



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:27-FEB-2012

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: 12397
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Asst II
Business Title: Curriculum and Student Support Assistant
Department: UBCO-BarberSchool-Dean'sOffice
Salary: \$41,364.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-05
Available Openings: 1

Job Summary

This position assists in the preparation and coordination of the submission of curriculum proposals by members of the Irving K. Barber School of Arts and Sciences Curriculum Review Committee. This position assists the Associate Dean (Curriculum and Students) in the Irving K. Barber School of Arts and Sciences (IKBSAS), with all related duties with respect to students.

Organizational Status

This position reports to the Associate Dean, Curriculum and Students, Irving K. Barber School of Arts & Sciences. This position interacts with students, staff, IKBSAS faculty members, senior level administrators in other faculties and schools, as well as the Associate Academic Governance Officer and others in Enrolment Services.

Work Performed

1. Assists in the preparation and coordination of the submission of curriculum proposals by:
 - Collecting documentation from faculty for individual curriculum proposals
 - Reviewing curriculum documentation and editing minor changes
 - Designing and maintaining filing systems for tracking incoming curriculum proposals and following the proposal approval process through Curriculum, Faculty and Senate approvals
 - Formulating and distributing the agenda and applicable materials, including minute taking and associated tasks
2. Assists with all related duties with respect to students by:
 - Recording changes to student records in the Student Information Services Centre (SISC) using a high-level restricted access, upon the direction and approval of the Associate Dean, such as entering Directed Studies Honours Thesis designations, Standing Deferred or Grade changes, special permissions, late withdrawals, academic probation, adding program designation, processing Letters of Permission, misconduct letters and standing deferred or grade change designations
 - Preparing and processing all documentation related to the Faculty awards and distinctions, including the Undergraduate Research Awards program
 - Advising UBC Vancouver of Cross Campus Registration requests and approvals
 - Handling and securing confidential materials and correspondence with students
 - Providing statistical summaries of TA positions for entire faculty



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3. Provides administrative support by:

- Creating and developing content for the Student Resources and Faculty Resources webpages for the faculty
- Evaluating, proposing and initiating means to streamline current students and curriculum processes and procedures.
- Initiating and maintaining paperwork for financial transactions
- Assisting with various committees
- Coordinating conferences, meetings and special events

4. Performs other duties as required.

Supervision Received

This position reports to the Associate Dean, Curriculum and Students

Supervision Given

None

Consequence of Error/Judgement

Adherence to dates and timelines is critical. The accurate and timely processing of curriculum and related proposals ensures efficient implementations. Any delay or errors in processing of curriculum items impact the online updates to the Calendar.

This position has access to sensitive student record information. Errors have a direct impact on student academic records. Access to this information requires the employee to exercise judgment in maintaining the confidentiality of the information. A breach of privacy and policy may have financial implications to the University.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of 3 years experience or the equivalent combination of education and experience. Familiarity with the UBC Calendar, the academic structure of the University and the UBC curriculum approval process is an asset. Effective oral and written communication skills. Demonstrated ability to establish and maintain effective working relationships, with faculty, senior administrators and students while exercising tact, ingenuity and resourcefulness. Ability to adapt to changing priorities, work under pressure and meet deadlines. In-depth working knowledge of application-oriented software, including databases, word processing, spreadsheets and web user interfaces. Demonstrated ability to function as a member of a team.

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: 12384
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician III **Business Title:** Laboratory Technician III
Department: UBCO-Faculty of Applied Science
Salary: \$38,604.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-04 **Available Openings:** 3

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 during labs and ensure that all safety equipment is maintained.

Incumbent will be responsible to perform fabrication and assembly of complex equipment and test fixtures as well as prepare test samples for use in teaching and research facilities. Understands and maintains equipment and lab manuals, university safety guidelines, purchasing and receiving guidelines.

Organizational Status

The incumbent will report to the Laboratory Manager for the School of Engineering. The incumbent will also work closely with other staff and faculty within the School of Engineering as well as with other departments and units at the University. The incumbent may assist in the supervision of students and staff.

Work Performed

1. Provides a safe educational environment by:
 - Maintaining and servicing safety equipment such as cycling eye wash stations and showers.
 - Verifying tools and lab equipment has proper safety guidelines in place prior to use.
 - Keeping first aid kits properly stocked and reorders supplies when stock is expended or expired.
 - Maintaining MSDS (Material Safety Data Sheets) manuals as inventory is entered into each lab.
 - Providing support on the use of safety equipment for the School.
 - Understanding and implementing safety guidelines as provided by the university health and safety office.
 - Understanding and following the guidelines as provided by the WHMIS (Workplace Hazardous Materials Information System) program.
 - Monitoring lab safety during labs and correcting issues as they occur.
 - Performing periodic lab inspections as part of the school team to keep current on issues and insure corrective actions are taken in a timely manner.
2. Supports the teaching labs by:



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- Setting up labs to meet teaching schedule, utilizing lab manuals and approving school procedures.
- Assisting lab instructors and students with the operation of lab equipment when necessary and putting equipment in its proper place upon completion of lab sessions.
- Servicing and maintaining hydraulic and pneumatic equipment as well as standard laboratory equipment per established maintenance schedules and manufacturers specifications.
- Repairing equipment if necessary.
- Ordering replacement parts and maintaining a minimal stock of expendable items.
- Assembling and testing equipment prior to use in lab to verify proper operational status.
- Building or fabricating test setups as needed 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.

3. Provides research laboratory support by:

- Assisting in equipment setup.
- Assisting lab personnel with ordering of equipment and supplies.
- Understanding the use and operation of equipment and assisting in instruction to lab personnel.
- Building or fabricating test fixtures and apparatus per instructions from lab personnel.
- Servicing and maintaining test equipment per established maintenance schedules and manufacturers specifications.

4. Assists in inventory control by performing some or all of the following:

- Assisting in the ordering of equipment and supplies by researching vendors for proper equipment, filling out purchase order forms and turning them in for approval.
- 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 labs required equipment when changes are implemented.
- Performing local pickup and delivery of ordered equipment and stock using school owned vehicles.
- Receiving equipment and supplies, and then dispersing it to the appropriate lab locations.

5. Assists in the vehicle maintenance program when necessary by:

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

6. Performs other general duties as required:

- As a member of the School of Engineering team.
- Within the School of Engineering under the direction of the Laboratory Manager.
- As required by the Director or the Laboratory Manager of the School of Engineering.

Supervision Received

Based on schedules and laboratory requirements, the technician is expected to work independently, within the guidelines as defined by the School of Engineering, with minimal supervision but will work closely with the Laboratory 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 will assist students working on lab projects and in teaching labs.



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Consequence of Error/Judgement

Judgment requires a thorough understanding of the policies and procedures as prescribed by the University, 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 loss of equipment. Improper time management could lead to delays in labs and adversely affect the outcomes. 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 an engineering discipline (or equivalent work experience) with 2 years work experience or expertise in the following areas: maintenance, fabrication, wiring, soldering, and basic repair of mechanical, hydraulic electrical electronic systems, preparation and testing of construction and industrial materials. Experience preparing and testing in a manufacturing, industrial, or education laboratory environment is desirable. Excellent computer skills are required using Microsoft Office products and the ability to learn new systems such as data acquisition systems is essential. Ability to work with basic hand tools, mechanical and electrical electronics test equipment and soldering required. Effective oral and written communication, organizational and interpersonal skills are required. Candidate must have the ability to carry out complex tasks with little supervision. Ability to work independently or within a team with minimal supervision is expected. First Aid training and WHMIS (Workplace Hazardous Materials Information System) certification is an asset.

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Job Posting

Job ID: 12380
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician V **Business Title:** Machinist
Department: UBCO-Faculty of Applied Science
Salary: \$45,864.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-03 **Available Openings:** 1

Job Summary

The incumbent will assist engineers and Biologists with interdisciplinary research projects and initiatives in the fabrication manufacturing of research and teaching prototypes. Responsibilities include allocation, supervision and co-ordination of technical projects and workmanship and carrying out complex and precision tasks which require comprehensive technical knowledge, skills, and capabilities and expert use of specialized equipment.

Organizational Status

The incumbent will work under the general direction of the School of Engineering Laboratory Manager. The incumbent will also work closely with science researchers (Biology), engineers, graduate and undergraduate students within the School of Engineering and others in the University.

Work Performed

1. Guided by broad direction and technical requirements, works in close co-operation with faculty, researchers, and graduate and undergraduate students to fabricate prototypes, lab projects and finished products from technical and non-technical drawings or detailed sketches by:
 - Planning and organizing the priority of work assignments, including selecting and ordering, as outlined by University and School policies and procedures, of appropriate instrumentation, materials and accessories.
 - Organizing the work to achieve economical utilization of equipment, material and human resources and the production and maintenance of components, devices and equipment to meet teaching and research needs.
 - Fabricating complex and highly precise devices and instruments; modifying and adapting equipment to meet specialized requirements.
 - Operating all machine shop equipment (including CNC lathes, milling, drilling, grinding, water jet cutting, and sawing equipment) to fabricate equipment and devices.
 - Performing sheet metal work, stick welding, MIG, TIG welding, and silver soldering.
 - Reviewing for machineability, technical, non-technical drawings or detailed sketches, determining requirements and recommending practical solutions.
 - Recommending use of facilities, the feasibility and practicality of components and devices required as well as adaptation and modification of equipment and devices for specific needs. Ascertaining requirements for such items for development and design.
 - Creating and running computer based numerical models, analyzes results and designing, developing specifications and building



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experimental equipment.

- Diagnosing fault and analyses design problems and recommending new methods or techniques to effect solution.
- Building experimental equipment and or maintaining and repairing scientific equipment, ordering as outlined by University and School procedures and policies, equipment and supplies.

2. Provides general lab support by:

- Maintaining a safe and well organized working environment through constant awareness of safety procedures and protocols and WorkSafe BC and University Safety Standards.
- Developing and implementing training materials for shop safety, maintaining manufacturers' operation manuals on equipment operation and their maintenance for faculty, staff and students.
- Demonstrating proper equipment use, operation, and safety procedures during undergraduate laboratories, and instructing students on the machining requirements for individual parts, including specialized equipment and techniques.
- Coordinating the maintenance of technical data and records.
- Maintaining supplies and ordering all necessary equipment, parts and supplies.

3. Performs other related duties within the classification level under the direction and supervision of the School of Engineering Laboratory Manager.

Supervision Received

Works independently and as a member of a team in cooperation with faculty, researchers, staff, graduate and undergraduate students. The work is performed from outlines or rough specifications that require adaptation of procedures and precedents and in terms of specific objectives. The effectiveness is assessed through user's comments, the Laboratory Manager and the Director of the School of Engineering. The work is reviewed and evaluated on completion for technical accuracy and adequacy.

Supervision Given

May be required as necessary to supervise other technicians or students ensuring adherence to safety protocols and checking work for accuracy and completeness. Supports undergraduate laboratories in coordination with the professor assigned to the course. Coordinates and assists the work of others assigned to the projects and provides technical advice on equipment use.

Consequence of Error/Judgement

Errors in recommendations of equipment could result in a delay in research work or delays in project deliverables. Failure to comply with safety regulations that ensure safe working conditions could result in equipment damage, injuries or loss of life.

Qualifications

Recognized machinist millwright certificate or completion of recognized apprenticeship from a technical college or institution plus three years practical experience or an equivalent combination of education and experience. Undergraduate degree in Engineering or Applied Science is preferred. Thorough knowledge of practices, methods, materials of the required trades. Thorough knowledge of lifting and rigging practices. General knowledge of welding techniques (TIG, MIG, Plasma, Acetylene). Ability to effectively use <job-specific software> at an advanced level(e.g., Outlook, MS Word, MS Excel). Effective oral and written communication, interpersonal and organizational skills. Ability to work both independently and within a team environment. First Aid and WHMIS (Workplace Hazardous Materials Information System) certification is an asset.

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Job Posting

Job ID: 12389
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Psychology
Salary: \$38,928.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-05
Job End Date: 2012-08-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-03-04 **Available Openings:** 1

Job Summary

Under general supervision, assists with the day-to-day running of REAL (Research on Embedded Attention Laboratory), a human behavioral research lab in the Department of Psychology at the University of British Columbia. Assists in running experiments by contacting and scheduling participants, acquiring and recording behavioral data, assisting with Matlab programming, distributing work to volunteers, and tracking supplies and expenditures.

Organizational Status

REAL comprises users from the BAR Lab and the UBC Vision Lab. Works under the joint supervision of Lab Directors of REAL. Works closely with postdoctoral fellows, graduate students, and undergraduate student volunteers.

Work Performed

Assists in Matlab programming of various pieces of specialized equipment, including Optitrack, Optotrack, EyeLink, Dikablis, Touch screens, MORI and Thought Technology. Assists in running experiments, which includes contacting and scheduling appointments with participants; running participants through experimental procedures; recording test data. All components follow set lab protocols.

Assists with coordination and scheduling of lab activities and the use and maintenance of lab equipment. Organizes inventory and distributes supplies; maintains files.

Assists with distribution of work and initial training of procedures to 5-10 undergraduate student volunteers being mentored by Postdoctoral Fellows and graduate students.

Checks monthly ledger sheets and informs Lab Directors of transaction discrepancies and balances. Lab Directors resolve problems brought to their attention.

Adheres to guidelines concerning the confidentiality and respectful treatment of results and participants.

Supervision Received

Works under general supervision of Lab Directors; receives instructions during orientation and on subsequent new assignments or



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changes in procedures.

Supervision Given

Assists with general supervision of 5-10 undergraduate student volunteers being mentored by Postdoctoral Fellows and graduate students; distributes work assignments and explains procedures, routines, and operation of equipment.

Consequence of Error/Judgement

Works within well defined guidelines and procedures, but exercises judgment in establishing priorities and carrying tasks through to completion; new or unusual problems are referred to supervisor. The technician will be expected to behave in a professional manner in carrying out all duties. Errors or faulty decisions may potentially result in: the loss of otherwise useful data for the laboratory (and the waste of money used to pay participants); the slowing down of productivity in the laboratory; negative publicity for the laboratory in the university and local community; and poor morale in the laboratory.

Qualifications

High School graduation. Degree in Psychology preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience in a cognitive science or psychology research lab environment required. Familiarity with human vision, human cognition, human motor performance is preferred. Matlab computer programming experience required. Facility with behavioral statistical analyses. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to effectively manage multiple tasks and priorities. Ability to follow established guidelines and protocols. Ability to work effectively under pressure to meet deadlines.

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Job Posting

Job ID: 12373
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 - Plant Ops
Department: Building Ops - Custodial
Salary: \$ 17.35 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-02-27 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-04 **Available Openings:** 1

Building Service Worker, Part Time Evening Shift, Monday to Friday, 7.00pm to 12.00pm

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.

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Job Posting

Job ID: 12391
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 - Plant Ops
Department: Building Ops - Custodial
Salary: \$33,828.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-04 **Available Openings:** 3

Building Service Worker, Full Time, Graveyard Shift, 11.30am to 7.30pm, Friday to Tuesday, Wednesday and 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.
- 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.

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Job Posting

Job ID: 12392
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: 2012-03-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-04 **Available Openings:** 3

Building Service Worker, Part Time, Evening Shift, 4.00pm to 12.00am

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: 12381
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 2 (Gr3) **Business Title:** Administrative Support 2 (Gr3)
Department: Chemistry
Salary: \$36,672.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-12
Job End Date: 2013-03-22
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-03-01 **Available Openings:** 1

Job Summary

Working under general direction, this position is the primary contact to meet, and handle inquiries from, faculty, staff, students and the general public. Responsible for coordinating graduate student visits to the department. Handles mail distribution and provides secretarial assistance to various departmental members. Orders and maintains inventory of office supplies. Key operator for the departmental photocopiers and fax machines. Provides secretarial assistance for faculty, M&P staff, and departmental personnel.

Organizational Status

This position reports to the Office Manager.

Work Performed

Primary person to meet and provide information to faculty, staff, students and the general public and or to direct to the appropriate resource person; answer the Main Office multi-line telephone system and handle general inquiries.

Responsible for sorting and distributing Department mail, send and receive courier packages.

Monitors the Main Office fax machine and distribute faxes ensuring that confidentiality is maintained. Photocopies and collates large photocopy jobs including offsite (Xerox) duplicating, maintaining security and confidentiality as required. Resource person for enquiries of Chemistry photocopy and fax machine placing maintenance calls and ordering supplies in a timely manner for office equipment (3 photocopiers and 2 fax machines).

Responsible for ordering office supplies for all Departmental personnel; primarily through on-line ordering system. Ensuring no out-of-stock situations; maintain up to date inventory records and set min max levels as necessary. Responsible for ordering new and replacement toner cartridges for faculty and staff.

Responsible for scheduling up to 40 graduate student visits per annum with the guidance of the Chair of the Graduate Student Recruitment Committee. Books accommodation, airport pick, catering etc. Coordinates itinerary with department members. Maintains



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files, responds to enquiries, and collects travel, accommodation, and car pickup receipts and invoices for reimbursement by Finance Clerk.

Processes on-line requests for telephone equipment changes, moves, installation of computer ports and local area networks and account billing.

Responsible for updating and distributing the departmental phone and room directory; for updating the online UBC Faculty and Administrative Directory for the Department of Chemistry on an on-going basis.

Access online photocopy charges on a monthly basis. Prepare quarterly reports for billing services.

Working from preliminary drafts produced by faculty, M&P staff, and other Departmental personnel, produces a variety of documents including correspondence, memoranda, grant applications, curricula vitae, scheduling meetings, arranging conferences, seminars etc.

Responsible for managing and updating the Book King On-Line System including booking lecture courses, group meetings and ad hoc requests including audio visual equipment. Provide tutorials on an as needed basis.

Monitor and update bookings for Departmental meeting room and audio-visual supplies.

Responsible for scheduling the annual departmental photograph; identify personnel; order copies, handle cash receipts; label and file departmental photographs.

Responsible for lost and found items.

Supervision Received

Works independently under the general supervision of the Office Manager. Receives specific instructions only on unusual problems or on matters that depart from established policy and procedures.

Supervision Given

None.

Consequence of Error/Judgement

Poor judgment or errors in processing materials and correspondence could have an adverse effect on the work of the Department of Chemistry. Failure to act in a professional, tactful manner would have an adverse effect on the image of the department. Must be able to exercise judgment in dealing with administrative matters where there are no established policies, procedures or guidelines.

Qualifications

High School graduation and one year of related training. One year of training in office procedures and practices and secretarial skills. 2 years of related experience or the equivalent combination of education and experience. Minimum two years of related experience or two years of relevant UBC experience. Computer experience required (Word, Access, Internet and electronic mail preferred).

Effective oral and written communication, interpersonal and organizational skills. Ability to type 60 w.p.m. and operate normal range of office equipment. Ability to use word processing (Word), spreadsheet (Excel), database (Access) and electronic mail (Outlook) applications at an intermediate level. Ability to compose simple, clear, concise business letters. Ability to maintain accuracy and attention to detail. Ability to work independently and as a member of a team. Excellent coordinating and organizational skills. Ability to prioritize work and to meet deadlines. Ability to work effectively in a high-volume and dynamic



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environment. Ability to deal effectively and tactfully with individuals from all levels of the University community and the external community in obtaining and giving of information. Excellent punctuality and attendance expected.

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:	12354		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Administrative Suppt		
Classification Title:	Administrative Support 3 (Gr6)	Business Title:	Divisional Assistant/Admin Support
Department:	The Sauder School of Business		
Salary:	\$39,168.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-03-05	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2012-02-27	Available Openings:	1

Job Summary

Provides secretarial and administrative assistance to various Divisional Chairs and faculty members in the Divisions, as well as long-term and short-term faculty divisional visitors.

Provides administrative support to the faculty such as: back-up relief for reception duties, frontline customer service assistance, receiving, sorting and distributing incoming outgoing mail, sending receiving outgoing incoming courier packages, maintaining and updating lists, databases and reports, word processing, document preparation, creating editing spreadsheets, preparing assisting with the reconciliation of cash flow and credit card debit system, organizing functions and events for the Sauder School of Business.

Provides information to faculty, staff and students on policies, procedures and guidelines on administrative matters.

Organizational Status

Reports to the Associate Director, Facilities, Operations and Administration.

Work Performed

Work with minimal supervision, providing administrative support to the members of the Division.

(a) Co-ordinates meetings, seminars, workshops, conferences and various activities for the Division:

- . makes travel arrangements, hotel accommodation, and car rental for the Divisional faculty members, visitors and recruit candidates;
- . arranges room bookings for seminars and meetings;
- . prepares agendas, itineraries and schedules;
- . arranges photocopying and distribution of the materials;
- . organizes any necessary catering;
- . ensures all arrangements are completed in a timely manner;
- . schedules appointments and meetings for the Chair and the Division.

(b) Coordinates new faculty recruitment:



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- compiles the job applications;
- prepares the recruit summaries as a part of the dossier to the Human Resources Development Canada;
- assists in the new recruits' house hunting trips and relocation;
- assists in the logistics arrangement for the new recruits, such as office allocation, key requests, office set-up. Assists with personal arrangements to ensure smooth transition in to their new environment i.e., housing, day care, etc. as required;
- facilitates the integration of visitors, new faculty and sessional lecturers into the Division by guiding them through University and Faculty policies and procedures.

(c) Coordinates Appointment Promotion and Tenure (APT) for faculty members.

- . compiles the confidential supporting documents according to the APT guidelines and procedures;
- . gathers confidential letters of support and arranges meetings with various groups of student representatives e.g. Commerce Undergraduate Society, MBA Society and PhD Student Society.

(d) Screens and prioritizes mail and materials; responds to oral and written enquiries from faculty, staff, students, private corporations, public sectors, media press, and researchers from other institutions.

(e) Enters and edits various correspondence including course materials, exams, reports, presentations, grant applications, and technical research papers.

(f) Enters grades into the SIS system on behalf of faculty members and instructors.

(g) Handles and submits cheques for professional organizations or professional events that faculty members are associated with; processes orders and invoices for divisional publications; prepares requisitions to the UBC bookstore; tracks ledgers; processes travel expenses for divisional faculty, visitors and recruits.

(h) Assists with the application and preparation of research grants and proposals; ensure grant deadlines are met.

(i) Contacts internal and external senior officials on behalf of the Chair.

(i) Ensures the smooth operation of the Division by being responsible for the following:

- . responds to enquiries and provide information regarding the Division using judgement regarding whether the issue should be handled independently or referred to the Chair, the divisional program advisors, or directed elsewhere;
- . assists out-of-town faculty members by reading and sorting mail and notifying them of any relevant information; ensure faculty members receive the documents in timely fashion, whether via courier, fax (where acceptable), or scanning into image or pdf file (where it is important that nothing can be altered);
- . reads and responds to routine incoming mail;
- . answers and screens phone calls for the Chair and other divisional members;
- . reads incoming mail and attaches relevant background material.

(k) Organizes and maintain files, reading materials and other records relevant to the activities of the Division; arranges photocopying of materials for the Division.

(l) Assists with work overflow from other divisions in the Faculty and answers Faculty phones when necessary and as time permits.

Administrative Support

Works with minimal supervision providing administrative support to the Faculty. This includes:

(m) Places telephone work orders and trouble calls. Ensures new installations or changes are billed to the appropriate accounts. Maintains telephone inventory; issues new orders changes and reconciles charges. Updates UBC Online Staff Directory (e.g. white and yellow pages) and the internal staff and faculty telephone listings.



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(n) Ensures authorized paperwork is produced for key requisitions, security access cards access codes and telecommunication requests for all faculty, staff and students. Responsible for inventory key allocation and security codes.

(o) Prepares and assists with the reconciling of cash flow and credit card debit system to ensure transactions deposits are processed and recorded accurately in conjunction with the Accounts Office when and as required.

(p) Acts as backup for other administrative (e.g. reception, duplication services, course evaluations, etc.), office support services staff services as necessary in keeping with the qualifications and requirements of the job.

(q) Performs other duties related to the qualifications and requirements of the job.

Has a workstation with phone and computer access. A vacation restriction will be imposed for four months per year (December, January, August and September) to accommodate busy periods

Supervision Received

Works under limited supervision. After training and familiarization will be expected to work with initiative and independence. Difficult or complex problems are referred to the Supervisor, Administration.

Supervision Given

None.

Consequence of Error/Judgement

Exercises judgement and decision-making in a wide variety of duties and responsibilities; errors in completing work and scheduling or planning events may result in unnecessary expenditures, inconvenience and or embarrassment to participants, faculty and students. Handling enquiries in an inappropriate manner can adversely affect relations between the faculty and its clients, and the public perception of the University.

Qualifications

High School graduation and 1 year post-secondary education. . 4 years related experience or the equivalent combination of education and experience. Training in secretarial practices and office procedures. Minimum of four years of related experience or three years of relevant UBC experience. Computer experience required (WordPerfect, Word, Excel, PowerPoint and electronic mail applications preferred). Effective oral and written communication, interpersonal and organizational skills. Ability to type 60 wpm and operate normal range of office equipment. Ability to use word processing, spreadsheet, database, presentation and electronic mail applications at an intermediate level. Ability to prioritize work and meet deadlines. Ability to maintain accuracy and attention to detail. Ability to interpret policies and procedures. Ability to exercise tact and discretion. Ability to work independently and as a member of a team.

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Job Posting

Job ID: 12388
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr8) **Business Title:** Administrative Support 4 (Gr8)
Department: Physics & Astronomy
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-05-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-02 **Available Openings:** 1

Job Summary

The primary role of the Administrative Assistant to the Head is to provide senior confidential administrative and secretarial support to the Head Department of Physics and Astronomy, and occasional assistance to the Director of Finance and Operations and HR Manager. The Administrative Assistant is responsible for coordinating the flow of information and day to day activities, ensuring accurate and timely delivery of administrative services for the Head's office, including appointment and meeting coordination, the preparation and processing of documents and information, the maintenance of the Head's office support systems, coordination of relevant personnel and committees aligned with the Department, and keeping the Head apprised of issues and activities. In addition, this position oversees and participates in projects as assigned by the Head.

Organizational Status

Reports to the Human Resources Manager and Director of Operations and Finance.

Work Performed

ADMINISTRATION:

Acts as personal and confidential Administrative Assistant to the Department Head. Screens all incoming materials; referring matters for reply or additional information and prioritizing for the attention of the Department Head.

Maintains the Department Head's complex appointment calendar to maximize efficient and effective use of Head's time. Responds to oral and written meeting requests; screens requests and enquiries; determines priorities. Communicates internally with members of the Executive Team, Department members and other leaders within the Department.

Utilizes a thorough knowledge of the Department, and strong communication and interpersonal skills to respond effectively, which requires judgment and initiative when responding to information requests. Uses tact and discretion when gathering sharing confidential and or sensitive information.

Coordinates the CPRT process in conjunction with the department's HR Manager including the scheduling of CPRT meetings, taking meeting minutes, collating and delivering CPRT documents for review by committee members, taking department meeting minutes, drafting correspondence for the Head's signature and participating in various other meetings as required.

Keeps the Department Head informed on a variety of events. Maintains contact with the Department Head during absences (ie. out of



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town meetings).

Plans and co-ordinates special events, meetings, retreats, strategic planning meetings and workshops for Department Head. Assists Director of Finance and Operations and department HR Manager with special projects and events. Arranges meetings including room bookings, making complex travel arrangements including booking flights and hotels, and catering. Arranges national and international teleconference calls

Coordinates items requiring approval and or signature by Head. Ensures urgent matters are brought to the attention of Head as soon as possible. Arranges for and notifies of a Faculty alternate to review and sign documents during Head's absence.

Provides coverage for Administrative Support (Receptionist) for vacation, sick and leave of absences. Responds to oral and written enquiries of a general nature; forwards as appropriate. Performs other related tasks.

EXAM SCHEDULING:

Compiles and inputs exam information received from instructors utilizing AdAstra for scheduling of exams in all terms; department contact person for supplemental exams. Coordinates report of grades and change of grade forms.

ASSIGNMENTS OF INVIGILATION MARKING DUTIES:

Assigns invigilation marking duties for the academic terms in conjunction with TA Assignment Committee; advises course instructors and T As of their invigilation and marking duties; generates and distributes duty memos for all T A invigilators; creates and distributes T A invigilation and marking duty list for instructors and posting on T A info board.

SPACE ALLOCATION:

Identifies future space requirements and redistributes space as required. Allocates office space to faculty, staff, emeritus faculty, postdoctoral fellows and sessional lecturers using in-house database.

TA COURSE ASSIGNMENTS:

Allocates TA resources in conjunction with the TA Assignment Committee.

TA EVALUATIONS:

Administers and maintains all aspects of the teaching T A evaluations for the Department including Engineering Physics courses.

SECURITY & BUILDING MAINTENANCE:

Coordinates Key Request processing system for department, maintains key request database listing of keys issued, authorizes and signs key requests for three buildings, responsible for maintaining updated data on key codes and advises department members of changing procedures.

Supervision Received

Works independently under administrative direction. Refers problems, especially if recurring or ongoing, to supervisor for direction. May recommend solutions and implement upon approval.

Supervision Given

Supervision of work study students and or temporary staff as required.

Consequence of Error/Judgement

Work is performed independently. This position requires a high degree of confidentiality, diplomacy and accuracy. The Department Head relies on the accurate and timely scheduling of meetings, appointments, and travel arrangements. Failure to perform duties in an accurate and timely manner could result in monetary losses to the department and could adversely affect faculty promotion and tenure processes.

Qualifications

High School graduation and two year post-secondary diploma. Proficiency required with the faculty promotion and tenure processes,



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training in secretarial skills and office procedures, ability to effectively use Word, PowerPoint, Excel, Outlook and email at an advanced level. Knowledge of University policies and procedures preferred. Ability to perform word processing at 60 words per minute and to operate normal range of office equipment. 4 years related experience or the equivalent combination of education and experience. Ability to effectively communicate both verbally and in writing. Ability to communicate in a clear, attentive, and polite manner. Ability to exercise tact and discretion. Ability to identify and respond to contentious or politically sensitive issues with discretion. Ability to take and transcribe accurate meeting minutes. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to gather, record, and organize information. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to train and supervise. Demonstrated flexibility to meet and adapt to changes in organizational priorities. Ability to work independently with minimal supervision. Ability to work in a team environment.

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Job Posting

Job ID: 12395
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 5 (Gr6) **Business Title:** Financial Processing Specialist Level 5
Department: Operations
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-12
Job End Date: 2012-10-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-02 **Available Openings:** 1

Job Summary

Under general supervision of the Senior Financial Specialist, provides financial data entry to the UBC general ledger (FMS) and the UBC donations system (Blackbaud). This position is responsible for reconciliation of supporting documentation to the general ledger. This position processes financial transactions including accounts payable, revenue deposits, journal vouchers, expense reimbursements and transfers of donation revenues to destinations across UBC. Responds to customer inquiries, produces official tax receipts and acknowledgement letters to donors, records pledges and updates information as required.

Organizational Status

Jointly reports to the Senior Financial Specialist-Donations and the Senior Financial Specialist-General Ledger.

Customers include all staff in the VP Development and Alumni Engagement portfolio, the VP External and Legal Affairs portfolio, or units on campus receiving donations as well as vendors or donors outside of UBC.

Work Performed

- Reviews the accuracy, calculation and completeness of information provided on travel requisitions, cheque requisitions, cash receipts, journal vouchers and donation remittance forms. Ensures proper authorization and backup documentation is obtained prior to processing in FMS and BBEC;
- Interprets and ensures adherence to specific policies with respect to PCI compliance, CRA receipting for charities, GAAP, UBC DAE policies, procedures and guidelines and ensures that they are applied correctly;
- Liaises with internal customer departments and fundraisers to resolve errors or omissions. Assigns and modifies chartfield allocation in accordance with portfolio budget plan and portfolio permitted account codes. Assigns donation revenues according to pledge commitments where applicable;
- Reviews payments for applicability of HST, withholding tax, payroll taxes, FOI requirements and taxable benefits. Assesses the accuracy of GST HST and or PST included on invoices and self assesses such taxes where necessary. Assesses, exchange rates and discounts;
- Reviews donation income for charitable tax receipt eligibility. Verifies accuracy of tax receipts for consistency and adherence to CRA regulations, with particular attention to complex gifts, foreign currency gifts, and gifts in kind;
- Reviews income for applicability of HST (vis a vis CRA rules for memberships, events etc);
- Investigates and rectifies errors and exceptions in a large complex account, the donations clearing account, and other donation



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holding accounts. Uses detailed knowledge of the Financial Management System (FMS) and the Enterprise Wide Donations System (BBEC) to resolve errors in processing university-wide donation revenues;

- Prepares accruals and prepayments for the year end financial statements;
- Ensures evidence of cash receipt prior to posting donations. Investigates and resolves discrepancies, for example, pledge target different from donor directed target. Researches appropriate PG for donations and verifies donor biographic information;
- Sets up new Donor Funds in BBEC as appropriate and prepares the mapping to General Ledger PGs across campus;
- Manages transactions with banks, particularly pre-authorized electronic fund transfers and credit card donations . Reviews data for accuracy prior to taking funds from donors, including reconciliation to control spreadsheet. (Banks and credit card payment providers include Beanstream, Moneris, Visa, Mastercard, American Express and HSBC.);
- Manages monthly payroll deductions for donations through liaison with Central Finance Payroll;
- For donation income, performs end to end transaction tracing through the two financial systems (from the BBEC system to FMS and vice versa);
- Verifies and prepares payments for invoices in foreign currency. Verifies and prepares official tax receipts for related organizations in foreign currency; UBC Foundation, UK Foundation, Hong Kong Foundation and UK Foundation;
- Advises fundraisers on bank details for receiving foreign donations via wire transfer;
- Performs data input of information to BBEC with respect to funds deposited in the faculties that are tax receiptable, including gifts in kind, with particular attention to avoidance of duplication;
- Verifies pledge acknowledgements and pledge reminder letters, liaising with fundraisers as required;
- Maintains accurate control logs for donation transactions and general ledger transactions. Maintains orderly filing to support financial transactions and accurate records;
- Through reconciliation of account statements, monitors, interprets and resolves errors that arise from data entry or incorrect information and makes corrections as required by preparing and inputting vouchers on adjustments;
- Participates in formulation and implementation of new DAE policies and work plans to meet departmental needs;
- Participates in analysis of procedures, and initiates or adapts procedures to meet unusual situations;
- Provides support to internal customers, on inquiries regarding policies or procedures, use of account codes, honoraria payments, overtime payments, pledge schedules etc;
- Responds to external customer inquiries, including vendors, regarding payment status, payment terms etc and donors regarding credit card expiry, pledge terms and tax receipts;
- Deals with inquiries from donors in a professional manner and with respect for donor wishes at all time, whilst remaining within the bounds of government regulation for charities;
- Performs other duties and responsibilities related to the qualifications and requirements of the job to accommodate change and development in the office.

Supervision Received

Works under minimal supervision with administrative direction. Receives instruction only on new duties or unusual problems. Technical problems or policy matters are referred to the Senior Financial Specialist.

Supervision Given

May supervise temporary staff. Explains work procedures.

Consequence of Error/Judgement

Incorrect payments to vendors or incorrect donation tax receipts give rise to reputational risk for UBC. Incorrect destination targets could result in donor wishes not being adhered to and a direct impact on future fundraising. Incorrect application of university policies could create internal inequities.

Qualifications

High School graduation and CGA CMA Level 2 or Payroll CPA Level 1. . 4 years related experience or the equivalent combination of education and experience. Ability to plan work independently, complete work assigned and meet requirements without ongoing



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direction. Ability to effectively use Microsoft Office at an intermediate level(e.g., Outlook, MS Word, MS Excel). Knowledge of charitable tax laws an asset. Ability to communicate effectively and tactfully with others. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to communicate effectively verbally and in writing. Ability to work under pressure and prioritize to meet deadlines. Interpersonal and organizational skills. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 12352
Location: Robson Square
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 2 (Gr5) **Business Title:** Program Assistant 2 (Gr5)
Department: Continuing Studies
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-05 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-02-27 **Available Openings:** 1

Job Summary

Responsible for the client services and administrative support functions of Life and Career Programs (LCP) within UBC Continuing Studies. The Program Assistant serves as a first point of contact with clients and students in support of this program unit's cost-recovery and service mission: welcoming and assessing the needs of current and prospective clients students, prioritizing needs, providing information, problem solving and or referring to services and community resources. The Program Assistant also provides administrative and operational support for LCP.

Organizational Status

Reports to Associate Director, Life and Career Programs and works closely with other Life and Career Programs staff. Liaises as needed with staff members in Continuing Studies, Robson Square and other UBC Units.

Work Performed

- Greets and responds to a wide range of telephone, email and walk in inquiries professionally and in a welcoming, efficient and timely manner
- Assesses the needs of current or prospective students and clients for all LCP programs and responds with appropriate information, resources or referral to CS or community services
- Responsible for registering students in all LCP programs and activities: enters and updates mailing list information and registration data in registration system, sends confirmation letters, monitors payments
- Provides assistance to current and prospective students clients in all LCP programs regarding issues such as student records, course consultation availability, program prerequisites, professional accreditation for LCP programs, timetabling, tuition fees, income tax receipts and graduation
- Provides detailed recommendations for course selection and consultation opportunities, screening and referring inquiries as needed
- Tracks all phone and drop-in inquiries and prepares regular reports to monitor trends, needs and volume
- Investigates and resolves moderately complex problems related to issues such as registration, student records, tuition fee errors, rejected student payments and transcript errors
- Responsible for facility maintenance (i.e. all office equipment and inventory) and for ordering office supplies, tea and water
- Informs and advises students on divisional policies (e.g. refunds) and any changes to course times or locations
- Assists volunteer associates with information or resource strategies to support drop-in clients.



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- Communicates with diverse campus and community organizations to ensure volunteer resources are comprehensive and up to date
- Prepares and distributes attendance lists, tent cards, badges, liability forms
- Creates student accounts for online courses
- Provides student access to online courses via the online learning management system, responds to questions about the online learning environment and resolves any access problems
- Composes moderately complex correspondence including letters, reports, analyses of clients student registrations, and other documents
- Registers and greets participants on-site at summer institutes and special events
- Creates and maintains administrative files, as well as student records and files (electronic and paper based)
- Provides support to instructors and consultants in terms of course preparation and orientation (e.g. copying of materials, unit policies, facility use, access to supplies and a v equipment)
- Works with other LCP staff to produce and distribute course materials.
- Assists with booking classroom and special event space on campus and in the community
- Assists with the planning and organizing of meetings including catering, room bookings and requirements
- May take notes for staff meetings
- Collects and distributes mail
- Assists with promotional activities (posting events online, distributing posters on campus)
- Performs other duties related to the qualifications and requirements of the position

Single person workstation or shared office. Must be able to handle interruptions, and readjust priorities accordingly. Generally expected to work Monday to Friday during normal business hours. Involvement in occasional special events on weekends or evenings may be required. Subject to changing levels of noise, activity, interruptions and an emotionally charged atmosphere.

Supervision Received

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

Supervision Given

May give direction to temporary works study students.

Consequence of Error/Judgement

Failure to complete work in a timely manner may impede the smooth running of a program. Incomplete information or mishandling of client inquiries, concerns or problems can cause a negative effect on the reputation of UBC Continuing Studies and its reputation for excellent service. Providing accurate and timely feedback from clients to program staff is critical to the ongoing improvement of our programs. Inability to multi-task in a hectic environment may result in loss of revenue.

Qualifications

High School graduation and 1 year post-secondary education. Training in administrative systems, office procedures and communication skills or equivalent combination of education and experience. Bachelor's Degree is preferred. 3 years of related experience or the equivalent combination of education and experience. UBC experience and experience working in a cost-recovery or revenue-based customer service environment preferred. Previous experience working in a counseling setting would be an asset. Excellent interpersonal skills and a proven ability to understand and adapt to changing needs of individuals and the organization. Peer counseling experience an asset. Strong written and oral communication skills. Awareness of and sensitivity to special needs of diverse populations. Highly motivated with excellent organizational skills. Knowledge of UBC Continuing Studies programs, services and publications preferred. Knowledge of registration systems and ability to use word processing, spreadsheet and database applications at an intermediate level. Ability to type 50 w.p.m. and to operate normal range of office equipment. Ability to create templates and merge files from databases. Ability to exercise tact and discretion and work with confidential



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information. Ability to prioritize work, multi-task and meet deadlines under time constraint. Ability to maintain accuracy and attention to detail. Ability to work independently and as a member of a team. Experience with online learning an asset.

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Job Posting

Job ID: 12343
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 2 (Gr3) **Business Title:** Front Counter 2 (Gr3)
Department: Museum of Anthropology
Salary: \$36,672.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-19 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-02-27 **Available Openings:** 1

Job Summary

The Museum Front Counter Receptionist is the first point of contact for all incoming calls and visitors to the administration offices at the Museum. It is responsible for many clerical functions, including making all educational and group tour bookings and arranging for staffing of same.

Organizational Status

This position is the first point of contact for visitors callers to Museum administration and is responsible for providing accurate and detailed information in a professional and timely manner. This position carries out all front counter related activities for a busy public institution and related administrative duties. It books all rooms and manages staff contact lists, handbooks and other documents. This position is also responsible for booking all educational programmes offered by the Museum and booking all guided tours and self-guided visits for outside groups. This position must be familiar with Museum policies and procedures and be able to interpret these to a variety of people including staff, volunteers, students, visitors, First Nations and other community members, teachers, university, business, and government representatives, etc. This position works independently under general supervision.

Work Performed

This position is the first point of contact for Museum of Anthropology administrative offices. It receives all incoming phone calls and visitors to the administrative wing and is responsible for making all bookings for educational programmes and group tours. This position reports directly to the Head of the Department of Public and Community Services and works closely with the Curator of Education and Public Programmes, Museum Public Services Manager and the Assistant to the Director. This position works with all Museum staff, volunteers, and students, as well as the public, and others who contact or have business with the Museum, both internal and external to UBC. This position will be responsible for liaising with Museum volunteers who conduct education programmes. This position also schedules student guides for tours and special events.

General Front Counter Responsibilities

Central knowledgeable contact person on general MOA information

Receives all incoming telephone calls, phone messages and emails and responds or redirects as appropriate. Ensures appropriate voicemail messages are recorded daily.

Receives all walk-in visitors and responds to inquiries



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Oversees and maintains classroom and space bookings for new reopened spaces (oral history lab, theatre, etc.) for staff, volunteers, special groups

Updates MOA staff handbook as required and ensures updated materials are distributed to staff

Updates and keeps track of MOA staff contact phone lists and distributes as necessary

Keeps track of staff away days on calendar in order to respond to calls appropriately

Handles all incoming and outgoing mail through campus mail system and distributes incoming faxes

Sends and receives all courier deliveries and notifies recipients

Keep track of office supplies and notify Accounts Payable Clerk to re-order when necessary

Assists MOA staff with general reception-type duties (mail-outs etc)

Assists in Membership renewals queries and mail-outs and records information (credit card) for membership renewals

Manage AV equipment bookings and sign-out and checking for functionality

Troubleshoots photocopiers and office equipment

Keeps reception area tidy and organized

Educational and Tour Bookings Responsibilities

Educational programme bookings: responds to inquiries by educators regarding programme content, cost, availability; books classes into available programmes, sends confirmations, sends programme preparation materials to educators, ensures MOA instructors and staff are aware of bookings, responds to any conflicts that arise from bookings, and receives educators' feedback on education programmes.

Ensures notification of upcoming bookings and space uses to all museum staff, security, and, custodial, and troubleshoots when problems arise.

Manages the loan of artifact kits to school including monitoring of kits, billing schools, and keeping records of loans and payment

Guided or self-guided visits: responds to inquiries regarding visit content, cost, availability; books groups into available times, sends confirmations, when applicable hires student guide(s) to host group, directs feedback on guided or self-guided visits to appropriate staff

Manages MOA's computerized bookings database, compiling statistics and producing reports.

Learns, identifies, and interprets Museum policies and procedures in order to answer in-person and written inquiries. Inquiries come from educators, tour operators, group leaders, university departments and faculty, domestic and international dignitaries

Occasional evening or weekend work.

Supervision Received

Under direct supervision of the Head of the Department of Public and Community Services. Also works under general supervision of the Museum Public Services Manager, the Curator of Education and Public Programmes and Assistant to the Director. This position schedules student guides for tours and special events.

Supervision Given

This position assists Museum Volunteers who deliver education programmes and other public services.

Consequence of Error/Judgement

Errors in information given or in judgment would result in loss of credibility and service to the public as well as revenue for the Museum.

Qualifications

High School graduation and one year of related training. University education or equivalent training and experience, plus business training in office procedures, practices, and typing. Completion of courses in Museum Studies or Northwest Coast ethnology and or archaeology preferred. 2 years relevant experience or the equivalent combination of education and experience.



Minimum two years' experience working in a museum or other related environment or three years' relevant UBC experience. Ability to perform word processing at 50 words per minute. Ability to operate job-related equipment (e.g., multi-line phone switchboard) (e.g., fax machine, photocopier) Ability to take responsibility and exercise judgment mandatory. Ability to communicate effectively verbally and in writing.

Ability to write clear and concise business English. Effective customer service and interpersonal skills. Effective organizational and multitasking skills. Ability to exercise cultural sensitivity, tact, and discretion. Ability to coordinate and supervise the work of others. Experience working in environment dealing with First Nations culture preferred. Word processing computer skills required.

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Job Posting

Job ID: 12359
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Student Info Support
Classification Title: Student Info Support 3 (Gr5) **Business Title:** Student Info Support 3 (Gr5)
Department: StudentHousing&HospitalityServ
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-02-27 **Available Openings:** 1

Job Summary

Reporting directly to the Assignment Coordinator for Single Student Winter Session Housing assignments & contracts (Student Information Support 4), is responsible for providing clerical support to the Student Information Support 4 by performing tasks related to the application, assignment and collection of fees for all student residence areas.

Organizational Status

Reports directly to the Assignment Coordinator, Student Information Support 4, Single Student, Winter Session Housing.

Work Performed

- a. Answers inquiries and provides information and assistance to current and prospective residents regarding housing issues such as eligibility, account charges and fees, availability, and complex housing regulations.
- b. Investigates and resolves moderately complex problems related to issues such as assignment, eligibility, fee appeals fee assessments errors, rejected housing payments, and housing installment and housing plans.
- c. Processes housing applications and payments. Enters all applications into a student housing database. Enters all charges and special assignment requests.
- d. Processes rent and housing application payments, refunds and collection.
 - Sends overdue notices to residents for unpaid accounts under direction of Student Information Support 4.
 - Negotiates deferments of student fees and monitors compliance.
 - Verifies Student loan information with Student Financial Aid and Awards.
 - Arranges for loan disbursements to departmental accounts where necessary.
- e. Maintains computer files and records of residents and applicants.
 - Prints reports of student occupancy and vacancies for administrative purposes
 - Creates, merges and maintains MS Excel spreadsheets and MS Word documents
- f. Follows up on all outstanding delinquent accounts on a daily basis. Recommends that residents be evicted when delinquent



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accounts are declared uncollectable. Prepares "Notices To Vacate" and arranges for delivery of "Notices" to student rooms units. Works with front desk supervisors to deny access to residents whose accounts are in critical arrears.

- g. Provides coverage for Student Information Support 4 during breaks, and holidays.
- h. Assists in other clerical duties as required, and under the supervision of the Student Information Support 4.
- i. Checks student status regularly to confirm eligibility of residents.
- j. Accepts notices of withdrawal from residence, completes cancellations files.

Works in a traditional office environment servicing clients both in person and by telephone. High work volumes exist during the summer session and position is responsible for balancing priorities under direction of Student Information Support 4.

Supervision Received

Receives minimal supervision in the performance of daily tasks.

Supervision Given

May be required to supervise sessional support staff.

Consequence of Error/Judgement

Failure to perform to specific performance standards can result in the loss of revenue due to unnecessary vacancies and loss of public relations with Departmental clients.

Qualifications

High School graduation and 1 year post-secondary education. Plus some accounting credentials is required. 3 years of related experience or the equivalent combination of education and experience. Related experience working in a busy Student Service environment is desirable. Excellent data entry and keyboarding skills. Some experience working with accounts receivable or payable. Must have superior cashiering skills and some strong accounting skills. Knowledge of standard business machines such as a calculator and computer. Must be familiar working in a WINDOWS environment with knowledge of complete suite of Microsoft Office 2007.

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Job Posting

Job ID: 12379
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level C
Business Title: Finance Manager
Department: Faculty of Land & Food Systems
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-29
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 Faculty of Land and Food Systems is a leader in integrated research and global issues surrounding health and sustainable land and food systems, numbering approximately 45 faculty members, 80 staff, 180 graduate students and over 1100 undergraduate students. Adopting a decentralized academic and administrative model, the Faculty is comprised of three major academic programs (Applied Biology, Food, Nutrition & Health and Global Resource Systems), six research groups (e.g. Animal Welfare, Biometeorology & Soil Science and Food Science) and five research centres (e.g. Wine Research, Dairy Education & Research, Aquaculture & Environmental Research,). In addition to the Point Grey campus, the faculty has satellite sites in Agassiz, Summerland and West Vancouver.

The Finance Manager is responsible for planning, implementing and managing the financial operations of the Faculty. The position also plays a key role in the management of related support services such as building and facilities operations and administration. Provides support to the Dean and Director of Finance in the area of strategic financial management including budgeting, long-range forecasting and resources allocation.

Organizational Status

Reports to the Director of Finance (a shared 50/50 position with the Faculty of Forestry) and indirectly to the Director of Human Resources & Administration and provides support and advice to Associate Deans, Program Directors, the senior management team and various faculty and staff. This position manages two Finance clerks. Communicates and liaises with the Office of the Vice-President Academic, the Budget Office, Research Services, Financial Services, Supply Management, Building Operations and other central University agencies.

Work Performed

Financial Management and Budgeting (85%)

- Responsible for the development and implementation of financial and budgetary models ensuring the sustainability of the Faculty and budgetary decisions match the strategic planning initiatives of the Faculty.
- Develops, coordinates and monitors the Faculty budget process for GPOF, FFS, Endowments, Specific Purpose Funds and research accounts for the Faculty. Ensuring appropriate commitment control system is in place. Monitors overall effectiveness and efficiency in all units.



- Works closely with the Dean and the Director of Finance on funding reallocations to ensure ongoing operational needs as well as strategic priorities are met.
- Responsible for conducting the annual consolidated budget process for the Faculty in Hyperion and for Senior Management review
- Manages closing of year end books for the Faculty, analyzes returns from Programs at year end, reconciles, resolves discrepancies, manages and prepares accruals
- Develops and prepares customized financial analysis reports, balance sheets, income statements for review by the Dean, Director of Finance and or the Senior Management Team.
- Works with the Director of Finance and develops and maintains the Faculty's 10-year Financial Plan as new strategic initiatives are developed.
- Develops business and strategic plans and long range forecasts, monitors actuals and recommends changes
- Provides financial advice, training, support and on-going assistance to faculty members and staff in the areas of budgeting, accounting, financial matters and implications of various accounting policies and sound business practices. Interprets and advises on UBC financial policies.
- Performs forensic accounting analysis on historical financial data, works with faculty and staff, Internal Auditors and Financial Services to prevent or resolve fiscal year end deficits; produces year to date aggregated or special purpose reports.
- Develops and implements financial policies and procedures for the Faculty to efficiently implement or enhance accounting procedures, financial information flow, administrative procedures, work flow and internal controls. Ensures compliance between Faculty and University budget and financial policies and procedures
- Implements and manages the FMS online-processing. Develops and implements the Faculty's FMS Certification policies and procedures, ensuring that all University Financial Services policies and procedures are followed.
- Coordinates with the VPA office for VP one time or recurring budget commitment allocations, CRC funding allocations and start - up funding allocations
- Liaises with Financial Services, Supply Management, the Budget Office, Office of Research Services, UILO etc on the interpretation of University policies and procedures (GST tax laws, payment of services to individual, etc.) and in resolving complex issues such as budget revenue allocation or expense charge backs
- Administers and oversees Faculty Purchase Card and Departmental Credit Card activities and performs annual spot audits of PCard AMEX users, ensuring compliance with UBC policies.
- Ensures all internal and external reporting deadlines are met
- Undertakes special projects at the request of the Director of Finance, the Dean and or the Senior Management team.
- Signing authority for all Faculty GPOF, Endowment, Trust, Awards, Specific Purpose, Capital and Fees for Service P Gs, ensuring that prior approval is obtained for unusual or non-budgeted requests and reimbursements or payments to individuals have been approved by the supervisor.
- Represents the Faculty on various University Committees such as the Committee of Faculty Business Administrators (CFBA) and other ad-hoc committees as needed
- Keeps up-to-date with accounting and legislation which affects the financial operations of the Faculty
- Performs other related duties as necessary

Human Resources (15%)

- Works with the Director of Human Resources & Administration and Faculty Liaison to forecast costs related to the human resources activities of the Faculty
- Reviews Position Management cost information to ensure the information work well with Hyperion Workforce data.
- Participates in the annual Faculty and Staff Salary Increase process
- Acts as back up for the Director of Human Resources & Administration in his/her absence to sign off EPAF TA appointments, or other appointment forms
- Manages, evaluates, supervises and trains supporting financial staff.

Supervision Received

The position works under the general direction of the Director of Finance (who is 50% LFS 50% Forestry) and indirectly to the Director of Human Resources & Administration. Performs duties independently, consulting with the Directors only on matters of an unusual nature.



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Supervision Given

Manages two CUPE 2950 finance clerks and may supervise temporary staff or workstudy students if needed. When required, provides guidance and training in financial systems, internal controls and administrative processes to financial staff in the Faculty.

Consequence of Error/Judgement

Works autonomously with attention to timelines, details and a high level of accuracy. Exercises judgment and initiative in examining and analyzing accounts and financial statements, based upon a clear understanding of financial policies, procedures and guidelines. Errors in judgment may impact the short long term financial and operational activities of the Faculty such as a decrease in quality and effectiveness of the services provided and affect the integrity and reputation of the Faculty and the University. Incorrect application of policy could result in potential loss in research funding. Failure to prepare timely and accurate budget reports would make it impossible for the Director to support the Dean in representing the Faculty accurately to the University and would interfere in decision-making and budgetary allocations.

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. Ability to work effectively independently and in a team environment. Ability to effectively use of MS Office with a focus on spreadsheets and databases at an advanced level. (e.g., MS Excel, Outlook & Internet). Computer experience required (e.g. FMS, nVision, PS Query, P-Card, PeopleSoft budgeting, Position Management and Hyperion Oracle). Ability to maintain accuracy and attention to detail. Ability to adapt to changing priorities, work under pressure and meet deadlines. Effective oral and written communication, conflict resolution, problem-solving and organizational skills. Ability to develop and maintain cooperative and productive working relationships. Effectively interacting with people at senior levels, professionals and administrative personnel. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Ability to identify, obtain, and effectively manage and analyze organizational resources (e.g., people, materials, assets, budgets).

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- Manages the finance for the PHCRI of \$44 Million, the PROOF Centre of Excellence for \$25 Million and the ICAPTURE Centre of \$20M.
- Manages and administers the annual allocations of \$1.2 Million in Indirect Costs of Research funding from peer reviewed grants;
- FMS Certified Department Approver for the iCAPTURE Centre, responsible for ensuring all Account Payable and Account Transfers are in compliance with UBC Financial Policies.
- Signing authority on external bank accounts and Investment accounts.
- Develops and implements financial policies, systems and procedures for the Research Institute; PROOF Centre for Excellence and the James Hogg Research Centre;
- Responsible for the payroll functions of the PHCRI Implemented payroll system and responsible for bank file transfers;
- Departmental Procurement Card Coordinator for the James Hogg Research Centre and Security Administrator for FMIS for the James Hogg Research Centre
- Responsible for the investments made on behalf of the PHCRI and PROOF
- Ensures compliance with UBC and PHCRI Financial Policies and Practices, GAAP and other related regulations, policies, and procedures.
- Acts as a resource to directors and managers as required to help them improve their financial management knowledge and skills, and address any problems in these areas.
- Provides strategic guidance and recommendations to the President, directors and managers on financial and funding issues, budget development and financial plans for their cost centres, projects, operations and services.
- Responsible for all reporting from financial systems on a timely basis, ensuring that management receive appropriate financial reports and or access to these systems, to help them achieve their goals.
- Responsible for evaluation of financial and management reporting systems, accounting procedures, work flow analyses and business process reviews. Makes recommendations to the senior management team for changes to procedures, operating and business processes, and other financial control functions.
- Will report actual against the 5-year plan and develop updated 5-year forecasts on a rolling basis.
- Manages the preparation of annual financial statements and multi-year business plans for presentation to the Executives and Board of Trustees
- Responsible for the overall operation of the finance unit within the department, including long-term financial planning, billings, accounts receivable and payable, inventory control, and capital asset management.
- Ensuring a clear protocol is established for the creation of new trust accounts so that all relevant information is included for both accounting and audit purposes;
- Leading implementation of budget policy for the trust accounts;
- Directs the preparation of financial statements, budgets, forecasts, service costing analyses, estimates, summaries, and other financial analyses and management reports.
- Responsible for preparation of financial statements for external audit and external granting organizations.
- Developing and maintaining the financial systems and processes with emphasis on producing accurate and timely management information;
- Providing recommendations on potential income generating, investment and capitalization opportunities;
- Reviewing the performance of the investments portfolio to ensure that the return on investments exceed or equal to the established benchmarks;
- Responsible for development and maintenance of cost recovery rates for work performed on a fee for service basis.
- Ensuring the management of trust funds are operating at maximum efficiency, particularly in relation to cost effectiveness;
- Determining if payments to contractors are in compliance with Revenue Canada and the Institute's regulations;
- Maintaining a current knowledge of generally accepted accounting principles as well as Revenue Canada regulations;

Supervision Received

This position works with a high degree of independence and extensive discretionary judgment and tact. Reports directly to the President of the PHCRI, Director of the iCAPTURE Centre and Chief Operating Officer of the PROOF Centre. . He she will be required to work independently and to display initiative, sound judgment and decision-making. He she will make recommendations regarding administrative, budgetary and planning to the President of the Research Institute.

Supervision Given



Manages four employees; an Accountant, two Finance Administrators and a Bookkeeper. Liaison with the operations leaders and finance administrators in the research centres and human resources. Assigns goals and responsibilities to relevant staff, giving guidance where necessary on complex or contentious issues. Evaluates performance including discipline. Deploys staff resources in areas under jurisdiction to ensure that adequate staff coverage is maintained at all times, and to ensure productive interdepartmental cooperation and liaison. Resolves personnel issues in the finance department.

Consequence of Error/Judgement

The incumbent is responsible for the quality and effectiveness of financial management, information, policies, and processes within the PHCRI. Information provided by this position is used to inform management decisions and direction, not only within the department but within each of the Centres. Errors in judgment, decision making, and financial plans could have a serious impact on the financial viability of PHCRI. This position must exercise sound judgment in all management areas; have tact, be equitable and function openly, maintaining confidentiality internally (staff, students and faculty) and externally (vendors, granting agencies, etc.).

Qualifications

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. Related accounting and senior administrative experience including financial planning, systems development, budgeting and financial control. Sound knowledge in generally accepted accounting principles in a not-for-profit setting particularly in terms of revenue recognition and contributions. Experience with computerized accounting systems, spreadsheets (Excel) and databases (Access) within a non-profit or large complex organization. Experience of financial planning and budgetary control in the non-profit sector an advantage. Experience in the PeopleSoft Financial System an asset. Knowledge of charitable tax law an asset. Effective oral and written communication, interpersonal, supervisory, problem solving and organizational skills. Ability to effectively manage staff and workflow to meet deadlines.

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Job Posting

Job ID: 12385
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B **Business Title:** Pre/Post Review Manager
Department: James Hogg iCAPTURE Centre
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-05
Job End Date: 2013-01-15
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-01 **Available Openings:** 1

PHCRI is seeking a Temporary Pre Post Review Manager to fill a Maternity Leave Position for approximately 11 months.

Job Summary

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

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

Organizational Status

Reports to the Manager of the UBC PHC REB.

Work Performed

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

Pre-Review for Expedited Review:

- Advises investigators on Canadian federal and provincial regulatory requirements and "Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans" requirements for conducting human research as well as specific UBC REB policies, standards



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and requirements.

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

Pre-Review for Full Board Review:

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

Post-review for Expedited Review

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

Post-review for Full Board Review

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

Other Duties:

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

Customer Service:

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



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Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 12372
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B
Business Title: Faculty Administrator
Department: UBCO-Education - Dean's Office
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-28
Available Openings: 1

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

Job Summary

This position is responsible for providing support to the Dean, providing oversight and management of the budget as well as the non-academic day-to-day operations of the Faculty of Education including management of all office support staff, space and equipment planning, procedures and support systems for administrative operations; human resource processes, security issues and special projects.

Organizational Status

This position reports directly to the Dean of Education and works in close relationship with the Academic Financial Officer (AFO). The incumbent liaises with other university units and departments (e.g. the Office of the Provost, Human Resources, Financial Services, IT, Media and Classroom Services, Health, Safety and Environment, Security, Facilities Management, Supply Management and other Faculties and Schools). The Faculty of Education has 25 full-time faculty members and 8 staff. The operating budget is 3,880,000.

Work Performed

1. Provides oversight and management of budgets in the Faculty of Education by:
 - Working with the Dean, Associate Dean, and the AFO to develop short and long-range resource plans, projections and forecasts.
 - Developing systems and processes to improve management of financial resources within the Faculty of Education in collaboration with the AFO.
 - Reviewing budgets, business plans and financial analyses summaries, evaluating priorities and making recommendations for discussion with the Academic Financial Officer to contribute to final recommendations to the Dean.
 - Providing the Dean with yearly budget projections.
 - Maintaining Faculty of Education records within financial systems (Hyperion and FMIS); monitoring and reviewing faculty accounts to ensure financial integrity and sufficient controls are maintained and resolving discrepancies in Financial Management Information System (FMIS); implementing systems and processes to resolve problems and improve management of financial resources.
 - Managing all aspects of budget documentation, planning and reporting in the Hyperion on-line system in consultation with the Academic Financial Officer.
 - Ensuring timely processing of payables and journal vouchers.
 - Compiling information and data required for production of detailed financial reports to prepare budget reports and summaries of



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various accounts.

- Acting as primary contact for all Financial administrative processes and functions for Education staff and faculty members.
- Acting as liaison with the Office of the Provost, Office of the Vice Provost Research, and Financial Services as necessary.

2. Provides Human Resource management and support within the Faculty by:

- Consulting with Human Resources Labour Relations on a regular basis.
- Developing, implementing and maintaining standard processes and practices for recruiting and hiring to ensure selection of best candidate.
- Recruiting and hiring all support staff in the Faculty of Education by researching and assessing needs and establishing action plans to meet those needs. Collaborating with appropriate supervisor and Human Resources to develop job content and create position descriptions to meet the requirements. Monitors and documents all selection procedures.
- Managing and supervising all support staff in the Faculty of Education.
- Ensuring adherence to collective agreements for BCGEU and Management and Professional staff as well as other relevant agreements and employment guidelines for support staff, in consultation with Human Resources.
- Developing and coordinating performance management initiatives for all direct reports. Facilitating annual performance evaluations on all support staff in conjunction with their direct supervisor.
- Acting as primary contact for all Human Resources administrative processes and functions for the Education staff and faculty members.
- Monitoring Appointment, Reappointment, and Promotion and Tenure (ARPT) schedules for faculty members, including providing administrative support to the Dean's ARPT committees, managing the flow of correspondence, and ensuring confidentiality of all tenure and promotion files..
- Prioritizing and managing office workflow; providing advice on implications for workload and administrative support associated with faculty growth; developing and implementing organizational changes to meet the new initiatives and evolving needs within the Faculty.
- Providing guidance and encouragement for professional and staff development; providing office staff with ongoing support with respect to training in planning, organizing, creativity, informed decision making and problem solving; coordinating training sessions, offering advice about training, sharing information, developing solutions to problems and implementing performance development in the Faculty.
- Overseeing annual step increases for management, support, and technical staff.
- Representing staff perspective in management team, including employee relations, equity, diversity, and workload distributions.
- Providing input to and implementing departmental policy regarding vacation, overtime and leave requests.
- Arranging for auxiliary staff and developing contingency plans for dealing with labour shortfalls.

3. Provides management of day-to-day operations of the Education Office by:

- Developing and implementing policies and procedures for improving and streamlining administrative functions.
- Compiling background materials and reports on various activities of the Faculty.
- Providing support and guidance to the Dean relating to employee relations, budgetary management, external partnership agreements or other administrative matters.
- Providing information and interpretation of University policies and procedures to the Faculty as a whole; making recommendations to the Dean regarding implementation of university policies as they impact the Faculty of Education.

4. Provides space and equipment planning by:

- Overseeing office safety procedures and protocol in consultation with the Health, Safety and Environment Director.
- Working with the Dean to identify space and facility needs, and planning for future requirements; ensuring adequate information technology systems and support to faculty in consultation with IT services. Overseeing and monitoring the creation of new office space and occupancy arrangements (faculty offices, research offices and graduate students space).
- Overseeing security issues, authorization of keys and controlled access. Faculty contact for emergency call-out for building or other emergencies.
- Maintaining furniture and equipment inventory records for the Faculty administration; oversees equipment purchases, servicing, and replacement.

5. Performs other related duties of the position as required.



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Supervision Received

This position reports directly to the Dean, but works independently on a day-to-day basis with minimal supervision. The incumbent works in close collaboration and under the guidance of the Academic Financial Officer. Overall objectives are determined in consultation with the Dean. Within those guidelines, this position works independently, determining priorities as necessary. Guidance is received in matters of strategic significance.

Supervision Given

Provides direct supervision to the Faculty's office support staff.

Consequence of Error/Judgement

The individual will have considerable autonomy and authority in making day-to-day decisions, but consultation with the Dean is essential for high-order decisions. Inappropriate judgment can lead to negative labour relations outcomes and reduced productivity. Special projects conducted in an unprofessional or untimely manner will reflect poorly on the Faculty of Education and will have negative consequences for student satisfaction, faculty well-being, and potentially the financial and public relations position of the University.

Qualifications

University degree in business administration or equivalent combination of education, training and experience. Minimum of three years of related management experience in the areas of administrative, financial and human resources management. Knowledge of UBC's financial system (FMIS), human resources system and budgets an asset. Thorough knowledge of financial and administrative management systems, facilities management, and budget experience. Excellent interpersonal skills, demonstrable leadership and analytical skills, strategic and tactical planning, conflict resolution skills, financial and human resource management skills, space and infrastructure planning. Demonstrated oral and written communication, multi-tasking, organizational, problem-solving and strategic, tactical planning skills. Ability to manage projects according to specifications and timelines. Ability to exercise tact, discretion, diplomacy and confidentiality. Ability to work with or direct a team, and ability to work to deadlines. Proven judgment and decision-making skills, particularly in areas where there are no established policies or guidelines. Computer skills to intermediate level with basic applications (MS Word, Excel, PowerPoint, Outlook) required. Technical proficiency in using databases is required. Ability to work both independently and within a team environment and to work effectively under pressure to meet deadlines.

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Job Posting

Job ID: 12342
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Intermediate .NET Developer
Department: Fisheries Centre
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-01
Job End Date: 2012-12-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-15 **Available Openings:** 1

Job Summary

The intermediate .NET Developer will primarily take charge of Sea Around Us Web applications and databases. The successful candidate will participate in design meetings under the leadership of the senior web developer and with various team members and will work closely with our senior developer.

The focus of the Sea Around Us Project is the researching and documentation of ecosystem effects of fishing on a global scale, and to develop and present solutions to ecosystem impacts of fishing. One of the main avenues of global dissemination of findings, and a major means of engaging both the general public as well as colleagues in the scientific community, is the project's internet portal (<http://www.searoundus.org>). This portal is thus the public face of the project, and has been awarded the 2012 UBC Library Innovative Dissemination of Research Award.. The candidate will be expected to undertake programming, implementation of design, data quality assurance, maintenance, documentation and administration of this portal. This project has global exposure and is a global leader in marine ecosystem impacts of fishing, thus the candidate will be expected to be highly available and highly professional. The candidate will provide fast and accurate implementation of development initiatives to provide the means for presenting new findings of the project. Given the diversity of professional inputs and public and professional end-users of the portal-based information, good communication skills, both oral and written, as well as fast delivery and consistent availability are essential.

Organizational Status

The incumbent will be supervised by the project Principle Investigator Daniel Pauly, the project Manager Dirk Zeller and other IT specialists as determined by the PI. The incumbent will work closely with the senior web developer and may be required to assist in the guidance and supervision of other staff associated with web-portal development, as determined by the PI.

Work Performed

- Implement a template-driven framework for the Sea Around Us Project website;
- Implement the various content-delivering components to fit in this framework;
- Provide creativity by proposing novel solutions to technical or conceptual problems using existing or novel computational standards and procedures;
- Be aware of existing and rapidly changing web standards, follow best practices, and choose the most appropriate standards and methods for the task at hand, while consulting and co-operating closely with the scientific team providing the scientific



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foundation for the web-products;

Develop, program, test, implement, document and support applications and interface tools for web-portal products;

Perform quality assurance testing, including product quality checks to ensure consistency between scientific conceptualization, scientific results, and web-representation of outputs;

Set milestones for each web-project, and plan ways of achieving these milestone in a timely and effective way;

Provide advice to and consult with senior Sea Around Us Project staff on portal- and data-issues;

Develop, test, document, review and support custom applications;

Develop, test, document, review and support user interfaces;

Consult with senior project staff on complex design and presentation issues;

Maintain, backup, and ensure that the web-portal and associated databases are preserved and operational at near 100% up-time;

Diagnose, troubleshoot and resolve technical problems;

Generate technical documentation relating to new and existing systems and products, in collaboration with senior project staff and the overseeing PI;

Assist other project team members in hardware and software support;

Keep up to date with new applications and technology developments in the field and support best practices;

If called upon, represent the web-portal at meetings, workshops, and through publications with overseeing PI and scientific project staff.

Supervision Received

The incumbent will be supervised by the project Principle Investigator Daniel Pauly, the project Manager Dirk Zeller and other IT specialists as determined by the PI. The incumbent will work closely with the senior web developer.

Supervision Given

The incumbent may be required to assist in the guidance and supervision of other staff associated with web-portal development, as determined by the PI.

Consequence of Error/Judgement

This position is central to the web-based public face of this global project. Overall web-portal stability, product accuracy and correctness of web-products are crucial. Failure to provide stability and accuracy will lead to loss of scientific and community support, and loss in trust in project outputs.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Minimum of three years related experience preferred . Qualifications and skills

Relevant working experience, with emphasis on the following:

- University degree in a relevant discipline and a minimum of three years related experience
- Ability to build relationships, consult with technical and scientific staff, and existing and potential portal-product users and project clients;
- Accuracy and attention to details;
- Ability to work effectively independently and self-directed, as well as within a team environment.
- Excellent analytical skills
- Excellent communication skills
- Object Oriented design experience (3+ years)
- Ability to design, automate and test
- Expert knowledge of the .NET C# ASP.NET framework, minimum 3 years of experience (strong emphasis on Web technologies)
- 3+ years of experience in designing databases (MS SQL server is preferable)
- proficient in T-SQL language
- Web development (3+ years)



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Assets

- Familiarity with the MDX language and SQL Server Analysis Server (or other Business Intelligence technologies)
- Experience with recoding legacy systems
- GIS integration and familiarity with ESRI products would be a strong advantage
- Familiarity with Wordpress

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Job Posting

Job ID: 12332
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** e-Learning Instructional Support Specialist
Department: UBCO-Ctr for Teaching&Learning
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-05-15
Job End Date: 2013-05-01
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-01 **Available Openings:** 1

Job Summary

This position works in support of instructional learning technologies within the Centre for Teaching and Learning. This position will provide faculty support to learning technology initiatives that promote effective use of the course management system, online learning, videoconferencing, media, clickers, podcasting and emerging technologies.

In collaboration with other Center for Teaching and Learning staff supporting learning, and in consultation with other departments, this position will coordinate, lead, and participate in special initiatives related to best practices in instruction and use of learning technology, including major campus wide or innovative special projects related to effectively integrating learning technologies with teaching and learning for faculty, teaching assistants, and graduate students. In addition, this position will work with small groups and individual faculty to assist in the effective use of learning technologies in learning environments.

Organizational Status

UBC Okanagan campus' Centre for Teaching and Learning promotes and supports teaching and learning excellence. The Centre provides campus wide support for all models of teaching and learning including online learning. UBC Okanagan campus faculty are provided with a variety of academic growth opportunities including peer mentoring programs, seminar series, training workshops, learning technology support and resources on teaching practices. In addition, the Centre provides graduate students and teaching assistants with professional development opportunities.

Reports to the Director, Centre for Teaching and Learning, UBC Okanagan campus.

Work Performed

1. Provides faculty, staff and student support to learning technology initiatives by:
 - Conducting needs analyses for computer and seminar style workshops related to learning technologies through interviews, meetings and focus sessions. These needs include collaboratively determining learning objectives for sessions, suggesting learning activities in alignment with objectives, and determining hardware, software, and documentation requirements.
 - Providing instructional workshops and training, including computer-based and seminar style workshops, where appropriate, for instructional support personnel, faculty, teaching assistants, graduate and undergraduate students.
 - Assisting faculty individually and in small groups with using learning technologies to enhance the learning environment i.e. media, videoconferencing, and learning management systems.
 - Acting as a resource for queries about learning technology use and technical support in collaboration with other members of UBC's



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e-Learning community.

-Organizing and facilitating meetings, workshops and information sessions.

-Initiating resource development including writing software documentation, training manuals, writing web content, developing web pages, and collaboratively managing components of UBC Okanagan campus' Centre for Teaching and Learning web site.

2. Provides support to the Centre for Teaching and Learning Department by:

-Participating in the evaluation of the overall e-Learning training program.

-Liaising with UBC Okanagan campus departments to foster, develop, and implement collaborative and complementary projects, solutions, and campus-wide learning technology initiatives.

-Facilitating the sharing of information and building of a knowledge base about learning technologies amongst Instructional and Technical support units and the wider university community.

3. Performs other duties as required.

Supervision Received

The position reports to the Director, Centre for Teaching and Learning, UBC Okanagan campus. After an initial consultation period, the Specialist will work independently, with minimal supervision and take a leadership role in project management. The Specialist is expected to show initiative and creativity in completing project requirements. Consults with supervisor on funding and major policy issues and periodically on other developments.

Supervision Given

Will consult with other members of staff for user and technical requirements associated with projects. May supervise students and short-term staff.

Consequence of Error/Judgement

The e-Learning Support Specialist serves in an important interface role within the teaching and learning community on campus, promoting a collaborative atmosphere amongst a wide range of personnel with possibly differing goals and approaches to instructional skills development. The e-Learning Support Specialist must be capable of achieving consensus and resolving conflicts in a collegial manner. This is intended to improve the work environment for learning support professionals, and by proxy, the learning environment overall at the UBC Okanagan campus. If inappropriate judgment is used, it can damage the long-term relationship between professional staff in academic units and with the Centre for Teaching and Learning.

Qualifications

Undergraduate degree in a relevant discipline. University degree in education or related field preferred. Graduate degree preferred. Minimum of three years experience or the equivalent combination of education and experience. A minimum two years experience working in User Support and Training related to learning technologies. Experience writing software documentation, training manuals and online knowledge bases. Experience conducting meetings and interviews to determine client needs. Experience writing software documentation, training manuals and online knowledge bases. A high level of knowledge in instructional design, faculty development, program planning, instructional techniques, or designing and delivering online learning materials is required. An excellent understanding of the use of technology in teaching and learning are prerequisites. Experience with synchronous and asynchronous learning technologies is desirable. Ability to work effectively independently and in a team environment. Expert user of Blackboard Vista from both user and web-based administration perspectives. Working knowledge of Web Publishing software. Strong word processing skills, adept with media creation. A strong commitment to superior customer service and a high quality teaching and learning environment. Ability to work effectively with professionals from diverse professional and academic backgrounds. Understands and relates to the academic University environment. Excellent skills in project management, conflict resolution, consulting, and facilitation are essential. Strong written and oral communication, problem-solving and interpersonal skills. An ability to communicate technical issues to non-technical audiences is essential.



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Staff Job Postings

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Job Posting

Job ID: 12364
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Project Manager I
Department: UBC IT - IT Transformation&PMO
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-28 **Available Openings:** 2

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

Job Summary

The Project Manager I manages the entire lifecycle of a small project or phases of a larger project which include developing a project plan, coordinating the activities of a project team, identifying appropriate resources needed, and developing schedules to ensure timely completion of project.

Organizational Status

Works within the Projects group as part of the team providing services such as the planning, managing, monitoring, evaluation and installation of AV system to the University Community and off campus clients. Reports to the AV Manager.

Liaises with personnel from other UBC units such as, Information Technology, Project Services, various other Campus service units, University technology professionals, UBC Properties Trust, external consultants, architects, designers, contractors, trades, faculty, staff and students.

Work Performed

Specific Duties:

- Prepares project plans and aspects of contingency plans.
 - Develops schedules and timelines for the various departments to ensure work performed is completed on schedule.
 - Allocates resources to projects according to project plans and resource availability.
 - Consults with UBC internal departments and external departments, groups, and contractors with the goal of providing reliable AV infrastructure, service solutions and system integration installation to small- to-medium-to-large sized projects.
 - Prepares AV budget estimates and quotations based on project requirements.
 - Provides project management for the delivery of AV projects for classrooms and other UBC spaces.
 - Reviews and approves AV specifications.
 - Creates project logs, documenting the steps and people interactions needed and performed during all the phases of a project.
- Produces written reports outlining the progress of projects, writes signoff letters and other documents associated with the completion of a project.
- According to approved plans, makes necessary contacts, obtains signatures and authorizations for necessary forms, and notifies necessary units within UBC.



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- Ensures project billing requirements are completed.

Core Duties:

- Initiates projects following appropriate project management methodology including gathering and defining project requirements, developing project charters, project plans, budgets and schedules, identifying staffing requirements, and forming project teams.
- Follows project management methods, procedures and quality objectives, and tracks metrics for assessing progress.
- Provides work direction and leadership to assigned project team, including scheduling, assignment of work, review of project efforts and removal of roadblocks which may inhibit project success.
- Assesses variances from the project plans, budgets and schedules, develops and implements changes as necessary to ensure that the project remains within specified scope and is within time, cost, and quality objectives, and keeps management aware of the situation.
- Conducts formal review with business sponsor at project completion to confirm acceptance and satisfaction.
- Identifies and recommends potential improvements in current methodologies.
- 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 considerable latitude. Reports to the AV Manager for project or service-related activities. Results are reviewed to ensure that overall effectiveness and long term objectives have been achieved.

Supervision Given

The position supervises one senior technician. However, position is responsible for explaining procedures to all the resource people and stakeholders involved. Provides direction and guidance to AV contractors, IT service staff and AV & Engineering technicians to make sure the project is completed as assigned. Monitors progress of projects as assigned and coordinates activities to ensure that deadlines are met.

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Electrical Engineering preferred. Professional certification in PMI, CTS, CTS-D is an asset. Demonstrated ongoing career development through active and self-motivated professional development in the field of business analysis and related disciplines. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years experience with AV and VC integration. Experience with Crestron, Extron, CISCO, SMART products is required. Proven track record of initiating and completing successful projects.



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Experience in a higher ed environment is an asset. .

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

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

Ability to deliver defined results within budget and schedule.

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

Ability to effectively manage multiple tasks and priorities.

Ability to effectively facilitate groups to achieve appropriate outcome.

Ability to prioritize and work effectively under pressure to meet deadlines.

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

Exceptional organizational skills.

Excellent customer relations skills.

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

Ability to exercise tact and discretion.

Excellent knowledge of AV & IT communications concepts.

Excellent knowledge of infrastructure and connectivity practices.

Good knowledge of construction safety procedures.

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

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

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

Accountability - 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.



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

Business Enterprise Knowledge - Keeps informed on business operations data. Gains consensus for suggestions from supervisors and project teams. Implements solutions for technological improvements that align with day-to-day business needs. Provides a business-based rationale for determining the necessity of incremental technological improvements and communicates viewpoint using the customers' own terminology.

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Job Posting

Job ID: 12363
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Manager
Department: UBC IT - IT Transformation&PMO
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-15 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-02-28 **Available Openings:** 1

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

Job Summary

The Manager provides overall management and technical leadership of a functional area including multiple lines of products and services. He she is a recognized subject matter expert on AV Technologies and Project Management.

He she has responsibility for the planning, budgeting, resourcing and execution of AV Projects and also support and maintenance.

Organizational Status

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

Work Performed

Specific Duties:

Provides work direction and leadership to the AV Service Coordinator and AV Project Coordinators, including scheduling, assignment of work, review of project efforts and resolution of issues as required to ensure overall success.

Leads the development of best practices in audio visual management, infrastructure, and maintenance

Subject matter expert of all AV related projects

Lead the UBC IT Audio Visual unit in developing the necessary skillsets, training regimens, processes, toolsets, and best practices to deliver enterprise services across UBC and partner organizations

Provide guidance to other managers within UBC IT on audio visual designs to fit thier business requirements

Work collaboratively with key customers, internal stakeholders, and other higher educational institutions to plan and deliver UBC IT Audion Visual portfolio of services to the broader UBC community



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

Prepares annual budgets in the context of the overall UBC IT priorities.

Assesses variances from the functional area plans, budgets and schedules, develops and implements changes as necessary to ensure that scope, time, cost, and quality objectives are achieved.

Develops and maintains a productive and collaborative working relationship with customers, campus stakeholders, vendors and UBC IT resources.

Provides coverage and acts on behalf of the Director as required.

Core Duties:

Works with business partners and or IT leadership to understand and anticipate business and IT project needs of a reporting unit.

Develops strategies, operating plans, targets and measures for unit and leads the day to day delivery of its programs, services and activities.

Establishes and administers unit budget and ensures for cost efficiencies.

Develops and implements procedures, methods, standards and controls are created and followed to foster operational efficiency, monitor compliance, mitigate risks, and achieve unit results.

Develops and implements innovative business solutions, programs and services, leads projects, and collaborates with others on integrated solutions and initiatives across other administrative academic areas.

Develops and manages reporting team leads, professionals and other staff including selection, training, coaching, performance management and all other people practices.

Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.

Anticipates and analyzes trends in technology and assesses the impact of emerging technologies on the business.

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

Performs other related duties as required.

Supervision Received

The Manager works under the general direction of the Director, IT Transformation and Project Management Office and has considerable latitude in the execution of his her duties consistent with the goals and objectives for the functional area.

Supervision Given

Supervise, hire, train and evaluate performance of staff. Negotiates and reviews services provided by internal and external contractors. Provides overall direction to his her team and ensures that best practices are followed. As required provides project management to staff and contractors who are assigned to a project team.



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Consequence of Error/Judgement

This position must assume responsibility for decisions, which could cost the University hundreds of thousands of dollars and impact large and mission critical projects if errors are made.

Decisions and actions taken by the Manager will have a direct impact on how efficiently and effectively UBC classrooms and other teaching spaces will perform and function.

Qualifications

Undergraduate degree in a relevant discipline. Degree in Electrical Engineering or similar preferred.

Prefer project management training and professional certification in PMI, CTS, CTS-D. Demonstrated ongoing career development through active and self-motivated professional development in the field of business analysis and related disciplines. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Minimum 8 years in AV and VC integration experience demonstrating progressive responsibility, preferably in a University or other public sector environment. Experience as a project manager in the AV sector. Experience with Crestron, Extron, CISCO, SMART products. Proven track record of initiating and completing successful projects. Experience in a higher ed environment is an asset. Experience with UBC policies and systems desirable.

Ability to effectively lead a team of systems professionals in a demanding environment.

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

Supervisory, budgetary, presentation and interpersonal skills required.

Strong organizational and planning skills.

Excellent analytical and problem solving skills.

Excellent facilitation skills.

Excellent communication skills (reading, writing, listening, speaking, and presentation).

Ability to work effectively independently and in a team environment.

Ability to resolve systems and technical problems in an innovative manner.

Ability to develop and implement strategic business plans.

Ability to make decisions and recommendations involving highly complex issues.

Ability to develop and implement policies and procedures.

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



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

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

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

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

Strategic Technology Planning - Supports research related to functional architectures and technology needs for a significant work area. Provides input to strategic technology planning. Identifies and analyzes unit's strengths and weaknesses and proposes options for investment in and ongoing maintenance of a function or work process.

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Job Posting

Job ID: 12328
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level F **Business Title:** Senior Manager, Educational Technology
Department: MedIT
Salary: \$87,264.00 - \$109,080.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-19 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-29 **Available Openings:** 1

Job Summary

The Senior Manager, Educational Technology provides overall management and technical leadership of the educational technology portfolios of the highly specialized, complex, and multifaceted MedIT Technology Enabled Learning (TEL) group supporting the Health Professions Educational programs within the Faculty of Medicine (FoM). This role acts as the critical interface between those who manage technology for the Health Professions Programs, and academic leadership who oversee the curriculum.

Organizational Status

Reports to the Director, Technology Enabled Learning. The incumbent works closely with portfolio managers within MedIT, the Associate Dean, Undergraduate MD Curriculum, the Associate Dean, Health Professions and other academic leaders. He she also collaborates with various Health Authority personnel, Ministry of Health, UBC Faculty and staff, consultants and contractors and Faculty members, and administrators throughout the province at FoM's distributed sites (IMP, NMP, VFMP, and SMP) on various projects and initiatives

Work Performed

Specific Duties:

- Leads and manages the MedIT Educational Technology Team, including hiring, professional performance development, mentoring, promoting, and discipline.
- Identifies and anticipates potential areas of growth, and influences change to improve existing and coordinate new services offerings in e-learning through strategic collaboration with academic leadership, Faculty and staff to support delivery of health profession curricula.
- Acts as educational technology leader of strategic initiatives aimed at improving e-learning for the Faculty of Medicine.
- Provides strategic leadership in achieving the Faculty of Medicine's Educational Technology Strategy and plans renewal of the strategy.
- Plans and strategizes services and operations to enhance existing and develop new learning resources such as Virtual Patient



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cases, video based instruction and online interactive modules; may extend to developing scenarios for high-fidelity patient simulators, e-portfolios and other emergent e-learning applications.

- Monitors and implements ongoing improvements in electronic resources for curriculum, identifying priorities and providing direction to the educational technology team for ongoing maintenance and development.
- Identifies and proposes budgetary needs and prepares and executes plans according to budgets for the implementation of e-learning resource projects.
- Develops external partnerships and opportunities to collaborate with other instructional support units in the delivery of educational programs (ie: the Association of Faculties of Medicine in Canada (AFMC), the Association of American Medical Colleges - Group on Informational Resources (AAMC-GIR), UBC IT, the Centre for Teaching, Learning and Technology etc.)
- Ensures compliance of educational technology programming with university policies and federal laws such as course evaluation, copyright, privacy (FIPPA) and intellectual property.
- Through the educational technology team, consults with counterparts in the Faculty of Medicine Education portfolio to ensure technology meets requirements.
- Acts as an educational technology consultant with various stakeholders, committees, students and others groups with an interest in supporting educational technology initiatives within the Faculty of Medicine and campus-at-large.
- Provides direction and guidance for dealing with issues such as student and Faculty access and training, troubleshooting, quality assurance, and user satisfaction.

Core Duties:

Works with business partners and or IT leadership to understand and anticipate business and IT needs of a major functional area with multiple lines of services.

Develops integrated strategies, operating plans, targets and measures for functional area and leads the day to day delivery of its programs, services and activities.

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

Develops and ensures systems, procedures, methods, standards and controls are created and followed which foster operational efficiency, monitor compliance, mitigate risks, and achieve functional area results.

Develops and implements innovative business solutions, programs and services, provides leadership and oversight on projects, and collaborates with others on integrated solutions and initiatives across other administrative academic units.

Develops and manages reporting supervisors, team leads, professionals and other staff including selection, training, coaching, performance management and all other people practices.

Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.



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Anticipates and analyzes trends in technology and assesses the impact of emerging technologies on the business.

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

Performs other related duties as required.

Supervision Received

Works within broad policies and strategic plans under the Director, Technology Enabled Learning; Work is reviewed for achievement of broad long-term goals.

Supervision Given

Manages resources directly and through subordinate managers.

Consequence of Error/Judgement

Makes decisions regarding the management and operation of a major functional area of a distributed, complex province-wide information technology infrastructure across multiple sites (UBC, UNBC, UVic and Provincial Health Authorities), some of which are not under University control, in a highly fluid and often ambiguous environment with many stakeholders. These decisions are vital to the Faculty of Medicine's ability to achieve its distributed educational mandate; Makes decisions which affect the Faculty's ability to its Health Professional programs, (i.e., to deliver a major portion of its mandate).

Qualifications

Post-graduate degree. Demonstrated ongoing career development through active as well as self-motivated professional development. Minimum of 10 years experience and 4 years managerial experience and 3 years specialized experience in the design and implementation of major computer systems or the equivalent combination of education and experience. - Demonstrated results in growing a service business portfolio.

- Experience leading the growth and development of a multifaceted team
- Experience providing direction in the management of specialized learning systems.
- Experience in IT operations and operational management.
- Experience with ITIL best practices and Prosci approaches to change management an asset.
- Experience in project management, change management, budget development, financial management, and risk management an asset.

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

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



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

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

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

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

Excellent problem solving, analytical skills and strategic thinking.

Excellent facilitation and presentation skills.

Excellent oral and written communication skills.

Effective leadership, consulting, conflict resolution, negotiation skills.

Strong impact and influencing skills.

Ability to build and maintain relationships with customers and potential customers, and consultants.

Effective leadership and team-building skills.

Ability to coach and mentor staff.

Ability to multi-task and work in a fast-paced environment.

Commitment to delivering results.

Knowledge of adult education principles, learning theory, instructional design and Technology Mediated Learning are assets.

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: 12393
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Program Leader
Department: Continuing Studies
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-16
Job End Date: 2013-04-15 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2012-03-02 **Available Openings:** 1

Job Summary

The Program Leader is responsible for the overall planning, development, and administration of one or more Certificate Programs and related educational offerings within a cost recovery operation. Highly knowledgeable about the practice of continuing education in general and especially administrative processes and strategies, the Program Leader strives to develop quality "leading edge" courses and programs while creating profile and visibility with both the community and industry. The Program Leader reports to the Directors of UBC Continuing Studies Technology, Media, and Professional Programs (TMaP).

Organizational Status

The Program Leader works collaboratively within the UBC Continuing Studies Technology, Media, and Professional Programs (TMaP) team to promote excellence in the delivery of courses and quality of instruction in the areas of information technology and applied sciences.

Work Performed

Programs: Creates, maintains and evaluates market-oriented programs as appropriate to retain the first class reputation of UBC programs. Designs and develops programs to attract new students. Plans the schedule of course offerings. Ensures technical requirements for courses are communicated to technical support staff. Develops and reaches yearly financial goals.

Marketing and Promotion: Develops marketing messages and promotional copy for print and electronic media. Writes course descriptions. Works with the marketing department to ensure strategies are in place. Develops relationships on campus and in the external community, acting as a program "champion".

Instructors: Hires instructors and evaluates performance. Reviews resumes, interviews and negotiates salaries within departmental guidelines. Works with instructors to set objectives, provide orientation training sessions, and ensures quality materials. Reviews course objectives and ensures continuity between courses.

Students: Provides educational and career counselling to assist students determine the appropriate courses and levels of difficulty based on current knowledge and anticipated career paths. Creates comprehensive student communication plan and participates in information promotional sessions. Reviews student enrolment levels with regards to course offerings and course cancellations.



Finance: Works within a team to establish optimal allocation of resources for course delivery and support. Assumes responsibility for program budgets and monitors budgets-to-actuals for reporting purposes. Oversees requisitions and payments.

Record Keeping: Ensures that processes and procedures are in place for appropriate record keeping. Assumes ultimate responsibility for accuracy of student records.

Performs other duties related to the qualifications and requirements of the job as specified by the Directors.

Supervision Received

Formally reports to the TMAP Directors, within the overall policies and procedures of the unit. Works collaboratively in a team structure, while demonstrating capability to work independently in carrying out areas of responsibility.

Supervision Given

Directly supervises between 20-60 instructors. Works with and indirectly supervises additional staff in Student Services and Instructional Support Services. May provide guidance and supervision to Assistant Program Leaders.

Consequence of Error/Judgement

Incorrect or poor decisions will have a significant impact on the reputation of the University, which could affect client satisfaction and the financial viability of the department. Poor judgments could result in legal liability of the University. Poor hiring decisions could affect quality of courses.

Qualifications

Master's degree in Education. Master's degree in a relevant discipline also considered. University degree in a relevant discipline required. Minimum of six years experience or the equivalent combination of education and experience. Experience in adult learning and working knowledge of both traditional and online models of educational delivery required. Demonstrated knowledge and interest in technology-oriented education. Experience in teaching is an asset. Minimum of 6 years experience in an administrative role with demonstrated success in a cost recovery environment. Demonstrated supervisory experience. Demonstrated knowledge of effective instructional design and teaching techniques. Effective organizational skills. Effective interpersonal skills, a supportive leadership style and demonstrated ability to be a team player. Effective problem resolution, analytical and organizational skills. Ability to exhibit tact and diplomacy. Articulate with demonstrated written and oral communication skills. Goal oriented, effective time manager. Desire to learn. Demonstrated ability to work within an entrepreneurial environment. Ability to exercise initiative and motivate employees within a team. Ability to work evenings and weekends as required.

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Job Posting

Job ID: 12371
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level E **Business Title:** Director, Communications
Department: Medicine - Dean's Office
Salary: \$80,059.00 - \$100,073.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-19 **Available Openings:** 1

Job Summary

The Director, Communications is responsible for managing the overall strategic direction and operations of the communications function for the Faculty of Medicine including planning, media relations, issues management, internal and external communications and government relations.

The Director is required to conceptualize, implement and lead a full range of communications strategies designed to enhance the image and reputation of the University and the Faculty of Medicine at the local, provincial, national and international level.

The Director is a leader whose diplomatic skills, foresight and sound business judgment will enhance the faculty of Medicine's image amongst a diverse variety of stakeholders.

Organizational Status

The largest of the 12 faculties at the University, the Faculty of Medicine (FOM) is composed of 19 academic basic science and or clinical departments, two schools and nine UBC Senate-approved research centres. The Faculty's annual consolidated budget is over \$400 million including operating, research, special purpose, endowment and trust funds. The Faculty is the largest and most complex at UBC with over 1475 secretarial clerical support, management and professional staff, as well as over 600 full-time academic and over 4000 clinical faculty. Together with its partners including BC's six Health Authorities and their affiliated teaching hospitals and community facilities, the Faculty provides innovative education programs in the areas of health and life sciences through a province-wide delivery model. The Faculty is the sole provider for not only a provincially distributed medical education program but also for physical therapy, occupational therapy, midwifery, audiology, speech language pathology, and genetic counseling health professions. The faculty teach students at the undergraduate, graduate and postgraduate levels. The Faculty is a major health research enterprise that generates more than \$275 million in research funding each year. University-based teaching, research, and administrative sites include faculty, staff and students located at UBC Point Grey, facilities in the Vancouver-Fraser region, the Southern Medical Program sited at UBC Okanagan campus, the Island Medical Program sited at the University of Victoria, and the Northern Medical Program sited at the University of Northern BC in Prince George.

Work Performed

PRIORITIES

-Develop and implement a communication strategic plan and yearly operational plan which supports the faculty's profile and



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strategic priorities

- Develop branding strategy which promotes a well known, well funded, highly regarded Faculty of Medicine at UBC
- Develop an innovative environment that fosters enthusiastic collaboration with the Faculty's Essential Partners in support of ACADEMIC EXCELLENCE in health Research, Education, & Patient Care throughout BC
- Ensure alignment of Faculty communication objectives and activities with UBC communications
- Develop a meaningful recognition program to communicate the significant of all funding partners
- Ensure rigorous accountability, reporting, & stewardship of Essential partner funding including prospects and donors; fundraising partners; hospital foundations; research funding partners; federal and provincial governments

WORK PERFORMED

- Provide proactive and reactive advice to the Executive Team and management Group with regard to visibility opportunities, media relations, corporate positioning and other issues to management as required
- Design, develop and implement strategies to evaluate communications activities and analyze their effectiveness on an ongoing basis
- Responsible and accountable for the creation and distribution of all corporate communications materials
- Oversee the design, development and content of the Faculty's website, setting the strategic direction of the Faculty's web and Intranet initiatives and ensuring alignment with UBC Communications.
- Foster relationships with departments, schools, centres and health authorities promoting pride in the Faculty
- Liaise with UBC Communications, internal units, and external media consultants, stakeholders and partners to promote and safeguard the Faculty's and University's visual identity
- Work with UBC Public Affairs to identify media and marketing opportunities for the Faculty
- Provide advice and leadership regarding government communication initiatives to the Faculty and liaison with government relations and Government of BC Public Affairs Bureau
- In collaboration with Med IT, oversee the design, development and content of the Faculty's website, setting the strategic direction of the Faculty's web and Internet initiatives
- Maintain familiarity with major trends and issues relevant to the Faculty
- Develop, manage and maintain communications budget
- Manage, motivate and mentor staff; planning and approving professional development
- Recruit, train, develop, discipline and terminate staff
- Perform other related duties

Supervision Received

The individual in this position will be expected to work independently and reports to the Chief Operating Officer. This position also works closely with the Dean and the Dean's executive Team.

Supervision Given

This position manages staff and external service providers consultants.

Consequence of Error/Judgement

The consequence of error in this position could be very serious for the Faculty and or the University since it concerns the public image and profile of the Faculty and the University on a provincial, national and international level. Incorrect or insufficient information and advice could have grave consequences.

Qualifications

Undergraduate degree in a relevant discipline. University degree in Communications or Journalism. Minimum of 9 years experience or the equivalent combination of education and experience. Experience in communications, public relations, media relations or journalism.

Experience working with people at senior levels.



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Experience leading and supervising a team.

Experience in communications and marketing product development, issues management, publishing, print management, web site development, media relations and government relations.

Prior experience working in the health sciences an asset or background in communicating the research enterprise at a research enterprise at a research-intense institution an asset.

Demonstrated experience managing complex projects with multiple stakeholders and interests and managing sensitive issues.

Significant experience and demonstrated skill in developing, implementing and evaluating strategic communication plans. Superior interpersonal and leadership skills: ability to exercise a high level of diplomacy, tact and discretion when working with information of a confidential and or sensitive nature and in dealing with various levels of senior administrations and external agencies. Excellent oral and written communicator. Demonstrated issues management skills. Demonstrated project management skills. Ability to exercise judgment, tact, discretion and creativity. Ability to work under pressure to meet deadlines and to juggle multiple priorities and varying assignments.

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Job Posting

Job ID: 12362
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level A
Business Title: Research Nurse
Department: Obstetrics & Gynaecology
Salary: \$ 28.01 - \$ 33.63 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-03-12
Job End Date: 2013-03-11
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-28
Available Openings: 1

Job Summary

Working within the Department of Obstetrics and Gynaecology Research Program, your primary responsibility will be for coordinating a randomized-controlled research study that compares two methods of endometrial ablation. In this position, you will monitor and interpret results of research subjects' clinical evaluations and inform investigators of the clinical progress of study subjects. Additionally, you will create and maintain quality medical research documentation on research subjects. You will assist investigators to ensure completion of all clinical research activities required by the research protocol.

Organizational Status

You will participate as a member of an interdisciplinary clinical research team and be responsible for providing clinical and research support to the Principal Investigator and performing research activities as delegated by the investigator and or the Departmental Research Program. To be successful in this position, you will need to build relationships with investigators, hospital staff, industry, government, other centres, laboratories, medical residents and fellows, and patients.

Work Performed

- Review study protocol and consults with investigators, clinic staff, hospital staff and administrators, and sponsors to ensure the study is conducted as per protocol.
- Ensure appropriate hospital services are set up as needed to conduct study, eg. Laboratory.
- Recruit and screen research subjects for entry into the study. Review and evaluate patient records to determine clinical study eligibility.
- Maintain regulatory approvals and associated documentation and acquire necessary ethical approvals from Children's and Women's Research Review Committee and Research Ethics Board.
- Provide patient education regarding participation in the clinical study and participate in the informed consent process. Provide verbal and written description of the background and purpose of the study. Support research participants' understanding of the procedures, potential risks, and possible benefits inherent to their involvement in the study.
- Communicate with existing research staff to coordinate study visits with any other scheduled or potential study visits.
- Perform proper medical documentation of clinical research activities and maintain research subject records.
- Perform medical and social histories on subjects as delegated by the investigator.
- Monitor laboratory testing and results: review and report as appropriate.
- Complete case report forms and follow up on data queries.



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- Develop tools to aid in protocol implementation and administration, and documenting protocol deviations and adverse events.
- Obtain information related to SAEs and report to Study Coordinating Centre Sponsor within appropriate timelines.
- Assist clinic research staff with the conduct of study procedures, such as physical and gynaecological examinations, and phlebotomy.
- Perform other study related duties as assigned.

Supervision Received

Works under supervision although performs routine duties independently. Work is performed in accordance with established procedures and well-defined standard practices.

Supervision Given

May give technical guidance to clerical staff but no direct supervisory responsibilities.

Consequence of Error/Judgement

The Research Nurse is required to conduct all research activities in an ethical manner suited to proper activities of the University of BC and to the professional organizations governing his herself and those governing the activities of the Principal Investigator and all other investigators. Any procedures or data recorded as part of the trial must be accurate and must accurately reflect the work performed. Errors could result in damage to the reputation of the Principal Investigator and the University of BC.

Qualifications

Registered Nurse Certificate. Bachelor of Nursing degree preferred. Minimum of one year experience. Experience in clinical research. Ability to initiate and conduct research projects. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work effectively independently and in a team environment. Working understanding of Good Clinical Practice Guidelines and Standard Operating Procedures, and a basic understanding of Health Canada and FDA regulations as they pertain to clinical research. Broad general clinical knowledge and skills to support research in a therapeutic setting. Experience in a gynaecological setting would be an asset. Ability to be thorough, accurate, and have a high level of attention to detail. Specific clinical skills needed for this position include pelvic examinations and phlebotomy. Ability to analyze and interpret data, determine implications, and provide recommendations Computer experience including MS Office and Excel.

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Job Posting

Job ID: 12361
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Knowledge Broker
Department: Orthopaedics
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-20
Job End Date: 2013-03-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-28 **Available Openings:** 1

Job Summary

Funded by the Michael Smith Foundation for Health Research, the Knowledge Broker will lead and execute tasks spanning stakeholder and research team communication interaction, community engagement, knowledge dissemination, knowledge translation, the evaluation of knowledge translation methods and social marketing for a research grant held by researchers at UBC's Centre for Hip Health and Mobility and the City of Vancouver. The position also involves supporting day-to-day activities of the research project, where needed, including administration (i.e. ethics application support, participant recruitment and finance support), data collection analysis (i.e. conducting observational analyses, focus groups and qualitative interviews) and report writing (i.e. knowledge translation products, academic manuscripts).

Organizational Status

The successful candidate will report directly to Drs. Joanie Sims-Gould and Meghan Winters and is expected to work independently in their interactions with other team members, staff at the Centre for Hip Health and Mobility and partners at the City of Vancouver.

Work Performed

Manage the operational and analytical aspects of the process of engagement between study participants, community partners and other stakeholders

Oversee the synthesis of findings from the community engagement process

Supports the development and implementation of the research projects' evaluation

Coordinate and attend meetings to present research findings and knowledge translation project progress

Direct communication among team members, community partners and other stakeholders

Organize and plan regular meetings among team members, community partners and other stakeholders

Develop end-products based on research results that are informative and useful to community partners, other stakeholders, research



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participants and the academic community

Promote and disseminate research findings and knowledge translation tools using a diverse set of innovative approaches

Evaluate the use of knowledge translation methods employed throughout the project

Writing of reports, scientific abstracts, presentations, posters and manuscripts

Manage reporting back requirements for project funders.

Additional occasional duties include:

- Assist in the development, management and operation of complex research activities (such as coordinating multiple study sites; overseeing recruitment activities in a difficult to access population)
- Conduct data collection at CHHM as well as at different sites (i.e. with the CHHM's Mobile Lab)
- Assemble, reviews and participate in the development of data collection methodologies, instruments and databases
- Prepare ethics applications
- Assist with grant applications
- Performs other related duties, as needed

Supervision Received

The successful candidate will work under the direction of the Knowledge Translation and Exchange Scientist.

Supervision Given

The successful candidate may be responsible to supervise research assistants and graduate students.

Consequence of Error/Judgement

A high level of competence is expected as errors in judgement could impact the integrity and reputation of the research projects and team.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Outstanding oral and written communication, interpersonal and organizational skills. Demonstrated experience in community engagement and innovative knowledge translation approaches Ability to communicate effectively with the media and public relations agencies. Social media experience required, website management, Twitter, Facebook, other venues Demonstrated experience in qualitative and quantitative research methods, including data collection Ability to maintain accuracy and attention to detail. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to exercise initiative in conducting duties and to work effectively independently and in a team environment.

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Job Posting

Job ID: 12357
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level C **Business Title:** CAREX Communications Director
Department: Popultn&PublicHealth,Schoolof
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-02
Job End Date: 2013-04-01
Funding Type: Grant Funded
Other:
Date Closed: 2012-03-01 **Available Openings:** 1

Job Summary

The CAREX Communications Director, is responsible for researching, developing, and implementing creative and technical strategic communications, outreach, and knowledge translation programs for the CAREX Canada and the WorkSafeBC-Centre for Health Services and Policy Research (CHSPR) Partnership. CAREX Canada is a nationally-funded project aimed at developing estimates of the number of Canadians exposed to carcinogens in workplace and community environments. The research partnership between WorkSafeBC (BC's Workers' Compensation Board) and CHSPR aims to address current and emerging issues of work-related health in British Columbia.

Major responsibilities include developing policies and strategies for knowledge brokerage and communication activities for these complex research units; developing and writing materials (print and web) for the translation of research knowledge to various stakeholders including the public, policy makers, granting agencies, and industry partners; facilitating effective partnerships between researchers and research stakeholders external to the university; and providing consultative services to researchers regarding knowledge translation components of research projects. The Communications Director will oversee other communications staff, and will plan and budget for communications-related events and activities. The Communications Director will also seek out and apply for funding opportunities relating to knowledge translation and communication, and relevant to the research units' priorities.

Organizational Status

The CAREX Communications Director reports to the Principle Investigator of CAREX Canada and the Scientific Director of the WorkSafeBC-CHSPR Partnership. She will liaise with members of the research teams and the public and private-sector partners, and with UBC Public Affairs.

Work Performed

Researches, develops and implements effective knowledge translation approaches and develops strategic knowledge brokerage and communication plans for CAREX and WorkSafeBC-CHSPR Partnership researchers.

Develops, creates, and manages web sites for research projects, including generating high level content for the sites.

Responds to inquiries from the public, providing appropriate and relevant scientific information.



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Promotes research and knowledge transfer in the related fields to the local, national, and international community.

Works closely with Public Affairs to promote and monitor communications opportunities for research projects and to assess resulting media coverage.

Engages with key members in the public sector, private sector, and academic community to enhance awareness and support for CAREX and Partnership research.

Brings together and provides assistance to collaborative teams of researchers to further develop funding proposals relating to knowledge translation.

Hires, supervises, and provides direction to other communications staff, research assistants, and contractors as required.

Supervision Received

Works independently with general direction from the Scientific Directors.

Supervision Given

Supervises research assistants and graduate student researchers on a project-by-project basis.

Consequence of Error/Judgement

Errors in judgment will impact funding, reputation and research quality, as well as harming UBC's chances of attracting additional interdisciplinary funded research programs.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. Preferred postgraduate degree in environmental sciences, environmental health, or environmental science knowledge translation. 4 years or equivalent combination of education and experience if responsible for research project otherwise 6 years or equivalent combination of education and experience if not research work. Demonstrated success in obtaining research funding. Excellent organizational and time-management skills. Outstanding written scientific communication skills. Ability to exercise sound judgment. Ability to perform financial planning functions. Ability to work collaboratively with large multidisciplinary teams of faculty, staff, and students. Innovative, strategic thinker with strong team management capabilities. Ability to lead the development of successful research funding applications.

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Job Posting

Job ID: 12366
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Media Services
Classification Title: Media Services, Level A **Business Title:** Producer, Creative Media/Web Services
Department: UBC Information Technology
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-28 **Available Openings:** 1

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

Job Summary

Produces high quality creative media assets within the Digital Media Technologies Department for stakeholders across campus and external to UBC. Produces, coordinates, packages and organizes digital media projects and print resources from the perspective of Graphic Design and Web Design. This position requires strong graphic and web design skills excellent customer service, communication, project management and organizational skills.

As a member of the Creative Media Web Services team this position will focus primarily on the delivery of web technologies, services, and scalable products, as well as video production, print and graphic design, deliver, and production, animation, and other related creative technologies delivery. The position will also collaborate with other members of the Creative Media and Web Services team to ensure overall ability to meet deadlines, and congruence on final web and creative media products for customer delivery.

Organizational Status

UBC IT Digital Media Department provides a suite of digital media services to the University community, including video and audio production, illustration, animation, web design delivery, graphic design and major projects (mobile, centralized video, etc.)

This position reports to the Manager, Web Services or Manager, Creative Media as per portfolio assignment, within the Digital Media Technologies Department. The individual in this position is a member of a creative team that provides high quality media assets and technical support to all clients including external clients and University community members (alumni, faculty, staff and students). This individual helps in the delivery of digital media for use across all client stakeholder environments (funded and cost recovery). This individual is also responsible for the development of digital media for promotional purposes.

This individual collaborates with management and staff from all sections of Information Technology. This individual also works in partnership with the Centre for Teaching, Learning and Technologies (CTLT) to deliver funded services for Academic units. This individual also interacts directly with other University technology professionals on relevant projects and tasks.

Work Performed

Specific Duties:



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- Creates high quality digital media resources for client stakeholders from a graphic design and user experience perspective
- Provides campus-wide digital media production services
- Participates in the design and development and implementation of digital media projects
- Coordinates packages and organizes digital media resources variety of clients
- Contributes to the design and implementation of digital media applications and systems
- Works directly with clients and other project team members to develop and manage digital media projects
- Conceptualizes and writes copy for multi-media presentations
- Advises client departments on project plans, writes outlines, drafts production budgets, and shooting schedules
- Works with UBC IT, CTLT and other UBC departments and faculties to achieve their digital media goals
- Advises and ensures work performed meets best practices in digital media production
- Coordinates digital media presentations ensuring client expectations are achieved or exceeded
- Provides input into strategic planning related to technology development and enterprise digital media services at UBC
- Advises clients on the development of digital media resources and technologies

Management:

- Plans and schedules projects to ensure optimum use of resources, with priority on balancing cost recovery and teaching and learning projects
- Delivers digital media production including field productions
- Delivers graphic designs and consulting on visual design and user interface concepts
- Assesses projects requests from within and outside the UBC community against the Digital Media Departments strategic direction with assistance from the Manager, Web Services or Manager, Creative Media as per portfolio assignment
- Ensures overall broadcast and professional standards are met in the facility and financial viability is maintained
- Develops and implements budget for projects based in the financial processes in place
- Assists in the creation of reports for analysis of digital media production on a regular basis

Training Partnerships:

- Advises clients and suggests appropriate solutions using digital media
- Researches and investigates viability of new digital media partners and clients and provides proposals to the Senior Producer and Director
- Monitors and reports on competitive activity in the areas of digital media pricing and services
- Works with UBC IT Infrastructure to ensure appropriate environment, hardware and software requirements are purchased, installed and configured to support Applications projects.
- Provides recommendations and priority setting for on-going enhancements to the UBC IT Applications.
- Performs other duties as required

Supervision Received

This position works under the general direction of the Production Supervisor. This position reports to the Manager, Web Services or Manager, Creative Media as per portfolio assignment, within the Digital Media Technologies Department at UBC IT.

Supervision Given

A project leader, plans, directs and supervises work of programmer analysts, programmers, testers, users and other staff assigned to projects. Supervises cooperative students and related temporary or contract positions as determined by management.

Consequence of Error/Judgement

The primary focus of this unit is to provide digital media production and technical support to faculty, staff, students and external clients. The team develops digital media applications, processes and materials for use across a multitude of stakeholder environments. The person in this position makes decisions regarding daily operations as well as in the development of media resources and technologies. Disruptions to these applications, processes and materials could have a significant impact on clients and their ability to deliver on strategic goals (academic mission, sustainability, operations, etc.)



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

Qualifications

Two year diploma in media and broadcast production. Undergraduate degree in a relevant discipline preferred. Minimum of three years experience or the equivalent combination of education and experience. Demonstrated expertise in creative media production (Audio, Video, Animation, etc.). Demonstrated experience in graphic design and user interface design concepts and principles. Knowledge of University policies and procedures, government regulations, and CRTC regulations. Working knowledge of web-based learning systems, broadcast television production and interactive technologies. Demonstrated experience in a variety of electronic systems such as computer, projection, telecommunications, satellite, CCTV, audio and video. Ability to effectively present technological information to a wide range of experience levels. Computer experience using a variety of presentation software applications. Effective oral and written communication, interpersonal, negotiation, client service, and organizational skills. Creative and innovative problem solving skills. Ability to prioritize and multi task and work effectively under pressure to meet time sensitive, mission critical deadlines. Ability to exercise diplomacy, tact and discretion. Ability to work within a flexible work schedule to achieve production deadlines. Ability to work effectively independently and in a team environment. Able to analyze the advantages of new technology and tools and to select the appropriate technology for a given task.

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: 12365
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Media Services
Classification Title: Media Services, Level A2 **Business Title:** Senior Producer, Creative Media/Web Design
Department: UBC Information Technology
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-28 **Available Openings:** 2

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

Produces high quality creative media assets within the Digital Media Technologies Department for stakeholders across campus and external to UBC. Produces, coordinates, packages and organizes digital media projects and resources associated with illustration, animation and image production. Conducts training for staff and faculty at UBC on digital media projects. This position requires excellent customer service, communication, project management and organizational skills.

As a member of the Creative Media Web Services team this position will focus primarily on the managing the delivery of web technologies, video production, print and graphic design, deliver, and production, animation, and other related creative technologies delivery. The position will also oversee and collaborate with the Web Services and Creative Media team to ensure overall ability to meet deadlines, and congruence on final web and creative media products for customer delivery.

Organizational Status

UBC IT Digital Media Department provides a suite of digital media services to the University community, including video and audio production, illustration, animation, web design delivery, graphic design and major projects (mobile, centralized video, etc.)

This position reports to the Manager, Web Services or Manager, Creative Media as per portfolio assignment, within the Digital Media Technologies Department. The individual in this position is a member of a creative team that provides senior level production and technical support to all clients including external clients and University community members (alumni, faculty, staff and students). This individual helps in the development of digital media for use across all client stakeholder environments (funded and cost recovery). This individual is also responsible for the development of digital media for promotional purposes.

This individual collaborates with management and staff from all sections of Information Technology. This individual also works in partnership with the Centre for Teaching, Learning and Technologies (CTLT) to deliver funded services for Academic units. This individual also interacts directly with other University technology professionals on relevant projects and tasks.

Work Performed

Specific Duties:

- Consults with internal and external clients to gather requirements; develop and present digital media resource proposals for



client stakeholders; design and manage service contract for approved projects and organize and manage work teams for product and service delivery

- Manages and oversees the design, development, and implementation of digital media projects; works closely with other Senior Producers, and the Manager, Web Services or Manager, Creative Media as per portfolio assignment, to strategize projects, delivery, and allocation of tasks between the two Digital Media Technologies teams
- Advises or provides consultation to the Producers on the design of digital media applications and systems and, in consultation with the Manager, Web Services or Manager, Creative Media as per portfolio assignment, and approves implementation
- Works directly with clients and other project team members to develop and manage digital media projects; responsible for overseeing project deliverables and resolving challenges
- Conceptualizes and writes copy for multi-media presentations; advises Producers on content
- Advises client departments on project plans, writes outlines, drafts production budgets, and shooting schedules
- Works with UBC IT, CTLT and other UBC departments and faculties to achieve their digital media goals
- Oversees departmental practices and ensures work performed meets best practices in digital media production
- Meets with clients to discuss project and service delivery to ensure client expectations are achieved or exceeded
- Participates in the development of short and long term strategic plans related to technology development, staff skills development, and overall enterprise digital media services at UBC.

Management

- Project manages the production of digital media assets and provides support to producers in the development of project plans and service delivery
- Plans and schedules projects to ensure optimum use of resources, with priority on balancing cost recovery and teaching and learning projects
- Delivers digital media production including field productions
- Assesses projects requests from within and outside the UBC community against the Digital Media Departments strategic direction with assistance from the Manager, Web Services or Manager, Creative Media as per portfolio assignment
- Ensures overall broadcast and professional standards are met in the facility and financial viability is maintained
- Develops and implements budget for projects based in the financial processes in place
- Assists in the creation of reports for analysis of digital media production on a regular basis

Training Partnerships:

- Advises clients and suggests appropriate solutions using digital media
- On consultation with the Producer, assesses the viability of new digital media partners and clients and initiates contract negotiations
- Monitors and reports on competitive activity in the areas of digital media pricing and services
- Works with UBC IT Infrastructure staff to ensure that appropriate environment, hardware and software requirements are purchased, installed and configured to support Applications projects.
- Provides recommendations and priority setting for on-going enhancements to the UBC IT Applications.
- Performs other duties as required

Supervision Received

This position works under the general direction of the Manager, Web Services or Manager, Creative Media as per portfolio assignment, within the Digital Media Technologies Department at UBC IT.

Supervision Given

Mentors other digital media specialists and stakeholders on special projects. Provides guidance and technical leadership to team members as needed. May supervise and evaluate the work of other IT staff or contract vendor staff performing technical or functional duties. As a project leader, plans, directs and supervises work of programmer analysts, programmers, testers, users and other staff assigned to projects. Supervises cooperative students and related temporary or contract positions as determined by management.



Consequence of Error/Judgement

The primary focus of this unit is to provide digital media production and technical support to faculty, staff, students and external clients. The team develops digital media applications, processes and materials for use across a multitude of stakeholder environments. The person in this position makes decisions regarding daily operations as well as in the development of media resources and technologies. Disruptions to these applications, processes and materials could have a significant impact on clients and their ability to deliver on strategic goals (academic mission, sustainability, operations, etc.)

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

Qualifications

Two year diploma in media and broadcast production. . Minimum of four years experience or the equivalent combination of education and experience. Demonstrated expertise in creative media production (Audio, Video, Animation, etc.). Knowledge of University policies and procedures, government regulations, and CRTC regulations. Working knowledge of web-based learning systems, broadcast television production and interactive technologies. Demonstrated experience in a variety of electronic systems such as computer, projection, telecommunications, satellite, CCTV, audio and video. Demonstrable leadership and or management experience. Marketing and communications experience. Demonstrated ongoing career development through active and self-motivated professional development. Ability to effectively present technological information to a wide range of experience levels. Computer experience using a variety of presentation software applications. Converses with, writes reports for, and creates delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning. Seeks a consensus with business partners. Debates opinions, tests understanding, and clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations. Effective oral and written communication, interpersonal, negotiation, client service, and organizational skills. Creative and innovative problem solving skills. Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability. Ability to prioritize and multi task and work effectively under pressure to meet time sensitive, mission critical deadlines. Ability to exercise diplomacy, tact and discretion. Ability to work within a flexible work schedule to achieve production deadlines. Ability to work effectively independently and in a team environment. Able to analyze the advantages of new technology and tools and to select the appropriate technology for a given task. Thorough knowledge of project management disciplines and best practices. Following best practice and industry standard methodologies, ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Consistently fosters collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goal. Engages the right people within and beyond organizational boundaries, by matching individual capabilities and skills to the team's goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments. 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.

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



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with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 12360
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level A **Business Title:** Development Associate, Faculty of Law
Department: Development Office
Salary: \$37,559.00 - \$45,090.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-19 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-02-27 **Available Openings:** 1

Job Summary

The incumbent of this position works on specific development related tasks in support of the University's fundraising mandate, such as events, drafting correspondence briefing notes and ensuring donor and donation information are accurately maintained.

Organizational Status

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

- Assists in the preparation of briefing notes including researching potential prospects as identified by development officers;
 - Coordinates details with regards to donor recognition, acknowledgement and stewardship programs;
 - Liases with other UBC units on event arrangements and coordinates invitations lists, ensuring lists are correct and complete.
- Prepares updates based on outcome of donor meetings and analytical reports;
- Drafts and prepares correspondence (i.e., introduction, solicitation and strategy letters to volunteers staff) concerned with the process of fundraising;
 - Processes donor gifts and pledges; ensures timeliness and accuracy;
 - Maintains donor contact activity on donor and alumni database;
 - Generates donor prospect solicitation materials and correspondence;
 - Coordinates distribution of communication materials;
 - Performs other related duties as required.

Supervision Received



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

Supervision Given

No supervisory responsibilities.

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. Education: The ideal candidate will have a University degree or an equivalent combination of experience or education in a related discipline. Minimum of up to 1 year of related experience or the equivalent combination of education and experience. Experience: Minimum of up to one year of related experience, or equivalent combination of education and experience. Excellent verbal and written communication skills. Exceptional interpersonal skills required in relating to internal and external customer, donors and high-level officials. Ability to communicate effectively in writing. Ability to maintain accuracy and attention to detail. Ability to provide quality service to customers in a courteous, patient manner. Ability to work in a team environment. Ability to do basic budgeting.

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: 12353
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Manager, Business Clubs & Regional Reps
Department: The Sauder School of Business
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-05 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-02-27 **Available Openings:** 1

Job Summary

This is a new initiative for the Sauder School of Business. The role is responsible for managing the business clubs of the Sauder School of Business and cultivating relationships with regional representatives. Establishing these clubs with the purpose of ensuring long terms relationships for students and creating possible long terms prospects for fundraising. Sauder Business Clubs are being created in regions of primary importance to the School and University. The Manager has the primary responsibility to steward these volunteer teams and advisory boards. Developing a regional representatives program is also of high importance to engage & manage alumni volunteers internationally in a meaningful and rewarding way.

The Sauder Business Club Program is largely about harnessing the power of alumni. Today's entrepreneurial and business savvy Sauder graduates recognize the value of networking. Many feel a strong sense of pride in their alma mater and yearn to give back both by supporting one another and raising the profile of the School. Technology has paved the way for a new model for alumni relations, allowing alumni to take a leadership role.

The Sauder Business Club Program began in 2008 at the initiation of a group of young alumni in Toronto. It has grown organically since then and now comprises four Clubs: Toronto, Calgary, London, and China with three branches in Hong Kong, Shanghai and Beijing. The Clubs are led by alumni with the support of the School and serve the greater goal of both engaging and tracking alumni as well as providing a meaningful post-graduation connection point for young alumni.

Each Sauder Business Club has a board made up of 3-5 senior alumni at the executive level in the city. The Manager, Sauder Alumni Clubs and Representatives, and the club's past-President are both ex-officio on the board. The primary responsibilities of the board include:

- Participating in the development and review of the club's strategic plan
- Evaluating the success of club activities and membership engagement annually
- Reviewing the budget and monitoring the financial performance of the club
- Assisting the club executive with engaging other senior alumni as speakers or event hosts

Each branch representative works directly with the Alumni coordinator responsible for Clubs and Regional Representatives and reports into the Manager, Sauder Alumni Clubs & Representatives.

Organizational Status

Reports to the Associate Director, Alumni. Works closely with Manager, Development and External Relations,(DAE), Senior



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Associate Director, Development, Faculty members, Sauder staff, DAE staff

Work Performed

Provides leadership and planning guidance for the operation of the Sauder Business Clubs and Regional Representatives initiative globally.

Provides leadership and direction to the Business Club Executives and Advisory Board Relationships.

Responsible for recruitment and engagement of senior alumni to participate on each Club's advisory Board.

Responsible for the evaluation of the success of this initiative in meeting overall faculty objectives and vision.

Manage all business clubs and branches globally, excluding Vancouver.

Sets annual alumni plan to achieve Club and Regional Branch goals that will lead to a minimum of doubling alumni engagement with Sauder School by the completion of the Start an Evolution Campaign.

Responsible for Alumni Club and Regional Branch budgets based on goals and objectives.

Evaluate Alumni Club and regional programs and prioritize to ensure annual goals and targets are achieved.

Participates in overall DAE activities as required to support the mission of the Sauder School of Business.

Represents the Sauder School at Club and Regional Events as required.

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

Builds collaborative partnerships with the University and other faculties to deliver strategic event and relationship management around faculty objectives.

Normal office environment with travel across Canada and internationally, as required. The Associate Director leads and participates in joint alumni relations and fundraising teams within Sauder and the University and potentially with other universities and organizations across the country.

Supervision Received

The incumbent works under general direction according to broad objectives. Works independently with discretion relating to alumni negotiations, policy administration and interpretation, and administrative responsibilities. Overall strategic planning on global alumni relationship management initiatives is executed in consultation with the Associate Director.

Supervision Given

The Manager, Business Clubs & Regional Representatives supervises the work of the Alumni Relations Coordinator, Regional Club and Representatives. The Manager also has significant responsibility for managing 65+ volunteers, including senior volunteer leaders.

Consequence of Error/Judgement

The position is a critical point of contact for Sauder alumni and staff in relation to alumni relations activities. The Manager of Business Club & Regional Representatives is expected to influence decisions and make recommendations that impact some of Sauder's senior relationships in the community. Incorrect interpretation or communication of university positions, policy and procedures or lack of tact, diplomacy or sensitivity in dealing with these alumni and senior administrators could potentially result in damaged relationships and credibility for Sauder Alumni & Development, the Dean's office and the University as a whole, leading to potential financial, media and political implications.

This position is also critical in advising and ensuring proper interpretation of alumni attitudes, feelings and interests to senior decision-makers and development colleagues. As the Manager, Business Clubs and Regional Representatives, the incumbent is responsible for the management of highly sensitive relationships. If inappropriate advice, incorrect interpretation or improper analysis were conveyed to these alumni or senior university administrators, considerable financial, political and reputational resources could be incorrectly solicited or administered.

Qualifications

Undergraduate degree in a relevant discipline. A graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred.



Experience: A minimum of seven years' related experience or an equivalent combination of education, training and experience. Proven experience in strategy development and program implementation. Thorough knowledge of the university environment and academic structure is preferred. Minimum of three years experience or the equivalent combination of education and experience. Ability to work independently while exercising good judgment at all times. Well-developed analytical and problem-solving skills are required, along with strategic thinking and 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; effective communication skills, verbal and written; strong interpersonal and negotiation skills required in liaising with senior alumni, corporate executives and senior university administration; proven ability to work with some of Sauder's senior-most alumni & donors to advance the University's mission; tact, diplomacy, discretion and sound judgment 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.

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: 12375
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level A **Business Title:** Go Global Student Mobility Program Advisor
Department: UBCO - Go Global: Internl Lrng
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-01
Job End Date: 2014-03-31
Funding Type: Self Funded
Other:
Date Closed: 2012-02-29 **Available Openings:** 1

Job Summary

Go Global: Student Mobility Programs is a program that creates opportunities for UBC students and incoming exchange students to complete a portion of their degree through international study, work or co-curricular activity at a partner university. UBC Student Mobility Programs coordinates the Student Mobility aspects of international consortia of which UBC is a member. Go Global Advisors are responsible for supporting the Go Global program through events, recruitment and administration for the outgoing students.

Organizational Status

Go Global: Student Mobility Programs is a program that creates opportunities for UBC students and incoming exchange students to complete a portion of their degree through international study, work or co-curricular activity at a partner university. UBC Student Mobility Programs coordinates the Student Mobility aspects of international consortia of which UBC is a member. Go Global Advisors are responsible for supporting the Go Global program through events, recruitment and administration for the outgoing students.

Work Performed

1. Supports the application, predeparture and return programming for outgoing students by:
 - Designing and coordinating the delivery of multi-faceted pre-departure and return programs for student mobility programs.
 - Reviewing returned student reports submitted by UBC Okanagan students.
 - Overseeing the submissions of applications from students.
 - Coordinating student mobility data with student health plans, Student Finance and Awards and others as needed.
2. Transfer of academic or co-curricular credit for outgoing students by:
 - Supporting the work of the transfer of credit system to support undergraduates and graduate students on student mobility programs by confirming student submissions are complete.
 - Informing Coordinator of anomalies or critical transfer of exchange credit issues with respect to specific partners or UBC faculties.
3. Coordinates the admission and course registration of all incoming exchange students by:
 - Identifying incoming exchange student program restrictions (e.g. space limitations in specific courses or programs,



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extra-ordinary prerequisites).

- Liaising and negotiating of access to courses with relevant UBC departments and faculties, communication with students and with partner universities.

- Recommending new exchange admissions procedures and policy to Go Global Coordinator, Study and Research Abroad program.

4. Implements the Go Global programs and promotional strategies by:

- Developing events for UBC student mobility opportunities.

- Organizing student volunteers (returned, outgoing and incoming students) to ensure maximum learning from the international mobility experience by individual students and by UBC community.

- Researching specific programs for targeted student groups as designated by the Go Global Coordinator (e.g. Management or Human Kinetics sessions).

- Organizing and delivering the information sessions and in-class presentations.

5. Responsible for special projects and related activity focusing on Student Mobility as assigned.

Supervision Received

Reports to Coordinator, Go Global and is a member of the Student Development and Advising Team. The incumbent exercises judgment and innovation in assisting in the development of a comprehensive program for incoming and outgoing exchange students and in developing comprehensive communication strategy for the unit. The incumbent will bring strong knowledge of international education, student mobility and communications.

Supervision Given

On occasion, may supervise student staff. Works collaboratively with academic advisors and managers within the university system.

Consequence of Error/Judgement

Error will have a strong negative effect on student experience and UBC ability to maintain high performance international relationships with outstanding universities. Incorrect or incomplete information and or inappropriate communication with UBC departments will significantly damage UBC Student Exchange Programs and student opportunity.

Qualifications

Completion of a degree in International Education or equivalent. Minimum of one year of experience in an educational setting, or equivalent combination of education and work experience. Proven experience in intercultural communications. Excellent interpersonal skills and cross-cultural sensitivity are pre-requisites. Excellent writing and oral communication skills required. Proven experience in providing advice to students. Excellent computer skills and willingness to learn to use new systems. Must be tactful and articulate in dealing with faculty, staff, and students in a multi-cultural context. Ability to manage the complexity inherent within a multi-faceted work environment focused on broad outcomes for students.

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: 12387
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** International Student Advisor
Department: International House
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-01
Job End Date: 2012-12-21
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-01 **Available Openings:** 1

Job Summary

International Student Development responds to the needs of international students and facilitates international learning opportunities. International Student Advisors provide advising services to international students and develop innovative, responsive, and professional programs and services. Student Development and Services is responsible for providing leadership, opportunities, and services that strengthen and enrich student learning at UBC. Student Development and Services is committed to understanding UBC students and their experiences and to responding through innovative programs and services. The incumbent will work collaboratively within Student Development and Services and with faculties, the International Students Association, AMS GSS, the International Student Initiative (ISI) and other units within the Vice President Student's portfolio, departments across the University as well as schools, organizations, and international educators in the community. Will have an office in International House. Will work at International House with faculty, staff, students and student staff. Occasional evening and weekend work will be required.

Organizational Status

International Student Advisors work as members of the International Student Development team within the division of Student Development and Services. Reporting to the Associate Director, the incumbent supervises professional staff, supervises and mentors paid student staff, works collaboratively with the staff at International House, and provides significant leadership and management to volunteers on a number of projects and events. The incumbent takes on leadership roles in cross-functional team projects and may supervise student interns seeking a student development work experience.

Work Performed

Major responsibilities fall into the following areas:

- Advise international students on an individual and group basis, identifying issues impacting their academic and personal lives. Guide students in determining a resolution or course of action and mediate on their behalf when necessary. Provide accurate, timely, and sensitive assistance related to study and work permits, visas, health insurance, employment, student life, cultural adjustment, and related issues.
- Liaise with and provide leadership to other staff on campus to provide seamless and knowledgeable services for international students. Liaise effectively with CIC, Service Canada, MSP, and CBIE to maintain a high standard of professional practice.



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- Develop, coordinate and deliver innovative, responsive, and professional programs and services. Through effective programs and services, create a welcoming and supportive environment so that international students may be fully engaged members of the University community. Work effectively with student leaders to develop leadership capacity and foster interactive and engaged learning among program participants.
- Participate in assessment specific to international UBC students and current student development literature, and seek to address gaps in services and programs.
- Assess and evaluate current offerings and provide direction in re-designing current programs and services. Document student experiences and program assessments.
- Support and develop students and student groups to accomplish their goals and to support strategic initiatives.
- Foster an international dimension within the University and the community at large. Design and deliver awareness and education programs to faculty, students and staff relevant to supporting the University's strategic goals toward a fully engaged international campus.
- Work collaboratively with faculties, AMS GSS, units within the Vice President Student's portfolio, departments across the University as well as schools and organizations in the community. Work in strong partnership with students, faculty and staff.
- Prepare reports, publications, and other written work as required.
- Performs duties consistent with the mandate of Student Development as requested.

Supervision Received

Working under the direction of the associate director and as an integral member of the International Student Development team, the incumbent acts independently and exercises considerable judgment and innovation in working with students, faculty and staff.

Supervision Given

Will supervise professional and student staff directly and manage numerous volunteers on various projects. Responsible for developmental evaluation of professional and student staff. Responsible for on-going mentoring and professional development of student leaders and staff.

Consequence of Error/Judgement

Providing incomplete or inaccurate information to students can have a devastating impact on UBC's ability to recruit and retain students and severely damage UBC's international reputation. Inaccurate information given to students may lead to grave consequences, such as depriving students of the chance to enter, remain in, or study in Canada legally. Lack of imagination and persistence in handling students' personal situations, including broader crisis management issues, may result in significant distress for students.

Lack of cross-cultural sensitivity can also cause serious misunderstanding and or hardship for students, faculty and staff. Poor management of staff or volunteers may lead to inefficiency, discontentment or grievances.

Qualifications

Undergraduate degree in a relevant discipline. University degree, master's degree preferred, in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Related experience preferably at a post-secondary institution. Experience working directly with international students at the post-secondary level. Experience



dealing with issues relating to international students and international education. Overseas work study experience preferred. Experience in program assessment and evaluation. Experience in managing the development of publications an asset. Knowledge of theories of cross-cultural communication and student development. Expertise in designing and delivering educational workshops and managing large events. Excellent interpersonal skills and cross-cultural sensitivity. Excellent computer skills. Excellent oral and written communication skills. Ability to work effectively in teams and to develop effective working relationships with students, faculty, staff and community members. Ability to manage the complexity inherent within a multi-faceted work environment focused on broad outcomes for students.

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Job Posting

Job ID: 12382
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Advisor, International Service Learning
Department: Go Global: Internl Lrng Prog
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-26 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-06 **Available Openings:** 1

Job Summary

Go Global provides international learning programs for UBC and partner organization students. Students have the opportunity to study, do research, and volunteer in service learning programs around the world. Go Global creates partnerships with post-secondary organizations, non-government agencies and communities to provide these opportunities.

The Advisor, ISL manages established international service learning partnerships and projects, develops learning curriculum in collaboration with community and university partners, facilitates co-curricular workshops and advises students participating in international service learning projects. In addition the Advisor, ISL represents Go Global on university project teams and committees. The Advisor, ISL will have strong project management skills and experience within an educational context and will be an exceptional communicator in a complex network of partners.

Organizational Status

The Advisor, ISL is a member of Go Global, a unit in Student Development and a member of the cross-functional international team at International House. Reporting to the Associate Director, Go Global the incumbent will interact closely with UBC and partner organization students, other Go Global and VP Students staff, UBC departments and student mobility staff at partner organizations.

Work Performed

Project Management:

- Development of programs with established community partners. Including but not limited to:
- Negotiation and follow through on key dates and timelines
- Establishing learning objectives for each program
- Design and facilitation of pre-learning, mid point and return session curriculum
- Training of program support staff when applicable
- Liaising with placement staff at community organization and faculty department partners
- Logistics management of in-country living, travel and placement arrangements.
- Facilitation of assessment and evaluation tools for students, community and university partners.
- Ongoing communication with all stakeholders regarding the logistical and learning program elements.
- Development and maintenance of program documentation, including but not limited to:
- Web presentation of information



- Offer letters and acceptance process communication with participants and community partners
- Region project specific risk notification
- Program handbooks
- Final reports of programs including synthesized assessment and evaluation data
- Coordination of Awards and Financial Support
- Liaison with Student Financial Assistance and Awards and other funding opportunities (e.g. Care UBC International Travel Award)
- Maintenance of information on financial awards and assistance available through the program
- Management of ISL program registration and program payments via the Application database and Go Global internal systems

Student Advising:

- Recruitment of potential participants through presentations , information fairs and marketing materials
- Individual advising of potential participants
- Coordination and management of the participant selection and admission process
- Support of students prior, during and post project through team and individual meetings as well as referrals to campus resources as needed

Curriculum Development:

- Development of co-curricular modules for pre-learning sessions, mid-point and return programs with coordinated collaboration of all project stakeholders.
- Facilitation of co-curricular sessions and works with UBC Faculty, as appropriate, in courses.
- Assessment of learning outcomes through the delivered curriculum

Administration:

- Supervision of student staff: priorities, schedules, defines student roles and hires student staff
- Management of student participant information on the Go Global ISL database.
- Creation and maintenance of operational manual for ISL procedures
- Contributes to the development of program budget
- Represents Go Global International Service Learning on university project teams and committees

Supervision Received

Reports to Associate Director, Go Global.

Supervision Given

May supervise student staff and volunteers on various projects. Works collaboratively with other Go Global staff and Advisors within the university. Responsible for timely evaluation of student staff. Will provide input into evaluation of other Go Global staff.

Consequence of Error/Judgement

Error will have a strong negative effect on student experience and UBC's ability to maintain high performance international relationships with community and faculty partners. Incorrect or incomplete information and or inappropriate communication with UBC departments will significantly damage Go Global and student opportunities.

Qualifications

Undergraduate degree in a relevant discipline. Master's degree would be considered an asset. Minimum of four years experience or the equivalent combination of education and experience. Experience in student development, human resources or a related field.

Demonstrated advisory and training skills in the field of service learning or international education programs for a minimum of two years.

Demonstrated experience working with community based organizations, particularly in an international setting.



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Demonstrated experience in project management.

Demonstrated experience with curriculum development

Knowledge of research ethics and administering evaluative tools and analyzing data.

Strong administrative and office management skills

Understanding of the pedagogical value, theoretical and practical issues involved in Community Service Learning placements; ability to apply this understanding in the placement context.

Proven expertise in designing and delivering educational workshops and information sessions. Ability to communicate effectively verbally and in writing. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to develop and deliver effective presentations and workshops. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to approach interactions with an awareness of issues of cross-cultural sensitivity. Ability to make thoughtful, informed, and thorough decisions. Professional attitude, demonstration of integrity, confidentiality and excellent work ethic. Ability to manage the complexity inherent within a multi-faceted work environment focused on broad outcomes for participants Ability to work effectively independently and in a team environment on projects as a member who will take initiative and support others in their initiatives.

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Job Posting

Job ID: 12386
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Mgr, Alumni Careers, Varshney Bus Career Centre
Department: The Sauder School of Business
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-02
Job End Date: 2013-04-05
Funding Type: Self Funded
Other: Leave Replacement
Date Closed: 2012-03-04 **Available Openings:** 1

Job Summary

Manager, Alumni Careers for the Sauder School of Business, is responsible for providing leadership, opportunities, and services that strengthen and enrich alumni learning and experiences.

Manager, Alumni Careers, responds to the needs of global Sauder alumni and develops, delivers, and evaluates an innovative, responsive, and professional suite of career programming and advising services for Sauder Alumni.

A pivotal career service, the Manager, Alumni Careers provides post-graduation career services as part of the life-long learning experience of Sauder graduates, extending the learning experience beyond enrollment and helping to enrich their intellectual and employment interests.

An industry-focused position in the Sauder School of Business, the Manager, Alumni Careers plans and delivers a deliver a high level of services to special populations with discrete and multi-faceted needs, including alumni from the MBA, ECM, and BCom programs at Sauder.

The quality of the alumni relationship contributes directly to the graduate' ongoing opportunities for applied learning and continued attached to the Sauder School of Business. The role also directly impacts the status of the Sauder School of Business in the business school rankings in the Financial Times and Business Week publications.

Organizational Status

Manager, Alumni Careers reports to Director, Graduate Careers Programming, Business Career Centre. Regularly plans and collaborates with the Assistant Dean & Director of Masters' Programs Office. The Manager supervises external consultants, and works cooperatively with other managers in career centre. The Manager takes on leadership roles in cross-functional team projects, including Development and Alumni Offices, and may hire and manage student interns seeking to develop work experience.

Work Performed

Develop and deliver comprehensive world-class career programs and coaching responsive to the needs of Sauder School of Business alumni, a particularly varied and over-achieving customer base. Services will include career website management, in-person and technology-enabled distance workshops, one-on-one coaching on all aspects of career development, skill-inventory and development,



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self-assessment, personal career planning, skill-building workshops, networking events, and ongoing support.

Responsible for the ongoing evaluation of the program and improvement planning based on feedback and research into best practices. Develop research into what leading business schools in North America and globally offer in terms of similar services. Responsible for the continued improvement of delivery of service by the incumbent and external resources.

Regularly assess and report on program goals and alumni outcomes to stakeholders across the university, especially the central and Sauder Development and Alumni offices.

Coordinate resources, communications, support networks, and participation in Sauder alumni community with emphasis on career services and networking. Proactively make connections with external employers, manage existing business relationships, and outreach to new alumni to increase the size and value of the overall community to Sauder alumni.

Develop, manage, and maintain budget for appropriate alumni resources, support, and activities.

Actively maintains in-depth knowledge on a wide variety of management and executive career paths and industries, including finance and Investment Banking, consulting and strategic management, operations and IT management, sustainability, marketing, human resources, supply chain management, general management, entrepreneurial career paths and more.

Works collaboratively within Student Development and Services and with faculties, various alumni bodies and other units within the alumni portfolio, departments across the University as well as schools, organizations, and international educators in the community.

Manages a community of external consultants who deliver a variety of career services. Also manages one or more of the existing career managers.

Supervision Received

Reports to the Director, Graduate Careers Programming, Business Career Centre. Works autonomously under very broad guidelines and a high level of accountability.

Supervision Given

Will supervise professional and student staff directly and manage numerous volunteers and external consultants. Responsible for evaluation of professional and student staff. Responsible for ongoing mentoring and professional development of student leaders and staff.

Consequence of Error/Judgement

Exercises considerable judgment in carrying out assignments and respectfully dealing with an important clientele. Accountable for the effective execution of all matters related to Alumni career services and the effectiveness of the services provided.

Makes significant independent decisions and recommendations in areas of planning, organizing and scheduling of work. Establishes own operational procedures for Alumni Career Services. Exercises significant level of judgment in dealings with business community, faculty members and alumni.

Incorrect decisions can directly and adversely affect the reputation of the Sauder School of Business, the MBA program at the Robert H. Lee Graduate School, the Business Career Centre, the reputation of the Faculty, the employer community, existing and future alumni, and UBC's reputation in general.

Failure to acknowledge and respond to industry and alumni feedback affects the quality and number of work placements and future relationships with employers. Failure to act on workplace safety, employment equity or confidentiality issues could result in legal liability for the University.



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Qualifications

Undergraduate degree in a relevant discipline. MBA preferred. Minimum of four years experience or the equivalent combination of education and experience. Prefer 7 years of experience working with management to executive level business people in one or more of the areas of career coaching, career services delivery, outplacement, executive search or career counselling or internal human resources management with a strong background in talent management and transition recruitment. Demonstrated knowledge of Human Resource practices and systems, Employment Standards Act, Employment Equity principles and Intellectual Property Rights required for teaching pre-employment training.

Knowledge of self-assessment tools and programs (Myers Brings, Strength Finder, Career Leader) an asset. Excellent presentation, communication and organization skills. Computer skills required. Must have experience with MS Office applications including advanced Word and Powerpoint skills as well as intermediate Excel skills. Must have hands-on knowledge of online content delivery and management (blog and or website management). Working knowledge of databases and contact management systems also important. Valid BC driver's license required.

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Job Posting

Job ID: 12358
Location: Vancouver - Point Grey Campus
Employment Group: Other Staff
Job Category: Other (Misc.) Staff
Classification Title: United Way Loaned Rep. **Business Title:** United Way Loaned Representative
Department: Ceremonies Office
Salary:
Full/Part Time: Full-Time
Desired Start Date: 2012-08-27
Job End Date: 2012-12-14
Funding Type: Budget Funded
Other:
Date Closed: 2012-03-19 **Available Openings:** 3

Job Summary

Three positions will be working on the UBC Community United Way Campaign at the Point Grey campus, as well as on other assigned campaigns throughout the Lower Mainland. Successful candidates are paid his her current full salary and are seconded, or temporarily transferred, to the Loaned Representative position for a four-month term (approx. August 27-December 14, 2012). Loaned representatives work with campaign coordinators and volunteers to plan and implement successful campaigns, developing leadership, team-building and public speaking skills, and enhancing interpersonal skills.

Organizational Status

Reports to: Volunteer UBC Campaign Chair(s) and United Way of the Lower Mainland Resource Development Specialist

Works with: UBC Campaign Coordinator, UBC faculty, staff, students and community members involved in fundraising for United Way (Vancouver and Okanagan)

Contacts: UBC staff, faculty and students, donors, community groups, United Way of the Lower Mainland, United Way of Central Kelowna.

Work Performed

Organizing United Way campaigns for various business and organizations; Working with in-house coordinators of those campaigns to develop and implement action plans; Making presentations to communicate the United Way message to individuals and groups; Attending and assisting with special events and other activities; Training, motivating, and recognizing workplace volunteers.

Hours will vary; some evening or weekend work will be required. One-half day training introduction in late June. Compulsory one-week training the week of August 27, 2012. Occasional on-campus meetings through the spring and summer.

Mileage and parking expenses will be reimbursed.

More information: www.unitedway.ubc.ca and www.uwlm.ca participate loaned-representatives.

Supervision Received



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Works independently, under general direction from Volunteer Campaign Chair(s), United Way Resource Development Coordinator, and UBC Campaign Coordinator to achieve objectives.

Supervision Given

None.

Consequence of Error/Judgement

The interactions of this position with donors to the UBC Community United Way Campaign and to United Way of the Lower Mainland are crucial to the continued success and growth of the UBC Campaign. Confidentiality is extremely important. Poor judgment could lead to alienation of donors, embarrassment to UBC and or United Way of the Lower Mainland and could result in the loss of significant financial and public support for the Campaign.

Qualifications

Candidates must be full-time, continuing employees of UBC. Applicants of all backgrounds encouraged to apply. If the applicant is selected, release of the employee is at the discretion of the unit. To avoid disappointment, applicants are requested to consult their supervisor before applying. Funds (up to a maximum) will be transferred to the successful candidate's department to cover costs associated with the secondment.

Experience: Knowledge of the University, its organizational structure and strategic goals and values; Experience partnering with units across campus; Experience creating solutions that meet multiple goals; Group-facilitation or presentation experience required. a team player; Enthusiastic and energetic individual; Ability to build relationships and collaborate with individuals from diverse backgrounds towards common goals; Excellent customer service, interpersonal, and relationship-building skills; solutions oriented mindset; Ability to learn quickly, think on your feet, and adapt actions accordingly; Ability to effectively manage time and work well under pressure; Ability to exercise tact and discretion when disseminating information; Excellent written and oral communication skills; Strong organizational skills; Attention to detail an asset; Valid driver's license, daily use of car, and ability to lift and carry up to 20kg required.

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Job Posting

Job ID: 12368
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Engineer Technical - Non-Union
Classification Title: Engineering Technician 4 **Business Title:** Engineering Technician 4
Department: UBC IT - IT Transformation&PMO
Salary: \$53,714.00 - \$57,617.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-15 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-02-28 **Available Openings:** 1

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

Job Summary

Working independently under general direction, is responsible for the design, install, test, commission, maintenance and repair of a wide range of specialized audio, video and control systems in high-tech Lecture Theatres Classrooms. This job function requires carrying out complex tasks requiring comprehensive technical knowledge, skills and capabilities. This position requires design and computer programming skills, installation, repair and maintenance of complex video and computer data distribution networks, information display systems and interactive videoconferencing systems.

Organizational Status

This position reports to the Director of The Media Group.

Work is performed in lecture theatres classrooms and also in a service shop in the basement of the IRC Building. The area is well lit with fluorescent lighting. On occasion, overtime and weekend work may be necessary.

Work Performed

- Plan and design audio, video and computer distribution networks, information display systems and interactive videoconferencing distance-education systems in high-tech lecture theatres
- Prepare design, schematic and functional drawings of analog and digital audio, video, control and videoconferencing systems
- Modify, construct and install such equipment and systems
- Responsible for the proper operation and regular scheduled maintenance of all equipment and systems
- Evaluate and test new equipment from a functional, technical and maintenance repair point of view
- Investigate and diagnose electronic and mechanical malfunctions or problems in equipment or systems by using service techniques such as examining, monitoring, measuring, testing etc., including the use of schematics and service manuals or other information to locate the malfunction or problem and carry out necessary repairs or modifications
- Consult, advise, recommend and act as a resource regarding technical and engineering matters as they relate to AV instructional systems
- Take part in regular meetings with the Media Group Project Coordinator,
- Architects and consultants in the upgrade renovation new construction of classroom facilities.
- Assign work to other technicians by dispatching technicians to fix equipment malfunctions and ensure the problems are fixed



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properly when front-line AV technicians are not able to rectify.

- Responsible for the JIRA ticket portion of the AV Help Desk
- Responsible for establishing and maintaining a centralized management of realtime monitoring (Room View) of AV control systems and projectors in all hightech classrooms over the Ethernet
- Responsible to establish and maintain an inventory of equipment parts and supplies
- Responsible to maintain service records on equipment and maintain accurate work records of file statistics
- Demonstrate, instruct and advise instructors in the proper use and operation of a variety of audio-visual equipment and systems
- Undertake periodic training to refresh and update skills and knowledge related to the job function
- Perform other tasks related duties as necessary that fall within the scope of the job

Supervision Received

Works independently to a great degree with minimal supervision.

Supervision Given

This position supervises and coordinates the work of one Engineering Tech. 3 and also trains other AV technicians in a preventative maintenance program of simple repairs and troubleshooting.

Consequence of Error/Judgement

This position requires a high level of consultative, innovative and analytical ability for repairing and maintaining complex audio, video and control systems. Any errors or failure could result in a delay in lectures and a loss of class time.

Qualifications

Graduation from a technical college or institute or completion of a recognized apprenticeship. Formal training in audio-visual service (e.g. Industry training seminars, associated credentials such as electronic training -preferably the industry accredited from ICIA (International Communications Industry Association). Proven ability in electronics, mechanical, acoustical, engineering skills as appropriate for the design and maintenance of lecture theatres and classroom media equipment and systems. Minimum 5 years of related experience or the equivalent combination of education and experience. Ability to apply technical knowledge to resolve complex design and operational problems.

Computer literate and possess a sound working knowledge of MS Office and be familiar with MAC and PC platforms - hardware & software.

Knowledge of set-up and operation of ISDN and IP videoconferencing systems.

Knowledge and experience in the programming of touch screen control systems.

Experience and able to train staff on CADD and CAM software.

Good interpersonal skills combined with the ability to communicate effectively with Faculty and Staff and to provide a high level of service.

Good organizational skills and the ability to work independently and within a team environment and to recognize changing priorities and reorganize workload to accommodate change.

Ability to work effectively under pressure while maintaining a positive and enthusiastic attitude.

Able to show initiative, be self-motivated and have the ability to accept responsibility.



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Job Posting

Job ID: 12396
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Ctr-Molecular Med&Therapeutics
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-10
Job End Date: 2013-04-09
Funding Type: Grant Funded
Other:
Date Closed: 2012-03-02 **Available Openings:** 1

Job Summary

This position involves genetic and molecular biology research. The successful applicant will have the opportunity to learn new techniques, under supervision. They will assist in experiments and techniques as listed under work performed. They will interact with other lab members, and the principal investigator.

Organizational Status

This position reports directly to principal investigator, Dr. E. Conibear.

Work Performed

The T2 research assistant will be helping out with experiments. The research assistant will conduct established assays, under supervision of PI, on a full-time basis as needed to assist in completing an ongoing research project. They will also assist with ordering reagents. All necessary training will be given by the P.I., who will be supervising progress.

The following techniques will be performed:

- Tissue culture
- Fluorescence microscopy
- Construction of recombinant plasmids
- Genetic manipulation of yeast strains
- Analysis of protein expression by Western blotting
- Immunofluorescence and immunoprecipitation

Supervision Received

The general scope and direction of the research is under the jurisdiction of the principal investigator. Complete training will be provided to the individual. The employee will be expected to complete UBC safety courses.



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Supervision Given

This position does not involve supervision of other staff.

Consequence of Error/Judgement

Poor judgment would result in loss of experimental data and delay in conducting research.

Qualifications

High School graduation. University degree (B.Sc.) (Preferred). Minimum of 2 years related experience or the equivalent combination of education and experience. A minimum of one year of relevant experience in laboratory research performing techniques such as Western blotting, construction of recombinant plasmids, tissue culture, genetic manipulation of yeast strains, analysis of protein expression, and analysis of protein interaction and localization by immunofluorescence and immunoprecipitation. Ability to communicate effectively verbally and in writing. Ability to plan and complete assignments. Computer literate

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Job Posting

Job ID:	12367		
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 (Rheumatology)
Department:	Paediatrics		
Salary:	\$38,116.00 - \$41,769.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-03-15		
Job End Date:	2012-09-15	Possibility of Extension:	Yes
Funding Type:	Grant Funded		
Other:			
Date Closed:	2012-02-29	Available Openings:	1

Job Summary

This position will assist with the research activities of the Division of Rheumatology, Department of Pediatrics.

The Research Assistant will work in a shared office space in the Division of Rheumatology, Ambulatory Care Building, BC Children's Hospital (Rm K4-130). Desktop computer and telephone access available. Flexibility in work hours may be required.

Organizational Status

The incumbent will report directly to the Division Head and Research Coordinator (for overall function) and to individual investigators within the Division (for specific research studies). Furthermore, the Research Assistant will work alongside all Division members, including physicians, allied health professionals, research staff, computer programming specialist and statistician, clinical drug trials nurse, post-graduate students working on specific projects, and divisional clerical support staff.

The Research Assistant will also work with contacts internal and external to the University. These contacts include individuals who are working in equivalent research positions either in the institution or in other institutions who are research collaborators, patients and parents of patients involved in research studies.

Work Performed

- Assists with the research activities of the Division of Rheumatology, Department of Pediatrics. Research projects include local and collaborative (national or international) longitudinal outcome studies of childhood rheumatic diseases and translational research studies.
- Assists with conducting or running experiments or research work by performing specific assigned tasks, such as, administering forms or questionnaires and recording and or coding data.
- Ensures accurate and timely data collection. This may involve participation in the clinical setting to screen and recruit subjects (children and parents), collect and enter baseline and follow-up data from subjects and physicians.
- Assists in analyzing and interpreting research data by performing tasks, such as, assembly, compilation and summary of statistical and other data.
- Assists individual investigators to implement new studies in the Division, including drafting documents for ethics applications.
- May distribute work assignments to employees at lower classification levels and initiate new employees into routines and



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procedures.

-Other related duties as required.

Supervision Received

The individual reports to the Division Head and Research Coordinator directly, and to the individual investigators within the Division for specific projects. Daily direct supervision will be provided by the Research Coordinator.

Supervision Given

None.

Consequence of Error/Judgement

Accuracy, timeliness, and sound judgment are required to maximize effectiveness of the research program. The individual will work within well defined guidelines and procedures, but exercises judgment in establishing priorities and carrying tasks through to completion. A high level of comfort working with a large and diverse team including physicians, nurses, allied health personnel, trainees, and clerical staff is required. New and unusual problematic situations are referred to the Research Coordinator.

Qualifications

High School graduation. Bachelor's degree in health discipline (i.e. nursing, physical therapy, occupational therapy, psychology, pharmacy) preferred. Knowledge of medical terminology an asset. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience working with parents and children in a clinical research setting preferred. Excellent oral and written communication, interpersonal, and organizational skills. Strong computer skills, including word processing and excel. Reliability and ability to follow and carry out written and verbal instructions. Ability to maintain accuracy and attention to detail. Ability to work independently and to participate in a collegial manner with a clinical team. Ability to work on multiple tasks simultaneously. Ability to work with people from diverse backgrounds and to exercise tact, discretion and confidentiality.

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Job Posting

Job ID: 12369
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: Obstetrics & Gynaecology
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-03-19
Job End Date: 2013-03-18
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-28 **Available Openings:** 1

Job Summary

The primary focus of the Research Assistant is to provide assistance with on-going clinical research studies within the Department of Obstetrics and Gynaecology Research Program. Exceptional interpersonal skills, as well as a high degree of motivation, enthusiasm and initiative are required. Formal phlebotomy training (blood draws) would be an asset. Access to a vehicle an asset. Some travel required.

Organizational Status

Is supervised by and reports to the Principal Investigator and Research Coordinator.

Work Performed

- Assisting with study visits:
- Obtaining study samples (e.g. urine, meconium, blood)
- Taking blood pressure measurements
- Administering questionnaires to patients
- Conducting home visits
- Organizing study files
- Preparing and organizing study materials (e.g. preparation of visit materials; assisting with mail-outs)
- Assisting with study recruitment (identifying subjects; explaining study procedure; obtaining informed consent; posting flyers)
- Assisting with survey administration
- Assisting with data collection, including assistance with Case Report Form completion and query resolution

Supervision Received

Aspects of the work will be done independently or under supervision of the Research Coordinator

Supervision Given

None.



The University of British Columbia

Staff Job Postings

Consequence of Error/Judgement

The Research Assistant is required to conduct all research activities in an ethical manner and with adherence to the Tri-Council Policy Statement concerning Ethical Conduct for Research Involving Humans. Any procedures or data recorded as part of this study must be accurate and must accurately reflect the work performed. Strict confidentiality of all study participants must be adhered to. All activities involving participants are accountable to the Principal Investigator, the Department Head, and the Research Assistant's governing professional organization (if applicable).

Qualifications

High School graduation. Phlebotomy training (Lab Technician certification preferred). Minimum of 2 years related experience or the equivalent combination of education and experience. Previous experience in research an asset. Ability to communicate effectively verbally and in writing Ability to gather, record, and organize information Ability to effectively use <job-specific software> at a basic level (e.g., Outlook, MS Word, MS Excel) Ability to effectively manage multiple tasks and priorities Ability to work effectively independently and in a team environment Phlebotomy training an asset.

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Job Posting

Job ID: 12394
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Assistant
Department: Orthopaedics
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-01
Job End Date: 2013-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-03-11 **Available Openings:** 1

Job Summary

The Research Assistant's primary role is to support researchers in conducting clinical research in the Combined Neurosurgical and Orthopaedic Spine Program (CNOSP) at Vancouver General Hospital (VGH). This individual will be involved in planning, coordination, implementation, communication and management of clinical research studies.

Organizational Status

The Research Assistant will report directly to the Research Program Manager and will receive direction from CNOSP investigators. The individual will work closely with other research personnel, will interact with patients (VGH Acute Spine Unit and the David and Brenda McLean Integrated Spine Clinic), staff on the Acute Spine Unit (ASU) and with other CNOSP team members including physicians, clinical health professionals, and clerical staff.

Work Performed

Performs data collection by abstracting personal health and clinical information from patient charts, the patient Care Information System (the VCH patient information system), and other available sources.

Consults with clinical staff (e.g., nurses, physicians) and confirms clinical information on specific research subjects to ensure comprehensive data collection.

Enters clinical and scientific data into spreadsheets and databases. Data for studies are stored in different formats including Excel, Access-based programs and web-based databases. The Research Assistant is expected to perform data entry ensuring accuracy and integrity.

Assists with the planning and conduct of clinical research studies by: preparing documents for grant applications; creating study documents such as subject consent and data collection forms; preparing and submitting applications to appropriate research ethics boards; preparing and submitting documents to obtain hospital (VGH and or other hospitals) approval; screening potential research subjects; consenting research subjects; and administering outcome measures at specific periods outlined in study protocols.

Develops tables, graphs, reference lists and or edit research documents, scientific presentations, posters for scientific meetings and manuscripts for publication.



The University of British Columbia

Staff Job Postings

Utilizes PubMed and other library databases to conduct literature searches for potential research projects or manuscripts for publication.

Maintains stationery and other supplies for the research office, as well as materials for specific research procedures such as specimen processing (e.g. dry ice, serum aliquot tubes, etc.).

Communicates regularly with the Research Program Manager about the status of research projects and participates in other initiatives of the research office, including data quality improvement, and in ongoing training and development.

Performs other related duties as required.

Supervision Received

The Research Assistant will receive supervision from the Research Program Manager but is expected to work independently. The employee will be part of the Spine Research team and will participate in regular meetings to discuss operational issues and to review progress.

Supervision Given

None.

Consequence of Error/Judgement

Inappropriate disclosure of subjects' personal information would contravene privacy legislation and could result in legal action. Errors in data, reference materials or publications, if detected, would result in delays and requirements for additional resources to obtain or validate data. Errors in applications could result in disqualification or missed deadlines.

Qualifications

High School graduation. Undergraduate degree in health or medical sciences. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience in clinical research, particularly in data collection and management. Ability to communicate effectively verbally and in writing. Ability to effectively use computer applications (Microsoft Word, Excel, Powerpoint and Access) at an intermediate level. Ability to comprehend medical terminology as applied in a clinical setting. Ability to develop and maintain cooperative and productive working relationships. Ability to communicate in a clear, attentive, and courteous manner. Ability to make thoughtful, informed, and thorough decisions. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion while working in an acute clinical environment and in dealing with confidential information. Ability to apply sound analytical skills and exercise initiative and good judgment. Ability to gather, record, and organize information.

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Job Posting

Job ID: 12374
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: Michael Smith Labs
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Part-Time (40%)
Desired Start Date: 2012-03-01
Job End Date: 2012-08-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-29 **Available Openings:** 1

Job Summary

Performing laboratory experiments on cloned ion channels and neurotransmitter receptors under the guidance of a senior research associate, constructing stable cell lines expressing ion channels and neurotransmitter receptors, performing real-time quantitative polymerase chain reaction experiments, performing data entry and analyses, conducting computerized literature searches and retrieving articles, producing laboratory reagents for molecular biology and tissue culture use,

Organizational Status

Upward relationship with supervisor as well as liaisons with staff and students in the laboratory.

Work Performed

- Performing molecular biological experiments on cloned ion channels and neurotransmitter receptors
- Performing real-time PCR analyses on mammalian cells, including data entry and analyses
- Constructing stable mammalian cell lines expressing ion channels and neurotransmitter receptors
- Mammalian cell culture, maintenance, freezing and preparation of cells for experiments
- Restriction enzyme digests, plasmid DNA preparation, DNA ligation, bacterial transformations
- Solve technical problems and modify protocols to increase efficiency of experiments as required
- Record experimental results, observations and procedural modifications fully and accurately
- Summarize and report work progress, review all data and discuss results with supervisor
- Assist in developing new protocols and techniques as required in consultation with supervisors
- Interacts directly with collaborators, discusses results with them, attends weekly lab meetings
- Maintain a clean and orderly working environment
- Performs other duties as required.

Supervision Received

Receives instruction during orientation and on subsequent new assignments.

Supervision Given



The University of British Columbia

Staff Job Postings

None

Consequence of Error/Judgement

The position requires a significant amount of independence. Independent problem solving is required, although supervisor can be consulted for input as required.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Bachelor of Science is preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience working in a laboratory with real-time PCR, tissue culture of mammalian cells and construction of stable lines required. Effective oral and written communication, interpersonal and organization skills. Demonstrated ability to follow established guidelines and protocols and to complete work assignments. Ability to work effectively both independently and within a team environment. Knowledge of computers and Microsoft Word and Excel.

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Job Posting

Job ID: 12390
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: Applied Biology
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Part-Time (67%)
Desired Start Date: 2012-03-28
Job End Date: 2014-06-30
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-03-04 **Available Openings:** 1

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

Job Summary

The primary function of the position is to assist in research on the effects of plant chemicals on insects, including natural insecticides. The specific responsibility of the position is the care and maintenance of insect colonies used for the research program.

Organizational Status

The technician reports to the supervising professor and is expected to assist graduate students, postdoctoral fellows and visitors, under the professor's supervision, with their research as requested by the professor.

Work Performed

- Cares and maintains insectary, including preparing food, cleaning cages, keeping records of insect colonies used in research. Orders supplies as needed to maintain colonies used in research.
- Prepares, conducts and evaluates bioassays and other experiments in the laboratory. Duties include mixing test substances in micro concentrations and statistical analysis of the lab results.
- Prepares, conducts, supervises and evaluates field experiments. Duties include growing plants in greenhouse, transplantation, weed control, irrigation, etc. and statistical analysis of field results.
- Prepares samples and conducts chemical analysis using the ZNose™ portable gas chromatograph.
- Ensures laboratory is maintained - record keeping, monitoring supply inventory and ordering supplies when necessary.
- Sets up, tests, operates and maintains common laboratory and other equipment.
- Provides training to students and new and lower level technicians in the use of equipment, techniques and procedures.
- Coordinates, monitors and ensures student, staff and faculty abide and follow laboratory safety precautions.
- Performs other duties as necessary.

Supervision Received

The technician is supervised by the employing professor. New or unusual tasks or problems require frequent supervision, but tasks methods known to the technician require infrequent guidance. The technician would be expected to work independently and manage his her own time effectively.



The University of British Columbia

Staff Job Postings

Supervision Given

The technician may be required to supervise one or two summer research assistants, a second more junior technician, and a work study student.

Consequence of Error/Judgement

Work is checked by the supervising professor and in some cases, may also be checked by postdoctoral fellows or visiting scientists. Incorrect decisions may require experiments to be repeated or cause other delays in the research program.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. B.Sc. in Biology. Minimum of 3 years related experience or the equivalent combination of education and experience. Must have direct experience working with live insects and experience in growing plants would be an asset. Ability to communicate effectively verbally and in writing. Able to collaborate with others of all ranks. Ability to work effectively independently and in a team environment. Ability to maintain accuracy and attention to detail and be organized. Ability to effectively use MS Office at an intermediate level(e.g., Outlook, MS Word, MS Excel). Demonstrated knowledge of computer-based statistical analysis. Require certificate to handle radioisotopes. Ability to operate job-related equipment (e.g., liquid chromatograph and liquid scintillation counter - both computer-interfaced) Ability to handle, mix micro quantities of toxic substances. Familiar with laboratory safety procedures

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Job Posting

Job ID: 12130
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: James Hogg iCAPTURE Centre
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-01
Job End Date: 2013-01-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-04-01 **Available Openings:** 1

Job Summary

Plans and performs experiments in tissues ranging from human samples to mouse, rat and tissue culture. Perform in house analysis of experiments and present data. Emphasis on molecular biology techniques such as PCR, qRT-PCR, cloning. Analyze protein using ELISAs and Western blot techniques. A strong understanding of or background in microarrays, next generation sequencing and bioinformatics would be an asset. An eventual transition to laboratory manager would be preferred.

Organizational Status

Reports directly to Principal Investigator. Interactions and liasons with research technicians and students. Located at the James Hogg Research Centre at St. Paul's Hospital. The applicant will have access to bench space whereby they can conduct the necessary analysis. Lighting is sufficient in all areas. All work will be done indoors. Hazards include: working with human blood samples, cytotoxic agents (cytokines, apoptosis inducing agents) and the handling of carcinogens (eg. ethidium bromide). A lab coat and goggles will be worn when necessary. Full access to safety hoods is provided.

Work Performed

1. Set up in vitro tissue culture experiments:
 - Design and optimize conditions
 - Modify protocols as needed
 - Set up and execute high through-put tissue culture experiments
2. Process human microbial samples for doenstream molecular analysis:
 - Process human blood and sputum samples
 - Organize blood and sputum samples
 - Isolate and quantify RNA and DNA
3. Analyze gene expression in animal and human blood and tissue and tissue culture samples:
 - DNA RNA extraction from cells
 - Annotation of FASTA sequences
 - Primer design and optimization
 - Optimization and execution of quantitative real time PCR



The University of British Columbia

Staff Job Postings

-Semi- quantitative PCR

4. Set up reporter gene assays:

-Primer design, PCR, cloning, transfection, tissue culture, luciferase assays

5. Use publicly available gene, SNP, and haplotype databases:

-Retrieve genotype data, FASTA sequences and do BLAST searches.

-Retrieve and compile genetic information from bioinformatic genome variation servers.

6. Measure protein expression in human samples:

-Perform ELISA to measure cytokine levels

-Develop ELISA protocols when needed

-Perform Western analysis

-Analyze results

7. Write reports and maintain lab protocol documents

Supervision Received

Works under general supervision of the principal investigator; receives detailed instructions on the assignment of new duties and thereafter only on new or unusual problems.

Supervision Given

The individual may be asked to teach others, including students, technicians, and the principal investigator.

Consequence of Error/Judgement

The first person to evaluate the work will be the individual. If further assistance is needed the issue will be taken to the principal investigator. If an error has occurred, the individual in conjunction with the above listed people will think of the solution. The effect of the incorrect decision would be a delay in the work.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. . Minimum of 3 years related experience or the equivalent combination of education and experience. Molecular biology experience preferred, mammalian cell culture background essential, some genetics background. A strong understanding of or background in microarrays, next generation sequencing and bioinformatics would be an asset. Must be fastidious with respect to lab records and protocols. Experience in training others an asset. Effective oral and written communication, organizational, and interpersonal skills. Ability to work effectively both independently and in a team environment.

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Job Posting

Job ID: 12130 (Repost)
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: James Hogg iCAPTURE Centre
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-02-01
Job End Date: 2013-01-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-27 **Available Openings:** 1

Job Summary

Plans and performs experiments in tissues ranging from human samples to mouse, rat and tissue culture. Perform in house analysis of experiments and present data. Emphasis on molecular biology techniques such as PCR, qRT-PCR, cloning. Analyze protein using ELISAs and Western blot techniques. A strong understanding of or background in microarrays, next generation sequencing and bioinformatics would be an asset. An eventual transition to laboratory manager would be preferred.

Organizational Status

Reports directly to Principal Investigator. Interactions and liasons with research technicians and students. Located at the James Hogg Research Centre at St. Paul's Hospital. The applicant will have access to bench space whereby they can conduct the necessary analysis. Lighting is sufficient in all areas. All work will be done indoors. Hazards include: working with human blood samples, cytotoxic agents (cytokines, apoptosis inducing agents) and the handling of carcinogens (eg. ethidium bromide). A lab coat and goggles will be worn when necessary. Full access to safety hoods is provided.

Work Performed

1. Set up in vitro tissue culture experiments:
 - Design and optimize conditions
 - Modify protocols as needed
 - Set up and execute high through-put tissue culture experiments
2. Process human microbial samples for doenstream molecular analysis:
 - Process human blood and sputum samples
 - Organize blood and sputum samples
 - Isolate and quantify RNA and DNA
3. Analyze gene expression in animal and human blood and tissue and tissue culture samples:
 - DNA RNA extraction from cells
 - Annotation of FASTA sequences
 - Primer design and optimization
 - Optimization and execution of quantitative real time PCR



The University of British Columbia

Staff Job Postings

-Semi- quantitative PCR

4. Set up reporter gene assays:

-Primer design, PCR, cloning, transfection, tissue culture, luciferase assays

5. Use publicly available gene, SNP, and haplotype databases:

-Retrieve genotype data, FASTA sequences and do BLAST searches.

-Retrieve and compile genetic information from bioinformatic genome variation servers.

6. Measure protein expression in human samples:

-Perform ELISA to measure cytokine levels

-Develop ELISA protocols when needed

-Perform Western analysis

-Analyze results

7. Write reports and maintain lab protocol documents

Supervision Received

Works under general supervision of the principal investigator; receives detailed instructions on the assignment of new duties and thereafter only on new or unusual problems.

Supervision Given

The individual may be asked to teach others, including students, technicians, and the principal investigator.

Consequence of Error/Judgement

The first person to evaluate the work will be the individual. If further assistance is needed the issue will be taken to the principal investigator. If an error has occurred, the individual in conjunction with the above listed people will think of the solution. The effect of the incorrect decision would be a delay in the work.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. . Minimum of 3 years related experience or the equivalent combination of education and experience. Molecular biology experience preferred, mammalian cell culture background essential, some genetics background. A strong understanding of or background in microarrays, next generation sequencing and bioinformatics would be an asset. Must be fastidious with respect to lab records and protocols. Experience in training others an asset. Effective oral and written communication, organizational, and interpersonal skills. Ability to work effectively both independently and in a team environment.

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Job Posting

Job ID: 12355
Location: Vancouver - Other
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Centre for Disease Control
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Part-Time (40%)
Desired Start Date: 2012-02-08
Job End Date: 2012-07-26
Funding Type: Grant Funded
Other:
Date Closed: 2012-02-27 **Available Openings:** 1

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

Job Summary

This position will work with the CIHR Team in the Study of Acute HIV Infection at the BC Centre for Disease Control to provide support on a wide variety of research activities pertaining to the Acute HIV Study. Primary responsibilities include data collection from research participants and community collaboration.

Organizational Status

Reports to the CIHR Acute HIV Study Project Manager. Works collaboratively with the study's Principal Investigator, the Executive Director of the Acute HIV Study, the study's administrative assistant, and other team members and community stakeholders.

Work Performed

1. Assists with the collection of self-administered and interview-administered data from study participants.
2. Assists in the recruitment, bookings, enrollments, and follow-up of study participants. Assists in the collection of clinical data from study sites. Maintains appropriate study logs for completed interviews.
3. Works with the CIHR Acute HIV study team on community collaboration and engagement activities through communications and knowledge translation and exchange activities with key community stakeholders.
4. Acts as a resource to study participants and stakeholders to identify problems and reports issues to the research staff and or investigators.
5. Participates in study progress and planning meetings with the research team.
6. Provides information about the research program to interested individuals.
7. Performs other related duties.

Supervision Received

The Acute HIV Research Assistant will work independently but under the supervision of the Acute HIV Project Manager. Work will be reviewed against achievement of project objectives.

Supervision Given



Not responsible for supervising.

Consequence of Error/Judgement

The research assistant will assist in documenting all relevant data, and in the case of ambiguous or incomplete data, will refer the matter to the Acute HIV Project Manager, the principal investigator or the other investigators. Since accuracy is important, the research assistant's work is subject to periodic audit or review.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Undergraduate degree in health or social sciences preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience in sexual health education or research is essential. Ability to communicate effectively verbally and in writing. Familiarity with the gay community and issues related to gay men's health is required. Preference will be given to persons that have demonstrated experience working with the gay community. Demonstrated experience and interest in working in a team environment. Requires experience in dealing with sensitive public health, community, clinical or research issues. Ability to design and conduct surveys Ability to conduct study-related interviews to obtain accurate, complete, and relevant information including conducting quantitative and qualitative research interviews. Experience with analyzing quantitative and qualitative data is desired. Must be able to demonstrate innovative and creative thinking and a logical approach to problem solving. Able to demonstrate self-directed, self-motivated and independent work skills and able to prioritize and manage multiple projects and activities. Familiarity with research requirements including ethical conduct according to the UBC Research Ethics Board guidelines. Able to conduct literature searches with medical literature databases. Ability to maintain accuracy and attention to detail. Ability to effectively use Microsoft Office software at an intermediate level (e.g., Outlook, MS Word, MS Excel, Powerpoint)

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