



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:17-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

INTERNAL APPLICANTS

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

EXTERNAL APPLICANTS

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

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

THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

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

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

VIEW OUR CAREER OPPORTUNITIES WEEKLY

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

VIEW YOUR APPLICATION STATUS

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

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

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

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



Job Posting

Job ID: 11510
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician II **Business Title:** Health Office Assistant
Department: UBCO-Health & Wellness
Salary: \$ 19.80 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-24
Job End Date: 2012-01-03 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other: BCGEU (UBCO) - Auxiliary
Date Closed: 2011-10-23 **Available Openings:** 1

Job Summary

Within the context of a client-centered inter-professional model of care and in accordance with the vision and values of Health and Wellness and the AVP Students portfolio, the Health Office Assistant is part of a team providing a full range of clinical services in the support of client care. The position performs clerical reception functions such as scheduling, health care provider billing and clinical support. Duties range from routine to complex and include maintaining highly confidential records, correspondence and communication.

Organizational Status

The Health Office Assistant reports to the Director of Health and Wellness. Works collaboratively with health care professionals and with guidance from the Support Services II position to ensure effective day-to-day functioning of the Health and Wellness Centres and Clinic.

Work Performed

1. Provides reception support by:

- Maintaining a welcoming environment for students, assessing situations, scheduling appointments and providing support until professional staff arrives.
- Determining the urgency of requests for services, providing timely service with minimal supervision and working effectively during high and lower volume periods.
- Communicating with other clinical offices and agencies to coordinate client appointments and testing.
- Verifying student registration status and health insurance status as needed using established computerized database systems.
- Responding to requests for records and information, releasing information to authorized personnel in accordance with established standards and guidelines.

2. Provides clinical support by:

- Ensuring that examination rooms and other client spaces are well maintained and that health care and stationary supplies are stocked.
- Organizing equipment and examination rooms for diagnostic procedures and treatments as required.
- Performing minor diagnostic procedures and testing as requested by health care professionals.
- Attending health examinations on request.



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-Cleaning and sterilizing equipment and instruments.

3. Assists with financial transactions by:

- Reviewing client medical forms for completion (e.g. Insurance Companies, 3rd Party Medical, etc) and billing accordingly.
- Maintaining billing and diagnostic code files for client billing and reviewing health care professional entries for accuracy and corrects accordingly.
- Processing (prepares, reviews, reconciles) billing claims and performing electronic transmission and retrieval of claims to health insurance agencies.
- Preparing and mailing invoices for client and private insurance company accounts.
- Providing follow up and cost recovery of outstanding accounts.
- Assisting Supporting Services II position with processing receipts for incoming payments by cash, cheques and electronic transactions.
- Assisting the Financial Coordinator Support Services II with maintaining, compiling and reconciling financial reports.
- Responding to verbal and written client billing inquiries.

4. Provides administrative assistance to the Health and Wellness office by:

- Receiving diagnostic reports and filing after health care professional reviews.
- Assisting health care professionals with electronic written communication (e.g. documentation of assessments, statistical reports, resource materials and various correspondence).
- Photocopying and faxing a wide variety of forms and documents.

5. Performs other related duties as required.

Supervision Received

Works cooperatively in a team environment under the general supervision of the Director and with guidance from the Administrative Assistant. Sets priorities and performs most duties independently, occasionally consulting the Director and or Administrative Assistant with reference to new or complex problems, discrepancies and office issues.

Supervision Given

This position is not responsible for supervision of any staff.

Consequence of Error/Judgement

All information must be accurate and provided in a respectful, timely and supportive way. Failure to provide service that meets these standards may impact negatively on access to services, jeopardize student's well being, and result in increased risk to the University. Errors or incorrect decisions could result in direct costs, lost opportunities, delays for students and staff. Damage to the unit's and to the University's reputation may occur if the incumbent does not deal tactfully and helpfully with students, parents, faculty members and others.

Qualifications

High school graduation with completion of Medical Office Assistant course at a recognized institute or alternatively a combination of training and related experience. A minimum of three years related experience in a health care office or clinic with a knowledge of medical terminology. Intermediate level proficiency in word processing, spreadsheet, database, scheduling and electronic mail applications. Proven ability to complete tasks under pressure with frequent interruptions, be flexible, prioritize work and meet deadlines. Demonstrated ability to exercise good judgment, tact and discretion when handling sensitive and or confidential matters. Ability to compose routine correspondence using clear, concise business English, maintaining accuracy and attention to detail. Ability to work both independently and within a team environment.



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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

Extensive knowledge of the resources in the region of hire. 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: 11434
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician III **Business Title:** Technician III
Department: UBCO-Faculty of Applied Science
Salary: \$38,604.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-24 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

Job Summary

Provides support to the School of Engineering teaching and research facilities, including support facilities such as machine shops, welding shops and paint shops. As a function of this position the incumbent will be responsible to configure laboratory setups in advance of student usage, perform periodic maintenance on School equipment, assist the Instructors as necessary and ensure that all safety equipment is maintained. Incumbent will be responsible to perform fabrication and assembly of complex equipment and test fixtures for use in teaching and research facilities. Understands and maintains equipment and lab manuals, university safety guidelines, purchasing and receiving guidelines.

Organizational Status

This position will require the incumbent to work closely with supervisor, staff and faculty to assure projects, laboratories and research schedules are met and that all safety aspects are implemented. This position will be responsible for ordering equipment and will require constant contact with vendors and Supply Management to facilitate the School of Engineering's ordering and receiving requirements.

Work Performed

1. Provides support to the School of Engineering to ensure all safety aspects are implemented by:

- Maintaining and servicing safety equipment such as eye wash stations and safety showers.
- Verifying tools and lab equipment have proper safety guidelines in place prior to use.
- Keeping first aid kits properly stocked and ordering supplies when stock is expended or expired.
- Maintaining MSDS (Material Safety Data Sheets) manuals as equipment or supplies are added to labs.
- Providing support on the use of safety equipment for the School.
- Implementing safety guidelines as provided by the University health and safety office.
- Understanding and following guidelines as provided by the WHMIS (Workplace Hazardous Materials Information System) program.

2. Provides support to the School of Engineering to ensure projects, laboratories and research schedules are met by:

- Setting up labs to meet teaching schedules, utilizing lab manuals and approved School procedures including lab setup.
- Assisting lab instructors when necessary and putting equipment in its proper place upon completion of lab sessions.
- Servicing and maintaining test equipment as per established maintenance schedules and manufacturers specifications.



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- Assisting in equipment setup and repairing equipment if necessary.
- Ordering replacement parts and maintaining a minimal stock of expendable items.
- Assembling and testing equipment prior to use in the lab to verify proper operational status.
- Building or fabricating test setups as needed and as per instructions from faculty or the Laboratory Manager using sketches, schematics and functional drawings.
- Understanding equipment functions and usage and assisting in the instruction of the care and use of equipment to students.
- Understanding the use and operation of equipment and assisting in instruction to lab personal.

3. Provides the School of Engineering with ordering and inventory support by:

- Researching vendors for proper equipment, filling out purchase order forms and turning them in for approval.
- Order lab equipment and supplies.
- Receiving equipment and supplies, and then distributes items to the appropriate lab locations.
- Performing local pick up and delivery of ordered equipment and stock using School owned vehicles.
- Updating the Schools inventory database, keeping accurate records of all equipment purchased and their locations within the School.
- Performing periodic inventories of expendable items to maintain adequate stock for teaching labs.
- Assisting in the performance of an annual inventory of all School equipment.
- Updating records of each lab's required equipment when changes are implemented.

4. Provides support to the vehicle maintenance program by:

- Maintaining records of services performed on the vehicles.
- Delivering the vehicles to dealership for maintenance and repairs.
- Ensuring normal maintenance, such as oil changes, tire rotation etc., is performed on a regularly scheduled timetable by the appropriate service provider and performing minor maintenance such as topping off of washer fluids, checking tire pressures and fluid levels and cleaning of the vehicles.

5. Performs other duties as required by the Director or the Laboratory Manager of the School of Engineering.

Supervision Received

Based on schedules and lab requirements, the technician is expected to work independently with minimal supervision but will work closely with the Lab Manager to resolve technical issues and to implement changes within the labs.

Supervision Given

The incumbent may assist in the supervision and training of employees and students in support of lab projects and teaching labs.

Consequence of Error/Judgement

Judgment requires a thorough understanding of the policies and procedures as prescribed by the University and the Faculty of Applied Science and the School of Engineering. The incumbent will be required to work independently with minimal supervision and is expected to perform duties in a precise and timely manner. Student and lab safety is paramount. Failure to follow safety guidelines could result in personal injury or equipment damage. Improper time management could lead to delays in labs and adversely affect the outcomes of the labs. Poorly maintained equipment could cause injury to students or be detrimental to the outcome of experiments causing loss of time and valuable research information.

Qualifications

Post secondary degree or diploma in civil and or environmental or chemistry disciplines with experience in chemical preparation and chemical processes, (or comparable experience) with a minimum of 2 years experience in private sector or educational laboratory environment. Ability to work with basic hand tools, analytical instruments and laboratory test equipment is required. Effective oral and written communication is required. Excellent organizational and interpersonal skills are required. Ability to



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carry out complex tasks with little supervision is essential. First Aid and WHMIS (Workplace Hazardous Materials Information System) certification is an asset. Ability to work independently or within a team with minimal supervision is expected. Excellent computer skills using Microsoft Office Suite products and the ability to learn new systems.

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Job Posting

Job ID: 11498
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Secretarial - BCGEU
Classification Title: Secretary II
Business Title: Director's Administrative Assistant
Department: UBCO-Faculty of Applied Science
Salary: \$36,036.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-24
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-22
Available Openings: 1

Job Summary

Provides confidential administrative assistance to the Director of the School of Engineering, Faculty of Applied Science, UBC's Okanagan campus.

Organizational Status

School of Engineering, Faculty of Applied Science.

Work Performed

1. Maintains and organizes the Director's Schedule and provides senior administrative support by:

- Maintaining calendar and bring-forward systems, scheduling appointments, often liaising directly with University officials and professional offices of the School's external stakeholders.
- Handling requests for appointments with the Director, determining importance and urgency; using judgment, determining if the meeting would be more appropriate with someone other than the Director (e.g. Administrator, Student Development Officer, and Associate Directors).
- Organizing the Director's schedule as the situation requires, based on a clear understanding of the Director's priorities.
- Preparing and assembling background material for meetings.
- Making travel and accommodation arrangements as required.
- Exercising judgment when referring materials to the Director when the Director is off-campus.
- Coordinating the Dean's schedule of visits to the Okanagan campus.

2. Manages Communications for the Director by:

- Composing complex correspondence, recommendations and summaries based upon brief oral instructions or from draft notes.
- Writing confidential correspondence from brief oral instructions or notes and initiating draft responses for the Director's approval.
- Composing content and generating PowerPoint presentations for the Director from brief oral instructions or notes for use at industry, government, and University events.
- Prioritizing the Director's incoming mail, phone calls, and general inquiries, exercising judgment as to whether matters require urgent attention from the Director.
- Prioritizing mail and phone calls that do not need a response from the Director, redirecting to the appropriate individual(s)



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for response (e.g. Administrator, Student Development Officer, and Associate Directors).

- Contacting senior officials of the University to obtain and disclose information on sensitive or restricted matters.
- Using judgment, discretion and tact in responding to oral and written inquiries, based on extensive knowledge of the organization and operations of the University in general and the School of Engineering and Faculty of Applied Science in particular.

3. Provides Curriculum Committee Support by:

- Attending Curriculum Committee meetings, taking minutes and ensuring that revisions to the changes are noted and made.
- Coordinating curriculum consultation process.
- Receiving, collating, formatting and distributing curriculum documentation.
- Preparing revised documentation for approval at School meetings.
- Forwarding approved documentation to the Okanagan Senate Secretariat.
- Handling inquiries from the Okanagan Senate officials regarding the forwarded documentation.
- Coordinating and forwarding all Academic Calendar changes to the Senate Secretariat.
- Maintaining a record of courses, updating with approved changes.

4. Supports Appointment, Reappointment, Promotion and Tenure (ARPT) process by:

- Attending ARPT meetings, taking and composing minutes in an accurate and timely matter. Preparing dossiers for the School ARPT Committee and Faculty of Applied Science once cases have been recommended or not recommended by the School ARPT Committee.
- Preparing approved copies of confidential dossiers for distribution to Faculty ARPT Committee members.
- Maintaining related confidential faculty ARPT files. Collecting and maintaining all confidential information and documents relating to faculty members.
- Coordinating the student teaching evaluations and peer teaching evaluations processes.

5. Provides general administrative support by:

- Working on special projects for the Director and Administrator
- Example - coordination of faculty recruitment process for the School of Engineering.
- Example - drafting a Policy and Procedure Manual for the School of Engineering by documenting all current processes, making suggestions for change, and drafting policy and procedures for approval by the Director and Administrator.
- Example - Engineering Accreditation CEAB visits.
- Example - Prepares Awards and Nominations packages.
- Maintaining and updating confidential files and related indices and coordinating removal and or disposal of files according to records retention schedule.
- Coordinating various special events, including room bookings, equipment, caterers, and all other requirements.

6. Performs other related duties as required.

Supervision Received

This position reports directly to the Administrator of the School of Engineering. Works under the direction of the Director and Administrator of the School of Engineering. The incumbent is expected to be able to take initiative, problem solve, determine course of action and then follow through independently, occasionally consulting the Director or Administrator with reference to new or complex problems.

Supervision Given

No supervision required.

Consequence of Error/Judgement

Poor judgment or errors in processing confidential materials and correspondence could have an adverse effect on the work of the Director. Works with conflicting demands and exercises judgment in establishing priorities and carrying work through to completion



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in a timely manner. Failure to act in a professional, tactful manner would have an adverse effect on the image of the Director, the School of Engineering, the Faculty of Applied Science, and the University. Must be able to exercise a great deal of judgment and initiative in dealing with administrative matters where there are no established policies procedures or guidelines.

Qualifications

High School graduation plus one year post-secondary education with training in administrative secretarial skills and office procedures and practices. Minimum of four years of senior administrative experience preferably as an Executive Assistant, or a minimum of three years experience in a university setting with experience providing administrative assistance to senior executives. An equivalent combination of education and experience may be considered. Demonstrated ability to take initiative, exercise good judgment and resolve problems. Ability to compose complex correspondence and prepare reports in clear concise business language, and to draft complex correspondence for signature. Excellent oral and written communication, interpersonal and organizational skills. Ability to obtain and disseminate information effectively and tactfully with individuals from all levels of the University and the external community. Ability to plan, schedule and organize a variety of complex events such as conferences, receptions, and off-site executive-level meetings. Ability to ensure efficient records management procedures and practices are followed. Flexible approach to work; willingness to work irregular hours as and when necessary. Ability to take and transcribe accurate minutes and the ability to type 60 words per minute. Ability to use Microsoft Office (Word, Excel, Access, PowerPoint, and Outlook) applications at an advanced level. Ability to maintain accuracy and attention to detail. Ability to work both independently and in a team environment and to bring energy, motivation and enthusiasm to the job. Demonstrated ability to prioritize work, multi-task and work under pressure to meet deadlines in a hectic environment, exercising confidentiality, sensitivity, tact and discretion.

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May distribute work to employees at a lower classification level.

Consequence of Error/Judgement

Incorrectly processed or missed time cards could result in errors to staff pay, errors to project billing accounts and errors in staff records. Depending on the type of error, may not be quickly recognized and corrected, therefore loss to the department and or the employee may be undetected or not collectable.

Qualifications

High School graduation. . Minimum of 2 years related experience or Training in basic office procedures and practices. the equivalent combination of education and experience. Keyboarding ability at 50 w.p.m. ability to operate normal range of office equipment and automated systems as may be required in performance of duties, such as calculators, copying machines, data entry systems, computers and related software packages. Ability to plan and complete daily work assignments without on-going direction. Good verbal and written communications skills required. Ability to perform detail work accurately and thoroughly.

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and matters involving policy is referred to supervisor.

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 11466
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116 (Cler/Sec/Bookstore)
Job Category: Clerical, CUPE 116
Classification Title: Service Centre Coordinator **Business Title:** Service Centre Coordinator
Department: Building Operations
Salary: \$40,452.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-31 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

Job Summary

Responsible for efficient operation of the service center section and the dispersion allocation of work within Building Operations, including receiving all requests for work; liaison between central shops, Facility Managers, Contractors and other Customers; allocating and dispatching work orders; completing, processing and maintaining status and schedule of all work requests, closing, filing and maintaining records of all completed work.

Organizational Status

Position reports directly to the Superintendent, Customer Service.

Work Performed

Receiving, processing, prioritizing, coordinating, allocating and dispatching service calls (to the trade shops and the facility managers), service call inquiries, work requests, work request inquiries, and other general inquiries. Inquiries are of an interpretive nature based on thorough knowledge of the service center guidelines, policies & procedures with the ability to apply them to the work unit.

Processing work requests including, but not limited to, identifying the funding sources, priority, location, contact, trade sequence, detailed description of work, contact information, entering key information within CMMS etc.

Receiving and attending to all requests for maintenance personnel; contacting and relaying details of assignments to appropriate trade heads, trades people. Facility Managers via CMMS, telephone cell phone, pager, fax machine, etc.

Responsible for entry and dispatch of emergency, urgent University Priority service calls on an ongoing basis using established service center policy and procedure.

Track and maintain status schedule of all work orders. Provide timely information to customers pertaining to work start and completion dates, work status, system shutdowns, system testing and any other requested information.

Coordinate, arrange, track, monitor and provide follow up for the planning of all building shutdowns and service connection permits including: initiating recommending trade involvement, preparing and distributing shutdown information packages for the Trade Supervisors, shops and Facility Managers, addressing or redirecting queries, and accurate entry of crew manpower requirement and all text describing the nature of the work.

Responsible for coordination, liaison with Facility Manager for creation Work Requests in support of annual standing work orders, and tracking of same.

Maintains updated maintenance report for work orders backlogs, maintenance schedules. Preventative Maintenance Inspection (PMI)



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schedules and other management reports as requested using PC based programs such as CMMS, spreadsheets and databases, project scheduling and word processing packages for data compilation, reporting and analysis.

Monitors the first aid telephone and pages dispatches the first aid attendant as required.

Other related duties as required.

Supervision Received

Reports to the Superintendent, Customer Service. May receive general supervision from a delegated person. Performs work using generally established guidelines.

Supervision Given

There are no supervisory responsibilities associated with this position however, they are expected to communicate within a self-directed setting.

Consequence of Error/Judgement

Errors where they occur could result in work delays, cost overruns, and unsatisfied customers. Failure to correctly respond to emergency situations could result in building and equipment damage, unnecessary costs, and additional disruption to customers. Decisions are made based on generally established guidelines, experience, and a general understanding of work required. It is expected that employees will use judgement to augment established guidelines.

Qualifications

High School graduation and Training in office procedures and standard computer applications. . Minimum of 3 years related experience or the equivalent combination of education and experience. Ability to organize and coordinate urgent trouble calls. Clerical aptitude and ability to maintain accurate records. Working knowledge of building systems and technical trades. Ability to act both independently and within a team. Proficiency in typing (min. 50 w.p.m.) Ability to communicate tactfully and effectively with customers. Ability to work in a stressful environment on a daily basis in a courteous, calm, tactful and professional manner when dealing with general and emergency calls, first aid calls, and dissatisfied customers.

Desirable to have taken short courses in facilities management, building maintenance, computer applications, and business management.

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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: 11454
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Assistant Cook-Food Serv. **Business Title:** Assistant Cook- Retail
Department: Food Services
Salary: \$ 16.09 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-19 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 2

Job Summary

Cooks and prepares meals in accordance with a menu plan.

Organizational Status

Reports to Supervisor or Manager.

Work Performed

Cooks and or prepares main courses, pastry items, bakeshop items, desserts, salads, sandwich plates and specialty items on a large scale and as per unit requirements.
 Performs grill cooking and short order cooking; takes food orders from customers as required.
 Recommends food inventory levels; assists in maintaining inventory.
 Cleans kitchen and kitchen equipment.
 Assesses and ensures quality of finished product prior to shipping out.
 Performs the duties of other food service workers on a relief basis as operationally required.
 Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.
 Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Works under general supervision and independently as required.

Supervision Given

None.

Consequence of Error/Judgement



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

Qualifications

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

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Job Posting

Job ID: 11456
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Sales Attendant-Food Services **Business Title:** Sales Attendant-Retail
Department: Food Services
Salary: \$ 16.09 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-19 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 3

Job Summary

Serving customers, taking payment and preparing food in food service restaurants, residences and retail outlets.

Organizational Status

Reports to Supervisor or Manager of unit

Work Performed

Takes customer food orders at counter or at tables; prepares and calculates bills for payment.
Enters customer orders in computer or cash register and accepts payment via cash, meal plan card, bonus cards, vouchers, debit, or credit card; distributes change and receipts as required; and cashes out as per UBC Food Services policies.
Recommends food inventory levels and calls in approved orders; assists in maintaining inventory.
Assists cooks in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items; portions, plates, wraps, and packs food items.
Prepares made-to-order sandwiches; plates, portions and dispensing food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.
Sets up service counter and replenishes supplies for sale, ensuring appropriate stock levels and proper stock rotation in refrigeration, storage and counter display units.
Busses tables and cleans tables, kitchen preparation areas, kitchen equipment and seating areas.
Assesses and ensures quality of finished product prior to serving customer.
Performs the duties of other food service workers on a relief basis as operationally required.
Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.
Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Works independently under general supervision.



The University of British Columbia

Staff Job Postings

Supervision Given

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

Consequence of Error/Judgement

Makes minor decisions related to sequence of duties. Errors may negatively impact customer experience.

Qualifications

Completion of Grade 10 and Food Safe Level 1 Certificate. . 1 years relevant experience or the equivalent combination of education and experience.

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: 11442
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Sales Attendant-Food Services **Business Title:** Sales Attendant-Residence
Department: Food Services
Salary: \$ 16.09 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-19 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 6

Job Summary

Serving customers, taking payment and preparing food in food service restaurants, residences and retail outlets.

Organizational Status

Reports to Supervisor or Manager.

Work Performed

Takes customer food orders at counter or at tables; prepares and calculates bills for payment.
Enters customer orders in computer or cash register and accepts payment via cash, meal plan card, bonus cards, vouchers, debit, or credit card; distributes change and receipts as required; and cashes out as per UBC Food Services policies.
Recommends food inventory levels and calls in approved orders; assists in maintaining inventory.
Assists cooks in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items; portions, plates, wraps, and packs food items.
Prepares made-to-order sandwiches; plates, portions and dispensing food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.
Sets up service counter and replenishes supplies for sale, ensuring appropriate stock levels and proper stock rotation in refrigeration, storage and counter display units.
Busses tables and cleans tables, kitchen preparation areas, kitchen equipment and seating areas.
Assesses and ensures quality of finished product prior to serving customer.
Performs the duties of other food service workers on a relief basis as operationally required.
Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.
Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Works independently under general supervision.



The University of British Columbia

Staff Job Postings

Supervision Given

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

Consequence of Error/Judgement

Makes minor decisions related to sequence of duties. Errors may negatively impact customer experience.

Qualifications

Completion of Grade 10 and Food Safe Level 1 Certificate. . 1 years relevant experience or the equivalent combination of education and experience.

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: 11450
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Sales Attendant-Food Services **Business Title:** Sales Attendant - Tim Hortons
Department: Food Services
Salary: \$ 16.09 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-18 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

Job Summary

Responsible for providing welcoming, professional and efficient service, taking payments and preparing food.

Organizational Status

Reports to unit Supervisor Manager.

Work Performed

Takes customer food orders at counter or at tables; prepares and calculates bills for payment.
Enters customer orders in computer or cash register and accepts payment via cash, meal plan card, vouchers, debit, or credit card; distributes change and receipts as required; and cashes out as per UBC Food Services policies.
Recommends food inventory levels and calls in approved orders; assists in maintaining inventory.
Assists cooks in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items; portions, plates, wraps, and packs food items.
Prepares made-to-order sandwiches; plates, portions and dispensing food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.
Sets up service counter and replenishes supplies for sale, ensuring appropriate stock levels and proper stock rotation in refrigeration, storage and counter display units.
Busses tables and cleans tables, kitchen preparation areas, kitchen equipment and seating areas.
Assesses and ensures quality of finished product prior to serving customer.
Performs the duties of other food service workers on a relief basis as operationally required.
Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.
Carries out any other related duties as required in keeping with the franchise qualifications and requirements of positions in this classification.

Supervision Received

Works under general supervision and independently as required.



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Staff Job Postings

Supervision Given

Works under general supervision and independently as required.

Consequence of Error/Judgement

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

Qualifications

Completion of Grade 10 and Food Safe Level 1 Certificate. . 1 years relevant experience or the equivalent combination of education and experience. Must complete and pass specialized Tim Hortons Training Program. This position may require moderate to medium lifting.

Must be available for weekday, evening and weekend shifts.

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Job Posting

Job ID: 11479
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: Psychology
Salary: \$46,968.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-17
Job End Date: 2012-05-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

Job Summary

Coordinates the operations of a behavioural neuroscience research lab; develops and performs experiments; acquires, records and analyzes data; maintains and coordinates use of supplies and equipment; performs animal care; trains and assigns work to undergraduate and graduate students.

Organizational Status

Works under the guidance of the Lab Director, Dr. Floresco. Directs the work of student research assistants and volunteers and provides guidance and training to new lab users, including new graduate students, who typically have little or no experience. Works with animal colony and other research lab staff.

Work Performed

Oversees the progress of projects and participates in complex research activities. This includes training, assigning and coordinating work, and supervising research assistants and volunteers on tasks associated with surgical and behavioural procedures, on use of specialized equipment, and on general lab operations.

Conducts in vivo neurophysiological experiments and molecular biology studies independently. Plays a primary role in devising new experiments, data analyses and procedures based on the progress of studies, and makes a significant contribution to interpretation of the data obtained. Experiments typically involve surgical preparation and post-surgical monitoring of animals (rats). Handles and treats animals according to treatment and behavioural protocols determined by the lab director, keeping careful records during the training and testing phases of the experiment, and enters the data onto a PC for later analysis.

Coordinates the use and maintenance of lab equipment, ensuring that equipment is used according to standard operating and safety protocols. Troubleshoots complex equipment and system problems, including operant chambers running MED PC software, and in vivo electrophysiological equipment. Contacts vendors when maintenance is required. Investigates and recommends maintenance agreements.

Writes and updates animal care and safety protocols.

Monitors the inventory of lab supplies and equipment. Obtains estimates, places orders, tracks shipments and resolves problems.



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Staff Job Postings

Maintains rat colonies. Monitors animal health and liaises with colony staff concerning the feeding and care of research animals. Places orders and monitors delivery of animals. Serves as the primary contact for other lab personnel when issues with animal health and welfare arise. Resolves problems with shipments.

Makes standard lab and drug solutions according to recipes described in the Lab Manual. Conducts histological and staining procedures.

Assists in preparing research publications. Conducts literature searches with guidance from the lab director.

Supervision Received

Instruction and guidance provided by the lab director. Typically this entails receiving detailed instructions about new experimental protocols, after which minimal supervision is required only on new or unusual problems.

Supervision Given

Provides guidance and supervision to volunteer undergraduate research assistants and volunteers. Trains new graduate students in the standard techniques used in the lab. Provides training and oversees those using the lab equipment, including health and safety issues.

Consequence of Error/Judgement

The technician is supervised by the lab director who interacts with him/her on a regular basis. Technician provides input to changes/modifications to existing protocols to improve/optimize experimental procedures. Independent judgment is required. The experience and training of the technician reduces the likelihood of critical errors. Errors might affect the efficiency of the lab and jeopardize the accreditation of the lab should CCAC regulations be ignored.

Qualifications

Undergraduate degree in a relevant discipline. Graduation from a technical college or institute. Some positions may require a graduate degree. BSc in Biological Sciences, Psychology, or Neuroscience preferred. Completion of UBC training course in Animal Care. Minimum of 4 years of related experience or the equivalent combination of education and experience. Laboratory experience in a biopsychology, biology or biochemistry environment. Previous experience with basic stereotaxic surgical techniques in rodents is required. Demonstrated understanding of sterile lab techniques. Computer experience required (e.g., familiarity with Microsoft Word, Excel, Powerpoint, Spike2). Ability to develop research methodologies and techniques as well as to follow established protocols. Ability to coordinate and oversee work processes and clearly explain complex lab protocols. Ability to maintain accuracy and attention to detail. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 11476
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Security - CUPE 116
Classification Title: Patrolperson **Business Title:** Patrol Officer
Department: Security Services
Salary: \$35,928.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 3

Job Summary

Patrol officers provide security services to the campus community in a professional manner, helping to ensure the safety and security of UBC faculty, staff, students and visitors as well as safeguarding University property. Patrol officers work in a wide variety of campus locations, patrolling the campus on foot, in vehicles and by bike. Patrol officers provide assistance and information to community members.

Organizational Status

Reports to the Patrol Shift Supervisor or MOA supervisor.

Work Performed

1. Conducts campus security patrols on foot, bicycle or vehicle, of all university areas and buildings to provide a safe environment for members of the university community through protection of its persons and property. Anticipates, recognizes and appraises crime risks on campus and initiates actions designed to remove or reduce such risks as appropriate.
2. Observes and reports any incidents. Writes thorough documentation of incidents through accurate report writing.
3. Receives and responds to inquiries and complaints from members of the campus community and general public; investigates and reports incidents and complaints to supervisory staff and relevant external agencies as appropriate.
4. Attends events, alarms, accidents, emergencies, fire and ambulance calls on University property, and renders assistance, including basic first aid, as required. Provide assistance to police in the event of bomb threats as required.
5. Reports in writing all malfunctions and activations of various alarms, such as intrusion, personal safety alarms and denied card access.
6. Liaises with individuals, committees, groups and other off-campus associated agencies on crime prevention and security related issues in order to establish and cultivate a positive presence with the university community.
7. Provides assistance, information and direction to the university community in a professional, courteous manner. Assists other law enforcement personnel when required to do so.
8. Escorts or transports students, staff or faculty members to campus locations as required for security reasons.
9. Provides after-hours access to University buildings for authorized individuals.
10. Ensures that security patrol equipment, including patrol vehicles and bicycles, is in effective operating condition and advises supervisor of service requirements. May be required to perform routine maintenance on patrol vehicles or bicycles.
11. As required, make appropriate citizen arrests and detain in accordance with criminal code of Canada and UBC policies.



The University of British Columbia

Staff Job Postings

12. Following established departmental procedures, questions, challenges, and checks ID of individuals found on university property as appropriate.

13. Effects temporary emergency repairs to campus property (for security reasons), when no Building Operations personnel are available; transports and erects emergency barriers.

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

Supervision Received

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.

Supervision Given

This position does not have any supervisory responsibility. May explain work sequence to others.

Consequence of Error/Judgement

This position is a highly sensitive position, dealing with personal and confidential information. The consequences of a wrong decision or lack of action could result in a personal safety risk to faculty, staff, students, community members and visitors to the University.

Qualifications

High School graduation, Completion of BC Securities Services Act Training, Level 1 Occupational First Aid Training and Valid B.C. Driver's License. . the equivalent combination of education and experience. Must possess a valid BC Security License.

Must possess BC Private Security Officer certificate (BST1 and 2).

Must possess a valid Class 5 BC drivers license.

Minimum of 3-5 years security experience is required, including security experience in a public environment.

Ability to perform word processing and data entry efficiently and effectively to create reports.

Experience working with alarm systems an asset.

Ability to patrol campus by bike or on foot.

Ability to remain calm, effective and safe when directing large groups of people.

Ability to prioritize security tasks according to established guidelines.

Ability to work effectively independently and in a team environment.

Ability to deal with a diversity of people in a calm, professional and effective manner.

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

Ability to communicate effectively both verbally and in writing with co-workers and campus community members.

Ability to communicate efficiently using a standard security radio system.

Ability to gather, record, and organize information with accuracy and attention to detail. Ability to compose and create accurate incident reports.

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: 11439
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Carpenter **Business Title:** Carpenter
Department: Building Ops -Trades&Utilities
Salary: \$51,708.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-24 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

Job Summary

Under general supervision, performs skilled Carpentry work pertaining to construction, maintenance and repair of buildings, following recognized carpentry techniques. Is responsible for repair work and construction of concrete forms, wooden framework, partitions and doorframes, installation of moldings, stairs, sub-floors and floors. May be responsible for the manufacturing of millwork and wooden furniture. Works from oral and written instructions and according to approved procedures.

Organizational Status

Reports to the Head Carpenter and or Sub-Head Carpenter.

Work Performed

Requests and obtains material and equipment required for the work assigned
 Performs repair work, new construction and fabrication of building structures and fixtures. Such structures and fixtures shall include wood and metal stud walls, wood frames, dry wall, plasterboard, forms, ceiling and floor tiles, molding and millwork.
 Performs estimates and produces inspection reports on assigned jobs.
 Performs emergency call outs.
 Assists in the pouring of concrete slabs and walls.
 Installs concrete reinforcing rod and wire mesh.
 Ensures that the work place is safe and that safe work practices are being followed.
 Works from scaffolding and swing staging when required.
 Carries out any other related duties as necessary in keeping with the requirements of the job.
 Work is performed in prescribed and accepted trade standards, in accordance with job requirements, job specifications and regulatory requirements. Considerable cost could be incurred due to spoiled material.
 Inappropriate repair maintenance decisions could delay resolution of problems and adversely affect user access to equipment system and possible safety of users. Work is subject to checking by Supervisors and or staff carpenters to ensure quality standards are maintained.

Supervision Received

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



The University of British Columbia

Staff Job Postings

Supervision Given

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

Consequence of Error/Judgement

Inappropriate repair maintenance decisions could delay resolution of problems and adversely affect user access to equipment system and possible safety of users. Work is subject to checking by Supervisors and or staff carpenters to ensure quality standards are maintained.

Qualifications

Valid BC Drivers Licence. A trade certification to journeyman level as a Carpenter. For positions normally assigned to shop work preference will be given to certification in joinery or extensive shop experience. Minimum 5 years of related experience or the equivalent combination of education and experience. A working knowledge of relevant industrial safety regulations and building codes. Ability to interpret specifications and to work independently with minimum supervision.

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Job Posting

Job ID: 11440
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Locksmith **Business Title:** Locksmith
Department: Building Ops -Trades&Utilities
Salary: \$51,708.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-24 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

Job Summary

Positions in this classification perform skilled locksmith work on door closures, panic hardware, and related fittings as it pertains to the installation, maintenance and repair of locks, keys lock cylinders for the master key system and maintains appropriate records.

Organizational Status

Reports to the Sub-Head Locksmith and or Head Locksmith.

Work Performed

Requests and obtains material and equipment required for the work assigned.
Keys lock cylinders for the master key system.
Repairs locks and closures in the shop and elsewhere on campus.
Assists in setting up key schedules and maintains appropriate records.
Assists in the selection of hardware and keying for new buildings.
Cuts keys as required.
Installs and maintains locks, door closures, panic hardware and related fittings.
As required, will make estimates and produce inspection reports.
Ensures that the workplace is safe and follows safe work practices.
Installs and maintains 12 24 volt door operating equipment.
Communicates with customers as required to ensure the efficient delivery of service.
Performs emergency call-outs as required.
Periodically, positions in this classification may be assigned responsibility for providing training, monitoring and checking the work of one or more trainees or labourers.
Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

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



The University of British Columbia

Staff Job Postings

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

Valid BC Drivers Licence. Formal training as a Locksmith. . Minimum 5 years of related experience or the equivalent combination of education and experience.

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: 11504
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Labourer 3 **Business Title:** Labourer 3
Department: Building Ops - Labour Shop
Salary: \$40,452.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-31 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-23 **Available Openings:** 1

Job Summary

Positions in this classification perform skilled tasks on various structures, road and grounds related construction and maintenance work as well as operate special equipment.

Organizational Status

Reports to the Head or Sub-Head Labourer.

Work Performed

Performs blacktop application; paving; minor paving stone installations; routine repair of pavers; limited concrete finishings and setting forms.
 Performs furniture assembly and disassembly.
 Performs complex rigging and scaffolding.
 Performs part or all of the duties normally expected of Labourer 1 and 2 as required, such as operate light, medium and heavy vehicles and special construction and maintenance equipment (including, but not limited to, jack hammers, tampers, concrete vibrators, concrete asphalt coring and cutting equipment, sandblasting equipment, bobcats, hiabs, power washers, line trimmers, lawn mowers and any other special equipment which may be purchased at a future date.
 Requests and receives tools, equipment and material for work assigned.
 May monitor the work of a group of Labourers in an assigned area designated by the Head Labourer or Sub-Head Labourer; participates in the work and ensures those under his her jurisdiction work in a correct and safe manner.
 Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification and or which does not require the specific expertise of a qualified tradesperson in a Schedule C classification as per the Collective Agreement.

Supervision Received

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

Supervision Given



The University of British Columbia

Staff Job Postings

Monitors the work of a group of labourers in an assigned area as required.

Consequence of Error/Judgement

Determines the most efficient and effective way to perform skilled tasks and operate equipment; incorrect decisions result in minor delays.

Qualifications

Good physical fitness; knowledge of construction and maintenance equipment and usage. Secondary school education and or completion of high school, valid BC drivers license or an equivalent combination of education and experience.

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:	11441		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 116(Service/Techs/Trades)		
Job Category:	Trades - CUPE 116		
Classification Title:	Sub-Head Locksmith	Business Title:	Sub-Head Locksmith
Department:	Building Operations		
Salary:	\$51,708.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2011-10-24	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2011-10-17	Available Openings:	1

Job Summary

Positions in this classification organize and direct the work of an assigned area and or crew of Locksmiths and assigned Labourers engaged in the repair, maintenance, installation, assembly and keying of doors, locks, door closures and other fittings and for costing jobs and ordering required materials.

Organizational Status

Reports to the Head Locksmith.

Work Performed

Supervises, organizes and allocates the work of an assigned crew of Locksmiths and assigned Labourers engaged in scheduled maintenance and installation activities; carries out inspections and tests; diagnoses defects in plant or equipment, takes remedial action as required or recommends solutions to supervisory staff verbally or in writing.

Supervises and participates in training workers trainees as necessary.

Deals with day-to-day on-site problems by initiating appropriate action to correct the situation.

Participates in or performs the work of trades.

Prepares cost estimates for jobs and orders required materials.

Checks to ensure that work is completed in accordance with requirements and specifications.

Maintains work function related records, such as, timekeeping, costing, tools, equipment and work assignments.

Ensures that employees under his her jurisdiction work in a correct and safe manner and in accordance with all normal safety standards and practices and university and departmental policies and procedures.

Responds to trouble calls and emergency call-outs.

Coordinates with other shops.

Ensures that the locksmithing shop and equipment is maintained in good safe working conditions.

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

May be required to transport workers and equipment to and from job sites using assigned vehicle.

May be required to maintain, issue and keep records of a store of equipment and material required for work.

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



The University of British Columbia

Staff Job Postings

Supervision Received

Works under general supervision and from oral and written instructions, work orders, drawings and specifications.

Supervision Given

Organizes, allocates and supervises the work of assigned crew of Locksmiths and labouring staff.

Consequence of Error/Judgement

Makes decisions regarding the organization and allocation of trades and labouring work and acceptability of work performed for assigned area and or crew; inappropriate decisions may result in service delays and costs.

Qualifications

Valid BC Drivers Licence. Formal training as a Locksmith. . Minimum 5 years of related experience or the equivalent combination of education and experience.

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: 11469
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Building Operations
Department: Building Ops - Custodial
Salary: \$33,828.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-24 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

Full Time Graveyard Shift, Tuesday to Saturday, Midnight to 7:30am.

Job Summary

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

Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

Work Performed

Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment are in good operating conditions.
Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.
Cleans and maintains washrooms including washing walls, floors, basins, toilets and related plumbing.
Cleans the interior and exterior of windows, shades and Venetian blinds.
Collects garbage from garbage sacks; empties waste receptacles into garbage sacks; collects and removes garbage from interior of buildings to collecting points.
Cleans up spillages, spot washing and spot waxing floors where spillage occurred.
Sweeps and cleans building entrances, sidewalks and related areas; cleans snow from building entrances and sidewalks.
Fills vending machines and attends to petty cash.
May be required to move and set up furniture and equipment as and when required.
Submits reports regarding maintenance or repairs needed to buildings and utilities.
Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.
Carries out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

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



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Staff Job Postings

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service.

Qualifications

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

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: 11468
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Building Operations
Department: Building Ops - Custodial
Salary: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-24 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

Part Time Evening Shift, Monday to Friday, 7pm to Midnight.

Job Summary

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

Organizational Status

Reports to the Assistant Supervisors - Head Service Worker.

Work Performed

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

Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.

Cleans and maintains washrooms including washing walls, floors, basins, toilets and related plumbing.

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

Collects garbage from garbage sacks; empties waste receptacles into garbage sacks; collects and removes garbage from interior of buildings to collecting points.

Cleans up spillages, spot washing and spot waxing floors where spillage occurred.

Sweeps and cleans building entrances, sidewalks and related areas; cleans snow from building entrances and sidewalks.

Fills vending machines and attends to petty cash.

May be required to move and set up furniture and equipment as and when required.

Submits reports regarding maintenance or repairs needed to buildings and utilities.

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

Carries out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

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



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Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service

Qualifications

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

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: 11467
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Building Operations
Department: Building Ops - Custodial
Salary: \$33,828.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

Full Time Graveyard Shift, Friday to Tuesday, Midnight to 7:30am.

Job Summary

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

Organizational Status

Reports to the Assistant Supervisors - Head Service Worker.

Work Performed

Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment are in good operating conditions.
Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.
Cleans and maintains washrooms including washing walls, floors, basins, toilets and related plumbing.
Cleans the interior and exterior of windows, shades and Venetian blinds.
Collects garbage from garbage sacks; empties waste receptacles into garbage sacks; collects and removes garbage from interior of buildings to collecting points.
Cleans up spillages, spot washing and spot waxing floors where spillage occurred.
Sweeps and cleans building entrances, sidewalks and related areas; cleans snow from building entrances and sidewalks.
Fills vending machines and attends to petty cash.
May be required to move and set up furniture and equipment as and when required.
Submits reports regarding maintenance or repairs needed to buildings and utilities.
Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.
Carries out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

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



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Staff Job Postings

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service

Qualifications

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

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Job Posting

Job ID: 11471
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Building Operations
Department: Building Ops - Custodial
Salary: \$33,828.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-24 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

Full Time Graveyard Shift, Tuesday to Saturday, Midnight to 7:30am.

Job Summary

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

Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

Work Performed

Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment are in good operating conditions.
Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.
Cleans and maintains washrooms including washing walls, floors, basins, toilets and related plumbing.
Cleans the interior and exterior of windows, shades and Venetian blinds.
Collects garbage from garbage sacks; empties waste receptacles into garbage sacks; collects and removes garbage from interior of buildings to collecting points.
Cleans up spillages, spot washing and spot waxing floors where spillage occurred.
Sweeps and cleans building entrances, sidewalks and related areas; cleans snow from building entrances and sidewalks.
Fills vending machines and attends to petty cash.
May be required to move and set up furniture and equipment as and when required.
Submits reports regarding maintenance or repairs needed to buildings and utilities.
Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.
Carries out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

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



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Staff Job Postings

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service.

Qualifications

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

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: 11242
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Building Operations
Department: Building Operations
Salary: \$33,828.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-19 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

Full Time Graveyard Shift, Friday to Tuesday, Midnight to 7:30am. (Wednesday Thursday off)

Job Summary

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

Organizational Status

Reports to the Assistant Supervisors - Head Service Worker.

Work Performed

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



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

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service

Qualifications

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

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Job Posting

Job ID: 11489
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 2 (Gr2) **Business Title:** AP Floater Clerk
Department: Financial Services
Salary: \$36,048.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-24
Job End Date: 2012-09-07
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-19 **Available Openings:** 1

Job Summary

Assists as required within the Department of Financial Services, which includes assignments in the areas of JV Processing, PO Invoices Processing, Requisition Processing, Smart Form and Vendor Set Up.

Organizational Status

Reports to the AP Supervisor but will work closely with a number of areas within the Accounts Payable department.

Work Performed

- Receives, sorts, returns and tracks all incoming Smart Forms, Q-requisitions, Travel requisitions and Journal Vouchers.
- Checks vendor payee information and authorization signature on Smart Forms, Q-Requisition and Travel Requisition. Notes any special instructions from the departments.
- Data entry of Journal Vouchers, Cash Receipts, Wire Transfers, Requisitions and Hourly Payroll timesheets, ensuring timely, accurate and auditable data entry and that those transactions conform to UBC policies and procedures as well as departmental guidelines.
- Answers queries from vendors and the University community and completes and processes the necessary adjustments as required.
- Completes Credit Applications including adjusting the terms or conditions as required.
- Covers for Mail Clerk, Audit Clerk, Cheque Dispatching Clerk, Scanning Clerk and Vendor Set up Clerk as required.
- Performs other duties related to the position as required.

Supervision Received

Report to the AP Supervisor, but will be responsible to other Supervisors Manager depending on the task they are completing.



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Supervision Given

N A

Consequence of Error/Judgement

Data entry errors could result in incorrect charges to vendors and departments.

Qualifications

High School graduation and one year of related post-secondary education. Training in accounting and office procedures, and practices. 2 years relevant experience or the equivalent combination of education and experience. Proficiency in data entry required with a minimum keystroke rate of 10,000cph. Detail oriented with good problem solving skills. Must possess the ability to exercise tact and discretion. Effective written and oral communication and organizational skills required. Must be able to multi-task, set priorities, manage workflow effectively, and meet deadlines. Competency in the use of Word and Excel software required. FMS experience preferred.

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Job Posting

Job ID: 11474
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 4 (Gr5) **Business Title:** Financial Proc. Spec 4 (Gr5)
Department: Student Development & Services
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-31 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-20 **Available Openings:** 1

Job Summary

The Financial Processing Specialist is responsible for providing accounting, financial management and budgeting support to two units within Student Development & Services: Career Services (CS) and the UBC-Community Learning Initiative (UBC-CLI). The incumbent provides meaningful, timely and accurate information on the financial status of the two distinct units in Student Development & Services. Duties include reviewing and reporting on diverse and complex financial issues unique to units with multiple funding sources including GPOF, fee-for-service, endowment and multi-year corporate donations. The incumbent will assist with the preparation of annual budgets for both units, prepare financial documentation for data entry into Financial Management System (FMS PeopleSoft), reconcile expenditures to programming budgets, and assist with preparing financial reports on programming to multiple audiences such as, donors and senior management. The incumbent will be required to interpret and advise on UBC financial policies and Generally Accepted Accounting.

Works in a normal office environment.

Organizational Status

The Financial Processing Specialist reports to the Associate Director of Finance, Student Development & Services (see attached organization chart). The incumbent in this position has regular contact with and a dotted-line reporting relationship to the Director, UBC-Community Learning Initiative and the Director, Career Services. The incumbent has regular contact with staff in both units and will be situated in both units. The incumbent interacts with many other units at UBC including, other units in Student Development & Services, Enrolment Services, Financial Services, Development Office, Supply Management and UBC Facilities and also, with external vendors and customers.

Work Performed

- Prepares financial documentation for data entry into FMS PeopleSoft such as, payments to vendors, travel reimbursements for staff, cash receipts and journal vouchers. This requires knowledge of UBC policies and Generally Accepted Accounting Principles and excellent numeracy and investigative skills.
- Investigates and resolves errors and discrepancies in financial data for the various programs. This requires complex monthly reconciliations, tracking revenues & expenditures, regular follow-up on outstanding items, liaising with staff, students and vendors, identification of discrepancies and verification and correction of data entered items.
- Handles diverse financial issues and inquiries requiring knowledge of UBC-CLI funding and donors, Career's revenue earning



programs and Generally Accepted Accounting Principles, University policies & procedures and CRA regulations in order to make decisions and recommendations on issues and to audit financial documentation.

- Reconciles UBC-CLI program expenses according to program and donor support and prepares year-end transfer of donation funding to cover approved expenditures.
- Interprets written policies and communicates them accurately. Provides authoritative advice on financial matters.
- Assists with the preparation of specialized financial reports on the use of funds for donors and unit directors including Donors Annual Report, quarterly reports, and variance reports.
- Reviews and pursues collection of outstanding customer accounts in Career Services and NSF cheques by methods that include statements, letters and phone calls.
- Maintains petty cash in both units.
- Reconciles revenue from UBC consolidated billing module against ledgers and follows-up on discrepancies.
- Prepares regular reports to UBC-CLI and CS program managers on program budgets, including a comparison of actual to budgets, follow-up on outstanding items, and error investigation and resolution.
- Participates in team meetings and retreats.
- Prepares appointments and administers hourly timesheets for student staff. Liaises with Career Services on Work Learn and Work Study student appointments. Ensures that student staff are paid accurately and timely.
- Administers honorarium payments to staff, faculty and non-staff for participation in programs.
- Follows-up on cheque requisitions, foreign drafts and wire transfers as required.
- Maintain transaction files and supporting documentation for audit and reference purposes. Assists with document preparation for audits.
- Administers Employee Record System for both units; recording vacation, sickleave and appointments for all staff.
- Responds to vendor and customer queries.
- Assists with staff training to facilitate understanding of existing financial and accounting procedures, policies and systems as required.
- Performs other duties in keeping with the qualifications and requirements of the job.

Supervision Received

Works independently with minimum supervision under the general direction of the Associate Director of Finance, Student Development & Services and in close consultation with the Director, UBC-Community Learning Initiative and the Director, Career Services. Incumbent is physically separated from SD&S and ES finance processing team and so establishes own priorities in accomplishing work. Receives detailed instructions on the assignment of new duties and thereafter, only on new or unusual problems.

Supervision Given

May oversee and direct the work of student staff. May have input into student staff selection and performance evaluation.

Consequence of Error/Judgement

Attention to detail and thorough knowledge of UBC policies, Generally Accepted Accounting Principles and CRA regulations is critical. This position is responsible for ensuring all financial information entered in CLI and CS financial documents and FMS PeopleSoft is accurate, appropriate and substantiated by back-up. Information and recommendations must be accurate and provided in a respectful, timely, clear and supportive way. Errors could result in inaccurate long-term planning, over under expenditures, overpayment or non-payment of invoices, incorrect departments units being charged. Such errors could adversely impact the reputation of the units and the University.

Qualifications

High School graduation and two-year post-secondary diploma in accounting. Enrolment in CGA CMA preferred. 3 years relevant experience or the equivalent combination of education and experience. Accounting work related experience preferred. Strong analytical and problem solving skills. Ability to work independently and strong organizational skills. Ability to multi-task, work under pressure and prioritize work to meet deadlines. Ability to adapt to changing priorities. Knowledge of university financial



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systems, policies and procedures. Demonstrated experience in performing detailed reconciliations. Proficient understanding of accounting principles. Detail oriented and ability to maintain high degree of accuracy. Ability to effectively use <job-specific software> at an advanced level. (e.g., Outlook, MS Word, MS Excel) Working knowledge of integrated financial and human resource application software packages (PeopleSoft preferred) and reporting tools. Excellent communication (written, oral and presentation) required. Excellent interpersonal skills required. Strong teamwork and collaboration skills required. Ability to exercise tact and discretion. Ability to maintain confidentiality. Strong initiative, work ethic and integrity required. Ability to type 60 w.p.m. and to operate normal range of operating equipment.

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Job Posting

Job ID: 11497
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 1 (Gr3) **Business Title:** Program Assistant 1 (Gr3)
Department: School of Human Kinetics
Salary: \$36,672.00 (Annual)
Full/Part Time: Part-Time (67%)
Desired Start Date: 2011-11-01
Job End Date: 2012-10-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-19 **Available Openings:** 1

Job Summary

To provide reception, secretarial and clerical support to the Kinesiology Co-op Coordinator (70%) and the School of Kinesiology Faculty situated in the Auditorium Annex (30%). Duties supporting the Co-op Coordinator include reception duties, data entry, scheduling co-op interviews and site visits, student recruitment and other related administrative tasks. Duties supporting four School of Kinesiology Faculty members include, photocopying, faxing, compiling course materials, and arranging for drop off and pick up of course assignments.

Organizational Status

This position reports to the Co-op Coordinator for general direction, oversight, and for direction on day-to-day tasks. The position interacts with School of Kinesiology Faculty and students, and all Co-op stakeholders (students, faculty and employers).

Work Performed

General Reception Duties:

- Greets visitors, students, employers, staff and faculty to the Auditorium Annex Co-op Office, answers inquiries and directs visitors and students to the appropriate personnel to ensure quality customer service
- Answers telephone and email inquiries and directs calls in a timely manner
- Sorts and distributes incoming mail and prepares outgoing mail.
- Arranges for pick up of courier packages and prepares way bills.
- Responsible for maintenance of Auditorium Annex office supplies, photocopier and tidiness of reception and photocopy room

Duties related to Assistance to Faculty:

- Photocopying, faxing, compiling course materials, and arranging for drop off and pick up of course assignments
- Purchasing office supplies as required from Staples, Bookstore

Duties related to Co-op Program:

1. Job Posting:

- Assists in entering Co-op Jobs into a database, observing relevant deadlines
- Verifies if job posting meets Co-op requirements
- Channels new employers to Coordinators for follow up



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- Checks applications to be sent to employers for short listing; pulls incomplete student job applications and emails students with reasons.

2. Interview Scheduling:

- Schedules Co-op interviews (phone, in-person, out-of-town interviews)
- Resolves interview scheduling conflicts, confirms interview schedules with students, employers and other relevant Co-op programs involved.
- Receives employer conducting interviews on campus

3. Processing Job Offers:

- Processes offer letters, documentation for students.
- Enters job placement information in the Co-op database.

4. Student Recruitment:

- Enters intake applications on Excel spreadsheet & Co-op database
- Ensures all required document are submitted and follows up with student for missing documentation
- Provides Coordinators with applicant's GPA by conducting searches on UBC Student Information System (SISC)
- Sends reminder emails to recruit students into the program
- Participates in student recruitment events; assists with Co-op information booth,
- Responsible for room bookings and organizes info sessions and intake interviews
- Assists in organization of student events such as Annual Employer Forum and Junior Reception, Work Term Debriefs, Co-op Week Celebration.

5. Scheduling Site Visits:

- Schedules Co-op site visits (Lower Mainland, out-of-town visits)
- Plans the logistics of the travel itinerary

6. Other Program Administrative Duties:

- Conducts regular recruitment reminder calls to employers
- Conducts research on potential co-op employers
- Assists in maintenance of the Co-op website, provides feedback to improve content of the website
- Sends reminder information emails to co-op students as required
- Logs work term reports and various work term related forms upon receipt and distributes to assigned technical marker or coordinator.
- Logs and files marked work term reports and emails work term report evaluations to students
- Files and archives student, employer and faculty records to ensure all information is current and updated
- Performs routine daily checks of photocopiers, fax machines, printers and computers to ensure the smooth operation of the unit
- Makes necessary revisions on co-op documents and handbooks, and designs and generates new documents as required
- Performs other duties related to the qualifications and requirements of the job

Supervision Received

This position will be supervised by the Co-op Coordinator

Supervision Given

N A

Consequence of Error/Judgement

Poor judgment, errors or delay in project deliverables has a significant impact on the program and may lead to loss of student jobs, potential financial support and the reputation and professionalism of the Co-op Office. The incumbent will be ultimately



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responsible and accountable for all of the functions concerning of the reception area. He she will be required to identify problem areas, come up with possible solutions, implement change and evaluate processes.

Qualifications

High School graduation and 1 year post-secondary education. An undergraduate university degree is preferred. Experience in undergraduate Kinesiology education and or Coop Education preferred. A demonstrated record of providing high quality service to stakeholders in a professional setting. 2 years relevant experience or the equivalent combination of education and experience. . A demonstrated record of providing high quality service to stakeholders in a professional setting. At least two years of related office work experience or one year relevant UBC experience. Exceptional customer service skills. Ability to resolve workplace problems, offer solutions and alternatives. Ability to be accountable and responsible and ensure all projects and deadlines are met. Ability to communicate effectively verbally and in writing. Ability to compose complex correspondence. Ability to work independently and in a team environment. Ability to use PC Word Processing and format documents. Technical proficiency: MS Word, Excel, PowerPoint, PageMaker, e-mail. Basic knowledge of website maintenance. Knowledge of databases. Ability to handle complex clerical and administrative tasks. Ability to work effectively and cooperatively with Co-op stakeholders. Ability to perform data entry efficiently and accurately. Ability to perform word processing at 50 words per minute or higher and operate office equipment.

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Job Posting

Job ID: 11368 (Repost)
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: 2011-10-18 **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).

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: 11514
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Med Ed (Gr8) **Business Title:** Sr Program Asst-Med Ed (Gr8)
Department: Medicine Department
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-24
Job End Date: 2012-05-11
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-10-21 **Available Openings:** 1

Job Summary

The Senior Program Assistant is responsible for the day-to-day administrative and operational running of the UBC Department of Medicine Undergraduate Medical Education Program at St. Paul's Hospital. This position requires a broad and extensive knowledge of University policies, the medical school's curriculum and the operation of the Clinical Teaching Unit (CTU) at the hospital site. This position ensures that all phases of the Program match or exceed faculty and national accreditation standards. The main functions include organizing logistics for orientation sessions, academic half-days, professors' rounds, examinations and bedside teaching sessions. It also includes scheduling teaching and rotation schedules. The tasks include planning, implementing, tracking, monitoring and evaluating annual education activities with a view to streamlining and improving processes.

This position has the primary responsibility for program coordination of years two and three at SPH VGH sites by compiling information necessary for the development of timetables, schedules and materials and any other planning and collaboration of teaching activities in year three in the IMP, NMP and Vancouver-Fraser region sites. This position coordinates all orientation materials for students and is responsible for reviewing student assessments for second and third year at SPH sites. This data will be provided on one spreadsheet to the Department of Medicine Undergraduate Education Committee (which meets monthly) and the Years 3 & 4 Student Promotions Committee (which meets six times each year). This position will provide timely and accurate data and information for management to make strategic and operational decisions. The Senior Program Assistant handles student enquiries of a non-routine and routine nature. With respect to non-routine matters, interprets guidelines, policies and procedures in determining how the matter should be handled, and what type of action should be taken; or refers the matter to the appropriate person. Use of knowledge, discretion, tact and judgment when dealing with students' requests and concerns. The position plays a key role in ensuring the smooth delivery of expanding undergraduate education programs at SPH and off-site locations.

Organizational Status

Reports directly to the Program Manager and Directors of the UBC Department of Medicine Undergraduate Medical Education Program.

Work Performed

1. Organizes and coordinates UBC Department of Medicine Undergraduate Medical Education Program and its curriculum at St. Paul's Hospital and Vancouver General Hospital sites. Provides analysis and suggestions when monitoring and evaluating existing programs. Keep statistics for planning processes. Provide projections, forecasts, and analysis of teaching assignments provides



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information to Program Manager and Directors.

2. Compiles schedules, timetables and materials for second and third year medical students by:

a) Coordinating schedules for second and third year at SPH VGH , e.g., schedules, bedside teaching sessions, medical student patient assignments, neurology bedside teaching, academic half-day, chief medical resident teaching sessions, examinations, and professors' teaching rounds. The responsibilities of this position include identifying and confirming instructors, lecturers, training sessions, student handouts and materials, and maintaining email lists. Timetables are distributed to Program Directors, Clinical Teaching Unit Directors, Faculty, Program Administrators Assistants, Chief Medical Residents, affiliated hospitals and distributed sites, Secretaries and Medical Students. Monitors student attendance for all students scheduled at Vancouver Acute Site site and reports to Program Manager.

b) Responsible for all academic half-day and chief medical resident teaching arrangements for the third year clerkship at SPH site and distributed sites, working with a centralized booking system - ResourceScheduler. Arranges all videoconferencing for sessions hosted by Vancouver Acute site to distributed sites and ensures videoconference support is provided by AV IT staff as necessary.

c) Notifies medical students of required and or recommended readings. Coordinates, collects and tracks payment of student fees for course materials.

d) Responsible for coordinating, collecting and forwarding completed schedules and resource materials, properly formatted, for input into the MEDICOL site for second and third year medical students, as well as arranging the printing and distribution of necessary handout materials. Responsible for providing students in years two and three with orientation information, course objectives, method of assessment information, reading lists, academic half-day and other teaching activity timetables, etc.

e) Responsible for reporting all teaching and student examinations performed by faculty in the Department of Medicine Undergraduate Program at SPH site for payment data purposes and teaching contributions for faculty re-appointments and consideration for promotion.

f) Responsible for coordinating and maintaining assessments of all second and third year medical students scheduled at SPH site and follow-up where necessary. The incumbent plans and coordinates all third year clerkship mid and final assessments meetings with Clerkship Site Director, Hospital Attendings, Chief Medical Resident and Senior Residents.

g) Arranging necessary room bookings for all teaching sessions, meetings, exams, etc.

h) Develops small group lists for assessment meetings, orientation to hospital patient management system and distributes same to medical students, Clerkship Directors, Directors, Program Directors, Program Administrators Assistants. Provide group lists to Pharmacotherapeutic Specialist for scheduling of Pharmacy teaching sessions and to Photo ID to ensure student access to CTU call rooms.

i) Responsible for orientation of third year medical students to SPH, involving extensive contact with Chief Medical Resident, Clerkship Director and Hospital Clinical Teaching Unit Director.

j) Maintains student files and ensures accurate student information.

k) Ensures up-to-date class lists are generated and distributed to all parties requiring them throughout the academic year.

3. Responsible for the logistics, preparation and tracking of student entries with the Year 3 Internal Medicine Log Book via one45. Provides reports to the Department of Medicine Site Clerkship Director and Program Manager.

4. Responsible for providing 2nd year Bedside In-patient and Ambulatory Coordinators with teaching schedules. Liaise with both the coordinators for patient assignments. Track In-patient Coordinators hours and submit to Clinical Skills Manager at the end of



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each teaching block. Arrange debrief meeting.

5. Oversees the exam process at SPH VGH. Orders catering and linen supplies. Prepares exam rooms. Liaise with Clinical Skills patient Coordinator to arrange patients for the exams. Ensures patients sign Consent Forms and complete Time Sheets and return them to CS coordinator. Develops and prepares student assignment sheets and exam score sheets. Resolves any conflicts scenarios regarding student assignments or examination process. Ensures marks are received, calculates composite scores and inputs marks on master spreadsheet which is provided to the Department of Medicine Undergraduate Education Committee and the Dean's Office Years 3 & 4 Student Promotions Committee.

6. Attends the Department of Medicine Undergraduate Education Committee and Dean's Office Program Administrators Assistants meetings to act as a resource person. As required, the incumbent is responsible for taking minutes at Department of Medicine Undergraduate Education Committee meetings; electronically distributes agendas and minutes to appropriate Committee members; responsible for follow-up work originating from these meetings and ensures ongoing issues are brought forward and acted upon. As required, prepares agenda and provides any required materials for the above mentioned meetings.

7. Works with the Program Manager and Departmental Program Staff to establish new policies and procedures that currently do not exist as they relate to the UBC Department of Medicine Undergraduate Education Program and the expansion of the MD Undergraduate Program.

8. Deals with telephone, in-person and written enquiries with regard to numerous matters of concern to students and faculty.

9. Creates and maintains Procedures Manual and Document Retention Process for this position.

10. Program support to colleagues during absence.

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

Supervision Received

Duties are performed independently as required, under limited supervision.

Supervision Given

None.

Consequence of Error/Judgement

It is important that student records are dealt with conscientiously and students are given accurate information regarding their program. Impact of error is considerable as incumbent is dealing with confidential information that is widely distributed. Any errors in decision could have repercussions for faculty, students, staff and the image of the faculty as a whole. Scheduling accuracy and coordination of sessions are critical as mistakes are costly for both students and physician instructors whose working days are tightly scheduled. This position involves strong organizational and prioritization skills and good judgment. Incumbent must possess a good understanding of the Undergraduate Medical Education Program and must have the ability to resolve situations in the absence of established policies, procedures and guidelines. Utmost tact and discretion must be exercised when dealing with issues of a sensitive nature.

Qualifications

High School graduation and two year post-secondary diploma. Training in administrative and computer skills, office procedures and practices. 4 years relevant experience or the equivalent combination of education and experience. Experience in a medical setting preferred. Knowledge of University administrative processes.. Ability to type 60 wpm and operate normal range of office



equipment.. Ability to exercise initiative, tact, and discretion.. Ability to be thorough, accurate, and have a high level of attention to detail.. Ability to effectively manage multiple tasks and priorities.. Demonstrated ability to take initiative, set, prioritize and work effectively under pressure to meet deadlines.. Strong ability to analyze problems, identify key information and issues, and effectively resolve.. Superior organizational skills.. Ability to take and transcribe accurate meeting minutes.. Ability to compose correspondence, reports, presentations, and other written materials. Proficiency in English, grammar, spelling and punctuation.. Ability to effectively use MS Word, Excel, Filemaker Pro, NCS Survey, MEDICOL, ResourceScheduler, Internet Programs Email software and Web Browser.. Ability to travel between sites.. Ability to communicate effectively verbally.. Ability to communicate effectively in writing.. Strong interpersonal skills.. Ability to work independently with minimal supervision and within a team environment.

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Job Posting

Job ID: 11462
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 2 (Gr4) **Business Title:** Pub Svc Library Asst 2 (Gr4)
Department: Library - Borrower Services
Salary: \$ 20.45 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-31
Job End Date: 2012-04-30
Funding Type: Budget Funded
Other: Sessional
Date Closed: 2011-10-17 **Available Openings:** 1

2 weekday Shifts 5:00pm - 10:15pm and 1 Sunday shift 6:15pm - 10:15pm - Total of 13.5 hours weekly. (Hours subject to change)

Job Summary

Performs Circulation, Stacks Maintenance, Equipment Maintenance, Public Service, Office Service, Mail Room assistance and Safety and Security functions in Borrower Services, Koerner Library.

Organizational Status

Works under the direct supervision of the Circulation Supervisor and the general direction of the Circulation Manager. Works cooperatively with branch staff when assigned circulation shifts at other library branches. Evenings and weekends, works in tandem and cooperatively with an accompanying Library Assistant to coordinate and supervise the work of evening junior Library Assistants and Library Student Assistants and to ensure building, user, and collection safety and security. Works closely with the public.

Work Performed

DUTIES:

1. Charges and discharges library materials, creates brief item records, suspends and reinstates borrowers, adds and changes barcodes, performs renewal and trace requests, approves extension of Reserve loans, retrieves items held at the circulation desk for users and couriers, clears the hold shelf, and acts as the initial contact for overdue inquiries.
2. Issues and renews all categories of library cards by ascertaining eligibility of applicant, verifying applicant's identity according to institutional standards, matching applicant to an appropriate library card category, determining if payment is required, and creating or amending the borrower's library record. Responds to all library card and borrower record problems by resolving the issue or referring the patrons appropriately. Responds to student library record issues by verifying status on SISC. Responds to faculty and staff library record problems by verifying status on HRMS.
3. Operates the Circulation Desk cash register and debit machine accepting payments for library fines and other services, processing credit debit card transactions and journal voucher payments, and answering general queries about invoices; takes readings from cash register and debit machine and ensures cash floats are deposited in safe at closing.
4. Provides information, direction, and reception services in person, by telephone, and by written or electronic messaging. Answers questions regarding general library policies and procedures including Reserve, Extension, Video Bookings, Interlibrary Loans and Document Lending services. Assists patrons with routine catalogue searches, and refers library users to other resources or appropriate branches.
5. Functions as primary contact person for evening and weekend Library branch staff seeking circulation system assistance by providing basic diagnosis and troubleshooting of circulation systems problems and reporting circulation problems to Library



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Systems as necessary.

6. Provides special access assistance to disabled users, couriers, and University personnel.
7. Assists borrowers with copiers, printers, change machines, copy card vending machines, workstations, and video equipment; ensures photocopiers and other equipment are maintained by performing duties such as adding toner, releasing paper jams, and ordering required supplies.
8. Provides assistance to others units: discharges and sorts materials for Stack Maintenance; searches missing items, files appeal forms and accepts phone payments for Overdues, assists with routine tasks in the Mail Room, and files paperwork, shelves and shelf reads for Reserves.
9. Records and reports work statistics. Compiles unit statistical data.
10. Monitors security systems and building alarms. Deals with borrowers who have activated the security gates at the Circulation Desk; responds to all Library problems and or emergencies (e.g., fire alarms, drills, or power outages, etc.) that may occur when working as the sole or as one of two evening and weekend staff members; receives reports of thefts and incidents in the Library; contacts Plant Operations to deal with Trouble Calls; contacts Patrol and RCMP when dealing with difficult patrons or building security problems; contacts 911 when dealing with health emergencies.
11. Performs the evening security checks between Borrower Services and the branch libraries where branch library staff are working alone and investigates when contact is not forthcoming.
12. Assists with opening and closing the library.
13. Performs other related duties.

Supervision Received

Reports directly to the Circulation Desk Supervisor and Circulation Manager, Borrower Services, Koerner Library. Receives general supervision from Stacks Maintenance, Reserves and Overdues Units supervisors.

Supervision Given

Explains work procedures and assists in the training of new or inexperienced staff and or Student Assistants. Oversees the work of Library Assistants and Student Assistants during evenings and or weekends.

Consequence of Error/Judgement

Works within established policies and procedures. Guidelines include the Library's policies on patron behaviour, Circulation Manual, UBC Eligible Borrowers and Loan Regulations, and divisional directives. Independent action may be required as one of only two desk staff members on duty during evening and weekend shifts. Must occasionally make difficult decisions based on best personal assessment of the situation at hand. Opportunity to exercise good judgement and diplomacy in responding to public service situations. Consequence of inappropriate judgement are adverse patron relations requiring the intervention by the Circulation Desk Supervisor or the Circulation Manager to deal with repercussions. Error of judgment in emergencies could result in delays or an escalation of the situation. Failure to secure the library could leave the building, the collection and its users vulnerable.

Exercises good judgment by assessing potential problem situations or circumstances in the Library.

Implements the Library's policies on unacceptable behaviour in an authoritative, courteous, tactful, and consistent manner.

Communicates effectively with Library users, staff and operational contacts.

Qualifications

High School graduation and two year Library Technician diploma. . 2 years relevant experience or the equivalent combination of education and experience. Knowledge of Library policies, procedures and circulation services. Knowledge and experience with on-line searching protocols and bibliographic records. Ability to understand and apply policies, procedures, and instructions. Ability to effectively use email, word processing, spreadsheet and library database applications at an intermediate level. (MS Office and Voyager preferred) Ability to operate job-related equipment (normal range of library equipment). 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 resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment. Ability to effectively manage multiple tasks and priorities. Ability



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to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Physical ability to perform the duties of the job. Ability to lift up to 20 kgs of boxed materials and to push fully loaded book trucks. Ability to work evenings and weekends as required.

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Job Posting

Job ID: 11382 (Repost)
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 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
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). S he 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.

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.

Organizational Status

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.

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 s he 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 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.

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
- 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

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



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Supervision Given

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, or equivalent education and experience. 4 years relevant experience or the equivalent combination of education and 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: 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



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

Staff Job Postings

- 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

Staff Job Postings

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: 11449
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). S he 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.

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.

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 s he 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



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Staff Job Postings

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 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
- 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

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



The University of British Columbia

Staff Job Postings

Supervision Given

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.

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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. 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. 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: 11506
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Shift Engineer **Business Title:** Shift Engineer
Department: UBC Utilities
Salary: \$62,160.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-20 **Available Openings:** 3

Job Summary

Under the direction of Power House Chief Engineer and the supervision of the BRDP Assistant Chief Engineer, is directly responsible for the safe and efficient operation, maintenance, service and repair of all equipment and process systems in BRDP plant. In this which include fuel material handling systems, syngas gasification and conditioning systems, combustions and process controls, boiler generation cycle, power generation through internal combustion engine and power synchronization, ash handling and disposal, compresses gas systems, hydraulic systems, water treatment systems, flue gas conditioning and emission control. Is directly responsible for the supervision of UBC and contractor personnel, working in the plant building. In the absence of the BRDP Assistant Chief Engineer is required to exercise responsibility and duties as acting BRDP Assistant Chief Engineer. May be required to acknowledge site wide campus building alarms using the Building Management System.

Organizational Status

Under the direction of Power House Chief Engineer and the supervision of the BRDP Assistant Chief Engineer.

Work Performed

1. Routine inspections, operation and maintenance of all systems and equipment related to the safe operation of the BRDP plant
2. Responsible for the preparation and safe start-up and shutdown, lockout of all BRDP equipment related for maintenance or repair related to the operation and allocate and supervise the work of maintenance of the plant
3. Record operating, maintenance and safety conditions in log sheets and log book and communicate carryover conditions to following shift engineer
4. Reports plant operational deficiencies to their BRDP Assistant Chief Engineer and relieving Shift Engineer
5. Physically maintains the process flow of the plant, which may include inspections and unplugging conveyors, transfer point and ash handling systems and syngas conditioning, flue gas treatment
6. Responsible for the operation and maintaining of water treatment system which include daily water testing, logging data, adjusting chemical feed and adjusting blow-downs, and setting Deaerator vents as required and softener polisher operation.
7. Communicates and responds to emails as required
8. Trouble-shoot all process and instrumentation control pertaining to the operation of the BRDP plant.
9. Confined space entry as required
10. Attend training sessions as required.
11. Using a PC, prepares, updates and comments on Standard Operating Procedures as requested by the Chief Engineer and Assistant



The University of British Columbia

Staff Job Postings

Chief Engineer

12. Records and maintains daily, monthly and annual plant data which include fuel consumption, steam production, power production and consumption, water consumption, fuel inventory levels, plant efficiency, and green house gases
13. Maintain a safe work environment in respect to items such as chemical spills, and to maintain a level of cleanliness.
14. To expedite actions to minimize problems associated with emergencies, as detailed in the Trouble Call Emergency Handbook
15. May be required to perform additional duties related to the qualifications and requirements of the classification.
16. Ability to work independently. Requires good communication skills

Supervision Received

Power House Chief Engineer.

Supervision Given

In the absence of the BRDP Assistant Chief Engineer is required to exercise responsibility and duties as acting BRDP Assistant Chief Engineer.

Consequence of Error/Judgement

Relative to duties described above.

Qualifications

BC Third Class Power Engineer. Minimum 1 year experience in operating in a high pressure power generating steam plant with an industrial process. Experience desired in solid fuel handling systems, electrical power generation and distributed control systems (DCS).

Ability in mechanical and instrumentation skills related to plant maintenance is preferred.

Ability in the use of Windows based and Microsoft Office software.

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: 11507
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Relief Shift Engineer **Business Title:** Relief Shift Engineer
Department: UBC Utilities
Salary: \$62,160.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-20 **Available Openings:** 1

Job Summary

Under the direction of Power House Chief Engineer and the supervision of the BRDP Assistant Chief Engineer, is directly responsible for the safe and efficient operation, maintenance, service and repair of all equipment and process systems in BRDP plant. In this which include fuel material handling systems, syngas gasification and conditioning systems, combustions and process controls, boiler generation cycle, power generation through internal combustion engine and power synchronization, ash handling and disposal, compresses gas systems, hydraulic systems, water treatment systems, flue gas conditioning and emission control. Is directly responsible for the supervision of UBC and contractor personnel, working in the plant building. In the absence of the BRDP Shift Engineer or the BRDP Assistant Chief Engineer is required to exercise responsibility and duties as BRDP Shift Engineer or acting BRDP Assistant Chief Engineer. May be required to acknowledge site wide campus building alarms using the Building Management System.

Organizational Status

Under the direction of Power House Chief Engineer and the supervision of the BRDP Assistant Chief Engineer.

Work Performed

1. Under the supervision of the BRDP Shift Engineer.
2. Performs scheduled preventive maintenance of the BRDP plant and maintains all records as required.
3. Perform shutdown maintenance of all aspects of BRDP plant as required.
4. Assists in the daily routine operation as required.
5. Performs housekeeping of BRDP plant as required.
6. Assists in the preparation for the preparation and safe start-up and shutdown, lockout of all BRDP equipment related for maintenance or repair related to the operation.
7. Keeps inventory of plant maintenance supplies.
8. Reporting operating and maintenance conditions outside regular parameters in the plant to their BRDP Shift Engineer and relieving Shift Engineer.
9. Communicates and responds to emails sent by BRDP Assistant Chief Engineer and Chief Engineer.
10. May be required to trouble shoot all process and instrumentation control pertaining to the operation of the BRDP plant.
11. Confined space entry as required.
12. Attend training sessions as required.



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13. Completes and maintains all safety and maintenance related logs.
14. Using a PC, prepares, updates and comments on Standard Operating Procedures as requested by the Chief Engineer and Assistant Chief Engineer.
15. May be required to perform additional duties related to the qualifications and requirements of the classification.
16. Ability to work independently. Requires good communication skills.

Supervision Received

Under the direction of Power House Chief Engineer and the supervision of the BRDP Assistant Chief Engineer.

Supervision Given

In the absence of the BRDP Shift Engineer or the BRDP Assistant Chief Engineer is required to exercise responsibility and duties as BRDP Shift Engineer or acting BRDP Assistant Chief Engineer.

Consequence of Error/Judgement

Relative to duties described above.

Qualifications

BC Third Class Power Engineer. Minimum 1 year experience in operating in a high pressure power generating steam plant with an industrial process. Experience desired in solid fuel handling systems, electrical power generation and distributed control systems (DCS). Ability in mechanical and instrumentation skills related to plant maintenance is preferred. Ability in the use of Windows based and Microsoft Office software.

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:	11491		
Location:	Vancouver - Point Grey Campus		
Employment Group:	IUOE 882		
Job Category:	Trades - IUOE 882		
Classification Title:	Operating Engineer	Business Title:	Operating Engineer
Department:	Building Operations		
Salary:	\$50,484.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2011-11-07	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2011-10-20	Available Openings:	1

Job Summary

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

Organizational Status

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

Work Performed

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



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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: 11492
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Assistant Chief Engineer **Business Title:** Assistant Chief Engineer
Department: Building Ops - Power House
Salary: \$69,228.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-20 **Available Openings:** 1

Day Shift

Job Summary

Under direction of Management Supervision supervises, allocates and organizes the work of Steam Plant personnel engaged in the safe and efficient operations, maintenance, service and repair of boilers and auxiliary equipment in the Steam Plant. Is required to exercise supervisory functions in regard to others working in connection with maintenance and service in the Steam Plant. May be required to exercise responsibility as acting Chief Engineer; to relay campus trouble calls and expedite to minimize service interruptions. To acknowledge building alarms using the Building Management System.

Organizational Status

Reporting to the Chief Engineer.

Work Performed

1. Participates with, supervises, directs and assigns work to steam plant staff.
2. Maintains up-to-date service and maintenance instructions for equipment. Prepares, updates and maintains the Standard Operating Procedures Manual and Standard Operating Procedures for approval by the Chief Engineer.
3. Responsible for maintenance of safe working conditions and safety standards of equipment installations.
4. Supervision and training of personnel in the operation and maintenance of equipment.
5. Prepares cost estimates, orders material and supervises the installation of equipment.
6. Approves and submits time records for steam plant personnel to the Department's Administration Division.
7. Is responsible for reviewing operational specifications, drawings and maintenance manuals. Utilized the Department's computer maintenance systems to inquire, log and record equipment information.
8. Maintains a good and continuous liaison with other trade groups, to work effectively with and, where necessary, to give assistance and direction to other trades personnel.



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9. Reports on system and equipment defects with recommendations and solutions to Management.

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

Supervision Received

Under direction of Management Supervision, including Chief Engineer - Powerhouse, Chief Engineer - Building Operations, Chief Engineer - Campus.

Supervision Given

Supervises Steam Plant personnel and directs other trades personnel, including external contractors.

Consequence of Error/Judgement

Relative to duties described above.

Qualifications

BC Second Class Power Engineer. Demonstrated training in areas directly relevant applicable to the above duties. . Experience and ability in the use of windows based software. Experience gained with University computer applications may be considered as equivalent. Ability to organize, allocate and supervise the work of shift engineers and assistant shift engineers. Ability to coordinate the work of contractors and other trades and coordinate with the Head Utilities Maintenance Engineer. Ability to maintain records and write reports.

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Job Posting

Job ID: 11493
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Asst.Shift Eng w/3rd ClassCert **Business Title:** Asst.Shift Eng w/3rd ClassCert
Department: UBC Utilities
Salary: \$55,692.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-20 **Available Openings:** 1

Day Shift

Job Summary

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

Organizational Status

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

Work Performed

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

Supervision Received

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



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Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

BC Third Class Power Engineer.

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: 11494
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Relief Asst.Shift Eng.w/3rdCls **Business Title:** Relief Asst.Shift Eng.w/3rdCls
Department: Building Ops - Power House
Salary: \$55,692.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-20 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Work Performed

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

Supervision Received

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

Supervision Given



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

Consequence of Error/Judgement

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

Qualifications

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

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: 11488
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level A **Business Title:** Financial Analyst
Department: Animal Care Services
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-19 **Available Openings:** 1

Job Summary

The Financial Analyst plays an integral role in supporting the Senior Accountant with planning, assigning, coordinating, and checking financial administration activities, as well as ensuring meaningful, timely, and accurate information on the financial status of the operations of all units of Animal Care Services. This includes: supervision of accounting support staff; the ongoing development and maintenance of a position management and salary tracking system; assisting the Senior Accountant in designing and developing financial forecast and budget models; and making monthly projections of the yearend financial position of each unit in Animal Care Services; overseeing data entry and integrity of financial transactions; ongoing development and maintenance of billing systems; and analyzing relationships between actual, budget and forecast information and determining reasons for variance. This position is also responsible for ensuring project billing and reporting systems for the BC Preclinical Research Consortium are operating effectively and efficiently.

Organizational Status

The Financial Analyst reports directly to the Senior Accountant. The incumbent in this position has regular contact with all unit Managers within Animal Care Services. In the absence of the Senior Accountant, this position may be asked to respond to queries provide reports for the Director Animal Care Services.

Work Performed

Designs, develops and maintains a position management and salary tracking system for all units in Animal Care Services. This includes monthly reconciliation to the general ledger and HRMS statements of salaries and wages; follow-up with the Payroll department in regards to adjustments required and correction of errors; forecast of hourly and monthly salaries to year end; maintenance and management of the salary budget including regular contact with the various unit managers; monthly distribution of a report containing actual, forecasted, and budgeted salary dollars to unit managers.

Regularly monitors appropriateness of account coding and usage for all Purchase Card cardholders within Animal Care. Provides instruction to cardholders and Purchase-Card Coordinators as required on proper verification and account allocation of expenditures as well as proper record keeping for audit purposes.

Oversees data entry of financial documents (cash deposits, journal vouchers, travel claims, purchase order requisitions and requisitions for payment) ensuring proper separation of duties, verification of account coding and signing authorities,



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appropriateness of expenditures and adherence to University policies.

Manages the verification of financial transaction processing, checks data entry, regularly reviews non-salary reconciliations, and implements monthly reporting of non-salary expenditures to unit directors. Analyzes relationships between actual, budgeted and forecasted information and determines reasons for variance. Develops techniques to improve non-salary forecasts. Assists the Senior Accountant in making monthly projections of the yearend financial position of each unit within Animal Care Services.

Assists the Senior Accountant, as required, with the design and development of consolidated and detailed budget models.

Develops and maintains billing systems for Animal Care Services units, and ensures that interdepartmental and external charges are processed in an accurate & timely manner.

Develops and maintains project billing and revenue transfer systems for the BC Preclinical Research Consortium (BCPRC), and ensures that revenue transfers are processed in an accurate & timely manner; oversees reconciliations, and provides reports to the BC Preclinical Research Consortium Service Coordinators as required. Serves as the primary financial support for BCPRC financial operations, including secretary services and assistance with project costing.

Prepares a wide variety of financial reports as required with the use of spreadsheets as well as other reporting tools. Assists the Senior Accountant with the development of new reports. Accumulates, monitors and reports on revenues and expenditures for special projects. Compiles and prepares reports on statistical information as required.

Assists the Senior Accountant with development and implementation of policies to ensure the appropriate degree of accounting and internal control, the integrity of financial information, and the efficiency of operations.

Acts as a resource to the Animal Care Services unit managers on all financial matters including internal accounting systems and procedures. Provides interpretation of University policies, accounting policies, and practices. Follows-up with various other departments on campus as required including Financial Services, Human Resources, Payroll, Supply Management, Research Services, the Budget Office and Internal Audit.

Designs, develops, and conducts faculty staff training to facilitate understanding of existing financial and accounting procedures, policies, and systems.

Performs other related duties as required.

Supervision Received

Works independently with guidance under the direction of the Senior Accountant from established University policies and procedures as well as defined unit objectives.

Supervision Given

Directly supervises one Financial Processing Clerk. Participates in interviewing and hiring of staff as well as coordinating, delegating and monitoring work. Provides functional supervision to clerical staff and managers in Animal Care Services units regarding financial issues and accounting policies. May direct a project team to solve problems. Provides financial and technical advice and training to management and staff in Animal Care Services and users of Animal Care Services facilities. Provides input in making decisions regarding financial management information systems and business process improvements.

Consequence of Error/Judgement

Knowledge of Generally Accepted Accounting Principles (GAAP) as well as accurate interpretation of University policies and accuracy in the dissemination of such information is vital to the managers of units within Animal Care Services, other departments on campus and vendors. Inaccuracy in these areas could impact on the successful operation of the various units, could impact



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internal and external audits, and could result in embarrassment to the University. Information from budget and forecast models and reports developed by this position are used for making significant management decisions on the allocation reallocation of resources. Errors could cause financial hardship or missed opportunities for effective delivery of services to students, faculty and staff.

Qualifications

Undergraduate degree in a relevant discipline and Completion of one year in an accredited accounting program (CGA or CMA or CA). A combination of appropriate education, training and experience to the undergraduate degree level is required. Enrolment in a recognized professional accounting designation program is preferred. Minimum of two years experience or the equivalent combination of education and experience. Experience in a medium to large organization is preferred. Experience with UBC financial practices preferred.

Experience required in: supervision of day-to-day accounting operations; financial analysis and reporting; budgeting; computerized financial and human resources systems; business process and analysis improvement. Knowledge of university systems, policies and procedures preferred. Will possess knowledge of, and proficiency in, GAAP. Experience in a biotechnology environment would be an asset, but is not required. Cost accounting experience in a retail or manufacturing environment would be an asset. Extensive knowledge of spreadsheet (Excel) applications required. Knowledge of database (Access) applications preferred. A thorough knowledge of other relevant personal computer software and the Internet required. A working knowledge of integrated financial and human resource application software packages (PeopleSoft and GP Dynamics preferred) and reporting tools required.

Detail-oriented and ability to maintain a high level of accuracy required.

Strong analytical and problem solving skills required.

Excellent communication skills required including written, oral, and presentation.

Excellent interpersonal, facilitation, supervisory, leadership, and organizational skills required.

Ability to adapt to changing priorities, work under pressure, and meet tight deadlines is required.

Should possess strong initiative, work ethic, creativity, and integrity.

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: 11480
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level C **Business Title:** Finance Manager
Department: Medicine - Dean's Office
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-23 **Available Openings:** 1

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

Job Summary

This is a shared position responsible for managing the financial operations of several Departments Schools Centres ("unit") in the Faculty of Medicine. In each assigned unit, the Finance Manager will be in charge of activities such as budgeting, financial reporting and analysis, assisting with the interpretation of University and Faculty policies and procedures, and designing and implementing financial models and internal controls. This is a complex role and the Finance Manager must exercise flexibility in working with the different units taking into consideration that each unit will have different operating systems and strategic priorities.

The work for this position will be conducted in the offices of the assigned departments and the incumbent will meet regularly with the Director, Finance. Local travel between sites will be necessary. The Finance Manager will be provided with a laptop to facilitate her his work at different sites.

Organizational Status

The Finance Manager will report to the Director, Finance, in the Faculty of Medicine and will be directed by the Department Head Director of assigned departments. The incumbent will interact with Department Heads and other senior faculty leaders, administrative staff in the Faculty of Medicine, and financial staff of various Health Authorities and UBC Financial Services.

Work Performed

- Managing the financial operations of the departments
- Providing regular financial reports and updates to the department head director
- Developing business and strategic plans and long range forecasts
- Designing and maintaining budgetary models and reporting variance analysis for each assigned unit
- Designing and implementing new or modified financial management systems as needed to meet operational requirements
- Reviewing financial proposals for recruitment, and costing models for fee-for-service activities
- Monitoring and analyzing the accounts in GPOF, research, fee-for-service, special purpose, and endowment accounts and ensuring deficits do not occur in any of these accounts
- Working collaboratively with unit heads and staff to resolve financial and business related issues including those involving research deficits, endowment funds and fee for service accounts



- Analyzing business and financial components of Faculty programs and recommends action
- Providing financial information to the Dean's Office and Central Financial Services as requested
- Coordinating year-end financial activities of the unit including preparation of working papers and analytic reviews
- Initiating business process reviews
- Recommending policies and procedures relating to effective management of financial resources
- Represent the assigned departments in audit reviews and other Faculty administrative finance committees
- Training and development of staff on financial responsibilities
- Performs other related duties

Supervision Received

The Financial Manager reports to the Director, Finance and the Department Head or Director of the assigned units. The Financial Manager is expected to work independently and at the level of an accounting professional. The Department Head or Director and the Director, Finance will describe the overall goals of a project or provide a general overview of the information required and the Financial Manager will work independently to produce the end product.

Supervision Given

The Financial Manager manages any clerical staff within the department responsible for finance related activities.

Consequence of Error/Judgement

This financial management of the assigned department school centre is critical for enabling the unit to sustain it financially and meet its strategic objectives. The impact of error in this position is very high because the results of the information prepared or provided by the position could affect the decisions made by the Department Head Director. Errors could result in poor financial decisions and misallocation of resources. As this position advises departments, schools and centres throughout the Faculty, errors could have a significant impact throughout the Faculty.

The accountability of this position requires the incumbent to deal effectively with the appropriate personnel, both professional and non-professional, at all such levels of involvement and responsibility, both within and outside the University.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). UBC FMS financial certification will be required. Minimum of five years experience or the equivalent combination of education and experience. Experience in post-secondary education or healthcare sectors preferred.

Experience in fund accounting, financial control and policy interpretation.

Experience in working with people at senior levels and other professionals and with large enterprise systems. Excellent oral and written communications skills and the ability to deal with sensitive issues with tact and diplomacy. The incumbent must have the ability to interact effectively with professional and administrative personnel. Management and analytical skills. Advanced computer skills required (advanced Excel and familiarity with financial accounting systems). Ability to work independently and within a team environment as well as the ability to work under pressure with changing priorities and to meet deadlines. Ability to maintain accuracy and attention to detail.

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Job Posting

Job ID: 11482
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level E
Business Title: Sr. Financial Analyst
Department: Financial Reprtnng & Budgeting
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-24
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-18
Available Openings: 1

Job Summary

Participate in the administration of financial accounting by developing financial systems. Control and manage the day-to-day transactions related to University and non-university organizations for which the University has accounting responsibility.

Organizational Status

Reports to the Director of Financial Reporting and Budgeting.

Work Performed

1. Perform ad hoc analysis of complex reporting issues for the UBC organization as a whole, involving multiple entities. Provide executive summaries of results and recommendations for decision making.
2. Lead business or system process reengineering as required to improve efficiency or in response to legislative or regulatory changes.
3. Develop documentation for business process, dataflow, business rule logics, system implementation, and training. Perform functional testing and document results. This includes design of test scripts with scenario, assumptions, data used, expected outcome, test results and recommendations. The role provides functional expertise for the system team to streamline the testing process.
4. Provide insight to senior management into significant financial risks and make practical recommendations to reduce risk, improve performance, and increase management confidence. Provide solutions to effectively manage change, combat employee resistance, and build executive support for projects.
5. Design and deliver presentations, as required, to committees, Deans, Dept. Heads or Faculty as it relates to systems, policies or controls being developed.
6. Provide expert support in complex areas to the Financial Reporting team in preparation and analysis of quarterly and annual financial statements and forecasts of the University. Activities include variance analysis, Board Submission presentations, report generation, researching and answering audit queries.
7. Provide expert support to the Budget Office in the annual budget process and ongoing forecast of the University. This involves working closely with the Budget Cycle as assigned to help the university community properly use the system and extract reports.
8. Provide advice and assistance to departments and faculties in implementation of their strategy to cost reduction, improving management and control, and restructuring and realize value as required.
9. As the functional lead, develop new innovative and update existing processes and reports in the University financial system



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(PeopleSoft) and budgeting system (Hyperion) in response to user requirements.

10. Develop and support reporting requirements related to PeopleSoft Query, PeopleSoft nVision, Hyperion Financial Reporting, Hyperion SmartView with Management Reporting team.

11. Consult with faculties and departments to help resolve PeopleSoft and Hyperion issues as required.

12. Provide training to the Finance and external departments as required.

13. Performs other duties assigned as required.

Supervision Received

Works independently and reports to the Director of Financial Reporting and Budgeting.

Supervision Given

N A

Consequence of Error/Judgement

Accounting errors could cause serious inaccuracies in the University's records perhaps resulting in errors in the financial statements. Financial statement errors could lead to incorrect decisions by the executive and the Board and could damage the reputation of the University, adversely affecting its ability to raise funds. Due to the senior level of this position, the decisions or recommendations made will have a significant effect on University standards, operations and finances. Ineffective systems may result in errors, delays and costs to users.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). A minimum of 8 years of experience or the equivalent combination of education and experience. At least 8 years of accounting experience culminating at a senior management level. Proven experience in performing complex data analysis, analyzing business processes and implementing change in work processes. Computer experience is required. Effective oral and written communication, problem identification, problem solving, analytical and organizational skills required. Ability to provide solutions to complex problems independently and to work in a deadline-driven environment. Must be able to multi-task, set priorities and meet deadlines. High degree of analytical accuracy, thoroughness, and dependability. Supervisory or training experience an asset. Must be a team player and be highly self-motivated. Excellent working knowledge of PC based computer programs. Knowledge of computerized financial accounting systems. Excellent organizational skills.

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Job Posting

Job ID: 11523
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Assistant to the Associate Dean
Department: Grad Programs & Resrch
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-07
Job End Date: 2012-04-13
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-23 **Available Openings:** 1

Job Summary

Responsible for managing the daily operations of the Office of the Associate Dean, Graduate Programs and Research, including the internal and external communications for the Faculty and for planning and managing various office initiatives and projects. Assists the Associate Dean in the overall governance of the office. Acts as a resource to faculty, staff and graduate students on Faculty and UBC policies. The incumbent will research, plan, implement and manage a wide range of academic and non-academic projects, initiatives and activities on behalf of the Associate Dean, Graduate Programs and Research, ensuring all are in line with the Faculty's mission, strategic plans and policies.

Organizational Status

Reports to the Associate Dean. Works in cooperation with the Manager of Office of Graduate Programs and Research (OGPR). Delegates work to support staff as required. This position is the key contact for external organizations, other universities, other Associate Dean's Offices, senior and government officials to manage and co-ordinate the information flow primarily for the Associate Dean and OGPR Manager as required. Provides information to faculty, staff and graduate students regarding policies and procedures.

Work Performed

Provides public relations, research and writing support for the Associate Dean. Provides administrative direction relating to policy and procedures for governance of the office.

Planning and Coordinating Activities for the Dean and Associate Dean:

- Manages, coordinates and administers projects of the office from the conceptual stages through planning, designing, and follow-up.
- With direction from the Manager, facilitates the meetings of the office, including the Graduate Curriculum Advisory Committee (GCAC) and the Dean's Advisory Committee on Research (DACR). Oversees the compilation of background materials and the progress of action items.
- Initiates, develops, and implements various office initiatives and projects, including Promotion and Tenure Information Sessions for new faculty, in cooperation with the Coordinator, Research Infrastructure Support Services Research compiles a Research Profile of the Month using Dream Weaver Drupal and posting to the appropriate OGPR web pages.
- Researches data for a variety of office initiatives using the internet and various other media to enable the Associate Dean's



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decision-making process.

- Assists the Associate Dean in determining project implementation, ensuring all are in line with the Faculty's mission, strategic plans and policies.
- Serves as the primary contact for external organizations and agencies; communicates on behalf of the Associate Dean as necessary; may accompany the Associate Dean and Manager to meetings and events.
- In consultation with the Associate Dean and the Manager of OGPR, assists with the preparation of reports which summarize the activities, external reviews and annual reports.
- Monitors the information on the structure of the OGPR research web site and makes recommendations about changes; gathers and summarizes information for the dynamic aspects of the web site for monthly updates with the goals of highlighting research activity in the Faculty to prospective students, the University and the community.
- Works closely with the Faculty's senior management staff on projects and committees.
- Performs other related duties or special projects as required.

Administration:

- Deals with day-to-day issues that arise and takes initiative to resolve problems.
- Interprets and implements guidelines and practices as outlined in the UBC Policy and Procedures Manual
- Performs back-up as required. Performs other related duties as required.

Supervision Received

Works independently under broad directives from the Associate Dean, Office of Graduate Programs and Research and in cooperation with the Manager, OGPR. Works from generally defined goals of the University and specifically designed goals established by the Faculty of Education.

Supervision Given

Oversees most office procedures. Oversees the ordering of supplies and maintenance of equipment by subordinate staff. May oversee and direct the work of employees in lower classification as required.

Consequence of Error/Judgement

This position impacts directly on the image, reputation and financial status of the Faculty locally, provincially, nationally, and internationally. Careless or uninformed decisions may damage the reputation of the Faculty and the University, and may result in loss of economic opportunities. Must create and adapt procedures to meet new and unusual situations. Uses discretion in a wide variety of situations. Errors may cause disruption of the office's administrative operations; loss of time and resources; creation of negative feelings among faculty and staff members; jeopardizing relationships established between the Associate Dean's Office and other contacts (both internal and external); and result in a loss of credibility for the Associate Dean. Incorrect decisions could severely jeopardize the academic mandate of the department.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Experience working with individuals at senior levels and in complex environments, preferably at a University, an asset. Experience in positions with administrative and project management, organizational procedures, and planning responsibilities preferred. Excellent oral and written communication, conflict resolution, interpersonal, public relations, supervisory, problem-solving, analytical and organizational skills. Ability to exercise high level of tact, diplomacy and discretion in developing and maintaining collaborations with senior level academic, industry and community leaders. Politically sensitive with a keen sense of emerging issues and their potential impact on the Faculty's mission. Ability to delegate, and direct the work of staff members. Thorough knowledge of University policies and procedures. Ability to work well in a team environment, and to bring energy, motivation and enthusiasm to the job. Ability to work both independently and within a team environment. Must be a self-starter and have the ability to deal with people at all levels in a sensitive and tactful manner. Proficiency in MS Office Suite (including Project), Excel, SISC, Outlook, Netscape and Dream Weaver Drupal preferred.



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Job Posting

Job ID: 11465
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level A **Business Title:** Lab Technologist
Department: Electrical&ComputerEngineering
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (15%)
Desired Start Date: 2011-10-17
Job End Date: 2012-10-16
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-18 **Available Openings:** 1

Job Summary

Responsible for the complete maintenance of high-performance computer cluster and computational servers dedicated to research activities, maintenance of computers, active directory domain, peripheral devices and general lab updates.

Organizational Status

The Department of Electrical and Computer Engineering (ECE), the largest department in the Faculty of Applied Science, is comprised of approximately 50 faculty, 25 staff, 350 graduate students and 800 undergraduate students. The Biomedical Signal and Image Computing Laboratory (BiSICL) is a multi-disciplinary research laboratory in ECE dedicated to computational research in biomedical applications. This position is within BiSICL.

Reports to the Principal Investigator and to the Director of Operations. The Principal Investigator assigns day-to-day duties. Incumbent interacts with ECE faculty, staff and students in addressing their high performance computing needs on the BiSICL cluster, servers, computers and other accessory needs. Incumbent reports to Director of Operations with respect to complying with UBC, ECE and applicable agency policies procedures. The incumbent is expected to work in conjunction with Departmental IT Staff. The maintenance is not exclusively the incumbent's responsibility.

Work Performed

Solely responsible for the implementation, maintenance, support, and general administration of the high-performance computing resources in Windows and open-source (Linux) platforms with support for dedicated software enabling Biomedical Signal and Image Computing research.

Specifically, the incumbent is responsible for:

- Maintenance of the cluster including constituent components: management nodes, file server nodes, and compute nodes.
- Installation and administration of Windows and Linux on the nodes.
- Configuration and optimization of the system at both the architectural and node levels.
- Maintenance and performance monitoring of cluster scheduler.
- Maintenance of the network internal to the cluster.
- Management of user accounts and computers on Windows Active Directory domain.
- Administration of user priorities based on groups and access limits.



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- Installation, administration, and user support various softwares e.g.:
 - o Insight Segmentation and Registration Toolkit (ITK)
 - o Matlab
- Programming for system administration, reporting and end user support in a variety of scripting languages (Bash, Perl, Python, etc.).
- Investigates end user issues, offering solutions where possible. Documents usability issues to the Principle Investigator.
- Develops online training materials and conducts training sessions for end users.

Supervision Received

The incumbent reports to the Principle Investigator, who assigns projects, activities, and operational priorities, and identifies resource constraints. The incumbent works independently but coordinates with other users as required by the activity. The incumbent may work together with other users on assigned projects, and may be required to develop written reports or make presentations relevant to these projects. The incumbent reports to the Director of Operations with respect to complying with UBC, ECE and applicable agency policies procedures.

Supervision Given

The incumbent may be required to lead other users on assigned projects.

Consequence of Error/Judgement

The consequence of error or misuse will result in significant loss of research data and results and delay timely dissemination of those results. The impact could create significant setbacks to a number of researchers using the system and also to the maintenance of the lab.

Any of these effects could prevent the Principle Investigator from meeting her research obligations, and could reflect on her relationship with clients, and granting agencies.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a program primarily related to computer and network systems or equivalent combination of education, training and experience. Minimum of one year experience or the equivalent combination of education and experience. Minimum of one year of related experience providing system management and field support on Windows and Linux Platforms plus related professional background, ideally in a high-performance computing environment. Ability to install and implement computer software applications (e.g., operating systems, databases). Ability to install and implement computer software applications (e.g., operating systems, databases). Ability to perform data modeling functions. Familiarity with Biomedical Signal and Image Computing related software such as MATLAB and ITK. Ability to work effectively independently and in a team environment. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to communicate effectively verbally and in writing.

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Job Posting

Job ID: 11485
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Programmer Analyst II
Department: UBC IT - Development
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-09-19
Job End Date: 2013-09-20
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-19 **Available Openings:** 1

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

Job Summary

The Programmer Analyst II designs computer application solutions for existing complex or campus-wide computer systems.

The Programmer Analyst II will play an important role in all aspects of the development of strategic Academic Systems applications. These applications include the Student Service Centre, Faculty Service Centre, the Awards Module, Consolidated Billing Module, Application Systems, Learning Management Systems as well as a number of third party provided modules.

Organizational Status

Interacts directly with other University technology professionals and with faculty, staff and students. Reports to the Manager of Development, UBC-IT. On a daily basis, the position will work under the direction of a Project Program Manager while assigned to a development project. Work may also be directed and reviewed by a Senior Programmer Analyst or team lead.

Work Performed

Specific Duties:

- Collaborates and consults with the Architects and Senior Programmer Analysts to provide input into both the Application and Technical architecture as they relate to the Student Information System.
- Provides feedback on the work performed by Developer's in regard to design and code reviews on behalf of other Programmer Analysts to ensure efficiency and adherence to development standards.
- Collaborates with other developers, UX Architects Designers and DBAs in developing and consulting on the various design elements associated with software development. Ensures that designs that s he writes are incorporated into Technical Specifications as required.
- Provides senior technical input into project planning and implementation.
- Builds and maintains good working relationships and engages with and provides input and feedback to others to achieve client objectives.

Core Duties:

- Designs, develops and programs custom software, defines detailed application specifications, standards, and diagrams and develops coding logic flowcharts.



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- Develops overall systems design, researches and evaluates vendor supplied applications, provides customize or develop recommendations, and implements accordingly.
- Analyzes and reviews existing or proposed system features and integration, security, scalability and performance requirements with clients, business analysts, and team members.
- Manages small to medium sized projects and related budgets.
- Packages in house developed applications for production or integrates vendor supplied applications.
- Provides technical expertise, training, and consultation to other staff.
- Develops or modifies software application design and specific modules.
- Conducts testing of new or customized application modules to ensure application meets specifications.
- Documents functions and changes to new or modified modules, tests activities results, error handling and backup recovery procedures.
- Provides ongoing maintenance and operational support for applications.
- Supports software development lifecycle and applies and follows appropriate programming development methodologies and best practices.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works autonomously in accordance with general instructions as to methods and procedures. Work is reviewed in terms of achievement of desired results.

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

The Programmer Analyst II also takes direction from the Project Manager for daily Project based activities and tasks, and may work under the direction of a Senior Programmer Analyst for specific project tasks.

Supervision Given

May provide guidance, coaching and technical leadership to, and provide feedback on performance of more junior Programmer Analysts.

In a project leader role, the Programmer Analyst II may direct and supervises work of other Programmer Analysts, Business Analysts, QAs, users and other staff assigned to projects.

May provide input recommendations into the hiring and evaluation of staff.

Consequence of Error/Judgement

The position takes an active, participatory role in ensuring the reliability and high availability of UBC mission critical 7x24 systems including application monitoring, tier 2 support, problem analysis and resolution, and ensuring services meet or exceed customer service levels at all times.

Errors in judgment, poor planning, or failure to act decisively could have a detrimental effect on these systems. Unreliable systems and code errors that disrupt the operations of these system, or failure to meet contractual obligations for performance and availability will damage the reputation of UBC and UBC-IT. This could adversely impact the University community, including the large majority of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue.

Provides input into decisions within established guidelines regarding the application of computing devices or programs to meet set



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requirements or makes decisions regarding solutions to defined problems.

The position will work with more senior Programmer Analysts, Build Engineers, Business Analysts and Quality Assurance staff in ensuring the highest quality of the software promoted into our UBC production environments.

Qualifications

Undergraduate degree in a relevant discipline. University degree in an IT-related discipline preferred. A minimum of 4 years of experience with progressive responsibility with systems development work in designing, developing and implementing medium to large scale software applications. 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. Demonstrated ongoing career development through active and self-motivated professional development.

Knowledge of Student Information Systems is highly desirable.

Strong Java skills including experience with the current versions releases and an awareness of upcoming enhancements in the following technologies; JDK, Java Enterprise Edition (EE), Servlets, JSP, JSTL, UI Development tools and concepts (e.g. GWT, JSF, Swing, UX).

Strong knowledge and practical experience with CRM configurations, preferably SugarCRM.

Proven experience with integrating 3rd party applications with a core, central system.

Strong knowledge and practical experience using many of the following; core Object Oriented Analysis and Design concepts, design techniques and patterns, UML, XML, Struts and Spring frameworks, Hibernate and ORM concepts, configuration management concepts and tools (e.g. build management, code repositories, version control), preferably Perforce, SVN, Ant, Maven.

Good understanding and with some experience with Testing best practices concepts (e.g. Test and Behavior Driven Development) and testing tools (e.g. JUnit, Cucumber, and concepts).

Very good understanding and experience with SQL, data modeling and database design.

Experience with the following are assets: designing, developing and implementing Web Services; an understanding of Service Oriented Architecture (SOA) using SOAP; using PHP, Drupal and or Wordpress development tools environments; .net, C Sharp development tools environment; and MS SQL Server and or MySQL.

Knowledge and or experience with workflow and rules engines, BPEL and ESB is an asset.

Familiarity with designing and developing applications for mobile devices is an asset.

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

A working knowledge of SDLC methodologies, preferably RUP and Agile methodologies (e.g. Lean, XP or Scrum).

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



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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.

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

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

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Job Posting

Job ID: 11483
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Director, Academic and Information Technologies
Department: Education, Dean's Office
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-21 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-29 **Available Openings:** 1

Job Summary

The Director, Academic and Information Technologies, is responsible for providing leadership for IT support and Instructional Design and Learning Technologies across the Faculty of Education and for building connections and leveraging opportunities in these areas across UBC and the higher education community. The incumbent directs and coordinates the communications & technology operations in the Faculty, which include information technology, instructional design and support, technology support to communications, and audio-visual and lab services.

This position reports to the Senior Associate Dean in the Dean's Office and works closely with the Dean and others in the Dean's Office, Faculty units and Faculty committees to set goals, priorities, and objectives for communications & technology supports in the Faculty of Education. The position builds and maintains relationships with the Faculty of Education departments, the School of Kinesiology, all Education programs and units as well as with UBC Information Technology (UBC IT) and UBC's Centre for Teaching, Learning and Technology (CTLT) and other Faculties across campus. The position provides leadership in ensuring that these units optimally serve the administrative, research and instructional needs of the Faculty of Education.

The incumbent remains current on the latest research and innovations in communications and technologies, and builds from that knowledge to plan and coordinate projects, establish priorities, allocate resources, develop strategic plans and provide ongoing analysis of instructional and technical services in support of the administrative, research and teaching needs of all units and programs in the Faculty of Education. In particular, there is a need for building up support structures for innovative teaching and learning initiatives emanating from the academic departments. The position also advises and assists professionals from other technology centres at UBC in the design and set-up of technical, administrative and instructional support and corresponding policy, liaises with Learning and Information Technology centres across campus, nationally and internationally, leads and facilitates development, monitoring and evidence-based assessment of Administrative Learning Technologies and explores sources of funding and participates and contributes to the field of and e-learning by representing the Faculty of Education and UBC in national and international initiatives.

Organizational Status

This position reports to the Senior Associate Dean, and has considerable autonomy in implementing priorities and goals, coordinating activities of Computing & Media Services (CMS) and overseeing unit managers and staff. The incumbent works closely with the Dean, Associate Deans, Directors and others in the Dean's Office and Faculty Service Units.



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Work Performed

- Is responsible for the leadership, vision, strategic planning, and management (including both personnel management and business management client development) of communications and technology operations.
- Directs the support, development and on-going evidence-based assessment of the information technology infrastructure, learning technologies, communications technologies and audio-visual and multi-media services in the Faculty of Education.
- Develops and advances, in collaboration with the Senior Associate Dean, an instructional support structure based on student-centred learning and interactive teaching.
- Encourages, initiates, and supports research and development projects that inform decisions about infrastructure and innovative instructional delivery.
- Provides leadership in establishing and maintaining collaborative projects on-campus and beyond through engagement with information technology and learning technologies initiatives such as CTLT and external organisations in support of using technology to support teaching, learning and research (such as Educause and the New Media Consortium).
- Establishes relationships within the UBC community to form partnerships in leveraging the Faculty's expertise in this area, as well as participating in knowledge creation and resource sharing opportunities.
- Represents the Faculty of Education on campus committees as required.
- Presents Education & UBC's e-Learning and Technology initiatives at local and national conferences.
- Participates, with the Senior Associate Dean and appropriate Faculty Committees, in the ongoing review, reconfiguration, implementation, and streamlining of information and instructional technology services, makes recommendations to the Senior Associate Dean and Faculty Committees for improvements, and implements these changes.
- Maintains familiarity with IT (information technology) and IS (instructional support) support services across UBC.
- Actively promotes and implements the UBC technology and instructional support where applicable within the Faculty of Education.

- Oversees technical aspects of implementation of online teaching evaluations in the Faculty of Education.
- Champions e-learning and administrative computing within the Faculty of Education and UBC.
- Works with local and external institutions in submitting applications for external funds to support on-going developments and innovations.
- Seeks and maintains partnerships with the corporate sector and other external funders.
- Provides day-to-day administration of the Computing & Media Services (CMS) in the Faculty of Education. In coordination with the Director, Finance & Administration, is responsible for staff performance evaluations, coordinating staff, recruiting new staff, and salary negotiations and financial management.
- Administers CMS's business functioning, including client development.
- Performs others duties as required.

Supervision Received

The position reports to the Senior Associate Dean in the Faculty of Education Dean's Office and also takes direction from the Dean.

Supervision Given

Plans, directs, and reviews the activities of staff responsible for communications and technology infrastructure, including Computing & Media Services staff (M&P, unionized staff, and student assistants).

Consequence of Error/Judgement

This position is held accountable for the successful coordination and management of Computing & Media Services (CMS), ensuring that its services are appropriate and in synch with new learning theory and technological advances. The incumbent is directly responsible for the delivery of services, successful management of personnel, and accuracy and clarity in reporting of goals, objectives, and accomplishments. Effectiveness in these activities is critical to enable faculty, students, and staff to meet



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their research, teaching, and management responsibilities.

Ineffective management will impede the delivery of key services, such as technology support for research, teaching and learning, and will result in a loss of instructed hours, first-class research and by extension, necessary revenue for the Faculty of Education. Loss of service could completely paralyze these administrative and educational activities, and inadequate functioning will seriously curtail the mandate and overall performance of the Faculty of Education.

Qualifications

Undergraduate degree in a relevant discipline. Doctoral degree preferred, in field of Education Technologies, Communication and Computer Sciences, Social Sciences, or Education. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Preferably with specialized experience in the design and implementation of technological support systems, ideally in support of education, communication, networking and or IT support needs. Experience in developing and managing integrated technical, instructional support and media services in a University or a similar large organization; experience in managing technical systems and procurement projects as well as planning for and implementing significant organizational change. Thorough understanding of enterprise-wide administrative and academic technology applications and systems. Good grasp of the theories, philosophies, technologies and assumptions underlying the delivery and processing of digital information. Demonstrated commitment to the research and teaching functions of the Faculty of Education and University of British Columbia. Excellent interpersonal skills to establish and maintain communication with academic clients, administrators and staff. Ability to take initiative, work with limited direction and handle the challenges of competing and often conflicting demands arising from providing services to a broad and diverse community of users under conditions of severe resource restraints. Excellent business, organization, leadership, project management, managerial and planning skills, and well developed written and verbal communication skills are required. Demonstrated experience in supervising and managing M&P and unionized staff.

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Job Posting

Job ID: 11521
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 Project Manager
Department: Medicine - Dean's Office
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-21 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-05 **Available Openings:** 1

Job Summary

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

In addition to successful project delivery of assigned initiatives, the Senior Project Manager provides oversight to assigned programs by monitoring project dependencies between a group of inter-related projects.

Organizational Status

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

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

Work Performed

Specific Duties:

- Manage complex, multi-year and province-wide capital infrastructure projects and programs to build and renew video conference technology at teaching facilities.
- Manage scope, schedule, budget and other key aspect to ensure successful project delivery.
- Manage and monitor project dependencies within assigned programs to meet program and organizational objectives.
- Build and maintain relationship with key stakeholders such as facility teams, vendors and partners.

Core Duties:

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



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

-Ensures that all team members have the tools and training required to perform effectively, and provides the team with constructive feedback as it pertains to project performance.

-Assesses variances from the project plans, budgets and schedules, develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, cost, and quality objectives, and keeps management aware of the situation.

-Evaluates and ensures for sponsor client satisfaction at project completion.

-Drafts contracts and Service Level Agreements and manages RFIs RFPs for evaluation, selection and procurement of products and or services from vendors.

Identifies potential areas for improvement in current methodologies and provides coaching to project managers.

-Develops and maintains a productive working relationship with project sponsors, vendors and key clients.

-Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.

-Performs other related duties as required.

Supervision Received

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

Supervision Given

Manages and mentors project managers, leads and project team members.

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. Degree in business, Computer Science or Management Information Systems preferred. Project Management Professional (PMP) certification or other equivalent project management certificate preferred. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Experience in capital infrastructure and construction projects.

Experience working in healthcare governance industries.

Collaboration - Identifies and improves communication to bring conflict within the team into the open and facilitate resolution.

Openly shares credit for team accomplishment. Monitors individual and team effectiveness and recommends improvement to facilitate collaboration. Considered a role model as a team player. Demonstrates high level of enthusiasm and commitment to team goals under difficult or adverse situations; encourages others to respond similarly. Strongly influences team strategy and processes.

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

Problem Solving - Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and or preventive actions for complex issues that cross organizational



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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.

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.

Sound knowledge of project management methodologies.

Strong understanding of procurement processes such as request for quote, bid, proposal and other relevant vendor management procedures.

Strong analytical research skills.

Strong written and verbal communications skills.

Management and leadership capabilities.

Flexibility adaptability managing multiple priorities.

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Job Posting

Job ID: 11484
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 Project Manager
Department: Medicine - Dean's Office
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-31 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-18 **Available Openings:** 1

Job Summary

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

In addition to successful project delivery of assigned initiatives, the Senior Project Manager provides oversight to assigned programs by monitoring project dependencies between a group of inter-related projects.

Organizational Status

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

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

Work Performed

Specific Duties:

- Lead the project team through a complete software development life cycle for assigned projects.
- Monitor project scope, schedule, budget and other key aspect to ensure successful project delivery.
- Manage and monitor project dependencies within assigned programs to meet program and organizational objectives.
- Manage expectations and foster team communications in a collaborative environment.
- Be a motivator, coach and mentor to other project managers, project leaders and project team members.

Core Duties:

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



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

Supervision Received

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

Supervision Given

Manages and mentors project leads and project team members.

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. Degree in Business, Computer Science or Management Information Systems preferred. Project Management Professional (PMP) certification or other equivalent project management certificate preferred. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Extensive experience in managing software and application development projects utilizing Agile project management methodology. Experience working with learning systems or in a higher education environment preferred.

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

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

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



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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.

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.

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

Strong understanding of business and system analysis methodologies.

Strong analytical research skills.

Strong written and verbal communication skills.

Management and leadership capabilities.

Flexibility adaptability managing multiple priorities.

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Job Posting

Job ID: 11487
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level B **Business Title:** Residency Program Administrator
Department: Pathology
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-17 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-18 **Available Openings:** 1

Job Summary

The Residency Program Administrator is responsible for the administrative and operational day-to-day running of seven Postgraduate residency programs within the Department of Pathology and Laboratory Medicine. This position ensures that all training meets or exceeds faculty and national accreditation standards and curriculum guidelines. The main functions include planning, implementing, tracking, monitoring and evaluating the postgraduate education activities and events as well as initiating and driving special projects. An additional function is the development of administrative systems to ensure a smooth delivery of educational services and to formulate, articulate, and document policies and procedures and ensuring adherence to these policies. This position plays both key strategic and operational roles in ensuring the smooth delivery of postgraduate residency education programs.

Organizational Status

The incumbent reports directly to the Director, Department of Pathology and Laboratory Medicine and is expected to work closely with the Residency Program Directors, Finance Assistant and Manager, Chief Residents, Residents, Fellows and Sub-Specialty Residents, Associate Deans - Postgraduate Medical Education, College of Physicians & Surgeons of BC, Royal College of Physicians and Surgeons of Canada, and others. This position provides day-to-day oversight of one full time Residency Finance Admin Program Assistant. Postgraduate residency programs include General Pathology, Anatomical Pathology, Medical Microbiology, Medical Biochemistry, Neuropathology, Hematopathology, and Transfusion Medicine.

Work Performed

.ADMINISTRATION

- Advises and participates in development, planning, and organizing, and oversees scheduling and administration of over 40 residents within the Residency Program.
- Oversees the administration of yearly CaRMS (Canadian Residency Matching Service) application process: updates CaRMS website, supports the Program in recruiting new residents, oversees processing of CaRMS applications, schedules resident interviews, and participates in ranking of candidates; inputs, checks and certifies ranking information under fixed and tight deadlines.
- Responsible for creating the resident rotation schedules for each of the Pathology Residency Program and an annual master resident rotation schedule. Receives information from services regarding residency placement possibilities. Resolves scheduling conflicts. Coordinates the rotations for residents from other UBC Post Graduate Residency Programs and out-of-province elective residents. Ensures housing, travel, and other necessary arrangements are in order for off-site rotations.
- Plans Orientation sessions; attends and facilitates Orientation sessions as required; provides briefings to residents arriving



during the year. Provides residents with the information necessary to integrate them into the program. Evaluates and revises orientation materials on a yearly basis. Maintains and updates the Resident Policies and Procedures Handbook.

- Develops, coordinates and implements policies and procedures. Ensures Department of Pathology and Laboratory Medicine postgraduate education policies and procedures comply with UBC and Royal College standards and with the requirements of the College of Physicians and Surgeons of BC. Ensures comprehensive management of each of the Programs' records including documents and communications in accordance with the federal government's Access to Information Act.
- Prepares documentation for Royal College on-site Accreditation Survey and Internal Reviews.
- Develops and oversees vacation, conference and absence approvals databases for each of the pathology residency programs. Analyzes recurring problems and makes recommendations to the Program Directors.
- Responsible for creating and maintaining the medical undergrad elective schedules for their rotations. Receives information from Programs regarding placement openings. Resolves scheduling conflicts.
- Serves as the public relations officer for each of the pathology residency programs including responding to inquiries about the programs and corresponding on behalf of the programs.
- Develops and maintains systems for more efficient and effective implementation of the programs and projects. Provides daily oversight on operational functions including IT, Equipment, Space & Secured Access for residents and the Program Directors.
- Collaborates with Program Directors in the appointment and promotion of residents within each of the pathology residency programs.
- Supports the Residents in various initiatives and activities. Responds to incidents that may arise.
- Recruits, trains, manages, evaluates, and if necessary disciplines and terminates staff. Identifies workload needs and skill upgrading needs of program staff and ensures appropriate training is received.
- Suggests content to the Database Manager for the Departmental newsletters in regards to the Residency Program. Drafts articles as required. Responsible for the Department's website content in regards to the Residency Program.
- Other duties as required.

EDUCATION

- Collaborates in designing, developing, implementing and evaluating mission, goals and objectives of the seven Pathology Residency Training programs. Ensures quality assurance activities and evaluation of the program occur.
- Facilitates processes to ensure that technology requirements for trainees are met, such as WebCT and WebEval. Liaises with technical support services to implement improvements and introduce e-learning options.
- Ensures evaluations of instructors are done after each rotation.
- Prepares and analyzes reports of evaluations every 6 months for each program in consultation with the Program Directors. This involves highly confidential information.
- Coordinates annual Education events and special projects which include the Resident Graduation and Awards Banquet, the annual Resident picnic, attendance at various common courses, and other events as required.
- In consultation with Program Directors, develops program assessment and evaluation tools.

FINANCE

- Develops, implements, and analyzes budgets; allocates and monitors expenses and resolves discrepancies as needed. Oversees all expenditures (determining eligible expenses against budget allocations), evaluates financial priorities and oversees the maintenance of internal records. Participates in evaluating and making recommendations for cost reductions with the Program Directors.
- Interprets contracts, granting agencies policies and terms of conditions, and University policies, guidelines, procedures, and regulations, and ensures transactions and reporting are in compliance and provides guidance and advice accordingly.
- Oversees the year-end financial statements; keeps statistics for planning and budgeting processes.
- Oversees and resolves residents' payroll issues
- Authorizes and monitors expenditures, including P-Card statements and requisitions. Ensures Resident Activity Funds are administered properly and in a timely manner. In collaboration with the Program Directors and Finance Manager, approves the policies and procedures written by the Finance Assistant of the Department.
- Oversees the program's inventory list of equipment and petty cash.

COMMITTEES

- Attends and provides recommendation input at the Resident Training Committee (RTC) meetings for each of the pathology residency



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training programs and attends the Program Directors Executive Committee; consults with each of the Program Directors and prepares agenda and issues' overview, reviews minutes and ensures their distribution in a timely manner.

- Participates in Chief Residents' meeting and follow-through on actions as required.
- Contributes to Trainee Awards Committee decision making.
- Attends any other committees as required.

Supervision Received

Once trained, responsibilities should be carried out independently and will report monthly to the Director, Department of Pathology and Laboratory Medicine. Direction of programs will be discussed through a team approach.

Supervision Given

Supervise the day-to-day work of one Residency Finance Admin Program Assistant.

Consequence of Error/Judgement

This position requires effective organizational planning, coordination and management skills to provide ongoing improvements and upgrades to the administrative support for pathology residency education. Errors in judgment and in timeliness and completion of service delivery will adversely affect the funding, reliability, credibility and continuity of the program activities. Errors in judgment could also jeopardize the Residency Program's accreditation, and will diminish the reputation of the Program, Department, and University. Breaches of confidentiality and security may result in serious clinical and academic consequences.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. Knowledge of the requirements, policies, and procedures for CaRMS and for Royal College of Physicians of Canada reports & evaluations preferred. One year post-secondary education with training in office procedures, accounting and practices. Understanding of organizational and financial planning processes. Minimum four years of related experience or three years of relevant UBC experience. Discretion, sound judgment and high ethical standards. Ability to prioritize and work effectively under pressure to meet deadlines. Excellent & effective public speaking and leadership skills. Ability to communicate effectively verbally and in writing. Excellent oral presentation and organizational skills. Ability to maintain accuracy and attention to detail. Ability to effectively lead committees and plan meetings. Ability to effectively recruit, train, supervise, and motivate employees. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to analyze problems, identify key information and issues, and effectively resolve those issues. Ability to conduct needs analysis, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to facilitate dialogue between diverse constituents. Ability to effectively use MS Office software (Word & Excel), UBC FMIS and internet application and tools at an advanced level.

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Marketing Promotion Responsibilities:

- Marketing of programs to the general public and the University Neighbourhood Association; developing program brochures and schedules for distribution; assisting with the maintenance of the web page and other related promotional informational material.
- Creating quarterly newsletters for distribution and progress report cards for participants.
- Promoting the UBC School of Kinesiology Outreach Programs and The School of Kinesiology.

Programming Responsibilities:

- Implementing programs for special populations, children, and adults.
- Preparing schedules, timelines and ensuring appropriate staff coverage for all programs.
- Providing motivation and feedback to all patrons.
- Providing regularly scheduled performance evaluations of staff and programs.
- Providing an evaluation instrument to help improve the level of instruction of the program.
- Providing a structured and progressive program template of instruction for classes, from youngest to oldest, for all instructors to follow.
- Purchasing any supplies or equipment which may be required for the Active Kids Program.

Administrative Responsibilities:

- Preparing and submitting reports annually to the School as needed.
- Working closely with the Faculty Advisory Committee to ensure effective liaison between the School and community.
- Ensuring that all programs and services offered are safe, educational, and properly administered.
- Meeting and communicating frequently with the UBC School of Kinesiology Outreach Program Faculty Advisory Committee.
- Attending operational meetings and participating in strategic planning for the Program.
- Scheduling and coordinating activities of Program Instructors and Gymnastics Facility Supervisors, and ensuring adequate coverage of program requirements.
- Serving as a source of advice and support for instructors and coaches in meeting specific needs of program clients; assisting instructors in troubleshooting and problem resolution.
- Maintaining currency of certification for all instructors and assisting with certification and or related training as appropriate.
- Keeping informed of Active Kids procedures and UBC policies and enforcement thereof.
- Creating contests, events and incentives for patron interaction.
- Attending regular conferences to keep abreast of concepts ideas approaches on Active Kids Programs.
- Providing coverage as necessary in the Registration Office and for other requirements of the UBC School of Kinesiology Outreach Programs.
- Carrying out other related duties as necessary in keeping with the requirements and qualifications of the job.

Program Evaluation Responsibilities:

- Surveying and evaluating all programs and services offered, on an annual basis.
- Using survey data to plan, modify and set appropriate goals and strategies.

Equipment Operation Responsibilities:

- Ensuring proper training techniques, injury prevention, proper equipment, and safe facilities and that UBC Active Kids Programs and UBC Gymnastics are following and exceeding industry safety standards.
- Performing overall Active Kids Program supervision and performing rounds checking for safety security hazards while on duty.
- Participating when required on the School of Kinesiology Safety Committee; showing due diligence by scheduling and ensuring regular facility and equipment inspections are being performed and signing off on documentation, documenting, and following-up on all facility safety security hazards, accidents and near misses.
- Attending the front counter in performing necessary tasks directly pertaining to the UBC School of Kinesiology Outreach Programs; public relations, minor record keeping such as preparing annual fiscal reports, and payroll.

Supervision Received



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Reports to the UBC School of Kinesiology Outreach Program Faculty Advisory Committee and works under minimum supervision, performs most duties independently.

Evaluations performed at three, six and twelve months to review deliverables, responsibilities and performance.

Supervision Given

Responsible for the supervision, training and evaluation of program support staff student workers including the Program Assistant as required. Scheduling of part-time staff , which includes gymnastics coaches and program instructors. Trains, directs and evaluates part-time staff in the daily operations, policies and procedures.

Consequence of Error/Judgement

This is a position of trust as it delivers programs to children and adults from the community at large. Errors could result in personal injury, financial loss as well as in damage to the reputation of the School of Kinesiology and the University of British Columbia.

Qualifications

Undergraduate degree in a relevant discipline. University degree required. NCCP coaching certificate Level 2 Gymnastics (full). Valid CPR Certification. Minimum of four years experience or the equivalent combination of education and experience. Four years of gymnastics coaching in developmental programs and with proven leadership and or supervisory experience in children physical activity programs. Ability to work under minimum supervision and flexible work schedules. Ability to plan work schedules and assign duties. Ability to provide and arrange for training. knowledge and understanding of instruction principles, methods, procedures and standards of gymnastics instruction.

Sound knowledge of the developmental characteristics of children and youth. Sound knowledge of the fundamental movement skills and the principles of motor development. Sound knowledge of the academic preparation of students in the UBC School of Kinesiology. Ability to plan and implement health and fitness programs.

Comprehensive knowledge of clinical exercise testing and field fitness testing procedures and standards. Knowledge of UBC policies on employee recruitment and employment principles. Good physical health and mobility for lifting, bending, reaching, spotting, and coaching. Must be able to follow written and oral requests accurately. Strong interpersonal and communication skills and the ability to work with faculty, staff, patrons, and students.

Sound knowledge of gymnastics equipment and securing techniques. Ability to read, understand, follow and enforce safety procedures. Must Pass Criminal Record Check.

Must have active interests in:

- Sports Recreation Physical Education Health and Fitness
- Gymnastics (Artistic and or Rhythmic)
- Working with all age groups (especially children)

A good working knowledge of:

- Computer software including: Microsoft Office (Word, Excel, Power Point, Front Page, Publisher), electronic mail, and web browsers.
- Computers including: hardware, printers, scanners, storage devices and other peripherals.



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Job Posting

Job ID: 11519
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level A **Business Title:** Project Manager
Department: Community Learning Initiative
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-24
Job End Date: 2012-03-31
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2011-10-21 **Available Openings:** 1

Job Summary

The project manager will be responsible for overseeing the completion of CBEL-Online's development as well as the roll-out of the database for instructor up-take. The project manager will need to negotiate the needs and constraints of three diverse factors: IT considerations, faculty uptake, and UBC-CLI business processes. S he will consider and weight the needs constraints of each of these variables to identify milestone points in CBEL-Online's development and rollout, as well as define all of the necessary steps to reach each milestone. S he will work with the team to ensure that all steps are completed at a high standard.

Organizational Status

Reports to the Manager of Research and Evaluation.

The project manager will be working collaboratively with a cross-functional staff team, a vendor company, and with other UBC Units across campus as needed.

Work Performed

- Develop project plans and set priorities and goals
- Work with a change management consultant to develop a tiered communication plan for CBEL-Online so that faculty can learn about the database in a systematic manner, and in a way that resonates with faculty needs and timelines
- Implement the communication plan
- Develop and organize CBEL-Online training sessions for faculty and instructors so that they can begin to effectively record the relevant details of their courses for future reporting
- Develop and coordinate the training of UBC-CLI staff on how to use CBEL-Online
- Oversee the development of CBEL-Online support documentation and resources
- Facilitate the continued development of the on-line database in response to faculty needs as well as UBC-CLI staff needs by liaising with: our database consultant, UBC-IT, and the vendor company
- Liaise with other UBC staff and offices to ensure that CBEL-Online is appropriately integrated into relevant business processes
- Liaise with a user experience consultant to identify needed changes to CBEL-Online in reference to faculty reponses

Supervision Received



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Functions under the direction of the UBC-CLI's Manager of Research and Evaluation and in accordance with established objectives.

Supervision Given

None.

Consequence of Error/Judgement

Must exercise tact and diplomacy when interacting with staff and faculty from UBC. The initial phase of CBEL-Online's rollout will be crucial to its future success, and any errors made during this phase will cascade through future years. It is imperative therefore, that decision-making processes are thoughtful and sound. Additionally, as the database is handling confidential information, the project manager must understand and respect the principles of confidentiality. Errors in judgment or the disclosure of confidential information could have very public consequences, affecting the reputation of the UBC-CLI and result in embarrassment to the University of British Columbia and its senior administration.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. Experience in negotiating the needs of multiple stakeholder groups, working with faculties and faculty members, planning, implementing, and evaluating programs, and facilitating groups and developing and delivering oral presentations. Previous experience with database development an asset. Strong computer skills (MS Word, Wordpress, PowerPoint, Excel); proficient use of internet and social media; proficient use of email required. Proficient with computers and high comfort level with learning new software. Ability to manage a demanding workload by determining priorities, planning ahead and anticipating problems. Both goal and process-oriented. Excellent communication skills, both verbal and written. Excellent organizational skills, including ability to organize and promote events . Demonstrated ability to work collaboratively with a variety of different stakeholders. Ability to both work independently and as part of a team. Excellent problem-solving skills, flexibility, and adaptability. Knowledge of and sensitivity to the university community; knowledge of administrative and academic systems and processes within universities.

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Job Posting

Job ID: 11516
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level A **Business Title:** Human Resources Associate
Department: Human Resources
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-24 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-21 **Available Openings:** 1

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

Job Summary

Provides recruitment specialist support to client departments including behavioural interviewing skills, staffing, job evaluation, performance management and attending career fairs. Oversees the electronic recruiting system (E-Recruit Program) by supporting clients with group or individualized training. Provides general advice in regards to interpretation of the collective agreements and other agreements and handbooks governing conditions of employment. Responds to enquiries from the client departments, union representative and employees. Facilitates the placement of employees requiring medical accommodation into alternative positions. Facilitates the layoff recall process in regards to the CUPE 2950 internal placement report. Assists Advisors in performance management issues, organizational structures and preparing termination and layoff letters.

Organizational Status

Reports to the Manager, Human Resources Advisory Services. Assists Human Resources Advisors and Employee Relations Advisors. Partners with client departments. Works collaboratively with Administrative Secretaries in Advisory Services. Works closely with the Total Compensation section on compensation and benefits related matters.

Work Performed

Advising and coaching client departments concerning appropriate recruiting practices including: behavioural interviewing; classification; posting deadlines; recall internal external processes; and Staff Finders' requirements. Participating in the development of interview questions, in-baskets tests, and preparation of position descriptions. May participate in departments' interview panels. Participating and or co-facilitating in Selection Interviewing Workshops.

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

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

Providing information and general advice on University policies, procedures and practices, to



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client departments, Faculty and employees.

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

Providing information and general advice to client departments relating to grievance, layoff, termination, or internal placement procedures involving CUPE 2950 and CUPE 116 staff. Preparing termination and layoff letters. Identifying and referring more complex issues to Human Resources Advisor or Employee Relations Advisor.

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

Assisting Advisors in performance management issues and or organizational structures. Attending meetings with Human Resources Advisors, Employee Relations Advisors and representatives of the union. Preparing termination and layoff letters.

Reviewing and authorizing staff and student appointments, extension, transfers, etc that have a higher level of complexity.

Facilitating the placement of employee's requiring medical accommodation into alternative positions by identifying vacancies and liaising with departments, employee, appropriate union representative and Return to Work program representative.

Advising client department on salary administration for all staff groups, union and non-union including authorization of salary increases. Identifying and referring complex compensation matters to the Compensation Associates Consultants.

Advising and coaching client departments regarding performance management practices. Referring highly sensitive matters to Human Resources Advisor or Employee Relations Manager.

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

Participating in the development and the delivery of Human Resources training programs. Assisting with developing written materials for workshop content relating to recruitment.

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

Attending weekly team meetings and participating in project work.

May participate in collective bargaining process by serving on bargaining committees.

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

Performs other duties as required.

Supervision Received

Works under the general supervision of the Manager, Advisory Services, and in accordance with established principles and methods. Works closely with and takes direction from the Human Resources Advisors and Employee Relations Managers.

Supervision Given

Monitors the work of the Administrative Secretaries in Advisory Services, as required



Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two to three years of related experience or the equivalent combination of education and experience. Human resources experience preferably in a complex, unionized environment. Thorough knowledge of current Human Resources Management practices. Knowledge of provincial and federal legislation governing employers' Human Resources practices. Knowledge and experience with a coaching model to influence and advise client units. Working knowledge of the electronic recruiting system an asset. Ability to maintain accuracy and attention to detail. Ability to organize, prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to effectively use Microsoft Office (e.g., Outlook, MS Word, MS Excel). Ability to exercise tact and discretion. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise sound judgment. Ability to establish and maintain supportive working relationships with client departments, union and association representatives. Proven ability to be flexible, confident and self-motivated. Ability to travel on and off-site unit locations.

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Job Posting

Job ID: 11443
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level A **Business Title:** Compensation Associate
Department: Human Resources
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2011-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-11-04 **Available Openings:** 1

Job Summary

Working in partnership with stakeholders and employee groups, the Compensation section has responsibilities in job evaluation, salary costing and administration, market surveys, and reward and recognition initiatives. The section also has responsibilities in providing interpretation and administration of collective agreements and other agreements and handbooks governing job evaluation and salary administration.

The Compensation Associate has responsibilities in evaluating and classifying jobs; providing general advice to client departments regarding job evaluation and salary administration; developing and maintaining databases for data analyses and costing, conducting market research and surveys; participating in the development of job guidelines; and assisting with salary administration. The position will also be expected to participate in project initiatives.

Organizational Status

Reports to the Manager, Compensation. Works closely with Compensation Consultants, Human Resources Advisors and Associates, Organizational Development and Learning practitioners, and members of the Benefits team on matters relating to organizational restructuring, salary administration, job evaluation, and collective bargaining. Interacts extensively with departmental administrators and counterparts in external organizations.

Work Performed

Evaluates and classifies new and vacant positions for job postings by researching comparators and processing documents.

Advises employees and departments on the classification processes and engages in reviews of positions for reclassification.

Develops and maintains a variety of databases for statistical and tracking purposes. Supports the Compensation team in the development and maintenance of salary structures for all the employee groups.

Supports the Compensation Team in the development of survey questionnaires and conducts market research and conducts and completes surveys. Participates in compiling, analysing and presenting market data from surveys for various employee groups.

Develops and maintains databases for salary administration purposes. Articulates orally and in writing to employees and client



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departments regarding the interpretation of collective agreements and handbooks on salary administration matters. Provides general information and advice to client departments regarding salary administration.

Analyses a variety of statistics and prepares reports on staff matters for use by Human Resources staff, senior University Executive, and the Board of Governors.

Participates in the preparation of data analysis and costing for Public Sector Employer Council (PSEC). This involves retrieval, compilation and summarization of data in accordance with government regulations.

Participates in a variety of Compensation or HR projects to enhance and improve salary administration for employee groups.

Performs other duties as related to the job.

Supervision Received

Works under the general direction of the Manager, Compensation and in accordance with established principles and methods. Works closely with and takes direction from the Compensation Consultants.

Supervision Given

May be required to delegate and oversee the work of temporary clerical staff.

Consequence of Error/Judgement

Exercises initiative and independence to meet unusual situations. Exercises judgment based upon a thorough knowledge of procedures, guidelines, agreements and regulations and make decisions based on them. Provision of accurate advice and information in a timely manner enhances the effective and efficient operation of the Compensation section and client departments.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two to three years of related experience or the equivalent combination of education and experience. Minimum of two to three years of related compensation experience in a complex, unionized environment, or the equivalent combination of education and experience. Good knowledge of current human resources management practices. Is flexible, confident and self-motivated. Excellent oral, written and organizational skills. Excellent technical and analytical skills and in utilizing PC software such as Windows MS Office including Word, Excel and PowerPoint. Ability to establish and maintain supportive working relationships with client departments. Ability to establish and maintain effective working relationships with union and association representatives. A team player. Ability to set priorities, work under pressure and meet deadlines.

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Job Posting

Job ID: 11423
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level B
Business Title: Member Services Specialist, Faculty Pension Plan
Department: Pension Administration Office
Salary:
Full/Part Time: Full-Time
Desired Start Date: 2011-12-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-18
Available Openings: 1

Job Summary

The Faculty Pension Plan (FPP) is a defined contribution pension plan with over 5,000 members and an asset value of approximately \$1.4 billion.

The incumbent provides specific key services to individual members and groups belonging to the Faculty Pension Plan and Supplemental Plan. It includes the provision of consultation and guidance on a broad array of services from enrollment to termination or retirement from the Plan. Communications may be provided in written or verbal form and are frequently delivered through face to face meetings. The incumbent is the public face of the Faculty Pension Plan.

Organizational Status

This position receives instruction and direction from the Senior Operations Manager. The position works closely with the Executive Director - Investments, Pension Administrator and Communications Coordinator.

May be required to act as the back up for the Pension Administrator.

Work Performed

1. Has overall responsibility for delivering member communication and education strategies for all members of the Faculty Pension Plan and Supplemental Plan.
2. Researches and analyzes new education strategies in the pension industry to ensure the FPP is current with best practices. Provides recommendations on the design of new communication print and web content. Develops new member packages, including enrollment, termination and retirement, based on research.
3. Works closely with the Manager IT and Communications Coordinator to design and implement education software tools for members on the web site. Also assists in the upgrades to the in-house pension administration system to ensure that the system complies with legislative changes and also to provide enhanced information to staff and members of the Plan.
4. Designs and delivers presentations and conducts seminars for new members and retiring members on a regular basis.



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5. Performs various administrative tasks including; responding to member enquires, overseeing the preparation of mail packages, preparing estimates and assisting members with documentation.
6. Conducts individual meetings with members or their spouses to provide guidance relating to issues of retirement planning, retirement income and other retirement benefits as well as guidance on member death or marriage breakdown.
7. Works closely with the Executive Director - Investments to provide investment education for members so that they can make decisions regarding the investment choices available.
8. Responsible for providing information to members and members' spouses during critical times such as member death or marriage breakdowns.
9. Responsible for discussing the FPP with potential faculty and helping them understand their options regarding their current employer's plan.
10. Manages all aspects of members' voluntary contributions, including discussions with members, calculation and implementation.
11. Educates members and prospective members about the UBC Supplemental arrangement.
12. Establishes a close relationship with third party providers contracted by the FPP and University and advocates on behalf of members who experience issues with those providers.
13. Provides occasional back-up to the Pension Administrator; must become knowledgeable about the office systems and procedures.

Incumbent works in a semi-private cubicle and is exposed to frequent staff and clientele visits, and ambient noise usually generated in an office environment.

Supervision Received

Receives direct supervision and guidance from the Senior Operations Manager through regular communication and through an annual work plan outlining goals and objectives to be met.

Supervision Given

Does not provide supervision.

Consequence of Error/Judgement

Good judgment to convey information in a credible, transparent, objective, and a non-prejudicial manner (put onus on members to choose select options). Inappropriate or inaccurate information places the FPP in a position of significant risk and possible liability.

Communicates in a sensitive, thoughtful empathetic manner when members or spouses relatives are faced with traumatic situations such as marriage family breakdown, divorce, illness and death. A callous, insensitive approach would jeopardize credibility of Pension Plan service and delivery.

Comport self by maintaining a high level of confidentiality regarding contents of member files or consultations with members. Lack of discretion can cause loss of confidence in the incumbent by members, negatively affect Plan management and possibly result in employment termination, and lawsuits against Plan management and staff.

Qualifications



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Undergraduate degree in a relevant discipline. University graduation with a business-oriented degree. Additional course work and experience in retirement benefits, investments, human resources and pension administration is preferred. A financial planning designation would be considered a definite asset. Minimum of three years experience or the equivalent combination of education and experience. Extensive experience in the financial services industry, delivering retirement information to retail investors or pension members.

The incumbent requires a thorough knowledge of the Plan, options permitted, benefits, and legislation to accurately convey the multiplicity of choices available to members and beneficiaries of members. The incumbent must also keep up-to-date with changes to the Pension Standards Act, the Family Relations Act and Income Tax Act as they relate to pensions. Superior communication skills are a must. Ability to deliver information in a respectful and tactful way. Ability to exercise discretion in dealing with confidential matters. Excellent knowledge of pension legislation, Family Relations Act, Income Tax Act and the Faculty Pension Plan and be cognizant of income tax and pension legislation amendments to ensure communication packages are current. Ability to coordinate own work with others. Ability to plan and execute workflow to meet departmental requirements. Ability to write clear, concise business English. Ability to effectively use job-specific software at an advanced level (e.g., Microsoft Word, Excel, PowerPoint, HRMS). Effective interpersonal, organizational and customer service skills. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 11458
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator
Department: Psychiatry
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-16
Job End Date: 2012-10-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-17 **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 will be involved with research programs evaluating Mindfulness-based Cognitive Therapy. Responsibilities will include coordination of ongoing research projects, overseeing daily operation of the lab and providing supervision to research personnel.

This position will also assist the PI in completing two CIHR Operating Grants; "Evaluating Cognitive Reactivity as a Cause for Depressive Relapse" and "A randomized controlled trial evaluation of brief, telephone supported CBT self help in primary care patients with depression." The Coordinator will assist PI in the implementation of study protocols and manage the lab staff in the process of screening and recruiting participants for the research study, data collection and analysis, ensuring completion of project goals and adherence to research timelines. It also involves managing ongoing grant applications, managing ethics submissions and overseeing the budgets.

Organizational Status

The position reports to the PI and supervises junior research staff and volunteers.

Work Performed

- Manages the staff in the processes of recruiting screening, scheduling and testing research participants
- Scheduling therapists and research staff for the provision of treatment to study participants
- Coordinates job interviews and research assistant staff selection
- Trains and supervises research assistants and volunteers
- Manages research budgets
- Prepares, composes, edits and proofs documents such as grant applications, contracts, academic proposals, and scientific communications
- Develops, submits and manages lab Research Ethics Board applications
- Collaborates with the PI to develop research protocols
- Conducts diagnostic semi-structured clinical interviews (SCID-I)
- Administers a variety of psychometric assessments to research participants
- Creates, manages and processes Excel and SPSS databases



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- Provides initial data analysis for publication and reporting purposes
- Liaises with various health care providers and administrators and coordinates the acquisition of information;
- Assists in the development of manuscripts for publication
- Prepares progress reports for granting agencies

Supervision Received

Works under general direction from PI with minimal supervision. This position requires a great deal of independent work and decision making in ensuring the research work meets task objectives and standards.

Supervision Given

This position will provide supervision to at least one research assistant and a work study employee, as well as research volunteers.

Consequence of Error/Judgement

Failure to adhere to ethical standards when conducting research will compromise the safety of the research participants. Errors in judgment or analysis or inability to meet deadlines will directly impact the integrity of the research project. Inadequate budget management will impact long-term viability of the research.

Qualifications

- Undergraduate degree in a relevant discipline. - Bachelor's degree in psychology or other mental health field preferred. Minimum of two years experience or the equivalent combination of education and experience. - Experience in clinical interviewing and in administering structured interviews (e.g. SCID-IV)
- Exposure to research ethics requirements
 - Excellent interviewing, interpersonal, organization and communication (verbal written) skills
 - Ability to work collaboratively with other team members, manage research staff and the ability to work alone with minimal supervision
 - Experience working with computer programs (e.g. Microsoft Office, Excel, Access, SPSS)
 - Ability to administer and score a variety of psychometric measures
 - Familiarity with quantitative data analyses is preferred
 - The ability to work with clients of diverse backgrounds is necessary

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Job Posting

Job ID: 11477
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator
Department: Obstetrics & Gynaecology
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-17
Job End Date: 2012-10-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

Job Summary

The primary focus of the Science Researcher is provide local coordination of multiple research projects within the General Division of Obstetrics and Gynaecology at St Paul's Hospital. The responsibilities include completion of the Case Report Forms (CRF's), chart review and electronic data entry for on-going studies. Exceptional organizational skills, as well as a high degree of motivation, enthusiasm, and initiative will enable the Research Coordinator are necessary.

Organizational Status

Reports to the Principal Investigator and Research Program Manager as required. Works with the Principal Investigator, the research program manager, research nurses, statistical and computer consultants and clerical staff.

Work Performed

- M Prepares and submits ethics applications
- Daily ward visits to identify and track eligible patients
- Completes case report forms specific to on-going studies.
- Ensures site maintains study patient logs, case report forms and other important project related files.
- With study investigator, develops and implements recruitment strategies, develops work plans and timelines for studies.
- Maintains appropriate regulatory documentation.
- Coordinates sample and data collection
- Screens, recruits and consents study participants
- Conducts study visits (administering interviews, conducting chart reviews, collecting samples as required)
- Interacts with study subjects
- Administers questionnaires and surveys;
- Extracts data
- Maintains study material organization
- Participates in study logistics
- Ensures that the studies are performed according to ethical guidelines and GCP
- With principal investigator, participates in project planning and execution;
- Attends meetings to define strategies for study execution and recruitment
- With input from the study investigator, prepares, composes, edits and proofs study communications;



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- Coordinates the acquisition of information from multiple sources and individuals;
- Other related duties as required

Supervision Received

Most of the work will be done independently; however, the Principal Investigator(s) will supervise all projects.

Supervision Given

Assigns and checks work of technicians, support staff or students as required.

Consequence of Error/Judgement

The Science Researcher is required to conduct the research activities in an ethical manner. Any procedures or data recorded as part of a study 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 Principle Investigator, the Department Head, and the Research Assistant's governing professional organization.

Qualifications

Undergraduate degree in a relevant discipline. . . Minimum of two years experience or the equivalent combination of education and experience. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources Ability to communicate effectively verbally and in writing Ability to initiate and conduct research projects

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Job Posting

Job ID: 11327 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Scientific Engineering
Classification Title: Scientific Eng., Level C **Business Title:** Assistive & Sensorimotor Technologies Research Eng
Department: Inst. for Comp,Info&Cogntv Sys
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-03
Job End Date: 2012-09-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-11-15 **Available Openings:** 1

Job Summary

The purpose of the position is to provide engineering support to the laboratories in ICICS particularly related to research involving the recent CFI LEF equipment acquisitions for the Assistive Technology and Sensorimotor Systems groups. The candidate is responsible for the planning, design, specification, installation, integration, interfacing and maintenance of new, highly advanced, scientific research equipment, supervision of graduate students and postdocs working with this equipment, as well as providing coordination and advice to those constructing components or equipment.

Organizational Status

This position reports to the Directors of the CARIS Laboratory and the Sensorimotor Systems Laboratory. Works closely with researchers, postdocs, and graduate students. Interacts with UBC departments and units including IT Services, Supply Management and Plant Operations, as well as with relevant off-campus organizations (eg. various equipment suppliers, etc.).

Work Performed

WORK PERFORMED CARIS LAB - Assistive Technology Theme (50% Time)

Working in the CARIS lab and in support of the researchers in the Assistive Technology Theme, the Research Engineer (RE) will recommend set up, test, integrate and support robotics and sensing equipment purchased through the ICICS CFI LEF. The RE will support researchers and students in the deployment, integration, and maintenance of this equipment as both an engineering consultant and an implementer. They will be responsible for the planning and commissioning of large equipment setups and installations related to the ICICS CFI LEF.

The robotics platforms supported and maintained by the RE include the Willow Garage PR2 robot, Phantom haptic device, and Barrett robot grippers hands, METI patient simulators, as well as automated wheelchairs and robot arms yet to be purchased. Sensors supported include ATMI force plates, Organic Motion capture system, and ladybug cameras. As needed, and in conjunction with researchers, the RE will support the set up and integration to these robotics platforms, or as integrated systems, a wide range of sensors including those for kinematic measurements: e.g. linear and rotational encoders, potentiometers, accelerometers, magnetic sensors and GPS units, for force torque measurement: e.g. force plates, multi axis sensors and strain gauges; spatial sensing: including cameras, infrared, laser; for physiological measurement: e.g. heart rate, skin conductance, respiration, blood volume pressure, electromyogram, electroencephalography.



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As needed, the RE will recommend, specify and order (where cost effective) and or design and commission specialized parts, power systems, data acquisition systems, controllers and computer interfaces that support and maintain these systems. Where appropriate and feasible, they will assist and support students in these projects as related to their research. These activities will include electrical and electronic design and implementation and low level computer interfacing code.

The RE will specify, design and generate drawings as needed for mechanical support systems, casings, jigs and fixtures related to the ICICS CFI robotics and sensing equipment. Where appropriate and feasible, they will supervise graduate students in these tasks as related to their research. The RE will coordinate the manufacturing of systems in the Mechanical Engineering Machine shop through the job request system.

The RE will manage technical maintenance documentation on setups, systems, code, etc. under their purview. The majority of this documentation will be stored on the lab wiki, but may also be requested to provide documentation for technical reports and research papers.

The RE will attend the business portion of the weekly CARIS lab meeting.

WORK PERFORMED SENSORIMOTOR SYSTEMS THEME (50% Time)

The requirements and activities of the Sensorimotor Systems theme are similar to that of the Assistive Technologies theme. Supported robots include hands (Barrett hand and one other), haptic devices (PHANToM, Butterfly), and an arm exoskeleton (Kinarm). In addition, the RE will support the operation and maintenance of sensors and measurement systems, including a Vicon motion capture system, a 256 channel high density EMG system, eye trackers (Chronos and Eyelink).

Two specific and important aspects of work in this theme are listed below.

The RE will design and fabricate custom instrumentation and fixtures for conducting experiments with human subjects using the CFI equipment (e.g., to mount sensors on the skin, to stabilize the head in front of a monitor, etc.). The RE will communicate well with researchers to elicit the requirements of this instrumentation. The RE must be proficient in rapid prototyping techniques.

Operation and customization of cable driven robots is an important aspect of the RE's task. The robots include robot hands (Barrett, and one other tbd), haptic devices (PHANToMs), and an eye. The tasks include design of improved capstan drive systems, low friction cable sheaths, and novel motor drives. The RE will also implement the low-level real time control of the motors using Matlab and XPC Target.

Supervision Received

Works independently; position reports directly to the Directors of the CARIS and Sensorimotor Systems laboratories. Assignments given in terms of functional requirements and research project objectives. Work is reviewed against requirements objectives.

Supervision Given

Supervises activities of graduate students and undergraduate research assistants for short-term projects related to set up of research equipment.

Consequence of Error/Judgement

This position is responsible for managing and supporting research equipment valued in excess of \$3M. Work is expected to be at a high level of professional quality to avoid damage to valuable equipment, personal harm, and delays in research. Errors could cause serious consequences for researchers. Decisions on purchases must show sound and practical resource management.

Qualifications



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Undergraduate degree in Engineering or Applied Science. Mechanical, mechatronics or electrical engineering bachelor's degree with demonstrated experience in instrumentation with five or more years of related experience. A Master's degree in one of these areas is highly desirable. A minimum of 5 years of experience or the equivalent combination of education and experience. Experience selecting and setting up DC motors, including associated power supplies and servo controllers.

Experience in instrumentation setup and debugging of faults in electromechanical systems.

Basic machine shop and related fabrication skills. Experience with rapid prototyping a plus.

Familiarity with CAD, including SolidWorks or similar.

Experience with writing low level software firmware for real time control and device drivers.

Experience with National Instruments Labview systems and Matlab, instrumentation interface hardware software tools.

Hands on circuit design, fabrication and debugging experience, with particular attention to power electronics for electromechanical systems. Ability to familiarize him herself with new technologies quickly, both to work with existing equipment at our facility, and to be able to make purchasing recommendations to students and faculty members.

Effective interpersonal and problem solving skills.

Ability to learn new skills and rapidly adapt to new situations.

Ability to work effectively independently and in a team environment.

Ability to exercise judgment, take initiative, and work under pressure to meet deadlines.

Ability to manage time and prioritize duties.

Ability to be thorough, accurate, and have a high level of attention to detail.

Must be sincerely interested in working with faculty and students in a multidisciplinary teaching and research environment.

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Job Posting

Job ID: 11472
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Health Safety & Environment
Classification Title: HS&E, Level C **Business Title:** Health and Safety Advisor
Department: StudentHousing&HospitalityServ
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

Job Summary

To develop and manage the implementation of the health, safety and environmental programs in accordance with departmental, University and WorkSafeBC requirements. Developing site specific safety and environmental protocols and safe work procedures, assisting in accident investigations and inspections, advising managers, supervisors, health and safety committees and delivering safety and environmental program training.

Organizational Status

This position reports directly to the Human Resources Manager for SHHS and indirectly to the Manager, Occupational Health and Research Safety for the department of Risk Management Services and oversees the SHHS Safety Coordinator. Works collaboratively with the Department of Risk Management Services as well as other departments within SHHS and across campus.

Work Performed

- Providing guidance and advice to departmental managers, supervisors, and workers regarding best practices and procedures in regard to health, safety, and environmental matters.
- Developing and facilitating training sessions, in conjunction with UBC Risk Management Services and other University departments as required.
- Conducting and overseeing safety inspections of Student Housing and Hospitality Services work sites to ensure that work practices and conditions are safe and conform to applicable regulations and procedures. Reports deficiencies, corrective actions and helps formulate action plans with unit managers.
- Development of safe work procedures and safety policies. Developing and providing training and implementation support as required.
- Evaluating the quality of the accident investigations and assisting management and safety committee members in the performance of the investigations.
- Monitoring WorkSafeBC, ICBC, and other related claims; liaising with managers, supervisors, payroll staff, and other UBC departments to ensure accurate and timely processes for claims, including but not limited to investigations, protests, and cost reimbursements.
- Developing and maintaining emergency preparedness and response plans and procedures for SHHS; including comprehensive plans and procedures for caring for residents that have been displaced from UBC residences due to an emergency or disaster.
- Participating in and monitoring of employee Return to Work stay at work plans as required.



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- Managing the Student Housing and Hospitality Services Safety Coordinator.
- Monitoring and reporting on the effectiveness of safety and environmental program activities.
- Conducting hazard assessments and risk analyses as required.
- Conducting safety program reviews of the individual divisions of SHHS.
- Providing training on elements of a safety program.
- Acting as a resource to departmental joint occupational health and safety committees.
- Monitoring the First Aid, WHMIS, fire safety, and other programs.
- Liaising with other Department staff members in order to coordinate resources and provide uniform application of existing procedures.
- Participating on University and departmental committees.
- Preparing reports and special projects as required.
- Carrying out any other related duties as necessary in keeping with the requirements and qualifications of the job.

Supervision Received

This position reports directly to the Human Resources Manager for SHHS and indirectly to the Manager, Occupational Health and Research Safety for the department of Risk Management Services.

Supervision Given

This position supervises the SHHS Safety Coordinator.

Consequence of Error/Judgement

Failure to act in a professional, tactful manner would have an adverse effect on the image of the Department. Incorrect decisions may result in increased costs, accidents or injuries, worker exposure to hazardous substances or WorkSafeBC orders or penalties.

Qualifications

Undergraduate degree in a relevant discipline. Graduation from University in science or related area of study. A combination of experience and graduation from a technical institution in Occupational Health or Safety Related area of study is preferred. Certification as a Certified Registered Safety Professional (CRSP) is an asset. Minimum of three years experience and 1 year experience in field of specialization or the equivalent combination of education and experience. Experience in safety program development and management in a municipal or educational setting. Supervisory experience is desirable. Experience as a trainer is required.

Make sound technical decisions, able to apply regulations and procedures to a wide variety of work situations, good verbal communication skills, able to write technical manuals, assertive, self starter, able to work under limited supervision to meet program goals. Able to design and effectively deliver training sessions. Knowledge of standard office computer software. Able to wear personal protective equipment such as a hard hat or respirator. Hold a valid BC drivers license. Ability to work independently as well as in a team. Ability to work under pressure and meet deadlines. Ability to exercise tact and discretion and work in a team environment.

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Job Posting

Job ID: 11496
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level B **Business Title:** Development Coordinator, Faculty of Education
Department: Development Office
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-14 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-19 **Available Openings:** 1

Job Summary

To coordinate specific development related duties in support of the University's fundraising mandate. The Development Coordinator is responsible for providing program support to develop, implement and coordinate development programs and services. This position is instrumental in the delivery of programs and services designed to facilitate a lifelong relationship with UBC donors, alumni and students. Participates in on-going fundraising planning.

Organizational Status

Reports to: Director of Development.

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors, outside community groups and organizations.

Supervises: No supervisory responsibilities.

Work Performed

- Prepares briefing notes, plans and reports for management, including analyzing research, drafting notes for review, developing plans for approach of prospects, and preparing subsequent updates based on outcome of meetings;
- Supports the development and implementation of new unit initiatives that advance UBC's strategic plan, Place and Promise;
- Writes donor prospect solicitation materials and correspondence;
- Researches and drafts fundraising proposals for senior management for presentation to donors;
- Ensures accuracy of donor contact activity on donor and alumni database;
- Develops and maintains a deep understanding and expert use of the University's donor and alumni database;
- Ensures that appropriate donor recognition, acknowledgement and stewardship programs are in place;
- Reviews invitation lists for UBC donor events;
- Ensures processing of donor gifts, pledges and receipts;
- Develops unit analytical reports as requested by manager;
- Develops and maintains processes and procedures as needed;
- Participates in on-going fundraising planning and practice and process development;



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- Needs to accommodate flexible hours, attending events;
- Performs other related duties as required.

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of one year experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to learn new software programs.

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Job Posting

Job ID: 11502
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Alumni Manager, Volunteer Program
Department: The Sauder School of Business
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-31
Job End Date: 2012-10-26
Funding Type: Self Funded
Other:
Date Closed: 2011-10-23 **Available Openings:** 1

Job Summary

The Alumni Manager, Volunteer Program will work with colleagues in the Development and Alumni Engagement office to achieve their mission: to inspire interest, involvement and investment in the Sauder Community.

Working closely with the Associate Director, Alumni the Alumni Manager, Volunteer Program is responsible for creating and executing on a comprehensive and long term alumni volunteer engagement strategy that provides rewarding experiences and lifelong relationships for Sauder alumni and the Sauder School of Business. The Alumni Manager, Volunteer Program will develop, implement and coordinate Sauder's Alumni Volunteer Program designed to build capacity for Alumni involvement through engaging and rewarding activities with the intention to build and sustain a network of Alumni volunteers in support the School and University.

Working with alumni, Sauder business units, faculty and student groups the Alumni Manager, Volunteer Program will provide leadership and vision while collaborating with other Sauder units and UBC Alumni Relations to development a suite of communication, engagement and data analysis tools.

Organizational Status

This position is a member of the Sauder School of Business Development and Alumni Engagement Office and works with Sauder staff, faculty members, student leadership and key alumni volunteers.

Contacts: students, alumni, donors, volunteers and external community and professional organizations.

Work Performed

RELATIONSHIP MANAGEMENT

Identify, cultivate and steward alumni globally with key alumni volunteer leaders through local and regional outreach activities

Work with colleagues in the UBC Alumni Affairs office to leverage Sauder and UBC Alumni activities.

Forge and maintain relationships with Sauder business units, student groups, clubs and faculty to identify and structure existing volunteer opportunities



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Share Volunteer Management best practices with colleagues and Alumni volunteer leaders

Facilitate volunteer management training and support for Sauder staff, faculty and volunteer leadership

Represent the Sauder School alumni staff on Central DAE and Sauder School initiatives as required.

VOLUNTEER MANAGEMENT

Develop a comprehensive system of volunteer recognition and appreciation to be implemented locally and regionally

Actively advise and guide Alumni volunteers

Manage and develop websites, events, targeted communications related to Sauder's Alumni Volunteer Program both locally and internationally.

Monitor and communicate with Alumni volunteers to gauge satisfaction and suitability.

Act as a resource for Alumni volunteers for information and accessibility to the Sauder School and UBC.

PROGRAM DESIGN & MANAGEMENT

Lead the design and implementation of Sauder's Alumni Volunteer Program including:

Create a database of volunteer opportunities from Sauder's business units, student groups and clubs and faculty & ensure opportunities are communicated to alumni volunteer community

Lead the creation and ensure the implementation of a plan to successfully integrate data collection of volunteer activity across several platforms at the University including: Alumni Magnet, Regional Alumni Club Websites, LINKS, and UBC Alumni Affairs Website.

Work with DAE Communications to create an internal & external communications plan designed to inspire alumni volunteerism. Continually evaluate events, programs and communications and offer suggestions for improvement to for maximum impact return on investment

Facilitate and strengthen partnerships between faculty, business units and students with key alumni communities

ADDITIONAL DUTIES

Participate in overall Development and Alumni Engagement activities as required to support the mission of the Sauder School of Business.

Present a positive image of the Sauder School of Business to the University and the external community.

Obtain and disclose confidential and sensitive information as appropriate, determining appropriate course of action, resolving details of unusual situations in the absence of established guidelines.

Regularly contributes as a member of the Sauder School of Business Development and Alumni Engagement Team.

Work closely with the Senior Associate Director, Development to ensure that individual volunteer plans and strategies align with overall development strategies.

Work with development staff to develop plans to cultivate prospective alumni donors.



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Other duties as required.

Supervision Received

Works independently reporting to the Associate Director Alumni.

Supervision Given

Student assistants and volunteers.

Consequence of Error/Judgement

The incumbent contributes to the public image of the Sauder School of Business, and is expected to exercise judgment, diplomacy, and tact in all interactions. Failure to exercise appropriate judgment could increase direct costs, contribute to lost opportunities, damage the reputation of Alumni Relations, the Sauder School of Business, and or the University, and result in alienation of students, alumni members and volunteers, donors, university faculty members and officials, and have a negative impact on internal and external relationships..

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of three years experience or the equivalent combination of education and experience. Experience in volunteer administration and management or the equivalent combination of education and experience Experience at a post secondary education institution, including alumni relations and or fundraising experience. Direct UBC experience would be an asset

Proven leadership abilities

Proven people management and volunteer management experience

Experience in program development, delivery and management

Experience in volunteer management and program management

Proven skill in strategy development and relationship management is required

Ability to analyze problems identifies key information and issues and effectively resolve

Ability to be thorough and accurate with a high level of attention to detail

Ability to exercise tact and discretion

Ability to effectively manage multiple projects and deadlines

Ability to communicate effectively verbally and in writing

Ability to work effectively independently and in a team environment

Knowledge of Blackbaud is an asset

Must be available to work evenings and weekends as required

Customer service and solution oriented.

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: 11429
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Development Officer
Department: UBCO - Development
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-28 **Available Openings:** 1

Job Summary

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

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

Organizational Status

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

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

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

Work Performed

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



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

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

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

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

Qualifications

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

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: 11455
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level G **Business Title:** Senior Director, Alumni Engagement
Department: Alumni Relations
Salary: \$87,264.00 - \$109,080.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-17 **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 providing the vision and leadership that results in outstanding Alumni experiences for the University. Responsibilities include: Developing, coordinating and executing plans for a comprehensive and highly-effective university wide program to increase alumni engagement every year while ensuring the goal of doubling alumni engagement during the campaign is achieved; shaping the constituency-based alumni relations program and working with key partners in setting alumni engagement goals; building university-wide alumni engagement programs and capacity to strategically complement constituency based efforts; overseeing and supporting the identification of opportunities for alumni to contribute to UBC as volunteers; developing a strategy to foster a culture of engagement among students and young alumni; establishing meaningful opportunities for young alumni to engage with UBC; and growing the effectiveness and capacity of the UBC Alumni Association.

Organizational Status

Reports directly to the AVP Alumni Executive Director of the Alumni Association.

Work Performed

- Serving as an integral member of the leadership team for Alumni Affairs and the management committee, providing leadership, support and direction across a wide range of areas, including policy setting and strategy development and implementation relating to staff, operations, budgets, organizational development, marketing, Board and university relations, etc., for the whole of the enterprise;
- Accountable to both the University as well as the Alumni Association with regards to all Alumni Engagement programs and initiatives;
- Responsible for the preparation, control and administration of the Alumni Engagement budget by continually evaluating the portfolio, refining as needed for maximum impact and cost-effectiveness and cogently making the case for required resources in the context of the larger alumni affairs and alumni association needs and monitoring return on investment in terms of progress toward goals;
- Developing, leading, directing, and executing strategic plans for a comprehensive and highly-effective university wide program to increase alumni engagement every year while ensuring the goal of doubling alumni engagement during the campaign is achieved and maintained;
- Developing, leading, directing, and executing plans for a comprehensive, measurable and meaningful series of initiatives in



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building university wide capacity to engage alumni;

- o Shaping and growing constituency-based alumni relations programs within Faculties.
- o Working with key decentralized stakeholders including Deans and Directors of Faculties across campus as well as partners centrally in the setting of alumni engagement goals
- Building university-wide alumni engagement programs and capacity to strategically complement constituency based efforts advocating for and nurturing strong alliances between alumni, Alumni Affairs, and partners all across campus;
- o Overseeing and supporting the identification of opportunities for alumni to contribute to UBC as volunteers. Responsible for ensuring positive experiences for alumni who volunteer
- Developing and implementing comprehensive strategies for stewardship of "alumni connectors" and further strategic alumni engagement working closely with Director of Alumni Engagement Campaign;
- Strategically aligning university-wide and constituency based programs and volunteer leaders;
- Fostering a culture of engagement among students and young alumni (increasing student alumni connections, engaging student leaders, raising awareness of the benefits of engagement among students and young alumni, and establishing meaningful opportunities for young alumni to engage with UBC);
- Representing UBC and Alumni Affairs to peer institutions, community groups, key alumni volunteers, and colleagues all across campus. This involves public speaking, travel, and interaction with senior faculty, staff, alumni volunteers, administrators, and student leaders;
- Cultivating and soliciting selected major national and international donors through effective stewardship of alumni contacts;
- Maintain a strong and seamless partnership with Senior Director, Operations and Planning and the Director of Alumni Engagement Campaign;
- Taking on special management projects as needs arise;
- Providing leadership and ensuring systems (technology, financial, management, etc.) are in place to ensure success;
- Remaining current with best practices in post-secondary education advancement;
- Performing other duties as required in support of Alumni Affairs, Alumni Association, and AVP ED.

Supervision Received

Works highly independently. Reports to Associate Vice President, Alumni Executive Director of UBC Alumni Association. Establishes performance goals and expectations in consultation with same.

Supervision Given

- Responsible for the overall leadership of the Campus Based Alumni program including 6 direct report and their teams.
- Responsible for the overall leadership of the Alumni Relations Unit including 3 direct report and their teams.
- Director of Alumni Engagement Campaign (dotted line)
- Authority to hire, discipline, and terminate staff.
- Reviews performance of subordinates and allocates work. Trains subordinates and resolves human resources issues.

Consequence of Error/Judgement

The incumbent will greatly extend the reach of UBC's alumni relations through faculty unit partnerships and alumni relations programs throughout the lower mainland, across Canada, and internationally. Errors in judgment could have far-reaching and long-term financial and non-financial consequences. For example, the incumbent will ensure that diverse groups across the university skilfully build alumni relationships, contributing to alumni satisfaction and engagement, and the reputational lustre of these units and the institution as a whole.

Qualifications

Undergraduate degree in a relevant discipline. A graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred. 9 years relevant experience. Minimum of five years experience in a senior management position or the equivalent combination of education and experience. Thorough knowledge of the university environment and academic structure is preferred including significant alumni relations advancement experience. Ability to work independently while exercising good



judgement at all times. Well-developed analytical and problem-solving skills are required, along with skills in conflict resolution. Strong conceptual abilities combined with high attention to detail. Ability to work simultaneously on a variety of complex projects with imposed deadlines. Ability to formulate strategic plans. Ability to communicate effectively verbally and in writing. Strong interpersonal and negotiation skills required in liaising with alumni, corporate executives and senior university administration. Proven ability to work with the University's engaged alumni to advance the University's mission. Tact, diplomacy, discretion and sound judgement required. The incumbent should have the ability to plan, coordinate and supervise the work of others, in order to execute a variety of complex projects with imposed deadlines. Computer experience required; MS Windows environment, Microsoft Office preferred. Experience working with a centralized fundraising system an asset.

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: 11509
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Planning & Engineer
Classification Title: Facilities Planning, Level E **Business Title:** Director, Transportation Planning
Department: CampusCommPln-Transportation
Salary: \$80,059.00 - \$100,073.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-07
Job End Date: 2012-11-06
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-10-20 **Available Openings:** 1

Job Summary

The Director Transportation Planning is responsible for the implementation of the Strategic Transportation Plan for UBC, management and negotiations in support of transportation services for UBCV, , and development of new transportation initiatives in support of UBC sustainability commitments, as opportunities arise. Further, this position also helps secure approval of capital and other plans providing for future traffic and transportation needs.

Organizational Status

Reports to the Associate Vice President, Campus and Community Planning.

Work Performed

Annual Business Plan, Budget, and Financial Management

Develops annual business plans and budget that sets out specific objectives and targets to be achieved, and ensures appropriate spending allocations on operational and minor capital programs, with adjustments as necessary to stay within approved annual budget.

Strategic Transportation Plan for UBC

Within the context of the Land Use Plan and the University's Strategic Plan, working with the campus and community planning team, with input from all key user groups, directs and manages implementation of UBCV Strategic Transportation Plan. This plan recognizes UBC as the second largest transit destination in the Lower Mainland and provides for a comprehensive sustainable transportation strategy for UBC. The Plan examines, articulates, and supports regional and community goals to develop a transit-oriented and automobile restrained transportation system, promote alternative non-automobile travel modes and encourage increased transportation demand management measures to minimize single occupant automobile use.

Coordination and Implementation

Oversees the development, communication, implementation and ongoing evaluation of long term transportation demand management strategies which includes program development to address such issues as the restraint of single occupant vehicle use, and advancement of demand management strategies to create transportation systems and networks that favour pedestrians, cyclists and transit users. Serves as UBC's specialist in the development of transportation systems designed to meet the needs of students, staff, faculty, residents, and visitors.



Capital Projects

Responsible for identifying, developing and directing minor capital projects in support of sustainable transportation goals. Also responsible for identifying and securing capital grants to help increase maximum value of capital expenditures and or reduce UBC share of capital costs.

Education and Information

Acts as information source on sustainable transportation initiatives and U-Pass program and represents University in newspapers and at conferences on such issues. Prepares education and outreach materials for general distribution within and beyond UBC environment.

Organization and Management of Staff

Directs and manages the activities of subordinate staff, including student employment and CUPE 116 admin employment. Includes hiring and firing and the assignment of duties, responsibilities and setting of priorities. Ensures that all employees are motivated to contribute fully to the realization of the University's missions, vision, goals and objectives. Encourages employees to identify innovative approaches to enhance organizational performance. Fosters the development of practices that focus on continuous improvement in the provision of transportation services.

Administration

Develops and implements systems to collect, analyze and evaluate data necessary to efficiently execute transportation management functions. Provides public with prompt courteous service to inquiries and suggestions concerning the transportation management functions and activities. Ensures the maintenance of systems and procedures to facilitate development and control of budgets related to transportation services. Develops technical or administrative reports and correspondence. Negotiates and manages the work of consultants including preparation of transportation studies, reports, and requests for proposals, scope of services, budgets, schedules and supervision of consultant work and project budgets.

Internal Relations

Develops relationships across the University with Vice Presidents, Deans, Plant Operations Staff, Campus and Community Planning, and others. As requested, sits as a member of UBC committees and task forces to represent Transportation Management issues.

External Relations

Provides liaison between UBC and public, municipal and provincial government agencies that provide service or regulate the University's transportation systems. Develops strategic alliances and builds partnerships to maintain effective relationships with stakeholders at all levels of government, including but not limited to the Ministry of Transportation and Highways, City of Vancouver, TransLink, the Greater Vancouver Regional District, the University Endowment Lands, citizen's groups and other institutions and organizations with an interest in transportation and land use at UBC. Key contact person on negotiations with external stakeholders on issues relative to UBC transportation management. Manages the public consultation process as it relates to transportation issues and negotiates development of new initiatives with relevant stakeholders. Ensures all key publics are appropriately involved in the development and implemental stages of the consultations.

Trends in Transportation

Keeps abreast of information as it relates to transportation and identifies new and innovative approaches that could be implemented at UBC.

Other Duties as Request

Support of other strategic initiatives at the discretion of the AVP, Campus and Community Planning.

Supervision Received

This position is expected to function with a high degree of autonomy and independence with strategic direction and annual budget approval required from AVP Campus and Community Planning. This position has full signing authority within approved annual budget, authority to make day-to-day decisions, program decisions, and supervisory decisions regarding staff.



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Supervision Given

Directs and manages the activities of subordinate staff, including student employment and CUPE 116 admin employment. Includes hiring and firing and the assignment of duties, responsibilities, setting of priorities, and performance evaluations.

Consequence of Error/Judgement

Poor management and direction of strategic relations could result in less favourable public relationships with external stakeholders, including municipal and provincial partners. This has the potential to permanently damage future negotiations and collaborations with stakeholders on partnership projects. Further, error in strategy could result in unsatisfactory results in loss of stakeholder and community support, and funding sources. Responsible for implementing and managing U-Pass program at UBCV.. Errors in U-Pass program management could result in breach of legal contract with contract partners (TransLink, AMS), and or risk of program failure termination of program.

Qualifications

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a professional Institute or Association. A university degree in a specialization related to transportation demand management, plus eligibility for professional designations preferred (MCIP, P.Eng). Minimum of 9 years experience or the equivalent combination of education and experience. Demonstrated experience and extensive knowledge in transportation management is necessary. Experience with public sector contract negotiations, and ability to negotiate with senior staff and external stakeholders to produce mutually beneficial outcomes on a variety of projects in support of UBC strategic transportation initiatives. Understanding and experience in relationship management and development of strategic alliances within and beyond university environment. Previous experience in supervision, management, and program development, planning analyses, public speaking, writing and communication is necessary. Sound understanding of sustainability principles along with ability to quickly analyze issues and be able to meet deadlines. Ability to work under pressure, prioritize work and be proactive. Time management skills and ability to take initiative necessary. Ability to work with all levels of government and university personnel is essential. Computer literacy and proficiency is required and along with knowledge of the university organization, structure and personnel.

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: 11463
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Industry Liaison
Classification Title: Industry Liaison, Level D **Business Title:** Program Manager, GREAT
Department: Industry Liaison Office
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2011-10-03
Job End Date: 2014-09-30
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-17 **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

Genomics Research Entrepreneurship to Accelerate Translation (GREAT) is a newly established program that is jointly created by the University-Industry Liaison Office (UILO) and the Sauder School of Business. GREAT is a nationally funded pilot program designed to accelerate the translation of genomics research for economic, environmental and societal benefit through the creation of a knowledge network of researchers, professional and communities from across British Columbia to develop and deliver entrepreneurial curriculum that extends traditional entrepreneurial training into the domain of natural resource-focused genomics research.

In cooperation with the Program Lead, the Program Manager will define the program vision and provide strategic and managerial leadership in all program components. The Program Manager will play a key role in the design and implementation of innovative and interdisciplinary entrepreneurial capacity development programs designed to increase the level of commercialization of genomics research at UBC. The position provides leadership in ensuring the GREAT program is well aligned with other programs at UBC including the entrepreneurship UBC program. The position serves as a program liaison with multiple internal and external stakeholders and as such, must maintain positive and productive relationships with an extensive and diverse group. The Program Manager will also maximize the quality and contributions of multiple subject experts. The position is also responsible for acting as the key contact with the genomics research projects, and community, government and industry stakeholders. The Program Manager will design and implement program content; internal and external communications; scheduling; budgeting; and, regular reporting to multiple advisory committees and the funding agencies.

The Program Manager is responsible for the ongoing management of the program including: acting as the key contact with the genomics research projects, subject experts, and community, government and industry stakeholders; coordinating program content development; program deployment; internal and external communications; scheduling; budgeting; and, quarterly reporting to the Advisory Committee and funders. Program content development will involve synthesizing input from multiple research partners and collaborators, and identifying and overseeing work of multiple subject matter experts.

Organizational Status

The Program Manager reports to the Program Leader (Angus Livingstone, Managing Director UILO) and will be required to work closely with the interdisciplinary Stakeholder Advisory Panel, the Education Advisory Panel, the Program Steering Committee.

Work Performed



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- In cooperation with the Program Lead, defines the program vision as well as designs and implements strategy.
- Designs innovative and effective capacity development programming in collaboration with the Program Lead, Advisory Panels and the Program Steering Committee.
- Monitors and evaluates program success and challenges and recommends program modifications to the Program Lead.
- Leads the development of program planning and reporting and ensures alignment with UBC objectives and funders' expectations.
- Prepares quarterly and annual reports on program activities and spending.
- Engages in the research valorization and knowledge mobilization community through authorship and co-authorship of publications, participation in conferences, networking and professional development.
- Identifies and recommends subject experts (researchers).
- Oversees contributions of subject experts and ensures quality and timeliness of outputs.
- Liaises with program funders and fulfills university reporting obligations.
- Establishes and maintains contact with the Advisory Panels, Steering Committee and broader network of stakeholders including subject matter experts, community leaders, government representatives and policy-makers.
- Plans and coordinates internal communications.
- Manages external communications including media releases, newsletters and website content.
- Raises the profile of the program.
- Seeks additional funding to supplement program operations and authors or co-authors award applications.
- Plans and facilitates network events including workshops and larger events.

Supervision Received

The Program Manager works independently in identifying and meeting program objectives. The position reports to the Program Leader (Angus Livingstone, Managing Director UILO) and the project Steering Committee approve all program content.

Supervision Given

The Program Manager is responsible for overseeing the work of multiple subject area experts and other contractors as needed. The Program Manager also oversees the work of support staff.

Consequence of Error/Judgement

The GREAT program is a nationally funded pilot program designed to accelerate the translation of genomics research for economic, environmental and societal benefit. Error in judgment or ineffective communication with the research and or stakeholder community may lead to inefficiency of operation, unmet deadlines and could jeopardize the status of ongoing funding, opportunities for continuation and expansion of the program and damage the University's relationship with a the external communities and major research funders. The Program will also involve the allocation of awards and internship. Failure to follow appropriate protocols may leave the University liable.

Qualifications

Post Graduate degree in a related discipline or University degree in Law and member of the BC Law Society. . the execution of contractual agreements or Minimum of 7 years or related experience in intellectual property or the equivalent combination of education and experience. Expertise in natural resource management and or genomics research and a proven track record excelling in interdisciplinary research environments. Familiarity with knowledge mobilization and knowledge translation processes. Excellent oral and written communication skills. Experience planning and managing large multi-year projects within allocated time and resources and working in collaboration with advisory boards and committees.

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: 11495
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Academic Advisor, Aboriginal Services
Department: Arts Academic Advising
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-19 **Available Openings:** 1

Job Summary

Academic Advisors are responsible for developing, providing, evaluating and assessing academic advising services, programs and projects for the Faculty of Arts in order to support the academic success, personal development and retention of approximately 10,000 domestic and international students enrolled in two undergraduate degree, four diploma, three certificate programs. This position will work primarily with Aboriginal students in the Bachelor of Arts and Bachelor of Fine Arts programs in Faculty of Arts.

Additional responsibilities for this position include: the creation and dissemination of print and electronic information related to the Faculty of Arts programs, assisting in the development and use of information technology as it relates to the Faculty of Arts and Arts Academic Advising, development and implementation of recruiting and retention activities that support the University International Student Initiative and student success; participating in the administration of the office.

Ability to travel outside UBC required.

Organizational Status

Academic Advisors report to the Coordinator, Aboriginal Student Affairs, under the direction of the Associate Director, Arts Advising. Incumbent works independently, with initiative and considerable autonomy under the general supervision of the Senior Academic Advisor and or Director. The position contributes directly to the development of policy and priorities of the unit. Advisors interact regularly and consult with Arts Academic Advising personnel, faculty and university members, departmental advisors, Student (Peer) Advisors, Work-Study students, and student service personnel elsewhere on campus. Advisors hire and supervise the work of support staff, Student (Peer) Advisors and Work-Study students and assists in the hiring and training other advisors. A wide latitude of decision-making is required.

Work Performed

Primary responsibilities are sub-divided into several areas: 1) General Global, 2) Academic Advising, 3) Recruitment and Outreach, 4) Promotion, 5) Information Technology and 6) Administration.

1) GENERAL-GLOBAL RESPONSIBILITIES

The Academic Advisor, Aboriginal focuses particularly on issues and programs relevant to Aboriginal students. The incumbent participates fully in the strategic planning and evaluation of Arts Academic Advising for fulfilling, developing and honing its mandate. To this end they:

- Evaluate and make strategic recommendations for areas of potential improvement and growth in student advising services and



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develop programs and policies to suit.

- Conduct research and prepare briefs, data and reports related to advising services and the development and application of information technologies.
- Maintain current knowledge of academic advising standards and best practice by attending and presenting at conferences and workshops and maintaining membership in academic advising organisations.
- Develop and maintain a knowledge base of worldwide educational systems in order to advise students participating in exchange programs or considering taking courses outside of UBC and to advise students coming from other global educational systems.
- Collaborate on student development projects with other campus units.
- Research and implement liaison initiatives between the Faculty of Arts and other Faculties and campus units.
- Perform other tasks related to the support and development of student advising and the operation of the Arts Academic Advising unit.
- Participates in a number of committees with mandates relevant to Aboriginal students (services, recruitment, retention, and the strategic plan).

2) ACADEMIC ADVISING

Arts Academic Advising consists of program planning with students, evaluation of students' academic performance, conferring academic concessions and career planning. The Academic Advisor, Aboriginal works primarily with Aboriginal students; however, the incumbent will also advise in Arts Academic Advising Services. The Academic Advisor's primary advising duties are to:

a) Program Plan

- Direct students to develop a holistic view of academic and career plans in order to balance academic, professional, social and personal demands.
- Assess and interpret student's academic and personal goals and identify appropriate programs.
- Provide advice on University and Faculty of Arts degree and certificate program requirements and admission criteria.
- Assist students with course selection to ensure they meet Faculty of Arts degree requirements and selected program prerequisites.
- Assist students in investigating alternate and or additional educational options
- Investigate and resolve complex student program issues
- Evaluate and approve student requests to study outside UBC.
- Interpret and advise on University and Faculty of Arts policies and procedures as they apply to individual student programs.
- Plan and execute Faculty of Arts Advising events designed to improve the undergraduate experience and assist students with the cultural and academic transition to UBC.
- Evaluate programs and make recommendations for improvements.
- Participate in advising and orientation events for other campus units

b) Evaluate

- Annually evaluate the academic performance of Faculty of Arts undergraduate students to ensure they meet promotion and continuation requirements. Promote students in the BA and BFA programs and authorise student eligibility for future sessions.
- Bi-annually adjudicate approximately 2,200 student records to determine graduation eligibility and degree standing.
- Evaluate domestic and international transcripts and course outlines to determine appropriate transfer credit and year level
- Evaluate applications and admit students to the Faculty of Arts Minor in Commerce Program. Adjudicate academic records for graduation.
- Investigate and evaluate discrepancies in student records (e.g., un-graded courses, year levels, program specializations, changes in registration, credit loads). Authorise changes where appropriate.

c) Confer Academic Concession (e.g. Standing Deferred, Course withdrawal, academic concession)

- Advise students, departments and faculty on University and Faculty of Arts policy, procedures and regulations
- Evaluate student requests for academic concession and provide appropriate advice, action and follow-up
- Identify students in crisis, either personal or academic, and advise on available academic options and personal support services on campus.
- Liaison between students and faculty departments to facilitate appropriate resolution of disputes between faculty and students.

d) Career Planning

- Advise students about development of career plans and provide referrals to other appropriate campus units for further exploration
- Educate students on searching for data related to employment, occupational trends and career information.



3) RECRUITMENT OUTREACH

Arts Academic Advisors participate in the recruitment and retention of students to UBC, outreach planning, implementation and follow up. The Academic Advisor, Aboriginal plays an important role in conjunction with the Coordinator, Aboriginal Student Affairs in recruiting and retaining Aboriginal students in the Faculty of Arts.

a) Recruitment

- Recruit prospective students to the Faculty of Arts through participation in education career fairs and on-campus recruitment, liaison and outreach events for prospective students, high school counsellors, college counsellors and parents
- Advise undergraduate Arts students about other Faculties at the University including Science, Commerce, Education, Graduate Studies, Nursing, etc in support of university-wide recruitment and retention strategies.

b) Admission

- Contribute to, interpret and apply University and Faculty of Arts admission policies related to undergraduate programs and adjudicate internal transfer, readmission and continuation appeals via membership on the Arts Advisory Committee on Appeals

c) Retention

- Assists the Coordinator, Aboriginal Student Affairs with the development, planning and presentation of programs such as the First Nations Tutoring Program
- Participates in planning and implementing programming such as orientation events for Aboriginal students
- Is actively involved in identifying students who may be at-risk of academic failure and working proactively with them to encourage their success and continued enrolment at the University
- Collects and maintains retention and recruitment statistics on Aboriginal students in the Faculty of Arts

4) PROMOTION OF UBC FACULTY OF ARTS

Arts Academic Advisors participate fully in the strategic planning and preparation of promotional materials to support the Faculty of Arts promotional strategy. The Academic Advisor, Aboriginal, is actively involved in all publications which promote services for Aboriginal students in the Faculty of Arts. To this end, they

- Develop, write, copy edit and oversee the design, publication and distribution of advising materials (print and electronic)
- Consult and collaborate on the design, development, and editing of other promotional materials
- Plan and prepare multimedia materials for publicity initiatives to promote academic programs at recruitment and orientation events.
- Evaluate promotional planning strategy on a regular basis with Director

5) INFORMATION TECHNOLOGY

Arts Academic Advisors participate fully in planning the adaptation and use of information technology. To this end, they

- Participate in the ongoing development of University-wide student information systems and services, and contribute to the ongoing development of UBC's e-administration vision as it pertains to advising services in the Faculty of Arts.
- Design, develop, and implement web technologies pertinent to the communication, outreach, and success of students in the Faculty of Arts.
- Report on applied information technologies pertaining to Arts Academic Advising to evaluate the usage, functioning and communication success of technologies in student advising, recruitment, retention, and development.

6) ADMINISTRATION

Advisors contribute to the administration of the Arts Academic Advising Services office as follows:

a) Personnel

- Participates in the recruitment, hiring and training of other professional advisors and other staff as needed

Supervision Received

Position is under the general supervision of the Coordinator, Aboriginal Student Affairs

Supervision Given

Supervises Aboriginal Student Affairs student staff.

Consequence of Error/Judgement



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Staff Job Postings

Misinterpretation of University and Faculty policies could cause students serious difficulty in attaining their educational objectives. Advising decisions directly affect the quality of student undergraduate experience. Poor performance in this position would contribute to inefficient operation and low quality service being provided by the Arts Academic Advising. This in turn affects the reputation and credibility of the Faculty of Arts and the University thereby affecting the recruitment and retention of students. Not considering the intercultural aspects of communication with and commitment to students can adversely affect the advisor's ability to function in a culturally diverse arena. Errors affect the quality of published materials and have negative financial implications.

Administration decisions directly affect the Advising Office's ability to operate efficiently. Errors in decision making have a serious negative affect on the Office's ability to carry out its program and service responsibilities.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. BA, BFA, BMUS or related field required. Minimum of four years experience or the equivalent combination of education and experience. Experience in post-secondary advising or counselling and administration (UBC experience preferred) or an equivalent combination of education and experience. Knowledge of SIS SISC an asset. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise tact, discretion, diplomacy and inter-cultural sensitivity. Ability to communicate effectively verbally and in writing. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to make thoughtful, informed, and thorough decisions. Ability to work effectively independently and in a team environment. Ability to effectively use word processing, accounting, desk-top publishing, spreadsheets, report design, web design technologies, communications (e.g. WWW and email) at an intermediate level. Ability to apply generally accepted accounting principles in an appropriate manner. Valid BC Drivers License Experience working with international students an asset.

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: 11501
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level E **Business Title:** Senior International Student Recruiter/Advisor
Department: Intern'l Student Initiative
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: 2011-10-20 **Available Openings:** 1

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

Job Summary

The role of Senior International Student Recruiter Advisor, On-Campus, is integral to the achievement of the University's international undergraduate enrolment goals. In this regard, the incumbent will develop and implement a wide range of high profile campus-based recruitment programs and advising services targeted to prospective students and their families, as well as international guidance counselors and other visitors to campus. The campus based recruitment strategies are required to complement the international based recruitment processes to present an integrated and cohesive approach to prospective international students. Assesses the effectiveness of all on-campus events for prospective international students. Identifies gaps in service and develops new opportunities to engage prospective international students on campus and employing appropriate tactics to enhance the on-campus experience.

Organizational Status

Reports to the Associate Director, International Student Initiative on a strategic basis. Works closely and collaboratively with:

- ISI Managers and their recruiting teams within ISI,
- the Prospective Student Marketing, Communications and Social Media Team
- other units in Enrolment Services, including Student Recruitment & Advising (domestic), Admissions, Student Resource and Information Services, Student Financial Assistance and Awards, Systems and Information Technology
- Faculty and staff in academic advising offices and various departments
- Senior staff within Student Development and Services, International House, Housing, conferences and Hospitality Services

Work Performed

On-Campus Recruitment and Campus Tour Program

Weekly Campus Tours Program

The Senior International Recruiter Advisor On Campus is responsible for designing and managing a high quality, innovative, responsive and professional campus tour program that caters to a heterogeneous group of approximately 10,000 prospective students, their families and other visitors each year. The responsibilities include:

- Design and oversight for all programmatic and operational aspects of weekly campus tours offered six times a week, including Saturdays;



- Recruiting, selecting, training, scheduling and supervising a corps of knowledgeable, dedicated and paid student ambassadors to lead campus tours and to support other on-campus recruiting activities that highlight the student experience.
- Responsible for researching and implementing most effective student-to-student recruiting approaches with the aim of helping to meet the university's international undergraduate student enrolment targets.
- Identifying and fostering good working relationships with key internal partners including each of the undergraduate admitting faculties and their academic advising offices, as well as with other units to negotiate opportunities for collaboration, partnerships and synergies, such as with UBC's Ceremonies office, UBC's Botanical Gardens, the Beaty Museum, Museum of Anthropology, etc. as well as service units: Housing and Conferences, Food Services.
- Developing and overseeing the budget for the tour program, including salaries and benefits for 25 student ambassadors as well as program costs.

Other on campus recruiting and advising programs

- Takes the lead in the design and implementation of the International Student Initiative's annual Counsellor Tour of both of UBC's campuses over the span of 5 days. Provides overall guidance and direction for a cross-campus team of ISI recruiters, liaising with key internal stakeholders in Faculties on both campuses as well as the President's Office as appropriate to ensure visiting international high school counsellors experience the best that UBC has to offer and return home eager to recommend UBC to their outstanding students.
- Developing and overseeing the budget for all on-campus programs.
- Establishes partnerships with external organizations such as the International Baccalaureate Organization, Oxford Study Group, Round Square Schools, and scholarship agencies to promote UBC as an attractive conference destination for young leaders and emerging scholars.
- Initiates development and implementation of other on-campus programs for US and international guidance counsellors, as well as for counsellors and others working with prospective international students studying at Canadian high schools and colleges.
- Provides leadership and collaborates closely with domestic recruitment to design and deliver other on-campus joint ventures such as the Degree in a Day, spring break and holiday programs targeted to a heterogeneous mix of international and domestic prospective students from within Canada, from the US and abroad.
- Liaises with the ISI and Student Recruitment and Advising (domestic) recruitment managers responsible for on-campus recruitment efforts on the Okanagan campus in order to share best practices, coordinate events, and undertake joint promotion of programs.

Other

- Works closely with Prospective Student Marketing & Communications and in collaboration with the domestic recruitment team to develop innovative and effective multi-media presentations for use in the campus tour program.
- Delivers professional and persuasive group advising sessions, public presentations, and seminars about UBC as part of the campus tour program and other on-campus recruitment activities.
- Maintains data on the origin of campus tour participants, tracks and assesses patterns of participation, designs and delivers other assessment tools to solicit feedback from tour participants to determine levels of satisfaction and overall effectiveness of program in meeting recruitment goals. Researches best practice in campus tour management and on-campus recruitment programs, including visiting peer institutions. Writes reports and makes recommendations for improvements and alterations to the program, tour routes, etc., based on feedback from participants.

Student Advising Services and Programs

- As an International Recruiter Advisor, maintains the knowledge and skills needed to carry out recruitment and advising services on an auxiliary basis, either on campus or on selected recruiting trips as assigned by an ISI regional manager.
- Maintains up to date knowledge of academic program opportunities at the University on both campuses, admission requirements, application procedures, prerequisite studies required for certain programs, English language proficiency requirements, tuition fees, scholarships and awards, and Canadian study permit requirements. Provides accurate information on housing and other student services and carries out advising with tact, discretion and adherence to issues of privacy and freedom of information protocols.
- Advising takes place with individual students, their families, and counsellors who are visiting the UBC campus. Advising also takes place through telephone, mail, electronic mail correspondence and the client relationship management system.
- Undertakes other recruitment, advising and program development activities as required.



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Supervision Received

Reports to the Associate Director, International Student Initiative. Works independently without direct supervision in support of defined goals. Position is subject to annual performance reviews.

Must exercise cross-cultural sensitivity and intercultural skills when developing and delivering presentations and advising services for students with different linguistic and cultural backgrounds. Must employ tact and diplomacy in interactions with students and their parents, with counsellors and institutional representatives, as well as with faculty, senior staff and students at UBC.

Supervision Given

Manages approximately 25 Student Ambassadors, 3-4 Senior Student Ambassadors and 1 International Event Assistant. Responsible for hiring new student employees, overseeing the development and delivery of training modules for new student employees, as well as ongoing professional development for current student employees. Deals with discipline, evaluation, performance reviews and termination of student employees.

Responsible for leading cross-team projects, including an important annual tour for international guidance counsellors. Projects teams will include Associate International Recruiter Advisors, International Recruiter Advisors, as well as International Recruitment Managers.

May assist with training and supervision of support staff, and new International Student Recruiter-Advisors that may be hired.

Consequence of Error/Judgement

This position is responsible for developing, delivering and maintaining campus tours and on-campus recruitment programs for a heterogeneous mix of international and domestic prospective students, parents and guidance counsellors (about 10,000 visitors per year) that are critical to maintaining UBC's reputation and to meeting the University's undergraduate enrolment goals. Actions and decisions ensure that on-campus recruitment programs and activities are perceived to be on the leading edge within North America and consistently provide prospective students with a compelling evidence of the University's academic excellence and the high quality of campus life. The services provided need to exceed expectations, and in that regard the development of a corps of well-trained, articulate and confident student ambassadors (peer recruiters) is key to the success of campus tours and other campus based recruiting activities. Student ambassadors need to be able to exude the UBC brand. There is only a short window of opportunity with visitors to campus to make a lasting impression of life at UBC. If the program is poorly administered, students inadequately trained, or even if the program bores visitors, the poor impression created will linger long after guests have left campus. Inability to administer a program to meet the needs of such a large and culturally diverse audience can impede UBC's ability to attract and retain the best students and ultimately impede the University's enrolment goals.

This position is also responsible for delivering high quality presentations, and advising services. In providing effective recruitment services for prospective international students, this position is responsible for conveying accurate, up-to-date information about admission to the University's undergraduate programs. The dissemination of inaccurate information, exercise of poor judgement, or mis-communication would have a negative impact on the possible admission of qualified students. This would result in the loss of confidence in UBC by the student, the student's parents, or counsellors, and could damage the University's reputation abroad and at home.

Inability to foster good working relationships with both internal and external partners would result in lost opportunities, and could seriously undermine the University's ability to meet its international student enrolment goals and could damage the University's reputation.

Inability to properly steward the financial resources dedicated to the program or to manage and adequately train and supervise



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Staff Job Postings

student employees could have detrimental effects on the students being served, and result in loss of opportunities, loss of wages, lower morale and a general undermining of the collective efforts of the International Student Initiative team.

Qualifications

Undergraduate degree in a relevant discipline. University degree required in a relevant discipline, plus a minimum of five years of related experience in a post-secondary setting. Experience in international marketing and recruitment preferred. Experience in the US desirable. Minimum of five years experience or the equivalent combination of education and experience. Experience in strategic planning and implementation and assessment in a complex work environment required. Supervisory experience required. Budget management experience required. Experience planning, implementing and coordinating special events required. Demonstrated ability to exercise resourcefulness and take initiative but also to work effectively as a member of a team. Demonstrated ability in preparing and presenting persuasive presentations. Demonstrated ability to communicate effectively orally and in writing. Extensive knowledge of UBC academic programs, admissions requirements and student administration an asset as well as an understanding of the goals and mission of the International Student Initiative. Knowledge of Canadian secondary school and college transfer admission requirements, US and other international educational systems would be an asset. Excellent interpersonal and diplomacy skills as well as strong intercultural skills required. Demonstrated ability to relate well to students, as well as to students as employees. Able to exercise tact and diplomacy to work effectively with all levels of University personnel, colleagues from partner institutions and governmental officials, as well as relate well to prospective students and their families as well as counsellors. Strong computer skills and ability to use data for analytical purposes. Proficiency in using UBC's client relationship management system and Student Information System, or experience using similar management systems. Demonstrated proficiency using multimedia presentation software and other presentation applications such as PowerPoint. Ability to speak a second language desirable. Ability to travel in BC, the US or internationally. Must be a Canadian citizen or a landed immigrant in Canada. Must be able to work some Saturdays and evenings 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: 11481
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level G **Business Title:** Assistant Dean, Students
Department: Faculty of Law
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-21
Job End Date: 2013-01-11
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2011-10-19 **Available Openings:** 1

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

Job Summary

The Assistant Dean, Students provides leadership to JD students with respect to their academic studies and is responsible for setting direction and providing academic support and advice to JD, JD MBA and JD MAPPS students. The Assistant Dean, Students also provides Faculty direction and leadership on student engagement and student satisfaction with law school. This responsibility requires the incumbent to work closely with a variety of Faculty and University individuals and organizations. The Assistant Dean also works with the Associate Dean, Academic Affairs on a variety of academic affairs issues, including but not limited to admission policy, examinations rules, advancement and grading issues, curriculum, teaching assignments and the general planning, management and administration of student academic services.

Organizational Status

Reports directly to the Associate Dean, Academic Affairs and works closely in partnership with the Dean and Associate Dean. Supervises the Orientation Week Coordinator, Student Services Summer Assistant, Pro Bono Students Canada (PBSC) Coordinators, Student Ambassadors and Peer Tutors, and provides strategic direction and leadership to the first year Orientation program, the PBSC UBC Chapter, the Ambassador and Peer Tutor Programs.

Works closely with law school faculty to provide leadership with respect to the delivery of academic support to JD students. Co-ordinates with the First Nations Legal Advisor with respect to the academic support provided to First Nations students. Liaises with the Law Student's Society, the Academic Issues Caucus and other student organizations at UBC Law.

Works closely with the Faculty of Law's Director, Student Academic Services, and the Academic Services Coordinator, to ensure the smooth operation of the Student Academic Services department.

Works closely with, and provides strategic consultation to, the Law Career Services, Admissions, and External Relations Offices, and sits on and supports faculty committees such as Admissions, Curriculum, Examinations and Equity Committees.

Liaises and works closely with student groups and the Law Students' Society on matters of student engagement, programming and events.

Liaises and works closely with University offices such as the Equity Office and the Office of Access and Diversity.



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Staff Job Postings

Externally works closely with adjunct professors and external agencies such as the Law Society of British Columbia, the Canadian Bar Association and the Law Foundation of British Columbia.

Work Performed

Specific responsibilities of the position include the following:

Academic Support and Leadership for Students.

The Assistant Dean, Students is the primary contact for all JD students with respect to their academic studies and in that capacity:

- Counsels and directs JD students with regards to academic, personal or financial concerns affecting their academic performance and wellness and provides advice or redirects students to the appropriate faculty member or University individual or organization.
- Works with faculty members on identifying students with academic problems and provides direction and leadership to those students.
- Develops, directs and leads a series of academic support sessions for JD students in academic difficulty
- Develops, directs and implements workshops and sessions on relevant academic issues for JD students (eg. exam writing techniques)
- Develops directs and keeps current academic support materials for all first year courses.
- Manages and implements the JD Peer Tutor Program including the Academic Success

Lecture series:

- o Recruits, trains and supervises upper year peer tutors in tutoring and student support;
- o Matches tutors with first year students; and
- o Promotes program to students and faculty; reacts to changing circumstances to ensure viability of program
- Provides advice to students with respect to academic rules such as exam or paper deferrals, grade appeals, advancement regulations and discipline matters.
- Advises students on leaves, withdrawals, and course load, and approves related academic status changes.
- Liaises with coordinator of First Year Legal Research and Writing Program, and provides input into the timing and creation of the first year assignment schedule.
- Provides information and advice to Upper Year students on course selection generally and areas of specialization in particular.
- Liaises with the Disability Resource Centre (DRC) and provides advice to students, the Associate Dean, Academic Affairs and the Chair of the Examinations Committee with respect to academic accommodations and course options for disabled students.
- Works with the Equity Committee on equity issues as they affect students.
- Liaises with the Chair of the Examination Committee on academic concessions for students, and academic policies.
- Sits on and contributes to faculty committees including Admissions, Curriculum, Examinations, Equity, Faculty Advisory, and such other relevant committees as applicable.
- Researches and obtains information on student academic services provided at other Canadian law schools and develops strategies as appropriate for adoption and adaption to fit the culture of UBC law students.
- Liaises with student and academic services professionals at other Canadian law schools and shares best practices.
- Reviews Law Society of British Columbia and Canadian Bar Association publications and committee information for emerging trends in legal education, and reports back on same to Associate Dean, Dean and relevant committees.
- Works closely with the Financial Aid office on issues affecting students' access to financial aid.
- Works closely with other members of Student Academic Services, including Director of Student Academic Coordinator and Associate Director, First Nations Legal Studies to ensure effective operation and functioning of academic services at UBC Law.
- Liaises with the Law Students' Society and the Academic Issues Caucus to ensure that all JD students receive the appropriate academic advice and support.
- Works closely with GoGlobal on student exchange issues and provides advice to students about academic programs with exchange partners.
- Evaluates and adjudicates transferability of non-UBC course credit for UBC Law exchange students and incoming transfer students.
- Directs, implements and promotes UBC Law's joint legal education programs with the University of Hawaii and the University of



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Staff Job Postings

Hong Kong.

- Counsels JD students on LL.M and other post graduates opportunities.

Planning, Management and Administration of Student Services

- Sets direction with respect to research and analysis information required by the Associate Dean, Academic Affairs for effective decision-making on issues such as curriculum, student academic policy issues, and pedagogy.
- With the Associate Dean, Academic Affairs, reviews and evaluates applications for student conference funding from the Curtis Fund.
- Provides leadership and direction and oversees the UBC Law Student Ambassador Program, including student selection, training, and supervision.
- Provides leadership and direction and oversees the UBC chapter of Pro Bono Students Canada.
- Provides leadership and direction for the proposed UBC Law Summer program.
- Reviews ongoing admissions policies and make recommendations to the Admission Committee respecting any changes to those policies.
- Attends and speaks at occasional Admissions recruitment and welcome events.
- Provides leadership and direction and oversees the implementation and management of the UBC Law Orientation Week for first year students, including hiring and supervising the Orientation Week Coordinator.
- Provides leadership and is responsible for implementing recommendations made in the Legal Education Access Project (LEAP) report on financial issues affecting students.
- Evaluates and adjudicates on all applications for transfers to or letter of permission status at other law schools by UBC law students.
- Evaluates and adjudicates on all applications for readmission from UBC Law students who have been absent from UBC for no more than two years.
- Sets direction with regards to the evaluation information provided by the Law School Survey of Student Engagement (LSSSE survey) and developing initiatives designed to improve student satisfaction based on the information provided in the LSSSE survey
- Provides leadership and direction with respect to enhancing student engagement and the student experience at UBC Law.
- Works with faculty committees, Student Services, the Law Students' Society and other student groups to implement student events and programming.
- Develops strategies for program and service development in Student Academic Affairs
- Manages the content of the Current Students portion of the UBC Law website, and works with Web Administrator to ensure accurate and comprehensive content.
- Develops and monitors the budget for Student Academic Services, Orientation, Peer Tutor Program and Pro Bono Students Canada.

Supervision Received

Reports to the Associate Dean, Academic Affairs, of the Faculty of Law.

Supervision Given

Supervises the Orientation Week Coordinator, Student Services Summer Assistant, Pro Bono Students Canada Coordinators, Peer Tutors and Student Ambassadors.

Consequence of Error/Judgement

Establishes the operational procedures for the Student Academic Services Department and in that regard functions with a high degree of autonomy and discretion. Makes independent decisions and recommendations in the areas of planning, organizing and scheduling of events and work. Hires and supervises the Orientation Coordinator, Student Services Summer Assistant, Pro Bono Students Canada Coordinators, Peer Tutors and Ambassadors. Exercises judgment and tact in dealing with staff of the Faculty of Law, faculty members, members of the public, employers, students and alumni.

Qualifications



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Staff Job Postings

Undergraduate degree in a relevant discipline. JD degree required. LL.M degree preferred; eligibility for membership in a law society of a Canadian jurisdiction preferred. Experience in a management position within a professional university environment and previous experience in a student academic services environment preferred. A minimum of 7 years of experience or the equivalent combination of education and experience. Experience in a management position within a professional university environment and previous experience in a student academic services environment preferred. Understanding and appreciation of student academic and student affairs issues. Excellent interpersonal and counseling skills with an emphasis on student academic matters. Excellent presentation and written communication skills. Ability to work creatively and effectively with a strong leadership group. Ability to identify as well as solve problems and to take initiatives that will improve the academic and social experience of students. Ability to lead and motivate other administrative staff. Strong organizational, analytical, multitasking, prioritization and supervisory skills required. Ability to work under pressure and with many interruptions. Outstanding research skills. Ability to forge productive working relationships with a wide variety of academic and ancillary units on campus; a commitment to hard work; understanding of and dedication to the teaching and research mission of the Faculty. Computer proficiency required (MS Word, Excel, PowerPoint, Internet, database and email).

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: 11505
Location: Vancouver - Point Grey Campus
Employment Group: Service Unit Directors
Job Category: Administration
Classification Title: Executive Coordinator **Business Title:** U21 Health Sciences Executive Officer
Department: Medicine - Dean's Office
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2011-10-20 **Available Openings:** 1

Job Summary

Universitas 21 is an international network of 23 leading research-intensive universities in fifteen countries. Collectively, its members enrol over 830,000 students, employ over 145,000 staff and have approaching 2.5 million alumni. The network's purpose is to facilitate collaboration and cooperation between the member universities and to create opportunities for them on a scale that none of them would be able to achieve operating independently or through traditional bilateral alliances.

The U21 Health Sciences group is one of the collaborative groups of the network for international higher education Universitas 21. It was created in 2000 to provide Health Sciences Faculty within U21 member universities with a framework for exploring opportunities for collaborative research, information exchange, and sharing of resources.

The U21 Health Sciences Executive Officer is responsible for providing executive support to the Chair of the Executive Committee, who currently is the Vice Provost, Health at UBC. This includes being responsible for the effective and efficient management and operation of the Committee for a variety of events, activities, projects and initiatives of the U21 Health Sciences group.

Organizational Status

The position reports to the Chair, U21 Health Sciences Executive Committee (Vice Provost, Health at UBC), and has extensive liaison with all member universities internationally.

Work Performed

The U21 Health Sciences Executive Committee

- Service all aspects of the Executive's activities
- Organization and chair of teleconferences
- Preparation and dissemination of agendas and attachments, including items of interest to the U21 Health Sciences group
- Preparation and dissemination of the minutes
- Appropriate follow up from the meetings - including preparation of all correspondence relating to the Host Dean's position as Chair of the Executive, and preparation of correspondence for other Executive Committee members as required

U21 Projects and Initiatives

- Active participation in, and promotion of targeted U21 Health Sciences projects and initiatives



The University of British Columbia

Staff Job Postings

-Regular communication with project leaders to facilitate progress and provision of assistance as required

Overall organization of and participation in U21 Health Sciences annual meetings and any associated events

-Promoting the meeting(s) and all associated events and managing registrations for the annual meeting and all associated events.

Liaison with designated organizers at the host university to manage booking procedures, payment and cancellation policies

-Liaison with members and advising on hotel accommodation options and travel, and undertaking any necessary follow-up with on behalf of delegates

-Advising designated organizers at the host university about venues, equipment, I.T. support, catering, transport, and the social program

-Overseeing the preparation of all correspondence relating to the annual meeting for the Host Dean, correspondence for each of the designated discipline group leaders, as well as the leads for the associated events

-In collaboration with the Dean senior faculty and designated discipline contacts, oversee the preparation of the core meeting programme and a meeting programme for each of the five discipline groups. Liaison with colleagues within and beyond the U21 network to ascertain and secure presenters and co-chairs for all of the meetings associated events

-Manage all logistics prior to the commencement of the annual meeting and associated events (i.e. in person visits to hotels, face-to-face meetings with faculty and administrative staff at the host university, ongoing email communication with U21 colleagues, etc.)

-Facilitate ongoing support as required during the course of the meeting(s)

-Preparation of a comprehensive annual meeting report including key presentations and an overview of discussions and outcomes arising from the multidisciplinary and discipline-specific meetings, as well as all other forums

Funding the Secretariat

-Preparation of an annual budget to fund the Secretariat and related activities (involves liaison, negotiation, and a series of correspondence with U21 Faculty Deans and senior administrators)

-Securing funding on an annual basis to support the Executive Officer position and to support the group's activities

Administration of the Secretariat

-Undertake all aspects of the day-to-day administration of the Secretariat

-Manage communication with the broader U21 network for the purpose of dissemination of information, to maintain momentum on various projects and initiatives, to respond to all queries, and to provide advice on any matter relating to the U21 network

-Regular liaison with the Secretary-General of the U21 network in Birmingham to ensure two-way communication and information flow between U21 Health Sciences and the U21 Managers group

-Provision of reports relating to U21 Health Sciences for inclusion in the larger U21 network's Newsletter and e-bulletin

-Manage staff movements and initiating contact with new appointees to maintain the integrity of the Health Sciences network

-Maintenance of the U21 Health Sciences web site, ensuring that all information is current and accurate, as well as related websites for U21 projects and initiatives (UNMDG for example)

-Other activities as required

Supervision Received

Works quite independently, under the broad guidelines established with the Chair (Vice Provost, Health at UBC) and in alignment with the goals of the U21 Health Sciences Initiative. Work is reviewed for achievement of objectives, soundness of judgement, quality and effectiveness of results.

Supervision Given

May manage support staff.

Consequence of Error/Judgement

Due to the level of protocol and the prominence of the individuals involved, as well as the high visibility of these events,



errors made in planning, budgeting or managing events could result in serious embarrassment to the university and the U21 Health Science Initiative group.

Qualifications

Undergraduate degree in a relevant discipline. . A minimum of 5 years of experience or the equivalent combination of education and experience. Sensitivity to cultural issues and diversity with effective cross-cultural communications skills. Strong management and organizational skills. Ability to work collaboratively and collegially with teams of professional peers. Ability to exercise diplomacy and discretion. Ability to build and maintain professional relationships in an educational setting. Ability to multi-task, meet deadlines and prioritize. Ability to maintain accuracy and attention to detail. Excellent organizational and project management skills. Ability to plan, manage and collaborate with partners internal and external to the University, in order to execute a variety of complex projects with imposed deadlines.

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Job Posting

Job ID: 11490
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Laboratory Assistant **Business Title:** Laboratory Assistant
Department: Psychiatry
Salary: \$ 15.32 - \$ 16.26 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-12-31
Job End Date: 2012-09-29 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-23 **Available Openings:** 1

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

Job Summary

Lab Assistant will assist research staff in manual and automated research data entry.

Organizational Status

Position reports directly to the senior technician and the PI.

Work Performed

Assists in manual and automated research data entry.

Supervision Received

Received direction from the senior lab technician. Works from oral instructions and to established procedures under direct supervision.

Supervision Given

None.

Consequence of Error/Judgement

Involves relatively little decision making. After an initial training period, the assistant is expected to use initiative to complete tasks as assigned.

Qualifications

High School graduation or an equivalent combination of education and experience. . Experience in a scientific lab preferred. Effective communication skills; attention to detail, good work ethic



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Staff Job Postings

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Job Posting

Job ID: 11459
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Nursing, School of
Salary: \$ 19.55 - \$ 21.42 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2011-10-01
Job End Date: 2012-05-31
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

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

Job Summary

The primary purpose of the Research Assistant position is to provide support to the Principal Investigator and members of an investigative team to undertake a systematic search and analysis of grey and empirical literature in the field of sexually transmitted infection prevention and control.

Organizational Status

The Research Assistant will report directly to the Principal Investigator overseeing the project.

Work Performed

- Participate in the articulation of the protocol (systematic search procedures, appropriate databases and search engines, documentation procedures) to undertake a systematic search of relevant grey and empirical literature. (Grey literature refers to reports, policies, and non-researched based literature that is relevant to the topic. Empirical literature refers to research-based literature such as articles that present research findings).
- Under supervision of the PI, conduct a systematic search of the relevant literature to identify and retrieve appropriate sources to be used in the analysis phase of the project.
- Maintain and update literature review database using Refworks.
- Assist in preparing summary report of literature retrieved to be used by members of the investigative team to inform their analysis of literature retrieved.
- Contribute to decision-making related to appropriate mediums to disseminate research analysis by identifying appropriate strategies (e.g., power point presentations, news briefs) for dissemination of review analysis based on target audiences identified by the PI including but not limited to peer-reviewed journals.
- Create and coordinate a detailed work plan that will itemize the activities required and appropriate time lines to accomplish his work and under the guidance of the PI create a task list for knowledge dissemination activities that can be used by investigative team members (e.g., PI and Co-I's).
- Organize and participate in meetings with the investigative teams
- Perform other related duties as required.

Supervision Received



The University of British Columbia

Staff Job Postings

The Research Assistant works under the direct supervision of the Principal Investigator in accordance with detailed oral or written instructions. The research assistant will be provided with an orientation to the project.

Supervision Given

None

Consequence of Error/Judgement

The Research Assistant must possess understanding of the policies and guidelines of CIHR and have comprehensive and experiential research procedural knowledge. Understanding of complex multidisciplinary team-work is essential. All problems will be reported directly to the Principal Investigator.

Qualifications

High School graduation. University level education in Health or Social Sciences discipline, preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. 3 years of relevant experience preferred. Excellent literature search and retrieval skills; Computer proficiency (using SPSS, MS Office, Refworks, use of library services, use of internet); Excellent writing skills; Excellent communication and interpersonal skills; Demonstrated experience of working and providing leadership with multidisciplinary teams; Demonstrated knowledge and experience with knowledge synthesis including literature synthesis, research interpretation and translation.

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Job Posting

Job ID: 11461
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: Psychiatry
Salary: \$ 19.55 - \$ 21.42 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-01-01
Job End Date: 2012-12-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-17 **Available Openings:** 1

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

Job Summary

To assist Principal Investigator with research, analysis and writing of Domestic Violence Annotated Bibliography Book Chapter.

Organizational Status

This position works with the principal investigator and other research personnel in the lab.

Work Performed

Responsible for sourcing research material to assist PI in writing and publication of research work
Reviews and summarizes articles and book chapters and other related research material
Assists in analysis and interpretation of the material

Supervision Received

This position reports to the principal investigator.

Supervision Given

None.

Consequence of Error/Judgement

The successful applicant will be professional, reliable, and collaborative. Errors in reviewing and summarizing the literature could lead to erroneous conclusions and potential errors in publications based on this information.

Qualifications

High School graduation. University degree in Psychology (or a related field) is preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience conducting literature reviews and summarizing and analyzing



The University of British Columbia

Staff Job Postings

relevant material. Computer experience required (word processing, spreadsheet, internet and electronic mail applications).

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

Accuracy and attention to detail.

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

Ability to work both independently and within a team environment.

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Job Posting

Job ID: 11518
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: Psychiatry
Salary: \$ 19.55 - \$ 21.42 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-01-01
Job End Date: 2012-12-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-21 **Available Openings:** 1

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

Job Summary

To assist Principal Investigator with research, analysis and writing of Domestic Violence Annotated Bibliography Book Chapter.

Organizational Status

This position works with the principal investigator and other research personnel in the lab.

Work Performed

Responsible for sourcing research material to assist PI in writing and publication of research work
Reviews and summarizes articles and book chapters and other related research material
Assists in analysis and interpretation of the material

Supervision Received

This position reports to the principal investigator.

Supervision Given

None.

Consequence of Error/Judgement

The successful applicant will be professional, reliable, and collaborative. Errors in reviewing and summarizing the literature could lead to erroneous conclusions and potential errors in publications based on this information.

Qualifications

High School graduation. University degree in Psychology (or a related field) is preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience conducting literature reviews and summarizing and analyzing



The University of British Columbia

Staff Job Postings

relevant material. Computer experience required (word processing, spreadsheet, internet and electronic mail applications).

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

Accuracy and attention to detail.

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

Ability to work both independently and within a team environment.

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The University of British Columbia

Staff Job Postings

Supervision Received

This position works under general supervision provided by the principal investigator.

Supervision Given

This position may involve supervision of one or two junior research staff or students.

Consequence of Error/Judgement

The person needs to be independently motivated, exceptionally organized, reliable and collaborative. This project relies heavily on maintaining a strong working relationship with patients and with healthcare professionals. Therefore, professionalism is of utmost importance. In addition, accuracy is essential, as any errors in tracking all aspects of the project, data recording and entry, or breaches in confidentiality will have a negative impact on the study.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree in Psychology or a related field. Minimum of 3 years related experience or the equivalent combination of education and experience. 3 years experience in a clinical research environment preferred.

Experience working with clinical populations (e.g. individuals with depression or bipolar disorder), in a compassionate and sensitive manner. Experience and familiarity with neuropsychological tests, psychiatric questionnaires and interviews

Demonstrated experience with computers and computer software including MS Word for Windows, MS Excel, Power Point, SPSS, as well as other psychological software

Effective oral and written communication, interpersonal, and organizational skills

Accuracy and attention to detail

Ability to multi-task and prioritize work to meet deadlines

Ability to work independently and within a team environment

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Job Posting

Job ID: 11503
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Animal Care Services
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-10-24 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2011-10-20 **Available Openings:** 1

Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

This position report to the CDM Veterinarian and assist with providing animal health care, managing and overseeing the functioning of two multi user rodent surgical suites and supporting facility users and staff.

Organizational Status

Works under the direction of CDM Veterinarian.

Work Performed

Maintains and co-ordinates the use of two multi-user rodent surgical suites including:

- inventory and ordering of consumables;
- inventory of surgical instruments;
- prepare suite for surgery;
- prepare animals for surgery;
- assist in surgery or anesthesia;
- prepare and sterilize instrument packs;
- clean and maintain surgical instruments;
- sign out and sign in instruments and equipment;
- equipment instrument maintenance;
- perform general husbandry duties;
- train users for use of equipment;
- trouble shoot problems with equipment;
- disinfect all equipment and suite between users;
- write SOP's for use of equipment;
- understand aseptic technique;
- maintain aseptic technique for multiple animal surgeries



The University of British Columbia

Staff Job Postings

Assists Veterinarian and CDM technicians in:
restraining rodents;
administering medications to rodents;
prepare submission forms;
record results and maintain facility health records
and other related duties.

Supervision Received

Works under general supervision; receives specific instructions only on unusual problems or on matters which are not covered under established SOP's and policies.

Supervision Given

No formal supervision required; will ensure adherence to established SOP's and policies.

Consequence of Error/Judgement

Errors may impact the successful operation of the CDM Surgical Suites and the overall health status of the facility. Incorrect decisions could result in deterioration of animal health and welfare and or disruption or ruination of a research study.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. AHT or RLAT Preferred. Knowledge of the Canadian Council on Animal Care Guidelines required. In depth knowledge of rodent surgical techniques, including technical diagnostic and medical procedures; Knowledge of Veterinary Immunology including: non-specific and specific immune responses, antibodies and antigens, hypersensitivities and auto-immunity; Knowledge of Parasitology, Anesthesia, and Pathology; Experience with preparation of surgical instruments, operating rooms and surgical patients. The ability to calculate dosages and identify and counteract drug interactions; Extensive knowledge and experience with monitoring and recording physiological data; and the ability to recognize and respond to abnormalities. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience in an animal care facility required. Must have the ability to have flexibility in work schedule; due to the nature of the position weekend and after hours work may be required; Other skills required include: Initiative and the ability to master new techniques; Ability to maintain accuracy and attention to detail; Ability to effectively use the normal range of computer programs at an intermediate level; Ability to communicate effectively verbally and in writing; Ability to deal with a diversity of people in a calm, courteous, and effective manner; Ability to work effectively independently and in a team environment and the ability to be aware of pitfalls and be willing to repeat tasks if necessary. Good interpersonal skills, the ability to work accurately under pressure and excellent time management and organizational skills are also required for this position. The ability to lift 20 kg and the willingness to maintain and upgrade training.

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Job Posting

Job ID: 11513
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Medical Genetics
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-08
Job End Date: 2012-11-07
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-21 **Available Openings:** 1

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

Job Summary

Dr. Farrer, Director for the Centre for Applied Neurogenetics (CAN) at the University of British Columbia seeks applications for a Research Assistant Technician Level 3 to study the genetics factors and neurobiology of disease. The position is for one year with possibility of extension.

The successful applicant will be joining a dedicated, experienced and highly motivated team of neurogeneticists and neurobiologists. The work and environment is fast-paced and exciting, at the cutting edge of molecular insights into this devastating disease. Work is focused on the identification and validation of novel genetic factors involved in neurodegeneration through familial studies as well as large series of cases and control from all over the globe. This work is then translated to therapeutic development, presently focused on alpha-synuclein and leucine-rich repeat kinase 2, the two most prominent proteins implicated in Parkinson's disease, and two novel genes recently identified.

Applicants will be expected to think creatively in the design and execution of the research projects, therefore maximizing the resources for the successful discovery of novel genetic causes of disease.

Organizational Status

Technician will report to a Research Associate, who will be under mentorship and supervision of Dr. Matthew Farrer. Reporting Status: Dr. Farrer - Research Associate - Technician.

Results are reviewed by the principal investigator and additional experiments outlined. Attends weekly meetings of all laboratory workers and presents results.

Work Performed

The successful applicant will be part of the genetic neuroscience team. Their work involves the preparation of samples, and performing sequencing, genotyping and expression assays. In addition certain amount of molecular biology work is necessary including the generation of cell lines, cloning, and protein assays. They will join a laboratory with ongoing research and expertise in: a) the human genetics of neurologic disease, and; b) recombinant mouse modeling and neuroscience research. A working knowledge of the etiology and neuropathology of neurodegenerative disease is desirable.



Supervision Received

The applicant will work as a part of a team that includes Graduate students and Technicians (Level 2 and 3), Research fellows and Research Associates. They supervise junior staff and will report directly to a Research Associate who will report to Dr Farrer. Where required, or desirable, training in advanced techniques will be provided that will help in career advancement.

Supervision Given

The applicant will work as part of a team. They will have joint responsibility to supervise and train other technicians, graduate students, and visiting scientists.

Consequence of Error/Judgement

The successful applicant will be directly responsible for errors in their work, for reporting problems and mistakes in a timely way, and for correcting those errors. Aspects of the research will be jointly reviewed by Senior Research Fellows, other Research Associates and Dr. Farrer.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Such as B.C.I.T. or BSc in a relevant science field, as well as technical experience from an institute would be desired. 3 years of relevant laboratory experience preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience in BAC recombineering and macrorestriction mapping would be advantageous.

- Communication of results in lab meetings.
- The applicant will be expected to read, summarize and present relevant literature at journal clubs.
- Maintaining a laboratory notebook, including a record of all procedures and protocols.
- Teaching, as they will be expected to provide hands-on assistance to trainees. - Molecular genetics and related technologies.
- Knowledge of next-generation sequencing, Sanger sequencing, genotyping and gene expression assays in a wide range of platforms would be advantageous.
- Isolating and quantifying DNA, RNA and protein from blood, eukaryotic cells and tissues.
- Familiarity with laboratory automation and LIMS would be desirable.
- Knowledge of molecular biology. Many plasmids for the project have already been created in the Gateway® system but further cloning, mutagenesis and viral packaging is required.
- Ability to work independently, understand instructions and work effectively under pressure.

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Job Posting

Job ID: 11473
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Ophthalmology
Salary: \$40,190.00 - \$43,829.00 (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: 2011-10-18 **Available Openings:** 1

Job Summary

The research assistant helps supervise the daily operation of the Human Vision and Eye Movement Laboratory, a research laboratory in the UBC Department of Ophthalmology and Visual Sciences, located near Vancouver General Hospital (<http://www.neuroophthalmology.ca/UBCNeuroOpJBartonHVEM.html>). The laboratory performs studies on human subjects, including neurological patients, with behavioural paradigms or neuroimaging, and is staffed by 6-10 research personnel. The research assistant will be engaged in both administrative and research aspects of the laboratory.

Organizational Status

The research assistant will work in conjunction with students and post-doctoral fellows and will report to the Principal Investigator.

Work Performed

Research roles include advertisement for and recruitment of subjects for experiments, scheduling their visits, running eye movement and vision experiments following set protocols and guidelines for data collection and data analysis, and maintaining subject data files. There is ample opportunity to participate in experimental design and direction. Administrative aspects include preparation and submission of ethics approvals for new and ongoing studies, monitoring monthly accounts for lab transactions, processing reimbursement claims and invoice payments, assisting with the hiring process for new lab members, and coordinating the work of summer students and volunteers.

Supervision Received

The principal investigator provides administrative supervision. Post-doctoral fellows assist with research study supervision as required.

Supervision Given

Summer students and graduate students may require supervision, which is provided in collaboration with the post-doctoral fellows.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Strict adherence to procedures and protocols as outlined by Supervisor.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. A university degree in Science or Psychology. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience with a research environment dealing with cognition, vision or eye movements with human subjects is required. Computer experience is required, particularly MS Office, Photoshop; experience with statistical programs highly preferred. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Good social skills are essential: the research assistant needs to communicate effectively verbally and in writing with researchers, subjects and patients, manage multiple tasks and priorities, and work independently but also collaboratively with other team members. The position is for one year with renewal, but applicants able to continue for longer than a year will receive priority.

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Job Posting

Job ID: 11457
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: Psychiatry
Salary: \$46,003.00 - \$50,020.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2011-11-01
Job End Date: 2012-04-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2011-10-17 **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 will assist the PI and Research Coordinator in implementing two CIHR Operating Grants; "Evaluating Cognitive Reactivity as a Cause for Depressive Relapse" and "A randomized controlled trial evaluation of brief, telephone supported CBT self help in primary care patients with depression." The RA would be responsible for the development of study protocols, screening and recruitment of participants for the research study, conducting clinical interviews and complex assessments, data collection and analysis, assisting with ongoing grant applications, ethics submissions etc.

Organizational Status

This position reports to the PI and Research Coordinator, and interacts with other research personnel within the lab and with other research collaborators.

Work Performed

- Develop, modify and perform research protocols and procedures
- Recruit, screen, schedule and test research participants
- Assist Research Coordinator with scheduling therapists and research staff for the provision of treatment to study participants
- Conduct diagnostic semi-structured clinical interviews (SCID-I)
- Administer a variety of psychometric assessments to research participants
- Provide technical content for research grant application and proposals
- Assist with Research Ethics Board applications
- Responsible for submitting ethic amendments and provisos
- Prepare progress reports for granting agencies
- Provide initial (remove) data analysis for publication and reporting purposes
- Assist in the development of manuscripts for publication
- Process Excel and SPSS databases
- Conduct literature searches and reviews
- Schedule lab meetings

Supervision Received



The University of British Columbia

Staff Job Postings

Works under minimal supervision, receiving instruction only on unusual problems that don't correspond to established procedures. This position requires a great deal of independent work and decision making.

Supervision Given

This position will assist in the supervision of a work study student as well as research volunteers.

Consequence of Error/Judgement

There is a significant of accountability and latitude within the position, which is required to exercise a considerable amount of judgment, responsibility and initiative in determining work procedures and methods. Failure to adhere to ethical standards when conducting research will compromise the safety of the research participants.

Errors in data entry and analysis or inability to meet deadlines will directly impact the integrity of the research project.

Inadequate budget management will impact long-term viability of the research.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. - Bachelor's degree in psychology or other mental health field. Minimum of 4 years of related experience or the equivalent combination of education and experience. - Experience in clinical interviewing

- Experience developing and implementing research protocols is preferred. - Ability to administer and score a variety of psychometric measures

- Familiarity with quantitative data analyses is preferred

- The ability to work with clients of diverse backgrounds is necessary

- Exposure to research ethics requirements

- Excellent interviewing, interpersonal, organization and communication (verbal written) skills

- Ability to work collaboratively with other team members and the ability to work alone with minimal supervision

- Experience working with computer programs (e.g. Microsoft Office, Excel, Access, SPSS)

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