathogens Diagnostic Laboratory is part of a Genome Canada-funded project led by Dr. Foster out of the Centre for High-Throughput Biology. The Laboratory interacts with researchers around BC, Alberta and Manitoba.

### Work Performed

#### Facilities & Space:

- Performs routine maintenance, calibration and tuning of laboratory equipment, including highly specialized equipment such as a real-time, quantitative PCR instruments.
- Able to use all types of molecular diagnostic laboratory equipment
- Liaises with IT providers to ensure proper operation of laboratory network.
- Plans and submits Work Requests for renovations, refits, keying changes, repairs, etc. of Centre facilities; maintains the database and records.
- Coordinates work with outside contractors for renovations and special projects.
- Coordinates shutdowns.
- Serves as laboratory liaison (with Plant Operations and other departments) in matters related to individual and shared facilities and space;
- Manages security - authorizing access, managing alarm codes, making incident reports.

#### General:

- Serves on Safety Committee, assisting in developing and implementing policies and procedures to meet the WCB and HSE safety requirements; undertakes safety related tasks and duties. Ensures that safety and security requirements and modifications are carried out as required. Coordinates activities of the laboratory Safety Committee.
- Manages the procedures surrounding worker safety orientations and coordinates with the relevant staff, students and researchers to ensure that they receive adequate WHMIS and other safety training



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- Performs other duties as required.

### Laboratory:

- Oversees the operations of the diagnostic laboratory
- Interacts with other researchers within the Project, at UBC and elsewhere, to design experiments and report results
- Supervises at least one other junior technician
- Interacts with instrument vendors to coordinate repairs and preventative maintenance
- Ensures that the laboratory equipment is operation as much of the time as possible.

### Supervision Received

The incumbent reports to the Director of Molecular Diagnostic Laboratory. Works independently and takes matters of Centre-wide impact to the Director.

### Supervision Given

Will be required to provide direction to other staff members, typically one other more junior technician and one undergraduate student. Assists and advises faculty members. Assists, oversees the academic work of, and demonstrates techniques to students as required.

### Consequence of Error/Judgement

Incumbent is expected to work independently at a high level of accuracy in work and advice given. Errors in interpretation or judgment may affect overall operation of the Project, potentially resulting in loss of funding. Decisions taken may also affect external relationships with other UBC units and non-UBC organizations.

### Qualifications

Undergraduate degree in a relevant discipline. An undergraduate degree in molecular biology, biochemistry or genetics. Minimum 5 years of related experience or the equivalent combination of education and experience. . Minimum 5 years of experience in molecular diagnostics and at least 2 years experience managing or leading a small team and or a small business.

. Experience in financial reporting, budget planning and forecasting required. Experience with and knowledge of University policies and procedures in budgeting, financial reporting, procurement, internal control and payroll preferred.

. Computer experience to intermediate level with spreadsheet, word processing, e-mail and database software required. (MS Office preferred)

. Experience with UBC systems and policies.

. Experience and training in workplace health and safety.

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