



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:11-JUN-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: 13109
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Secretarial - BCGEU
Classification Title: Secretary I **Business Title:** Development Assistant
Department: UBCO - Development
Salary: \$ 19.13 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-02
Job End Date: 2013-03-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-11 **Available Openings:** 1

Job Summary

Will provide clerical assistance to the department in support of our mandate in fundraising and alumni engagement. with clerical work including smart forms, Hyperion, FMS, e-forms, secretarial support, and other duties.

Organizational Status

Reports to: Development Coordinator, Campaign
Works with: UBC faculty and staff involved in fundraising
Contacts: Donors, alumni, outside community groups and organizations.

Work Performed

- Provides clerical support to the department, including smart forms, Hyperion(limited read-only access), FMS, e-forms and work orders
- Processes Requisitions for Payment, Purchase Orders, Travel Requisitions, Cash Receipts, Smart Forms and Journal Vouchers, and ensures transactions conform to departmental guidelines, as well as UBC policies and procedures.
- Ensures expenses are paid in a timely, accurate and auditable manner
- Assists as required with processing of donor gifts, pledges and receipts via cheque cash and money orders;
- P Card and AMEX card holder and coordinator
- Performs other related duties as required.

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement



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

Qualifications

The ideal candidate will have a one year post-secondary training in office skills or an equivalent combination of experience or education in a related discipline. Minimum of two years experience in post secondary or related field. Strong organizational, secretarial skills. Strong interpersonal skills. Ability to communicate effectively verbally and in writing. Proficient in MS Office (Word, Outlook, Excel and Access). Has a keen eye for details and accuracy when working with numbers. Ability to keep focused, multi-task and prioritize to ensure that the important tasks are completed and not lost while doing "busy" work. Effectively work as part of a team.

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Job Posting

Job ID: 13169
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116 (Cler/Sec/Bookstore)
Job Category: Clerical, CUPE 116
Classification Title: Section Head **Business Title:** Section Head - General Merchandise Buyer
Department: Bookstore
Salary: \$36,816.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01
Job End Date: 2013-08-31
Funding Type: Self Funded
Other:
Date Closed: 2012-06-17 **Available Openings:** 1

This is a leave replacement position from July 1, 2012 to August 31, 2013.

Job Summary

The General Merchandise Buyer performs a variety of duties related to the purchasing, planning and administration for specific merchandise categories with the objective of ensuring optimum assortments to service to the needs of Bookstore customers, and facilitate the profitable operation of said categories.

Organizational Status

Reports to the Merchandise Manager.

Work Performed

- . Works within an established OTB Budget to buy appropriate, well priced merchandise for resale;
- . Identifies 'Basic Stock', sets up min max requirements and ensures constant in- stock position.
- Works with manager to build merchandise financial plans at the class level;
- . Builds and documents merchandise assortment plans for each location to correspond with financial plans by class and manages transfer of inventory between stores;
- . Researches the market for product trends and opportunities;
- . Establishes selling prices according to established policies and procedures;
- Identifies product for mark up down and ensures appropriate action taken and proper procedures are followed;
- . Attends trade shows as necessary;
- . Works with vendors on product selection and pricing, and negotiates terms and conditions;
- Follows up on back-orders and cancels late deliveries;
- . Ensures the integrity of the SKU level information maintained in the system and updates database to ensure SKU base is current, minimizing aging inventory;
- . Manages the timely process for merchandise returns to vendor;
- . Reacts to fast slow sellers on a weekly basis;
- . Reviews detailed class performance against plan monthly with supervisor and takes recommended action. Analyzes vendor performance;
- . Communicates with appropriate bookstore staff on marketing, promotional product and product highlights. Trains staff to develop their product knowledge;
- . Supervises and works with junior staff and assist in developing new procedures;



The University of British Columbia

Staff Job Postings

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

Supervision Received

Works with minimal supervision under the general direction of the Merchandise Manager and carries out buying, sales and supervisory responsibilities within established guidelines and limits.

Supervision Given

May train, supervise and delegate work to staff. Oversees and provides guidance to those employees in the performance of their work.

Consequence of Error/Judgement

Responsible for the purchase of merchandise and inventory management for designated categories. Exercises judgment based on extensive knowledge of policies, procedures and guidelines and participates in making decisions regarding the planning of the department.

Qualifications

High School Graduation. Minimum of three to four years experience of buying and selling in a related product retail environment. Experience in staff training and supervision. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to type and operate a normal range of office equipment. Ability to effectively train, supervise, and motivate employees. Ability to analyze and interpret sales and buying data. Ability to perform basic retail arithmetic Ability to use both Word and Excel at an intermediate level. Ability to maintain accuracy and attention to detail

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Job Posting

Job ID: 13177
Location: Vancouver - Hospital Site
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Dental Assistants - CUPE 116
Classification Title: Dental Assistant 4 **Business Title:** Dental Assistant 4
Department: Oral Biological & Medical Sci
Salary: \$44,112.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-25 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-17 **Available Openings:** 1

Job Summary

Responsible for administrative support and acting as a certified dental assistant for GPR residency clinical programs. Provides support for organization of clinics and stocking and ordering for all residency affiliated dental clinics. Direct administrative and assisting support to Residency Director, Residency Coordinator, UBC Associate Dean and Department Head of Hospital Programs. This is a full time, five - day per week position with part time administrative and part time clinical duties. Ability to switch between administrative and clinical duties and organize time effectively to accomplish both duties required. Ability to be flexible and travel among various community clinics and rural based clinics mandatory.

Organizational Status

Certified dental assisting duties and office administrative support to Residency Director, Residency Coordinator Dental Residents and Department Head of Hospital Programs. Reports directly to UBC GPR Residency Director and Residency Coordinator.

Work Performed

- Providing administrative support for all GPR residency affiliated clinics
- Certified dental assisting support for all GPR residency affiliated clinics
- Administrative and certified dental assisting support for all GPR clinicians which includes but not limited to: GPR Director, GPR Clinical Coordinator, Department Head of Hospital Programs, UBC Associate Dean, Department Head, Oral and Biological Sciences
- Overseeing rural residency community clinics to include resident and auxiliary staff scheduling
- Assisting with organizing of community clinic special programs that include but not limited to Refresh Program and Active Lifestyle Programs etc.
- Ensuring clinics are fully stocked and staffed for all residency related clinical and specialty activities at all times
- Overseeing budgets for ordering for various clinics
- Travelling to community and rural clinics as needed for administrative and or clinical assisting support
- Reinforcing clinical protocols in resident based clinics as determined by GPR clinicians and GPR Director
- Ensuring quality control via chart audits and regular reviews and reporting directly to GPR Coordinator and or GPR Director
- Acting as a liason between UBC 4th year student rotations through residency and hospital based clinics to include but limited to PACs
- Organizing and assisting with yearly resident turnover by providing assistance to GPR Residency Coordinator ie. Setting up resident accounts and emails etc.



The University of British Columbia

Staff Job Postings

- Attending resident based meetings as needed
- Assisting with coordination of UBC Graduate Program Rotations in rural community clinics
- Supporting and organizing residency based accommodations during rotations to rural based community clinics
- Providing support to UBC GPR Administrative Assistant and UBC Community CDA as needed to cover vacation and sick leave requests
- Dental reception and office management duties for private and resident clinicians
- General clerical duties such as answering phones, booking appointments, filing, confirming appointments, pre and post appointment duties as expected by GPR clinicians
- Assisting with meeting GPR requirements of accreditation, education, service and research as deemed necessary by GPR Clinical Residency Director and Clinical Residency Coordinator
- Performing other related duties as required

Supervision Received

Works independently under broad supervision and reports directly to UBC Residency Director and UBC Residency Clinical Coordinator

Supervision Given

Supervision to staff at GPR rural community clinics as needed.

Consequence of Error/Judgement

Works independently under well-defined guidelines (determined by GPR Residency Director and Clinical Residency Coordinator) with broad supervision. Exercises independent judgment in interpreting information and reports regularly to GPR Director and GPR Clinical Coordinator for clarification of new or unusual problems. Job tasks are governed by general instructions, detailed objectives and clinical policies that may change frequently to accommodate patient care and priorities of accreditation, education, service and research. Understands that UBC GPR related support and activities are confidential information and issues and concerns are to be discussed with the GPR Residency Coordinator and GPR Residency Director only.

Qualifications

High School graduation and B.C. Dental Assistant Certification and Current Licence. . 5 years relevant experience or the equivalent combination of education and experience. Experience working in First Nation Rural Communities preferred.

Experience working in a Hospital Dentistry setting with underserved, under accessed and medically complex patients preferred. Ability to communicate with both physically and mentally challenged patients in a calm and constructive manner required.

Experience working in a residency based environment an asset. Ability to maintain accuracy and attention to detail. Ability to deal with people in a courteous, calm manner. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively verbally and in writing. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to be flexible and travel among various community clinics and rural based clinics is mandatory. Ability to coordinate and oversee clinic processes. Ability to travel is required.

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Job Posting

Job ID: 13133
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Bartender/Server-Food Serv. **Business Title:** Bartender/Server-Point Grill/LTK University Centre
Department: Food Services
Salary: \$ 17.02 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-06-19 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-17 **Available Openings:** 1

Job Summary

Provide bartending and food service for daily business and functions.

Organizational Status

Reports to Supervisor or Manager.

Work Performed

Sets up and maintains bars, mixes juices and pours drinks, conducts bar, glass washer and facility clean up. Requisitions and stores goods according to established procedures, as required.

Sets up bar for restaurant service, takes and serves beverage and food orders from patrons per established procedures

Inputs all food and beverage orders into the Point of Sale System (POS) ensuring the appropriateness of charges and billing authorization. Cash out sales daily per established procedures.

Sets and resets tables as required with linen, china, cutlery, glassware and other setting arrangements; arranges tables and chairs and other furnishings as required for daily service and functions.

Stays informed with respect to all food and beverage menus, food and beverage promotions and specials and various functions.

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

Supervision Received

Works under general supervision and in accordance with established procedures.

Supervision Given

None.

Consequence of Error/Judgement

Minor decisions related to the bar set up and maintenance; impact of errors are easily corrected.



The University of British Columbia

Staff Job Postings

Qualifications

Food Safe Level 1 Certificate and Completion of formal bartending training from a recognized educational institution, Serving It Right Certificate. Completion of formal bartending training from a recognized educational institution, Food Safe level 1 and Serving It Right certificates. 2 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 13171
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: Botany
Salary: \$38,928.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01
Job End Date: 2013-06-30
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-17 **Available Openings:** 1

Job Summary

The Rieseberg Lab integrates high-throughput genomic methods, bioinformatics, ecological experiments and evolutionary theory to study the origin and evolution of species. The successful applicant will assist with current research projects.

Organizational Status

The successful applicant will report to the Principal Investigator, Dr. Loren Rieseberg. Will work together with and provide technical assistance to other members of the research group including postdoctoral fellows and graduate students. For Administrative matters reports to the Botany Administrative Manager.

Work Performed

Typical work duties will include: preparing solutions and reagents; maintaining equipment, PCR, DNA and RNA extractions of plant material, library preparation for Next-Generation Sequencing, seed germination, caring for plants in greenhouse and growth chambers; entering data; ordering supplies, archival of receipts; shipping tasks; and performing other related duties.

Supervision Received

Receives instructions during orientation, thereafter on new assignments or changes in procedures. Work is subject to check by the Principle Investigator (PI). Errors and incorrect decisions would be followed up by further training.

Supervision Given

No supervision duties are given.

Consequence of Error/Judgement

Work will be clearly defined and tasks and duties will require following a protocol already in place. In most cases errors would require repeating the procedure.

Qualifications



The University of British Columbia

Staff Job Postings

High School graduation. Undergraduate degree in Biology preferred. Completion of courses in evolutionary biology, statistics, genetics, and molecular biology an asset. Minimum of 2 years related experience or the equivalent combination of education and experience. 2 years of molecular biology experience required. Demonstrated experience with genomics an asset. Ability to troubleshoot; Ability to exercise initiative; Ability to participate in and contribute to a multidisciplinary team; A high degree of motivation and enthusiasm; Strong problem solving and decision making skills; Ability to prioritize workload and meet deadlines; Attentive to detail, with the ability to work quickly and accurately; Ability to learn new software; Ability to maintain accurate laboratory notebooks and data files; Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13173
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Carpenter **Business Title:** Carpenter
Department: Building Ops -Trades&Utilities
Salary: \$51,708.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-17 **Available Openings:** 3

Job Summary

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

Organizational Status

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

Work Performed

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

Supervision Received

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



The University of British Columbia

Staff Job Postings

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 13150
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Painter **Business Title:** Painter
Department: Building Ops - Paint Shop
Salary: \$51,708.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-25 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-17 **Available Openings:** 3

Building Operations Painter

Job Summary

Positions in this classification perform skilled painting work in surface and paint preparation and the application of paint, stains, vinyl and paper wall coverings, epoxy coatings and other protection and decorative coatings to buildings, fixtures and furniture.

Organizational Status

Reports to Sub-head and or Head Tradesperson.

Work Performed

Requests and obtains material and equipment required for the work assigned.

In preparation for painting jobs, matches and mixes paint and stains and performs surface preparation, such as, scraping, power washing, sandblasting, minor caulking and plastering.

Utilizing brush, roller and standard and airless spray painting techniques applies paint, stain, vinyl and paper wall coverings, epoxy coatings and other protective and decorative coatings and coverings to the interior and exterior of building structures and fixtures, such as, railings, doors, windows, lamp posts, fire hydrants, machinery, signs, curbs, flashings, vehicles, fire escapes and furniture.

Makes estimates and produces inspection reports as required.

Performs emergency call-outs as required.

Ensures that the workplace is safe and follows safe work practices.

Periodically, positions in this classification may be assigned responsibility for providing training, monitoring and checking the work of one or more apprentices or labourers.

Performs minor glass repairs and may be called on to assist glazier.

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

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

Supervision Received

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



The University of British Columbia

Staff Job Postings

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

Valid BC Drivers Licence. A trades certification to journeyperson level as a Painter. . Minimum 5 years of related experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 13167
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: Psychiatry
Salary: \$36,672.00 (Annual)
Full/Part Time: Part-Time (20%)
Desired Start Date: 2012-07-01
Job End Date: 2012-12-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-15 **Available Openings:** 1

Job Summary

Primary duties involve providing administrative support for the CREST.BD Network- within the division of Mood Disorders in the Department of Psychiatry, Detwiller Pavilion.

Organizational Status

Reports to the Principal Investigator (PI), Dr. Erin Michalak, and as designated, to higher level CREST.BD Network Staff.

Work Performed

Financial

Maintains and reconciles 6-10 grant accounts and one petty cash account
 Prepares requisitions for payment, journal vouchers, travel claims

Administrative

Composes routine business correspondence as needed on behalf of network staff.
 Schedules meetings teleconferences, arranges room and or venue bookings, catering, travel bookings as required,
 Provides event planning support including room and or venue bookings, catering, travel bookings, vendor research.
 Produces Power Point Slides
 Prepares statistical forms for CREST.BD
 Orders equipment and supplies
 Carries out other related duties as necessary in keeping with the qualifications and requirements of the job

Supervision Received

After training, this position is expected to work independently under general supervision, performing work in accordance with established procedures. Will receive more detailed supervision on special projects.

Supervision Given

None.



The University of British Columbia

Staff Job Postings

Consequence of Error/Judgement

Follows procedures, guidelines and regulations and makes decisions based on guidelines, policies and precedents. New or unusual problems are referred to Dr. Michalak, or CREST.BD Network staff.

Requires multitasking, planning and prioritization of duties. Inability to meet deadlines and errors in administrative duties would have a significant negative impact to those individuals that this position supports.

Qualifications

High School graduation and one year of related training. One year post-secondary education preferred.

Training in secretarial practices and basic accounting. 2 years of related experience or the equivalent combination of education and experience. Additional experience is desirable.

UBC experience including experience with email, email lists, and the internet preferred.

Experience with UBC financial systems and processing of forms preferred.

Computer experience required (Word, Excel, PowerPoint, and FMIS preferred). Ability to use computer applications at an intermediate to advanced level (e.g., Microsoft Office, Quicken 6, Schedule+, Excel and Power Point)

Good knowledge of basic accounting procedures

Good knowledge of UBC Finance Management System

Excellent organizational skills and the ability to set priorities

Excellent interpersonal skills

Ability to exercise tact and discretion and to maintain confidentiality on all matters.

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Job Posting

Job ID: 13105
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Administrative Support 3 (Gr6)
Department: Faculty of Law
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-20 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-12 **Available Openings:** 1

Job Summary

This position provides confidential secretarial administrative support to several faculty members, performs complex secretarial and clerical work to support some Faculty Committees. Acts as secretary to the Centre for Asian Legal Studies and as back-up to the Graduate Student Advisor.

Organizational Status

Reports to the Administrator. Liaises with the Dean's Office and Committee Chairs. Coordinates information and meeting dates with the Dean's office and Senate and Curriculum Services

Work Performed

1. Faculty Committee Work

- Provides support for selected Faculty of Law Committees: schedules meetings, prepares agendas, records minutes if required, maintains records and files.
- Coordinates copying and distribution of meeting materials .
- Books rooms and equipment for meetings. Sets up rooms as required.

2. Faculty Support

- Provides administrative and secretarial support for several (up to 14) faculty members and for the members of the Center for Asian Legal Studies.
- Types, formats, edits and proofreads a wide variety of correspondence, reports, exams and other materials, from draft, copy or machine transcription.
- Inputs and maintains faculty curriculum vitae using My-cv and if necessary in other formats as required.
- Assists in the preparation of grant applications for professors.
- Assists in the preparation of course materials (making clean copies, downloading materials from the web, preparing tables of contents and cover pages), ensuring that Faculty deadlines are met.
- Organizes, prepares, submits, and tracks expenses for various accounts.
- Sets up and maintains filing systems.
- Photocopies, answers telephones and general inquiries, sends and distributes faxes, posts notices, monitors bulletin boards for outdated notices, completes a variety of forms.



The University of British Columbia

Staff Job Postings

- Makes arrangements for meetings (finding appropriate times for participants, booking the venue and equipment if necessary, setting up equipment). If required, distributes appropriate materials, takes minutes.
- Assists in assembling materials, contacting people, forwarding mail, making travel and accommodation arrangements, maintains lists, initiates orders.
- Accesses Faculty Service Centre to look up and print class lists and to e-mail classes.
- Provide relief to other secretaries, reception, and the Graduate Advisor.
- Performs other duties related to the qualifications and requirements of the job.

3. Asian Legal Studies Support

- Provides support as for listed under Faculty Support above.
- Processes faculty appointments for all Asian Legal Studies Visitors.
- Greets visitors, provides them with documentation necessary to settle into their visit (appointment notices, etc.).
- Keeps Asian visitors informed of faculty events throughout their stay.
- Organizes Asian Legal Studies Events (finding appropriate times for participants, booking venues and equipment, ordering catering)
- Completes and maintains all documentation and databases for the Centre for Asian legal Studies Visiting Scholar Program.

Supervision Received

Works independently according to general direction and or guidance.

Supervision Given

May initiate new employees into office routines, procedures and the operation of office equipment. May supervises temporary student employees.

Consequence of Error/Judgement

Poor judgment or errors in processing confidential materials and correspondence could have an adverse effect on the work of the Dean and would result in innaccurate records. Failure to act in a professional, tactful manner would have an adverse effect on the image of the Dean, the Dean's Office, the Faculty of Law, and the University. Must be able to exercise judgment in dealing with administrative matters.

Qualifications

High School graduation and 1 year post-secondary education. . 4 years related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to maintain working schedules and excellent attendance Ability to effectively manage multiple tasks and priorities.

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: 13101
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Administrative Support 3 (Gr6)
Department: Faculty of Law
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-12 **Available Openings:** 1

Job Summary

This position provides senior administrative assistance to the Associate Dean Academic, the Associate Dean Graduate and Research, Assistant Dean for Finance and Administration, and confidential administrative assistance for student academic services. Key responsibilities include: managing files, schedules and databases; drafting correspondence, minutes and reports; supporting the work of selected faculty committees; assisting with the management of student information, examinations, and grade reports; and supervising arrangements for visiting scholars.

Organizational Status

Reports to the Associate Dean Academic and the Associate Dean Graduate and Research. Expected to work closely with the Assistant Dean Finance and Administration, the Assistant Dean Students, the Director of Student Academic Services, and the Administrator. Also works with the Administrative Assistant to the Dean and provides back-up to this position. Expected to interact regularly with faculty, staff, and students.

Work Performed

1. Provides administrative assistance to the Associate Dean Academic, - the Associate Dean Graduate and Research, the Assistant Dean Finance and Administration and the Assistant Dean Students.
 - Drafts correspondence, minutes of committee meetings, and summaries based upon oral instructions or draft notes.
 - Prepares reports or other appropriate format for presentation;
 - Maintains file systems.
 - Schedules meetings and compiles and distributes required materials.
 - Makes travel and accommodation arrangements as required.
 - Maintains calendar and bring-forward systems, schedules appointments.
 - Coordinates various events, including room bookings, equipment, caterers and all other requirements.
 - Provides support for various initiatives, projects and selected faculty committees.
 - Photocopies, answers telephones and general inquiries, sends and distributes faxes, posts notices, monitors bulletin boards for outdated notices, completes a variety of forms.
2. Provides confidential administrative assistance for student academic services.
 - Creates and maintains lists and databases that contain private and confidential information.



The University of British Columbia

Staff Job Postings

- Inputs confidential information and data into databases. Updates and retrieves information from databases.
- Drafts, edits, completes and sends routine academic letters and forms for students.
- Accesses Student Information Services Centre to gather and compile student information and send emails.
- Accesses Faculty Service Centre to look up and print class lists and to e-mail classes.
- Copies, prints, collates and packages examinations and other materials.
- Logs, packages, delivers and picks up examinations from campus locations.
- Assists with copying, collating, filing, and verifying format and data for examinations and grades.
- Assists with Student Services event programming for students on campus during regular work hours. Maintains Student Services resources including handouts, materials and forms for students.

3. Manages arrangements for visiting faculty.

- Processes all visitor appointments. Receives and reviews all visitor application packages; communicates (usually via e-mail) with applicants and faculty sponsors.
- Coordinates with the Administrator to allocate office space, key and card access to visitor, to Finance office for payment of visitor fees and with the IT manager for computer setup.
- Prepares visitor welcome packages, collects required documentation from visitor for an official UBC visitor appointment, prepares and submits all appointment documentation.
- Maintains a current e-mail list of visitors and forwards invitations to UBC Law and UBC events, seminars and talks.

4. Performs other related duties as required.

Supervision Received

Reports to the Associate Dean Academic and the Associate Dean Graduate and Research. The incumbent is expected to take initiative, solve problems, determine course of action, and then follow through independently, consulting as necessary with the Associate Deans, the Assistant Dean Finance and Administration, the Assistant Dean Students, the Director of Student Academic Services, and the Administrator.

Supervision Given

May initiate new employees into office routines, procedures and the operation of office equipment. If appropriate, may supervise temporary student employees and volunteers.

Consequence of Error/Judgement

Poor judgment or errors in processing confidential materials and correspondence could have an adverse effect on the work of the Faculty of Law and would result in inaccurate records, or the violation of privacy laws with respect to personal information. Failure to act in a professional, tactful manner would have an adverse effect on the image of the Faculty of Law. Must exercise tact, judgment and initiative in dealing with administrative matters.

Qualifications

High School graduation and 1 year post-secondary education. o High school graduation plus one year post-secondary education with training in secretarial, basic accounting and office procedures and practices.

o Ability to maintain excellent attendance.

o Must be punctual in maintaining working hours and schedules. 4 years related experience or the equivalent combination of education and experience. Computer experience (word, excel, access and SISC preferred; must have good web navigation skills).

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The University of British Columbia

Staff Job Postings

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: 12434 (Repost)
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr7) **Business Title:** Assistant to Director
Department: Evaluation Studies Unit
Salary: \$40,440.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

The Assistant to the Director will provide senior level administrative support to the Director and the Evaluation Studies Unit. The primary responsibility of this position is to plan and coordinate the administrative activities of the Director and provide support to the operational running of the unit. She he will monitor progress towards completion of projects and tasks, set priorities, and gather necessary information in order to assist the Director. This position requires thorough knowledge of the activities of the Director and the Evaluation Studies Unit, good judgment, initiative, and the ability to work independently and cooperatively in a team environment. The Director has an office at the Evaluation Studies Unit (Gordon and Leslie Diamond Health Care Centre) and in the School of Population and Public Health (Point Grey Campus). This position will be based in the Diamond Health Care Centre.

Organizational Status

The Assistant to the Director reports to the Director and the Operations Manager. She he will be required to liaise with all staff in the Evaluation Studies Unit, with colleagues from the Director's research team and with faculty and staff in the School of Population and Public Health. She he will also interact with senior faculty and staff from the Dean's office and other programs and departments within the Faculty of Medicine, with research collaborators in other universities and funding agencies, and with PhD and Masters' students supervised by the Director.

Work Performed

Assistant to Director:

- Provides organizational and administrative support to the Director and facilitates the meeting of deadlines, work and staff commitments.
- Manages the Director's complex calendar, responds to requests for meetings for the Director, pro-actively schedules upcoming meetings and events; uses judgment to rearrange appointments depending upon priorities.
- Develops project timelines, sets priorities and manages the Director's schedule and task list to ensure work is on track, anticipates needs and plans ahead.
- Reviews and prioritizes incoming materials, mail, emails and calls; reviewing information to determine relevant issues, red flags and status; answers and redirects enquiries.
- Responds to confidential telephone, email, and in-person inquiries, and provides information of a complex nature.
- Researches and prepares documentation from various sources for meetings.



The University of British Columbia

Staff Job Postings

- Composes and reviews complex and confidential correspondence and reports.
- Edits and formats letters, academic papers, reports, presentations, and memos.
- Researches journal requirements for submission of papers; formats paper and references according to requirements and communicates with co-authors as required.
- Creates and maintains Director's electronic and hard-copy filing systems including both current and archived work.
- Provides personal assistance to Director in terms of filing, general office and paperwork organization on a weekly basis.
- Develops and implements policies and procedures for the purpose of assisting the Director in meeting deadlines, staff and work commitments.
- Communicates both internally and externally on behalf of the Director; serves as a contact for external organizations and agencies.
- Represents the Director, as required, for internal meetings, and some external meetings of a less critical nature to gather information for the Director.
- Assists Director with various special projects and reports.
- Submits and keeps track of Director's travel and other reimbursements in a timely manner.
- Reconciles Director's business related credit card(s).
- Tracks usage of Director's professional development fund and renews Director's annual memberships to various professional bodies.
- Tracks dates of upcoming professional meetings to ensure abstract submissions, and appropriate travel arrangements are made in a timely manner.
- Makes conference and other travel arrangements; prepares travel itineraries; reconciles travel expenses and arranges for reimbursement from various sources for Director.
- Manages Director's research account; maintains accurate shadow ledger; reconciles monthly ledgers; works with Director to plan future expenditures.
- Ensures Director's CV is kept up to date and prepares CV forms for grant applications and other activities.
- Provides support to committees and or working groups Chaired by the Director.

Administrative Assistant:

- Provides administrative support to the Evaluation Studies Unit.
- Provides support for regular Unit meetings; arranges room bookings, prepares agendas, arranges audio-visual requirements; and takes minutes.
- Records vacation, sick and other leave requests for all Unit staff.
- Manages petty cash and processes financial requisitions in a timely manner.
- Maintains office supply stocks; places and receives orders; monitors usage; ensures supply area is kept tidy.
- Maintains various office equipment; provides and monitors access; troubleshoots issues; brings major technical issues to the attention of the Operations Manager.
- Provides administrative support to the recruitment (using E-Recruit) and hiring process of new employees.
- Prepares and submits Staff Appointment Forms, Leave of Absence requests and Transfer and Severance forms at the direction of the Operations Manager.
- Updates assigned sections of the Unit bulletin board and provides assistance with the regular maintenance.
- Maintains the Unit reference database by soliciting and entering articles and reports into Reference Manager.
- Provides assistance in the maintenance of the Unit's Sharepoint sites.
- Makes conference arrangements and travel arrangements for Unit staff.
- Provides support to Unit staff with room bookings.
- Provides editorial and formatting assistance on reports and or presentations prepared by Unit staff as required.
- Keeps abreast of major initiatives and projects of the Faculty of Medicine and the Evaluation Studies Unit
- Provides back-up support for the Operations Manager.

General:

- Prepares for and co-ordinates meetings, retreats and other events including preparing agendas and other documentation, assembling and distributing materials, booking rooms, making catering arrangements and or travel arrangements, organizing audio-visual requirements, and taking, preparing, and distributing minutes.
- Participates in ESU Management meetings, updates action item list and follows up as necessary to ensure actions are completed in a timely manner.



The University of British Columbia

Staff Job Postings

- Maintains procedures manual to ensure consistent performance of routines.
- Performs other related duties, as required, suitable to the skills and experience of the position.

Supervision Received

The Assistant to the Director will receive direction or task assignment from the Director and Operations Manager. She/he will set priorities and perform most duties independently with minimal supervision, occasionally consulting the Director and/or Operations Manager with reference to new or complex problems.

Supervision Given

The Assistant to the Director may oversee and direct the work of temporary staff or employees (as needed) in which case they are responsible for the accuracy of the work produced.

Consequence of Error/Judgement

The incumbent must be able to work independently and exercise considerable judgment on a daily basis, often outside defined terms of reference, and in situations where temperament and ability to work with others is of prime importance. She/he must have the ability to communicate tactfully and sensitively, and be highly responsive and flexible. The Assistant to the Director is required to maintain strict confidentiality while performing tasks. Inability to manage time effectively and to plan according to deadlines could compromise the workflow of the Director and the Unit. Poor decisions, errors in judgment, or inappropriate management of confidential information will reflect negatively on the Director and the Unit and could have an adverse effect on the Faculty of Medicine.

Qualifications

High School graduation and two year post-secondary diploma. Training in administrative practices, office procedures and basic accounting preferred. 4 years related experience or the equivalent combination of education and experience. A minimum of 2 years of experience providing executive level assistance in a professional environment is required. Relevant administrative experience at UBC and knowledge of the University environment, policies and procedures is preferred. Familiarity with medical education, evaluation and/or health services is an asset. Research experience (i.e. preparation and submission of manuscripts, grant applications, etc.) also an asset. Strong ability to effectively use MS Word, Outlook, Powerpoint and Excel and at an advanced level required. Strong ability to accurately maintain calendars, and schedule appointments appropriately. Excellent command of the English language with a strong ability to communicate effectively both verbally and in writing. Strong ability to accurately proofread for spelling, grammar, and punctuation. Ability to compose correspondence, reports, presentations, and other written materials using clear and concise business English. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to determine the nature and urgency of inquiries and issues, and triage appropriately. Ability to research and compile information drawn from various sources. Ability to exercise tact and discretion. Ability to effectively use Adobe Pro, MS Sharepoint and Reference Manager at an intermediate level. Ability to exercise sound judgment. High level of thoroughness, accuracy, and attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to work independently and demonstrate initiative. Demonstrated ability to perform word processing at 60 words per minute and operate the normal range of job-related equipment (e.g. fax machine, photocopier, etc.). Ability to take and transcribe accurate meeting minutes. Ability to actively listen and probe for information to clarify requests. Ability to work within a fast-paced team environment. Ability to accurately process financial requisitions, balance cash and reconcile accounts within required timelines. Ability to develop and maintain cooperative and productive working relationships. Flexibility in work hours periodically required.

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The University of British Columbia

Staff Job Postings

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



Job Posting

Job ID: 13116 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 3 (Gr4) **Business Title:** Financial Proc. Spec 3 (Gr4)
Department: Fine Arts Gallery
Salary: \$37,308.00 (Annual)
Full/Part Time: Part-Time (20%)
Desired Start Date: 2012-07-16
Job End Date: 2014-07-15
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-06-16 **Available Openings:** 1

Job Summary

The Financial Clerk provides financial processing support to the Morris and Helen Belkin Art Gallery. Responsibilities of the position include: processing requisitions and journal vouchers, reconciling monthly revenue and expense transactions, preparing cash deposits and processing credit card payments, preparing payroll time sheets, investigating and resolving accounting inquiries and discrepancies, preparing a variety of financial reports, summaries and forms, and preparing and distributing invoices. The position assists with other administrative and clerical duties in support of the Gallery's operations and programs as required.

Organizational Status

The Morris and Helen Belkin Art Gallery at The University of British Columbia (UBC) is a leading public art gallery mandated to research, exhibit, collect, publish, educate and develop programs in the field of contemporary art. The Gallery promotes understanding and discussion of contemporary art and contemporary issues in art history, criticism and curating, with a focus on our region in an international context. The Gallery is an internationally recognized Category A institution and houses the University's art collection of over 3,500 objects, which is one of the largest public collections of art in B.C. It also houses one of the largest artists' archives in Canada and maintains the University's outdoor art collection. Through a regular program of exhibitions, publications, loans, travelling exhibits, and satellite projects, the Gallery participates in the national and international community of institutions concerned with contemporary art. The Gallery also participates in the training of student curators through the Critical and Curatorial Studies Program in the Department of Art History, Visual and Theory.

The position reports to the Administrator and receives supervision from the Gallery's Administrative Support 5 position. Works with all Gallery staff and student employees, and regularly interacts with faculty, staff and students from other units on campus. Liaises with Financial Services and other central service units. Interacts with artists, curators, vendors, suppliers, and museum professionals and institutions all over the world. Contributes to evaluation, planning, and development of the Gallery's financial systems.

Work Performed

Prepares and files a variety of requisitions for payment including honorarium, travel, and wire requisitions, in a timely and accurate manner using Smart Forms in Financial Management System (FMS) and paper forms, ensuring the adequacy of relevant sales taxes on invoices, currency, and support documentation, and ensuring transactions conform to University policies and procedures and departmental guidelines.



The University of British Columbia

Staff Job Postings

Performs processing and analysis related to verifying and reconciling monthly ledgers, monitoring revenue and expenses, investigates and resolves irregularities, maintains financial databases, prepares journal vouchers, and tracks invoice payments.

Prepares and reconciles expense and travel claim summary forms for reimbursements to Director, staff, and visiting artists, curators, lecturers, etc.

Prepares and reconciles cash deposit summaries, enters cash deposits using Online Web Receipts and delivers to UBC Financial Services.

As Purchase Card Coordinator, reconciles monthly statements and allocates expenses to the appropriate Project Grant for all Purchase Cards held by the department in adherence to monthly cut-off deadlines.

Processes and reconciles credit card payments and refunds through UBC e-Payment Virtual Terminal, maintains supporting documentation, and ensures compliance with UBC policies and procedures related to Payment Card Industry (PCI) Data Security Standards.

Prepares payroll time sheets for hourly employees, additional hours for salaried employees, and honoraria payments to other UBC employees, and ensures approval and submission by appropriate UBC Payroll deadlines. Contacts employees for time sheet and payroll information as necessary.

Investigates and responds to accounting inquiries from Gallery staff and students as well as external vendors and individual payees. Follows up with Financial Services, vendors, and individuals to resolve issues.

Prepares standard financial reports, detailed ledger and project expense summaries to assist the Administrator in developing and monitoring department, grant and project budgets and financial reports.

Prepares and distributes invoices for catalogue sales, art rentals, and other contributions to the Gallery.

Keeps up to date on UBC financial policies and procedures, and attends all mandatory and refresher training sessions as necessary.

Files and maintains the Gallery's financial records under the direction of the Administrator.

Creates and updates a variety of departmental financial forms and contributes to evaluation, planning, and development of the Gallery's financial systems.

Provides information to undergraduate and graduate student employees and to graduate students in the Critical and Curatorial Studies Program.

Performs other administrative and clerical support and reception duties as required.

Supervision Received

Receives direction from Administrator and is supervised by the Gallery's Administrative Support 5 position. Works under limited supervision and expected to perform most duties independently. Considerable initiative and decision making is expected within established policy and procedural guidelines.

Supervision Given

Explains work procedures to new and inexperienced staff and students.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Works independently under general supervision. Work is performed within established procedures and accepted practices. Exercises independent judgment in selecting and interpreting information, and reconciling deviations from standard methods. Organization of work to accomplish goals is expected. Performs a range of financial transactions involving compiling, interpreting, and evaluating data and information to resolve moderately complex problems under frequently changing conditions and priorities. High level of tact and discretion is required in handling confidential and sensitive information and dealing with a wide range of external contacts such as artists, guest curators, visiting lecturers, vendors, and other institutions. Errors in judgment could lead to inaccuracies in reports and records, cause delays, and have a negative impact on the Gallery's finances, projects, as well as the University's reputation.

Qualifications

High School graduation and Completion of one year post secondary education in a related field. . 3 years of related experience or the equivalent combination of education and experience. Minimum three years relevant accounting experience. Relevant accounting or bookkeeping experience in a publicly funded art gallery or arts organization is preferred. Experience with UBC financial systems is an asset. Experience with financial reporting to government arts funding agencies is an asset. Excellent verbal and written communication and considerable interpersonal skills required.

Intermediate computer skills in MS Office and experience with internet and electronic mail.

Knowledge of accounting practices and financial reporting in publicly funded art galleries or arts organizations.

Ability to create and enter and edit formulas in MS Excel spreadsheets and workbooks.

Ability to maintain accuracy and attention to detail.

Ability to work effectively independently and in a team environment.

Ability to exercise initiative and creative skills to problem-solve while following policy guidelines.

Ability to prioritize and work effectively with multiple demands, deadlines and interruptions.

Ability to deal professionally with a diverse clientele.

Ability to exercise tact and discretion.

Ability to train and supervise student staff.

Ability to work flexible hours when needed.

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Job Posting

Job ID: 13129
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 5 (Gr7) **Business Title:** Financial Proc. Spec 5 (Gr7)
Department: Financial Services
Salary: \$40,440.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-11 **Available Openings:** 1

Job Summary

This position is the primary contact for providing payroll services to UBC administrative personnel and to an estimated 19,000 university employees in nine affiliations. The work involves processing the payroll and benefit transactions in a timely and accurate manner. Regular activities also consist of interpreting complex agreements and regulations, advising other departments on the same to ensure compliance with internal and external policies, as well as communicating with external parties and solving payroll problems.

Organizational Status

- Reports to the Assistant Payroll Manager.
- Liaises with faculty, administrative personnel at UBC and external agents such as Human Resources Development Canada, Canada Customs Revenue Agency, banks and benefit carriers.

Work Performed

1. Responsible for handling appointments and other payroll-related documents for UBC faculty, staff and student employees, ensuring all factual data (accounts, amounts, dates, benefits, etc) are correct and they conform to internal regulations, such as collective agreements, as well as external legislations by Canada Customs Revenue Agency, Human Resources Development Canada, Worker's Compensation Board, Labour Relations and Ministry of Health.
2. Responsible for handling terminations, which involves terminating benefits, notifying the benefit carriers, and issuing a Record of Employment. We also ensure that all terminations are processed in accordance to internal and external regulations.
3. In charge of calculating such payroll adjustments as off-cycle payments, vacation pays, retroactive pays, temporary promotion amounts and benefit premiums deductions. The work involves analyzing the employee's job history and understanding collective agreements.
4. Enrolls faculty in mandatory and optional benefits, and staff in mandatory benefits.
5. Advises and provides authoritative information to faculty, department administrators, and department heads and deans regarding collective agreements, Employment Standards, tax legislation, and other policies and procedures. Provides them with payroll information regarding reconciliation of statement of salaries and wages and general ledgers.
6. Assists faculty, staff and student employees with payroll inquiries, requests and problems.
7. Responsible for identifying and recovering overpayments including calculating income tax, Canada Pension plan, employment insurance as well as other benefit deductions related to the overpayment and processing journal vouchers. Liaise with employee



The University of British Columbia

Staff Job Postings

and department administrators regarding all overpayment issues.

8. Responsible for handling T4 T4A inquiries, identifying and resolving any T4 T4A problems.
9. Maintains accuracy of other's work by verifying and signing-off on other employee's work.
10. Identifies system problems and participates in special projects, system testing and consolidation of information for system errors by analyzing error reports.
11. Liaises with Human Resources Development Canada by providing them with accurate insurance hours and earnings. Liaise with benefit carriers to ensure employee's benefit coverage and to resolve any problems. Communicate with the banks regarding lost cheques and with ICBC and Worker's Compensation Board by providing them with the employee's payroll information.
12. Responsible for all payroll related documents as provided for under the Freedom of Information and Privacy Act complying with UBC record's retention policies.
13. Coordinates the work of others, trains other staff and recommends the staff requirements for payroll.
14. Prepares employment verification letters and statement of earnings.
15. Presents benefit sign-on meetings to new staff UBC employees and attends HR and payroll meetings. Provides benefit packages to all eligible faculty members.
16. Performs other duties related to the qualifications and requirements of the job.

Supervision Received

Reports to the Assistant Payroll Manager. Works with minimum supervision by coordinating work priorities ourselves and encouraged to make recommendations to the Assistant Payroll Manager on procedural changes.

Supervision Given

Trains and advises department administrators regarding collective agreements, Employment Standards, tax regulations and other payroll policies and procedures. Provides ongoing training and supports to all payroll staff.

Consequence of Error/Judgement

Errors result in incorrect pay to employees and to external parties, and incorrect information on the University's financial statements. Incorrect payments to the previous parties may lead to over-expenditure of departmental accounts. Failure to provide the employee with benefits, such as life insurance and health coverage, can lead to a lawsuit against the University. Misinterpretation of agreements and policies or failure to detect errors could result in serious consequences such as breach of a collective agreement, financial penalties from Human Resources Development Canada, Canada Customs Revenue Agency or Worker's Compensation Board, fines pursuant to the Employment Insurance Commission Act and Employment Standards Act, law suits and fines by employees.

Qualifications

High School graduation and CGA CMA Level 2 or Payroll CPA Level 1. One year post secondary education, plus enrolment in recognized accounting program with training in database and spreadsheet software applications, and basic accounting practices. Completion of Payroll Compliance Practitioner (CPC) or equivalent preferred. 4 years related experience or the equivalent combination of education and experience. UBC experience or equivalent preferred. Experience in reconciling accounts and working in accounting operational environment and relevant work experience in payroll department of large unionized employer. High degree of analytical accuracy, judgment and dependability. Knowledge of salary and benefit entitlements, tax legislation, Employment Standards, university policies and procedures an asset. Effective oral and written communication, interpersonal, analytical, problem solving and organizational skills. Ability to exercise tact and diplomacy. Ability to multi-task, maintain accuracy, and meet deadlines in high volume environment. Ability to work both independently and within a team environment. Computer experience required (Microsoft Office, Excel, electronic mail and Internet preferred). Experience with PeopleSoft preferred.

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The University of British Columbia

Staff Job Postings

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Job Posting

Job ID: 13161
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Senior Financial Spec 1a (Gr8) **Business Title:** Finance Officer
Department: Research and Trust Accounting
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-10
Job End Date: 2013-03-30
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

Administers contract and grant accounts for complex sponsored research and specific purpose funds. Reconciles complex PG's; invoices sponsoring agencies; prepares financial reports on the use of the contract and grant funds. Advises and informs research faculty on financial matters. The job is not routine and entails exercise of judgment and knowledge of University, Granting Agency, and accounting policies and procedures. Establishes own priorities in accomplishing work, and receives instruction only on unusual problems. Provides training assistance to the University research community and assists in staff supervision and training.

Organizational Status

Reports to the Team Leader.

Work Performed

1. Oversees own portfolio of contract and grant accounts for sponsored research and specific purpose trust funds. Portfolio includes complex PGs. Works independently with no direct supervision. Tasks include:
2. interpreting Agency's guidelines and University policies to ensure that the administration and the use of the funds are in compliance;
3. preparing invoices and financial statements to sponsor agencies according to terms & conditions of Agency & University policies & procedures;
4. preparing complex reconciliation of PGs, reviewing & maintaining budgets, initiating and following up on collection of funds due to the University, inactivating PGs, and monitoring deposit of funds;
5. reviewing Requisitions for payments to advance funds to collaborating institutions to ensure the appropriateness of transfer and that procedures are adhered to;
6. reviewing Requisitions for Payments & journal vouchers as requested, exercising judgment in determining appropriateness of transaction in relation to University policy and Agency terms and conditions.
7. reviewing PG set-up and budget set-up initiated from Research Services
8. identifying and reviewing cash receipts to ensure correct allocation of funds to the appropriate PG account
9. Assist in over expenditure monitoring of PG accounts
10. Advises and provides authoritative advice to Faculty, Department Administrators, and Department Heads regarding: Financial information pertaining to their research PG's; granting agency policies and contract terms; University policies and procedures;
11. Communicate with Research Services, Industry Liaison, Faculty, and administrative personnel.



The University of British Columbia

Staff Job Postings

12. Answers non routine enquiries concerning research and trust PGs.
13. Train new staff, provide training to departmental administrators and participate in Faculty visits.
14. Function as a trainer in the Finance training program by providing training for faculty and staff at UBC and participate in site visits as needed.
15. Assist internal and external auditors as required.
16. Performs other duties related to the qualifications and requirements of the job.

Supervision Received

Reports to the Team Leader. Establishes own priorities in accomplishing job duties, and receives instructions only on unusual problems.

Supervision Given

N A

Consequence of Error/Judgement

Non compliance with contractual terms and or Agency guidelines could result in the return of agency funds, loss of future funds, and or inability to collect funds owed to the University. Incorrect interpretation of Agency and University policy provided to Faculty can result in non-compliance with agency terms on the use of funds. Incorrect analysis, and financial reporting or invoicing to the contract granting agencies will provide mis-representation on use of funds, and loss of University credibility in administration of research funds. Project reviews performed by other RTA staff would identify significant errors after the event to enable correction.

Qualifications

High School graduation and CGA CMA Level 3. Post secondary education plus enrolment in a 3rd or 4th year professional accounting program (or equivalent) is required. 4 years related experience or the equivalent combination of education and experience. Minimum of five years related work experience or 4 years relevant UBC experience. Experience in performing complex reconciliations is required. Experience in a complex, operational accounting operational environment is required. Demonstrated ability to perform detail reconciliations and a proficient understanding of accounting principles. Good organizational skills and an ability to work effectively under pressure. High degree of analytical accuracy, thoroughness, and dependability. Excellent communication skills and assertiveness skills. Must be able to multi-task and set appropriate priorities. Competent with the use of Word, Excel and database software. Knowledge of FMS required.

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



Job Posting

Job ID: 13142
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Gen (Gr9) **Business Title:** International Programs Assistant
Department: The Sauder School of Business
Salary: \$43,692.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-12 **Available Openings:** 1

Job Summary

Provides administrative support to the Academic Services Unit of the MBA & ECM Programs Office for international (study permit) students, exchange students, International MBA (IMBA), Global Immersion program, inbound summer programs and other international programs. The incumbent is expected to coordinate the day-to-day operational functions including administrative tasks of the area, assisting students and providing administrative support to the Academic Services Director and the Managers. The incumbent liaises regularly with various UBC and international business school administrative offices.

Organizational Status

Reports directly to the Manager of Academic Services in the MBA & ECM Programs Office. The incumbent works closely as a team member in the office, and communicates with many Sauder departments, divisional chairs and department assistants, the Dean's office, and with numerous other university departments and services (Classroom Services, Robson Square, Go Global, Enrolment Services, Housing and IHouse) and externally to exchange school and other international partners. The incumbent is the main office contact for international (study permit) degree students, IMBA students, exchange students and other visiting students.

Work Performed

FT MBA Exchange, PT MBA & ECM Summer Study Abroad, IMBA, Sauder Summer Program, Global Immersion and Other International Programs Coordinates and arranges major administrative functions of the MBA Exchange, PT MBA & ECM Summer Study Abroad, IMBA, Global Immersion and the Sauder Summer Program (Vancouver International Summer Business Program anticipated summer 2013) and other international programs within the MBA & ECM Programs portfolio. This includes liaison with international partner institutions, application and interview procedures for students applying for Exchange Summer Study Abroad, Yonsei and other programs, acceptance and registration of incoming exchange, Yonsei and other visiting students. Maintains partner schools' resource materials including printed and web based materials (Vista Sauder website). Assists incoming students with housing arrangements and advises on visa requirements (provides appropriate documentation for all visiting students to secure their visas to enter the country). Prepares orientation packages, plans and coordinates orientation and departure information sessions for students in all international programs. Develops and maintains enhancements to databases, extracts data and submits to various international exchange and partner organizations. Plans and coordinates arrangements for information sessions; prepares and presents information to Exchange, IMBA, Yonsei and other international student groups. Prepares pre-departure information for UBC instructors on the IMBA program; coordinates instructors who teach overseas in the IMBA; coordinates IMBA student trips to Vancouver; tracks tuition payments for the Yonsei and IMBA programs (this involves setting up procedures to collect tuition deposits and tuition payments



electronically and manually in Vancouver and in Shanghai; generating official payment receipts in appropriate currencies; generating tax receipts for students; tracking individual student tuition payments and calculating collecting interest as required; ensuring tuition amounts are deposited accordingly into appropriate accounts; processing any tuition refunds as required and informing managers of students' delinquency in payments); communicating with students on tuition policies; tracks students' academic progress in international programs. Responds to incoming and outgoing exchange and visiting student inquiries of a routine or complex nature. Coordinates documentation, information, trip logistics, pre- and post-trip sessions for students, instructors and staff participating in the MBA Global Immersion program. Provides guidance and back-up to the IMBA Program Coordinator (based in Shanghai).

International (Study Permit) Student Support

Works closely with the Manager of Academic Services to design and administer support services for international (study permit) students in our FT MBA, PT MBA, MM-ECM, MM-OR programs. This includes the design of new support services as well as the overall administration of existing and new services, including English Language Support Services (ELSS), International Student Preparation Program (ISP) and the coordination with UBC's IHouse on offering post-graduate work permit information sessions and other supports. The incumbent acts as first point of contact for international students, consulting with the responsible Manager as needed.

Course Scheduling Classroom Booking

Responsible for course scheduling, timetabling, classroom bookings and seat restrictions for courses and rooms for IMBA, Exchange, Yonsei and other programs using the university's Ad Astra, FSC and SISC systems. Provides back-up to Programs Assistant responsible for course scheduling, timetabling, classroom bookings and seat restrictions for Full-Time MBA, Part-Time MBA, MM-OR and MM-ECM classes and exams.

Student Record and Registration Support

Supports student registration in FT MBA, PT MBA, MM-OR, MM-ECM, IMBA, Yonsei, and Exchange programs by providing guidance on all aspects of the SISC and FSC systems. Authorizes course changes, approves student audit and overload requests based on guidelines. Provides direction and advice to students regarding course registration, course availability, and timetabling. Determines student eligibility for course registration and notifies students of the reason(s) for refusal. Performs grade review and monitors student course selection to ensure academic requirements are fulfilled based on thorough knowledge of degree requirements of academic programs. Updates and maintains relevant student records and files. Verifies student eligibility for graduation by following UBC and Sauder School of Business' promotion grading and graduation policies and procedures. Notifies students of anomalies in academic records and assists in resolving registration problems. Monitors student performance and identifies students in academic difficulty based on thorough knowledge of evaluation and promotion regulations referring cases appropriately.

AskMBA & AskECM Email Support

Works with other Program Assistants to respond to queries sent to AskMBA and AskECM email boxes. Responds to queries for the FT MBA, PT MBA, MM-ECM and MM-OR regarding registration, academic policies, timelines, requests for documents, etc. Requires incumbent to be familiar with all programs supported by the MBA & ECM Programs Office.

Surveys and Reports

Prepares and produces various statistical, ranking and grade reports. Creates, posts and summarizes various program surveys. Prepares surveys and exchange reports for Partnership in International Management (PIM) and fact sheets for exchange partner schools.

Other Duties

Performs other related duties in keeping with the qualifications and requirements of the job. Continuously seeks new offerings, efficiencies and ways to better serve students and faculty.

Supervision Received

Work is done under limited supervision. Performs most duties independently consulting supervisor when new or complex problems arise.



The University of British Columbia

Staff Job Postings

Supervision Given

Responsible for the hiring, training and supervision of student assistants. Delegates work to temporary staff or student assistants. Coordinates with the entire Academic Services team to ensure an appropriate work flow and work priorities for student assistants.

Consequence of Error/Judgement

Exercises judgment and initiative in handling matters of a non-routine nature requiring the interpretation of University and Departmental guidelines, procedures and policies in planning the sequence of duties, the work methods to be employed, and action to be taken. Consequence of error is high; errors may lead to students not being able to graduate. Lack of cross-cultural sensitivity in communicating with international students and partners may cause serious misunderstandings and damage to the international reputation of the program and the school.

Qualifications

High School graduation and two years post-secondary education. . 4 years related experience or the equivalent combination of education and experience. Training in basic accounting and office procedures and practices. Prefer experience in a UBC student service environment. Advanced computer experience required (Word, Excel, Access, PowerPoint, and Outlook). Experience with UBC systems SIS, SISC, FSC, Vista and Ad Astra preferred. Ability to type 60 wpm and operate a normal range of office equipment essential. Ability to use word processing, spreadsheet, database, presentation and electronic mail applications at an advanced level required. Ability to use Photoshop an asset. Effective oral and written communication, interpersonal, customer service and organizational skills. Experience in a cross cultural environment and strong cross-cultural communication skills essential. Ability to maintain accuracy and attention to detail. Ability to prioritize work, multi-task, work under pressure and to meet deadlines. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Ability to work both independently and within a team environment. Serving it Right program completion an asset. Incumbent may be occasionally required to work weekends and evenings. Fluency in spoken and written Mandarin and Cantonese is required.

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Job Posting

Job ID: 12895 (Repost)
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Med Ed (Gr8) **Business Title:** Sr Program Asst-Med Ed (Gr8) Year 1 Clin Skills
Department: Medicine,Udgrd Ed.(Dean'sOff)
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-13 **Available Openings:** 1

Job Summary

To provide executive administrative and programme support to the first year Clinical Skills course Directors and Clinical Skills Programme Manager, for the Faculty of Medicine Undergraduate Curriculum. This position has the primary responsibility for the fully expanded and distributed programme co-ordination of clinical skills for all four sites. This key individual is in constant liaison with programme directors, programme assistants and curriculum staff in Vancouver, Victoria and Prince George to ensure that schedules and educational materials are prepared and distributed and that students and teachers are fully supported. This position is responsible for support of clinical skills tutors in the first year programme. This includes preparation of materials for tutor meetings and troubleshooting with problems associated with rooms and equipment for clinical skills. This position interacts with other programme assistants to prepare and provide information for the first year promotion's committee, and handles student inquires related to clinical skills. This position provides backup to the 2nd year programme assistant and the volunteer patient co-ordinator for any unexpected absences. This position is responsible for working in an environment of ongoing change and evolution, necessitating the development of new systems and procedures where none previously exist.

Organizational Status

Reports to the Administrative Director through the Clinical Skills Course Director and Programme Manager. Liaises with the Paediatric Clinical Skills Co-ordinator for the Year 1 Paediatric sessions. Works under the general direction and supervision of the Clinical Skills Programme Manager. This position works closely with the incumbent Clinical Skills Programme Assistants. Interacts with undergraduate medical students, faculty members, hospital staff, patients and programme staff in the Dean's Office and other departments.

Work Performed

Collaborates with the Programme Directors and Manager in the planning, scheduling and resource management of the first year Clinical Skills course, focussing on Year 1 and giving general direction and support to year 2. Identifies potential tutors for all Year 1 Clinical Skills teaching blocks. This is achieved using various means to locate tutors, including: departmental faculty liaison, departmental undergraduate and postgraduate faculty representatives, BC Physician databases and hospital directories. Schedules all tutors until the teaching slots are filled, distributing tutor confirmations and teaching details. Acts as primary contact for the tutors and their offices in case of cancellation, arranges substitute tutors, answers queries as appropriate. Updates Clinical Skills schedules and tutor contact information, as appropriate. Develops and updates detailed spreadsheets and databases to calculate and record Clinical Skills teaching hours, Clinical Academic



The University of British Columbia

Staff Job Postings

Service Contract (CASC) returns and monitor year 1 general expenditure. Prepares all Year 1 sessional teaching and company payment requisitions.

Together with the Course Directors and Programme Manager, generating, editing and preparing all course learning materials and documentation for students and tutors. Overseeing the distribution of Year 1 learning materials to the appropriate student groups and individuals.

Responsible for supporting the Year 1 Clinical Skills programme at different sites, particularly at Children's & Women's Health Centre of BC, St Paul's Hospital, Lions Gate Hospital, and Royal Columbian Hospital. Directs on-site secretaries and administrative personnel to oversee Clinical Skills sessions run on key sites throughout the Lower Mainland. Notifies them of the required resources and equipment. Occupies a significant role in the Clinical Skills team (including Course Directors and Programme Manager). Provides information and guidance to Divisional secretaries and administrative staff working at other sites who are developing and expanding Clinical Skills policies and procedures.

Provides remote support, advice and acts as a Clinical Skills resource person to the Administrative Assistants at UVic, UNBC, and UBCO.

Initiating and maintaining effective communication and interaction with the Undergraduate Dean's office; over 540 tutors drawn from faculty from all Departments in the Faculty of Medicine; Educational Assessment Unit; Division Heads; MedIT and 288 first year medical students. Keeping the students advised of schedule curriculum changes which has become particularly challenging with increasing student enrolment during Expansion and when co-ordinating key information with the distributed sites at Victoria, Prince George, and Kelowna.

Preparation of detailed reports on Year 1 Clinical Skills activities to Undergraduate Curriculum committees, as required, with responsibility for initiating drafts for review by the Course Directors. The materials for these reports will be drawn from a number of sources - including Faculty of Medicine, UBC and other Canadian Medical Schools data.

Some reports will require abstraction of highly confidential data on faculty teaching evaluations, examination reports and data, and the creation of high level reports on curriculum block evaluation from detailed database reports. This requires independent judgement to recognize and safeguard the confidential nature of some of these materials, with an ability to identify potential sources of error in the primary documents.

Consults with the Programme Manager and Course Directors to assess resources and equipment and audio-visual needs. Initiates year 1 payment requisitions and orders for teaching materials.

Develops, maintains and monitors databases and spreadsheets (Access & Excel) for the purposes of providing the Programme Manager with tutor information (contact and payment details); medical and teaching equipment and supplies inventories; and tracking the internal Clinical Skills administrative procedural deadlines. Answers tutors' queries concerning teaching payment issues.

Assists the Programme Manager by conducting research and presenting comparative costs of purchasing medical and teaching equipment, supplies and services, in a spreadsheet.

Co-ordinates, schedules and attends: block planning, faculty development, debrief and regular Clinical Skills Committee meetings. This requires a detailed knowledge of the issues and priorities involved with Clinical Skills block working groups, as well as ad hoc project work in which the Course Directors may be involved.

Attends and reports at Undergraduate Dean's Office staff meetings.

Organises and maintains filing and document coding system related to all the above activities.

Assists, where appropriate, in the activities of the Medical Undergraduate Programme, for example, assisting the Exam Co-ordinator and Dept of Educational Support & Development invigilating student examinations.

Supervision Received

Works independently with some direction from the Directors and Manager of the Clinical Skills Programme.

Supervision Given

Provides direction to programme staff at associated teaching locations on Clinical Skills related matters.

Consequence of Error/Judgement

The individual will be expected to exercise considerable judgement in prioritising and scheduling work for the Course Directors. Diplomacy and empathy is required in interacting with faculty and undergraduate students' concerns related to the Clinical Skills



curriculum. The Clinical Skills schedule is extremely detailed and errors in scheduling could have considerable impact on students' learning, faculty and student satisfaction and on the cost of delivering the Clinical Skills programme. Impact of error is considerable as incumbent would be dealing with sensitive, confidential information as well as material that is widely distributed. Any errors in decision could potentially have repercussions for the faculty, students, general public, staff and image of the Dean's Office and Faculty as a whole.

Qualifications

High School graduation and two year post-secondary diploma. . 4 years related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to communicate effectively verbally and in writing. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate in a clear, attentive, and polite manner. Ability to type 55 words per minute and to operate a normal range of office equipment. Ability to effectively use <job-specific software> at an intermediate level(e.g., Outlook, MS Word, MS Excel).

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Job Posting

Job ID: 13147
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Med Ed (Gr8) **Business Title:** Sr Program Asst-Med Ed (Gr8)
Department: Medicine Department
Salary: \$41,736.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2012-07-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-13 **Available Openings:** 1

Job Summary

The Senior Program Assistant is responsible for the day-to-day administrative and operational running of the Undergraduate Education Program in the UBC Department of Medicine in support of Undergrad curriculum renewal, medical school expansion initiatives, distributed sites and other new programs. This position requires a broad and extensive knowledge of University policies, the medical school's curriculum and the operation of Clinical Teaching Units (CTUs) at hospital sites. This position ensures all phases of the program match or exceed faculty and national accreditation standards. The main functions include organizing logistics for orientation sessions, student assessment, examinations and faculty teaching hours, payments and evaluations. The tasks include organizing, implementing, tracking, monitoring and evaluating annual education activities with a view to streamlining and improving processes.

This position coordinates the third year of the MD Undergraduate Program in the UBC Department of Medicine by compiling information necessary for the development of timetables, schedules and materials and any other planning for the VFMP and the distributed medical program. This position is responsible for reviewing student's assessments for third year from distributed sites. Student assessment data is provided on one spreadsheet to the Department of Medicine Undergraduate Medical Education Committee, which meets monthly, and the Years 3 and 4 Student Promotions Committee, which meets six times each year. This position will provide timely and accurate data and information for management to make strategic and operational decisions. The Senior Program Assistant handles student enquiries of a non-routine and routine nature. With respect to non-routine matters, interprets guidelines, policies and procedures in determining how the matter should be handled, and what type of action should be taken; or refers the matter to the appropriate person. Use of knowledge, discretion, tact, and judgment are required when dealing with medical students' requests and concerns. The position plays a key role in ensuring the smooth delivery of expanding undergraduate medical education programs at off-site locations.

Organizational Status

Reports directly to the Program Manager, Sr. Education Manager, Directors of the UBC Department of Medicine Undergraduate Medical Education Program and indirectly to the Associate Head Education.

Work Performed

1) Organizes and coordinates UBC Department of Medicine Undergraduate Education Program and its curriculum for VFMP and across distributed sites for third year. Provides analysis and suggestions when monitoring and evaluating existing programs. Provides



The University of British Columbia

Staff Job Postings

projections, forecasts, and analysis of teaching assignments and provides information to Program Supervisor, Program Manager and Directors.

2) Organizes, coordinates and fulfills administrative support requests from the Associate Head Education and Sr. Education Manager including but not limited to such requests as meeting bookings , travel arrangements , minute taking etc.

3) Compiles schedules, timetables and materials for third year medical students by:

a. Coordinating schedules for third year across local and distributed sites, e.g.,, medical student schedule postings and master exam schedules. The responsibilities of this position include identifying and confirming instructors, lecturers, training sessions, medical student handouts and materials, and maintaining email lists. Timetables are distributed to Program Directors, Clinical Teaching Unit Directors, Faculty, Program Administrators Assistants, Chief Medical Residents, affiliated hospitals and distributed sites, Secretaries and Medical Students.

b. Coordinating, collecting and entering completed schedules and resource materials, properly formatted, onto the MEDICOL site for third year medical students, as well as arranging the printing and distribution of necessary handout materials; providing medical students in year three with orientation information, course objectives, method of assessment information, reading lists, etc.; ongoing review of the MEDICOL site to ensure information is current and up-to-date and accurately reflects the curriculum objectives and scheduling of the UBC Department of Medicine Undergraduate Education Program.

c. Coordinating and maintaining assessments of all third year medical students scheduled at distributed sites and following-up where necessary.

d. Preparing the Year 3 Internal Medicine Log Book for printing and distribution to Year 3 sites.

e. Arranging necessary room bookings for teaching sessions, meetings, exams, etc.

f. Maintaining student files and ensuring accurate student information.

g. Ensuring up-to-date class lists are generated and distributed to all parties requiring them throughout the academic year.

3) Assists Department of Medicine VFMP Senior Program Assistants with the oral examination process, including preparation of exam rooms. Responsible for arranging exam materials in collaboration with Department of Medicine Program Directors. Resolves any conflicts scenarios regarding student assignments or examination process. Ensures marks are received, calculates composite scores and inputs marks on master spreadsheet. Oversees the NBME exam order process for the VFMP, IMP and NMP, including remedial examinations and any changes to orders. Obtains downloaded results for all sites for review by the Clerkship Director and Program Manager. Ensures marks are accurately recorded on master spreadsheet for review by the UBC Department of Medicine Undergraduate Education Committee and the Years 3 & 4 Student Promotions Committee. Acts as National Board of Medical Examination Proctor. Books rooms for all NBME examinations.

4) Responsible for the coordination of payments and tracking of teaching hours for 400-500 faculty members for didactic and teaching combined with patient care undergraduate teaching in the UBC Department of Medicine Undergraduate Medical Education Program in the VFMP as well as the Vancouver-Fraser region. Responsible for ensuring the coordination of payments falls within the policies and procedures as outlined by the Office of Clinical Faculty Affairs. Provides payment data to the UBC Department of Medicine Finance Clerk for processing by their deadlines.

5) Attends, arranges and is responsible for taking notes at quarterly Medical School Expansion meetings between the Head, UBC Department of Medicine and VA, Program Directors and Program Managers in the UBC Department of Medicine Undergraduate Education Program and the Internal Medicine Residency Training Program. Responsible for follow-up work originating from these meetings. Ensures ongoing issues are brought forward and acted upon. Prepares agenda as required and provides any required materials for the above mentioned meetings.



The University of British Columbia

Staff Job Postings

- 6) Attends the Department of Medicine Undergraduate Education Committee and is responsible for taking minutes. Responsible for booking rooms and setting up video- and tele-conferencing for these meetings. Electronically distributes agendas and minutes to appropriate Committee members. Responsible for follow-up work originating from these meetings. Ensures ongoing issues are brought forward and acted upon. Prepares agenda as required and provides any required materials for the above mentioned meetings.
- 7) Attends and contributes at bi-monthly Dean's Office Program Assistant meetings Administrators Assistants meetings to act as a resource person.
- 8) Responsible for organizing the Department of Medicine Undergraduate Education Administrative Team Meetings.
- 9) Works with the Program Manager and Departmental Program Staff to establish new policies and procedures that currently do not exist as they relate to the UBC Department of Medicine Undergraduate Education Program and the expansion of the MD Undergraduate Program.
- 10) Provides detailed reports of both clinical and grant-tenured faculty's teaching contributions, including review and consolidation of peer, medical student and resident feedback reports on teaching as requested to the Department of Medicine's Appointments, Re-Appointments, Promotion and Tenure (AARPT) Committee by their deadlines.
- 11) Coordinates the one45 evaluation system of faculty with the UBC Department of Medicine, including reviewing and preparation of reports for data analysis by the Directors and Program Manager, and facilitating the dissemination of reports to appropriate faculty.
- 12) Deals with telephone, in-person and written enquiries with regard to numerous matters of concern to students and faculty.
- 13) Creates and maintains Procedures manual and Document Retention process for this position.
- 14) Provides program support to colleagues during absence.

This position will work out of both St. Paul's Hospital - 5th Floor, Burrard Building and the Gordon and Leslie Diamond Health Care Centre - 10th floor, DHCC, 2775 Laurel Street.

Supervision Received

Duties are performed as required, under limited supervision by Program Manager.

Supervision Given

None.

Consequence of Error/Judgement

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

Qualifications



The University of British Columbia

Staff Job Postings

High School graduation and two year post-secondary diploma. Training in administrative and computer skills, office procedures and practices. Experience in a medical education setting preferred. Knowledge of University administrative processes preferred. 4 years related experience or the equivalent combination of education and experience. Minimum three years relevant UBC experience an asset. Ability to perform word processing at 60 words per minute. Ability to operate a normal range of job-related office equipment. Ability to exercise a high level of tact and discretion. Ability to be thorough, accurate, and have a high level of attention to detail. Demonstrated ability to take initiative. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to analyze problems, identify key information and issues, and effectively resolve. Availability to work flexible hours to accommodate morning exams and late day meetings. Ability to travel between sites. Effective interpersonal and organizational skills. 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 communicate in a clear, attentive, and polite manner. Ability to communicate effectively verbally and in writing. Ability to effectively use MS Word, Excel, Filemaker Pro, MEDICOL, ResourceScheduler, Internet programs Email software and Web Browser at an advanced level. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13141
Location: Vancouver - Point Grey Campus
Employment Group: Excluded M&P
Job Category: Legal
Classification Title: Legal Counsel **Business Title:** Legal Counsel
Department: University Counsel Office
Salary: \$87,264.00 - \$109,080.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-12 **Available Openings:** 1

Job Summary

The Legal Counsel provides legal advice and services to the University under the supervision and direction of the University Counsel.

Organizational Status

Reports to the University Counsel.

Work Performed

The Legal Counsel:

- provides legal advice and services on a range of legal issues directly to faculties and administrative units, except with respect to matters within the jurisdiction of the Department of Human Resources;
- upon consultation with the University Counsel, retains, instructs and supervises external legal counsel on behalf of the University, except with respect to matters within the jurisdiction of the Department of Human Resources;
- identifies and recommends procedures and practices to protect the University from undue liability;
- develops and reviews University policies for consideration by the Board of Governors;
- participates in seminars and other education-oriented initiatives on legal issues affecting the University; and
- performs other related duties as required by the University Counsel.

Supervision Received

The Legal Counsel works under the direction of the University Counsel.

Supervision Given

The Legal Counsel assists in supervising the Paralegal in the Office of the University Counsel.

Consequence of Error/Judgement

Adverse decisions may have significant impact upon the reputation of the University and affiliated organizations, or expose the



The University of British Columbia

Staff Job Postings

University or affiliated organizations to unwarranted legal liability. In most cases, the results of the decisions are irreversible.

Qualifications

- be a member in good standing of the Law Society of British Columbia;
- have a law degree;. and have broad-based experience as a practising lawyer, preferably including 6 years of solicitor's experience;. have strong interpersonal skills; exercise judgement, tact, and discretion; have the ability to simultaneously manage a diverse range of complex projects and activities; have extremely effective oral and written communications skills; be familiar with University policies and procedures; be an effective negotiator; relate well with faculty, staff, and students; and have computer skills.

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Job Posting

Job ID: 13158
Location: Vancouver - Point Grey Campus
Employment Group: Exec.Admin(non-union clerical)
Job Category: Secretarial - Non Union
Classification Title: Admin Assistant 3 **Business Title:** Administrative Assistant 3
Department: Human Resources
Salary: \$39,471.00 - \$43,856.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

Provides confidential administrative support for Human Resources staff in the Finance, Resources and Operations portfolio. Coordinates the job posting process. Responds to routine enquiries from client departments and employees. Is responsible for reviewing and authorizing staffing documentation. Coordinates training programs and the staff recognition and reward plans. Coordinates training materials and updates the web site.

Organizational Status

Reports to the Senior Human Resources Manager, Finance, Resources and Operations (FRO). Assists the Senior HR Manager (FRO), the Human Resources staff located in Building Operations and attends Human Resources team meetings as required. Liaises with client department, general public and third party training providers. Works collaboratively with Administrative Assistants in Advisory Services and attends Human Resources Advisory Services meetings as well as Human Resources retreats as necessary.

Work Performed

Advises client departments regarding staffing documentation and staff appointment procedures. Reviews, authorizes and signs various staff and student appointment forms. Ensures appointments have been made in accordance with the terms of the collective agreements, or the conditions of employment for the respective employment groups. Refers complex appointment form issues to the HR Coordinator.

Provides assistance to, gathers data and information on investigations and HR matters as requested by the HR Coordinator or HR Advisor for the purposes of responding to grievances, preparing for bargaining, identifying HR strategies.

Participates in meetings as they relate to staffing planning and issues.

Coordinates the job posting process by composing job postings and monitoring the preparation of the weekly job postings.

Provides assistance to the Hr Manager, Health Promotion with administrative duties related to the Attendance Management Program, including drafting letters, preparing statistical data for review, and updating spreadsheets.

Provides back up support for HR Coordinator which includes providing information and general advice to client departments and



The University of British Columbia

Staff Job Postings

employees on recruiting, compensation processes, University policies, procedures and practices. Refers matters which are more than moderately complex to Human Resources Coordinator.

Coordinates attendance at school for apprentices; coordinates the performance training and reporting of hours of work for apprentices.

Tracks employees' re-certification needs and compliance with mandatory training. Works with Managers and Superintendents to ensure training is up-to-date. Maintains accurate employee education and training history via the training database.

Researches third-party training providers and makes recommendations to the Manager, Organizational Development. Coordinates the financial contracts of those providers and completes financial reconciliations related to training. This includes preparing Journal Vouchers for approval and signature.

Coordinates safety and technical training sessions. This includes and is not limited to scheduling training sessions; managing invitations; booking rooms; arranging for A V and catering; monitoring attendance; trouble-shooting on day of training; arranging for handouts or special materials etc.

Coordinates staff recognition and reward plans.

Produces training materials and updates departmental website.

Creates and updates training reports.

Provides front line customer service support for Human Resources by responding to in-person, telephone and e-mail enquiries and provides general information on Human Resources processes and procedures.

Schedules and coordinates meetings.

Processes departmental mail. Maintains inventory and orders supplies.

Maintains normal range of office equipment.

Performs other related duties.

Supervision Received

Works under the general supervision of the Senior HR Manager (FRO) and in accordance with established principles and methods. Works closely with and takes direction from the Human Resources Coordinator, Human Resources Advisor, Human Resources Manager, Health Promotion and Organizational Development and Learning Consultant.

Supervision Given

None.

Consequence of Error/Judgement

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



The University of British Columbia

Staff Job Postings

Qualifications

High School graduation and two years post-secondary education. Training in basic office procedures and practices. 4 years related experience or the equivalent combination of education and experience. One year of relevant UBC experience. Knowledge of current Human Resources Management practices. Ability to interpret and apply complex legislation, policies, regulations and procedures. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Computer experience required (HRMS, Word, Excel and Outlook preferred). Proven experience using word processing, spreadsheet and electronic mail applications. Ability to type 60 w.p.m. and to operate a normal range of office equipment. Ability to exercise tact and discretion. Ability to prioritize and work effectively under pressure to meet deadlines. Demonstrated ability to compose correspondence, be flexible, and take initiative. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13134
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level A **Business Title:** Finance & Administration Manager
Department: Conferences & Accommodation
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-12 **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

Effectively and efficiently manages day-to-day departmental financial functions. Oversees financial administration office for Conferences & Accommodations (C&A) within the Student Housing & Hospitality Services department; assists the GM with budget and strategic initiatives, and is responsible for review of operational reports and investigation of discrepancies. Supports Departmental Accounting Office as required.

Organizational Status

Reports directly to the General Manager, C& A, and acts as a member of the senior management team. Works with other C&A managers on accounting functions including invoicing, account statement, purchasing and expense matters. Supervises sessional supervisory and entry level clerks. Interacts regularly with central Accounting staff, other C&A employees, Senior Financial Manager (SHHS), Human Resources (SHHS), other UBC departments, suppliers, and clients.

Work Performed

Manages the day-to-day operation of the Accounts Receivable, Administrative, and Cash Office. Ensures accounts receivable are appropriately balanced and reconciled.

Manages the C&A finance office staff including recruiting, training, supervising, and performance management up to and including termination, in consultation with SHHS Human Resources personnel.

Reviews and develops key financial operational controls, including but not limited to discrepant rooms, complimentary rooms, float audits, payroll reports, A R aging and revenue recognition. Coordinates with other C&A managers to resolve discrepancies, referring serious problems to the GM.

Prepares forecasts, cost analysis, performance measures, and statistics reports. Collects annual expense budgets from Managers and drafts annual revenue and expense budget. Monitors expenditures against budgets.

Oversees preparation of cash receipts, bank deposits, invoices, account statements and related correspondence. Ensures timely processing of payments and refunds.



The University of British Columbia

Staff Job Postings

Updates and maintains finance and administrative procedures manual for C&A office. Evaluates existing policies and procedures, and makes recommendations for changes to GM and Senior Financial Manager.

Ensures accurate accounting information is provided to SHHS accounting office, assists with reconciliation of departmental accounts and resolving discrepancies. Reconciles various expense accounts.

Responsible for Petty Cash float, disbursements and replenishment. Monitors Admin office float and issuance of front counter floats. Ensures proper cash handling procedures are followed by all staff. Prepares cash requests from UBC float accounts as necessary.

Ensures tax policies and procedures are in compliance with Municipal, Provincial and Federal regulations.

Administers financial functions of management information systems and liaises with vendor support to rectify system issues.

Audits the main safe float and oversees audits of staff cash floats.

Provides financial information to internal and external auditors in consultation with the Senior Financial Manager.

Participates in and undertakes special projects.

Performs other related duties commensurate with the position requirements.

Supervision Received

Works independently with goals and objectives developed in conjunction with the General Manager. Consults the General Manager for advice on major complex issues. Consults with and receives direction from Senior Financial Manager on departmental accounting and cash handling policies and procedures, and complex financial matters. Consults with and receives direction from SHHS Human Resources personnel regarding people management practices.

Supervision Given

Provides the full scope of supervisory responsibilities for sessional supervisory and entry level clerks. Provides functional direction regarding purchasing, cash management, budgets and accounting to other C&A staff.

Consequence of Error/Judgement

Work is expected to be at a high level of accuracy. Incorrect and or untimely information could result in poor financial management decisions and jeopardize revenues, increase expenses, damage relationships with clients, and affect SHHS' reputation. Lack of diligence in operational controls, receivables, payables and cash office oversight could lead to losses due to errors or theft. Poor handling of complaints can damage guest relations and as a result repeat business may be lost.

Qualifications

Undergraduate degree in a relevant discipline and Completion of one year in an accredited accounting program (CGA or CMA or CA). Working knowledge of personal computers, relevant software and ability to learn and administer software programs and databases. Ability to effectively use MS Excel at an advanced level. Superior planning, supervisory interpersonal, communication, problem-solving, accounting and financial control skills are essential. Ability to organize work load and meet deadlines and excellent accuracy and attention to detail. Minimum of two years experience or the equivalent combination of education and experience.



The University of British Columbia

Staff Job Postings

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Job Posting

Job ID: 13144
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level A
Business Title: Finance Administrator
Department: UBCO-OfcProvst&VicePrinciple
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-13
Available Openings: 1

Job Summary

The Finance Administrator is responsible for performing core accounting and administrative functions, providing support to the Academic Finance and Strategy Director as well as to the departments within the Office of the Provost portfolio.

Organizational Status

This position reports to the Academic Finance and Strategy Director. This position will work closely with departments within the Office of the Provost portfolio, as well as the Faculties, interacting regularly with administrative personnel in various related university units.

Work Performed

1. Performs core accounting and administrative functions and provides support by:
 - Supporting the management of the financial operations of the Office of the Provost, including planning and budgeting for allocation and distribution of approved GPOF and non-GPOF funding.
 - Overseeing Financial Management System (FMS) on-line system for the Office of the Provost, monitoring all financial activity in the Office of the Provost and conducting regular reviews of FMS on-line transactions; identifying and rectifying discrepancies; ensuring timely processing of payables and journal vouchers.
 - Recommending strategies for corrective action and financial efficiencies, as required.
 - Completing expenditure documentation and tracking including: external contract purchase orders, P-card purchases (serving as the Department Card Coordinator), travel requisitions, requisitions for payment and journal vouchers.
 - Coordinating the performance and merit review process, the attendance processes, including leaves of absences, vacation schedules, holiday entitlements and sick leave for the Office of the Provost portfolio.
 - Developing and implementing policies and procedures for improving and streamlining administrative functions.
 - Working with the Academic Finance Strategy Director, providing departmental support for the Position Management and Hyperion systems.
 - Maintaining financial management records within the Office of the Provost.
2. Supports departmental objectives and needs by:
 - Preparing written reports, communiqués and research, as required.
 - Conducting research and presenting background materials and reports on various activities for the review of the Office of the



The University of British Columbia

Staff Job Postings

Provost.

- Undertaking the management of special projects, as required.
- 3. Performing other related duties, as required.

Supervision Received

This position works independently under the supervision of the Academic Finance and Strategy Director within established guidelines.

Supervision Given

While this position does not directly supervise staff, he/she, in consultation with the Academic Finance and Strategy Director may assign finance tasks to the support team, as necessary.

Consequence of Error/Judgement

Must exercise judgment based up on a thorough knowledge of procedures, guidelines and regulations. Actions and decisions are critical in ensuring the operational health of the unit. This position has access to sensitive information, the untimely release of which could cause acute embarrassment to the University, as well as litigation. Incorrect decisions judgment will directly affect the University's reputation. Information from budget and forecast models and reports are used for making significant management decisions on the allocation reallocation of resources. Financial errors and negative operational impacts (service and costs) could result if financial position of this department is inaccurate. Work is not checked on a day-to-day basis.

Qualifications

Undergraduate degree in a relevant discipline and Completion of one year in an accredited accounting program (CGA or CMA or CA). Undergraduate degree in a relevant discipline, preferably related to Business Commerce. Minimum of two years experience or the equivalent combination of education and experience. Experience in PeopleSoft or other large ERP system. Experience with reconciliations and analysis of financial data. Experience in a post-secondary environment preferred. Performance Competencies and Criteria

- Ability to independently apply knowledge of policies and procedures.
- Ability to work effectively independently, with a team and collaborate with others.
- Strong organizational, planning and analytical skills.
- Ability to set priorities, organize workload and work within deadlines.
- Ability to act with confidentiality, tact and discretion.
- Excellent oral and written communication, interpersonal and organization skills with the ability to maintain attention to detail.
- Strategic and system thinking skills.

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Job Posting

Job ID: 13155
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A
Business Title: Homestay Placement Officer
Department: Continuing Studies
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-06-25
Ongoing: Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-14
Available Openings: 1

The successful candidate is expected to work full time temporarily from the date hired through September 15, 2012 due to busy summer programs. Ongoing 50% thereafter.

Job Summary

Under direction of the Coordinator, Accommodation Program, organizes and carries out all Homestay Program activities. Visits prospective host families, gives families an orientation to hosting students and determines their suitability to host ELI students. Exercises judgement in the selection of host families and placement of students in accommodation. Acts as a troubleshooter for any family student-related issues.

Organizational Status

Reports to the Accommodation Coordinator.

Work Performed

Assists in the development or modification of Homestay - related policies by keeping supervisor advised of changing needs. Must have a thorough knowledge of guidelines in order to be able to explain them to others and to apply them in a decision-making process.

Recruits and selects "host families" to accommodate students through the Homestay Program. Interviews family member on the telephone, making sure they understand the obligations of being a host family; visits host family homes and determines if the atmosphere of the home is friendly and welcoming, inspects the student's living area in detail; evaluates suitability of prospective families by asking pertinent questions and providing an orientation to hosting ELI students; and selects families for participation in the program. Must be able to tactfully refuse a family that is unsuitable for hosting ELI students.

While visiting, must complete all the necessary paperwork and write a summary of the visit. Take pictures of family, student's room(s) and house for the family file. Set up a file for each family with paperwork, photos and any other information available. Must enter detailed information into computer database system.

Explores the accommodation needs of each student and matches students with appropriate host families.

Organizes and participates in Homestay Program Orientations, attended by host families and students. Provides opportunities for students and families to evaluate and address their Homestay Program experience. Provides support to families and students in the



The University of British Columbia

Staff Job Postings

exploration and resolution of problems. Arranges for changes in accommodation as necessary. Assesses the ongoing suitability of families for the program.

Attends program functions, such as welcome barbeques and farewell dinners. Also meets with group escorts and maintains ongoing relations with them throughout the program as necessary.

Participates in meetings with other ELI administration and program staff.

Supervision Received

Works under general direction. Consults with the Accommodation Coordinator regarding planning and development of policies and strategies. Work is evaluated on quality and effectiveness of results.

Supervision Given

Temporary short-term clerks hired to assist with homestay data entry.

Consequence of Error/Judgement

Errors and faulty decisions have an impact on the image of both ELI and UBC, in Vancouver and internationally. Errors in accepting appropriate homestay families and appropriately placing students may result in additional costs to move students and in the worst case students dropping out of homestay or even our programs. Not recruiting sufficient homestay families results in students not being able to be placed into homestay. Homestay problems that are not handled tactfully and sensitively often cause misunderstanding and anger.

Qualifications

Undergraduate degree in a relevant discipline. Advanced degree in ESL, intercultural counseling or social work preferred. Minimum of two years experience or the equivalent combination of education and experience. Two years' experience required in cross-cultural communication, ESL, counseling or a related field required. Tact and discretion in dealing with people from diverse backgrounds, ability to use judgement in making recommendations for selection of suitable families and ability to write clear, concise and accurate summary notes. Excellent communication, time management and organizational skill, must be a self-starter, must have prior experience speaking in front of large groups, must have a thorough knowledge of accommodation policies, must have a demonstrated interest in and sensitivity to the needs of learners of English, must be willing to work flexible hours including evenings and weekends, must be computer literate and be familiar with Word for Windows, Excel, Access, Foxpro, and email.

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Job Posting

Job ID: 13132
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B **Business Title:** Executive Manager
Department: Family Practice
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-25
Job End Date: 2013-08-23
Funding Type: Grant Funded
Other: Leave Replacement
Date Closed: 2012-06-11 **Available Openings:** 1

Job Summary

To manage the overall operational, administrative, marketing, budgetary and day to day human resources requirements of the Rural Coordination Centre of BC (RCCbc); this includes strategic planning, implementation, financial management, facilities management, space allocation and planning. Budget oversight responsibilities include management of \$2.35M.

Organizational Status

The Rural Coordination Centre of BC (RCCbc) mission is to promote improvement in the health status of people living in the rural communities of British Columbia by developing partnerships to coordinate rural interprofessional health education and by providing a forum for the discussion and coordination of rural healthcare services. RCCbc facilitates and assists in the placement of health science students for their rural and interprofessional training and ensures an adequate supply of appropriately education health professionals for rural BC by bringing together those involved in attraction, training, recruitment and retention. RCCbc serves as a strategic forum that facilitates discussion between Universities, rural teachers, health authorities, rural communities and system providers to improve effective collaboration, partnership and leadership and to promote understanding of rural health challenges and opportunities.

Sites include 6 Provincial Health Authorities, 4 Universities (UBC, UNBC, UBCO, UVIC) and other sites, as they develop, 200 rural teaching sites, other health non-medical institutions and teaching sites (eg. Nursing institutions throughout BC).

Work Performed

Develops, implements and maintains operational strategies to enable overall process and success of projects and daily functions.
Develops and implements strategic plans, goals and objectives.
Communicates with Management team and staff to identify problems, develop solutions and improvements and create maintain quality standards.
Provides guidance and counsel to Executive Director to ensure compliance with University policies and practices, as well, with external agencies.
Participates, facilitates, attends committees and working groups;
Oversees dissemination of information in coordinated and timely fashion, including acting as a liaison with various sites across the province.
Writes project proposals, various reports and reviews. Prepare year-end narrative report.



Manages the office staff, including communicating job expectations, planning, monitoring, appraising task results, coaching, counselling and initiating, coordinating and enforcing systems, policies and procedures.

Working with units, analyzes workloads and work flow and initiates changes to organizational structure, ensuring that people and systems are in place to support operational effectiveness of projects.

Researches, authors and advises on the development of job descriptions, position classification, performance evaluation, professional development, attendance management and retention of staff, liaising with HR where appropriate.

Develops and implements administrative policies and oversees the scheduling of staff vacations, medical leaves and appointments and leaves of absence.

Manages the organization's budget.

Prepares various operational and project related budgetary forecasts.

Participates in financial planning process.

Identifies and analyzes existing and future needs, evaluates impacts of various options and develops plans for implementing change.

Manages all physical space and resources on the UBC Campus and West Broadway location.

Manages the organization's equipment and leases, assessing changing directions and requirements.

Manages the organization's document management and central file system processes.

Provides recommendations for change, implements appropriate solutions.

Creates and maintains a functional, safe and secure work environment for all staff.

Manages and works with internal and external agencies on web site design and content, including online provincial calendar and collaboration website portal.

Manages and oversees a number of networking education opportunities including rural provincial conference.

Completes special projects as and when assigned by organizing and coordinating information and requirements; planning, arranging and travel, for example The CARE course (4-6 courses per year).

Travel, as required.

Other duties as assigned.

Supervision Received

Broad supervision by Executive Director

Supervision Given

Hires, trains, disciplines, evaluates performance and directly manages 6 staff members (one CUPE, five off site staff).

Consequence of Error/Judgement

The RCCbc is committed to the highest standard of health care. It believes that the highest standards of health care are achieved through interprofessional training and practice. All practitioners' and public opinion, and patients' values, must be equally respected to achieve that high standard. The Project Manager deals with sensitive and complex issues. Poor decision or lack of judgement could jeopardize the relationships within the rural communities and rural teachers.

Qualifications

Undergraduate degree in a relevant discipline. Advanced knowledge of financial, word processing and software tools. Minimum of three years experience or the equivalent combination of education and experience. Experience in a health care setting clinical environment preferred. Computer experience required. Ability to relate to physicians and other health professionals equally, respectfully and as a colleague. Ability to easily adapt to changing priorities. Ability to analyze and tie together disparate issues and identify commonalities. Demonstrated understanding of effective operational procedures and work processes in an



The University of British Columbia

Staff Job Postings

administrative environment for a large complex organization. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to analyze problems, identify key information and issues, and effectively resolve. Effective, organizational, leadership, and planning skills. Ability to compose complex written documentation using concise business English. Ability to implement, establish and set priorities and develop strategic plans. Ability to exercise tact and discretion. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13154
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level C **Business Title:** Administrative and Special Projects Manager
Department: College for Intradiscpl.Studies
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **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

There are three main areas of responsibility for this position: 1) fiscal and administrative management of CFIS and 2) high-level project management on a variety of university-wide academic initiatives 3) Internal and external communications.

Fiscal responsibility - Responsible for the full accounting cycle from budget preparation and submission to fiscal year end closing and reporting and providing budgetary support to the Principal, including preparing annual budget plans and routine and ad hoc financial reports and budget forecasts.

Administration - Works closely with the Principal and Executive Director in developing and designing effective administrative processes for human resources, administration, financial management, facilities management, space planning, and the graduate program.

Project Management - Manages and coordinates a variety of large-scale projects with university-wide reach. Provides communication, research, writing support. In practice this involves consultation on which projects should be undertaken, connecting stakeholders, lowering barriers, garnering university-wide support, negotiating regarding budgets and space and related issues, helping create a campus climate in which cross university collaboration is more easily achieved. These are typically university-wide projects with budgets well over a million dollars.

Communication - Key role in planning and executing a communication strategy for CfIS including its full range of publications and their schedules, researching and writing for both print and web output, and editorial expertise.

Organizational Status

Works independently reporting to the Executive Director with dotted line reporting to the Principal.

This position works collaboratively with CFIS leadership as well as faculty and staff from all over UBC.

Provides direction and advice on administrative, financial and human resource matters. Works with all UBC-V Dean's Offices, Human Resources, Faculty Relations, Plant Operations, Campus Planning, Financial Services, Supply Management, Enrolment Services, Faculty of Graduate Studies, the Vice President Academic Office and various other campus units and external agencies as required.

Works regularly with various project teams which include faculty members, department heads, functional experts, and other project specialists, internal or external to the university. Works closely with a broad range of stakeholders, including management and



The University of British Columbia

Staff Job Postings

staff of CFIS, clients from administrative and academic units, and external entities including vendors, regulatory agencies, and partner institutions.

Work Performed

1. Project Management

- Undertakes a wide variety of projects assigned by the Principal and Executive Director related to the academic project management mandate.
- Takes a project from the concept stage to the stage of a well-defined project (with timelines and methodologies defined and agreed to) by leading thorough assessment of stakeholder needs. This includes gathering, analyzing, documenting information, priorities, resources, limiting factors, etc. Places project in the larger context of the University as a whole to enable long-term cost-benefit and SWOT analyses.
- Determines and document project deliverables, contributing and decision-making stakeholders, timelines and budgets.
- Manages the project team and, when applicable, contract personnel to deliver optimal outcomes (with the most strategic functionality and impact) within the project constraints.
- Determines the project management methodology or methodologies that would be most appropriate for the project. Garner stakeholder buy-in.
- Effectively manages changes as they occur though any part of the project and effectively manage scope-creep while ensuring stakeholder satisfaction and maximizing opportunities.
- Effectively manages and report on project budget
- Identifies barriers to project implementation or long-term success and working collaboratively with a wide variety of UBC and external offices, suggest possible long-term, viable solutions which can be adopted systematically in all applicable areas of the University.
- Communicates to stakeholders of varying subject matter expertise as the project progresses. Continually builds stakeholder buy-in and support.
- Leads planning sessions with respect to implementation of project outcomes to implement integrated strategies and documents discussion and agreements. Provides consultative services for the development of related policies and procedures.
- Establishes and analyzes metrics to ensure stakeholder satisfaction.
- Prepares written reports, communiqués and research, as required.

2. Administrative and Financial Management

- Manages Financial Resources of CFIS
- Works closely with the Executive Director and Principal on all matters of strategic planning and direction, financial management and research administration.
- Provides leadership and direction for all administrative activities.
- Performs core accounting and budgetary functions including
 - Coordinating budget planning, tracking and management
 - Preparing forecasts and developing the annual budget for CFIS, including expenses related to personnel and operations
 - Monitoring budget variances and providing monthly reports on budget status.
 - Recommending strategies for corrective action and financial efficiencies, as required.
 - Ensuring budget has adequate funding by tracking salaries and increments for the CFIS budget.
 - CFIS representative for the Position Management and Hyperion systems.
 - Prepares the annual budget plans forecasts for CFIS and assists with the budget plans forecasts for constituent programs and units as required
 - Preparing year-end audit documentation and providing financial information to internal external auditors, as necessary.
- Identifies and recommends potential revenue-based funding opportunities; writes associated business plans and a variety of financial and analytical reports; manages performance and summarizes results and achievements.
- Manages administrative assistant and the student employees assigned to specific projects. Working with as many as five students, the coordinator will be involved in recruiting, interviewing and selecting appropriate students, designing their work program and



The University of British Columbia

Staff Job Postings

leading their activities.

- Manages the teaching, research and administrative space in CFIS, including space inventory, planning and assignment of space. Liaises with Facilities Management, Campus Planning & Development, Plant Operations, IT Services, Telecom, Secure Access, and other units as necessary.
- Identifies needs, problems, and concerns regarding space issues; and resolves conflicts between faculty for resources, within the constraints of budget and physical space.
- Develops and implements policies and procedures for the acquisition, utilization, maintenance and replacement of furniture, office equipment, research support equipment and supplies.
- Negotiates leases and purchases of products and services.
- Works with individual units to assist in development of budgets for faculty-organized conferences, symposia, lecture series and other discipline-related events.

3. Communications

- Coordinates CFIS communication with a variety of constituent groups, stakeholders, and communities using various methods of contact in order to assess their needs and develop relationships.
- Gathers information, writes reports, updates, and makes proposals. Facilitates relationships between internal and external groups. Maintains and strengthens established relationships.
- Plans, researches, writes, and edits communication materials for internal and external purposes.
- Plans, develops, publicizes, and coordinates events and community outreach opportunities such as the conferences, lecture series, noted scholars series, and anniversaries in a manner that advances the goals and public image of the CFIS.
- Plays a key role in designing and building new website and then maintaining the site
- Publicizing CFIS activities in a publicly accessible way, such as web, email digest, and develop communication vehicles to our varied clientele.
- Coordinating the External Advisory Council and other duties related to emerging new projects.
- Participates in developing the CFIS mission, vision and goals in consultation with the senior management team and faculty, staff and students

Supervision Received

Works independently with minimal supervision under the direction of the Principal. Reports to the Executive Director.

Supervision Given

Management of administrative assistant (CUPE) of up to five students, including one co-op student

Consequence of Error/Judgement

The work undertaken by this position has a significant impact on the financial administration of CFIS. Errors and or lack of judgment may have consequential impact on the planning and decision-making abilities of this newly re-formed College and could significantly impact whether the College continues to exist after it's first year with a new mandate.

Furthermore, financial error may lead to mismanagement of CFIS resources which could result in financial losses and negative reputational impact.

The incumbent is expected to display personal initiative and must exercise sound judgment in all administrative areas; have tact and diplomacy; be accurate, and maintain confidentiality. The incumbent must be able to act independently in performing defined duties. The incumbent must be up to date on UBC policies and procedures and be able to exercise judgment in the absence of established policies, procedures or guidelines.

Failure to act in a professional, tactful and respectful manner would have an adverse effect on CFIS, the Office of the Provost and VP Academic, and the University. The potential for negative impact on CFIS is significant.

Qualifications



Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline. A minimum of 5 years of experience or the equivalent combination of education and experience. Minimum 5 years experience. Experience in financial and human resource management. Knowledge of University policies and procedures, financial record systems, collective agreements, human resources policies and procedures, budgeting, financial reporting, internal control preferred. Strategic and system thinking skills, with strong attention to detail. Ability to exercise a high degree of judgment and initiative in matters concerning CFIS management including resource allocation, staffing, budget forecasting and financial management. Ability to perform financial planning functions. Ability to develop and monitor budgets. Ability to prepare cost estimates projections. Ability to accurately gather, organize, and summarize financial information. Ability to prepare financial reports. Ability to analyze and reconcile financial statements. Ability to anticipate problems and issues and plan ahead. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to efficiently and effectively coordinate tasks. Ability to gather, record, and organize information. Ability to effectively use MS Project and of MS applications (e.g., Outlook, MS Word, MS Excel) at an intermediate level. Experience with UBC systems (SISC, FSC, FMS, HRMS, etc) preferred. Ability to plan for and complete multiple projects simultaneously. Ability to review, analyze, and synthesize complex information into summaries and reports. Ability to set priorities, organize workload and work within deadlines in a busy and complex environment. Ability to establish effective relationships with a variety of stakeholders. Ability to prepare and present proposals to small and large diverse audiences. Ability to spontaneously adjust presentation for audience with no preparation time. Ability to work independently with minimal supervision. Strong abilities in the planning and creating a wide variety of communications pieces in a variety of media including written documents, advertisements, web and social media. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to select the most effective communication media for a situation. Excellent ability to communicate effectively verbally and in writing. Ability to exercise tact and discretion. Ability to explain, assign, and monitor work of an administrative assistant and up to five students, including one co-op student. Ability to effectively liaise with faculty members, department heads, functional experts, and other project specialists, internal or external to the university. Ability to liaise effectively with a broad range of stakeholders, including management and staff of CFIS, clients from administrative and academic units, and external entities including vendors, regulatory agencies, and partner institutions. Ability to work effectively independently and in a team environment. Ability to administer human resource policies and procedures, such as collective agreement provisions. Ability to identify, obtain, and effectively manage organizational resources (e.g., people, materials, assets, budgets).

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Job Posting

Job ID: 13153
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Building Maintenance
Classification Title: Building Maintenance, Level A **Business Title:** Facilities Manager
Department: The Sauder School of Business
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-02 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-17 **Available Openings:** 1

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

Job Summary

The Facilities Operations Manager is the primary contact point for building maintenance services includes the responsibility to plan, implement and coordinate the day to day building operations for the School. Responsible in the preventative maintenance, maintenance, cleaning, repair and minor renovations of the Sauder School of Business facilities. Receives and expedites requests, deals with complaints, coordinates minor and cyclical projects in conjunction with inspecting the facilities for maintenance, safety requirements and responds to all inquiries related to building operations activities. Maintains good relationships with faculty, staff, students, facility managers, trades personnel, external resources and facility users to resolve complaints and issues related to facilities managed the Sauder School of Business.

Organizational Status

Reports to the Director of Finance and Administration. Maintains positive, close working relationships with all staff, faculty, students, facilities mangers and external resources.

Work Performed

Handles the day to day operations of the buildings; established and maintain contact with user departments; ensures the provision of building operational services is understood and accommodates use department needs; expedites requests; provides advice, obtains estimates as required; deals with complaints and ensures that departmental user requests are dealt with in a satisfactory manner.

Arranges to for day to day building operations such as: improvements, repairs and replacement including custodial services using input from faculty, staff, departmental managers and students.

Determines staffing requirements; participates in the interview and selection process including involvement of human resources issues such as: discipline, evaluations and terminations. Once employees are hired, ensures employees receive the appropriate training and orientation.

Assists in the operating (minor and cyclical) budget preparations and controls the expenditures within the budget appropriation. Identifies budget over and under expenditures and immediately recommends corrective action to avoid re-occurrence of budget problems.



Coordinates the facilities work requests; conducts a preliminary analysis of the scope of work, cost of estimates and supporting documentation.

Inspects the general conditions of the facilities and ensures that the facilities are maintained and operating in a satisfactory, safe manner, to foresee problems and to initiation action through the appropriate resources

Manages general building maintenance for the Faculty. Checks to ensure that work is complete in accordance with requirements, specifications and costs estimates.

Works in conjunction with carious stakeholder in the coordination of logistics for events (room configurations, set up and removal of furniture and equipment for the Faculty (including MBA House), office moves, furniture installation and relocation for faculty, staff and visitors.

Manages the processing of materials (e.g. confidential shredding, surplus furniture and equipment, etc.) For the facility and determines the need for further re-use, storage and or disposal to ensure proper usage of the facility.

Assists with ensuring risk management requirements and protocols for all the Faculty facilities are in good operating condition.

Is responsible to ensure that all employees working in a correct safe manner in regards to all necessary safety and environmental regulations, standards, practices and procedures.

Liaises with users, provide advice and assists as required in offering pertinent general knowledge of the facilities when necessary.

Aware of all current and planned maintenance programs being carried out within the facilities to ensure smooth operations without conflicts and are carried out in such a manner they will not interfere or cause disruption of scheduled classes, activities or meetings.

Manages process in place to safeguard master keys or other key controlled by the Sauder School of Business and building security systems are promptly maintained and provided reasonable protection for all stakeholder groups within the Faculty and the University's assets from both fire and theft.

Coordinates efforts related to Climate Change Action Plan and identifies opportunities for the facilities to embrace all aspects of sustainable operations.

Attends meeting to facilitate communications, exchange of information regarding building operational issues.

Composes internal external correspondence to faculty, staff, students, etc. to provide information relations to facilities operations, shutdowns, etc. To ensure mitigate awareness concerns are addressed in a prompt and appropriate manner.

Maintains departmental files, including floor plans, facilities procedure manuals and warranty information.

Coordinates schedule of work with outside service provides and faculty, staff, departmental managers, etc. as and when necessary.

Support good customer service by providing timelines to faculty, staff, departmental managers for special maintenance and small operational projects.

Works from oral and written communications, instructions and specifications

Works in an office environment, performs inspection of facilities and meet with colleagues to assist with operational requirements when necessary.

Is required at time to work flexible hours, including evening and weekends.

Performs other related duties as required.

Supervision Received

Works under general direction. Selects methods and techniques to be followed in achieving objectives. Consults with the Director of Finance and Administration for any major capital expenses. Works in a strong team environment with the Facility Managers

Supervision Given

Exercises judgment and initiative in decision making situations involving work methods and procedures within a defined area; in the selection and interpretation of information; in resolving issues not clearly covered by established guidelines; in coordinating staff and assessing performance. Coordinates and supervises the facilities staff and custodial services.

Consequence of Error/Judgement

Failure to manager customer service requests satisfactorily or detect properly follow up on operating and maintenance problems in the building and failure to ensure the facilities are properly maintained could result in dissatisfied users, higher costs for



The University of British Columbia

Staff Job Postings

increase repairs or maintenance and potential safety hazards.

Coordinating shutdowns that have not been thought out before approving communications could have serious and costly consequences.

Errors or incorrect decisions could impact job schedules and result in increased costs and could negatively impact service to students, external users and faculty staff

Poor scheduling could lead to a loss of customer satisfaction and or loss of revenue due to lost business opportunities.

Qualifications

Technical School Diploma in Housekeeping Management. . Minimum of three years experience or the equivalent combination of education and experience. Prefer successful completion of a building services management or building maintenance program at a technical institute or college, or an equivalent combination of on-the-job training and work experience. Knowledge and experience in maintaining and managing day to day building operations and facilities is an asset. Three years' experience in planning, implementing and coordinating building operations, maintenance and services. Previous experience in hotel or university is preferred.

Demonstrated ability to work independently as well as in a team environment and to exercise tact discretion. Fluent in both spoken and written English. Excellent verbal, written and interpersonal communication. Ability to work well under pressure and adapt to every changing priorities and or schedules. Ability to analyze, problem solve and troubleshoot situations accurately and adopt an effected course of action.

Must possess excellent customer service skills in a courteous and patient manner with the desire to assist other are essential to respond to the needs of faculty, staff, students and therefore must have the ability to develop and maintain effective working relationships with individuals at all levels of the organization as well as external resources.

Supervisory skills with the ability to organize and prioritize work on a day to day basis multitask and meet deadlines in a timely efficient manner.

Ability to effective use computers (e.g. Outlook, MS Word, MS Excel) and a working knowledge of buildings, building systems and floor plans.

Ability to work flexible hours, including evenings, weekends and must be able to lift and move heavy object (up to 75 lbs.)

Valid British Columbia Driver's license preferred.

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Job Posting

Job ID: 13139
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level A **Business Title:** Database Application Programmer
Department: Obstetrics & Gynaecology
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-11
Job End Date: 2013-05-01
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-12 **Available Openings:** 1

Job Summary

The University of British Columbia is one of Canada's leading biomedical research institutes offering a stimulating research environment. The Database Application Programmer will work under the supervision of Research Coordinator, Database Manager, and Principal Investigator of the Pre-eclampsia Integrated Estimate of RiSk (PIERS) Network, and the APC and EMMA studies.

The position will be full time, providing programming and systems support to users by modifying existing programming logic, coding necessary instructions and debugging modified programs. Experience in the area of perinatal medicine will be an asset.

Organizational Status

The Database Application Programmer reports to the Research Coordinator, Database Manager, and Principal Investigator of PIERS, APC and EMMA. He/she will work closely with the Coordinator and Database Manager of these projects.

Work Performed

The position will involve multiple ongoing projects described above, including:

- Write, modify, integrate and test VB.NET applications for PIERS and APC projects' data check and data integration programs, as well as the ASP.NET application for the PIERS project website.
- Maintain PIERS and APC projects' data collection programs in Access VBA and make modifications when required.
- Liaise with the PIERS Project Coordinator and other users to identify and communicate technical issues, and resolve them.
- Prepare release notes and technical documents for PIERS data collection program.
- Assist in localizing the PIERS data collection program in Chinese version.
- Create web-based prototypes for the PIERS data collection program to evaluate the possibilities of upgrading the existing Windows-based application.

Supervision Received

Most of the work will be done independently or in conjunction with the study Coordinator and Database Manager; however, the Principal Investigator(s) and Department Research Program Manager supervise all projects.



The University of British Columbia

Staff Job Postings

Supervision Given

N A

Consequence of Error/Judgement

The Database Application Programmer 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 him or herself and those governing the activities of the Directors and all other investigators. Any procedures or data recorded as part of a trial 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(s), the Department Head, and the Research Coordinator's governing professional organization. Release of data and results will be governed by Data Access Agreements and contracts between the Steering Committee and Investigator(s).

Qualifications

Undergraduate degree in a relevant discipline. High degree of computer literacy and extensive experience with Microsoft Office (Word, Excel and PowerPoint). Minimum of one year experience or the equivalent combination of education and experience. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to maintain accuracy and attention to detail. Familiarity in working with confidential information; maintaining professionalism, diplomacy, and tact under high pressure situations. Strong database application skills, reporting template, website development, data analysis, form design. Working knowledge of various operating systems including Microsoft Windows (Server and Workstation); Office Visual Basic for Applications (VBA), relational databases (Access and Microsoft SQL). Strong knowledge of web applications, including VB.NET. Demonstrated technical experience and capabilities related to computers, hardware and software, and local and wide area networking.

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Job Posting

Job ID: 13118
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** 3D Modeler and Programmer
Department: Fisheries Centre
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-01
Job End Date: 2014-05-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-15 **Available Openings:** 1

Job Summary

The Nereus Program (www.nereusprogram.org) develops approaches to evaluate scenarios for sustainable management of fisheries and ecosystems. The development is to influence ecosystem management by involving high-level decision makers and multi-disciplinary scientists experts. The 3D scientific-art communication software in this program will supply relevant information, demonstrations, and visualizations of the economical, social and ecological consequences of a range of decision scenarios of future fisheries in a global scale.

It is of vital importance to efficiently communicate the results and management options of the program to a non-scientific audience. We have to this effect developed a new, groundbreaking approach for visualization, where we use a 3D-gaming environment as an interface for the scientific simulations.

Targeting and developing this for the Nereus program will require a 3D Modeler and Programmer specialized in visualization gaming programming, with extensive experience in Python programming for the open source Blender gaming software, and the ability to couple this to the Microsoft .NET framework, which is used for the scientific model environment.

The primary responsibility of the 3d Modeler and Programmer is to help build and design the visual user experience for ocean summits. This encompasses building virtual worlds that show alternative outcomes determined by a simulator. S he will work in close cooperation with the project team leader to further develop tools such as the ecological modelling approach Ecopath with Ecosim (EwE) and Blender Game Engine OceanViz

Organizational Status

Reports to the Senior Programmer. Develops collaborative relationships with other project staff as well as with internal and external software users.

Work Performed

The 3D Modeler and Programmer will design, implement, test and debug 3D models, visual scenes, while having close communication with research scientists of the Nereus Program. This system is implemented in Blender Game Engine with specialized integration with Microsoft's programming platform .NET, which will be integrated with strong and streamlined linkages between EwE and OceanViz. S he will be involved in user studies to evaluate the use of software and conceptualized designs of the system accordingly. S he will further be responsible for the maintenance, debugging and implementation of requirements. S he will be asked to provide schedules and estimates of project timelines.

Apart from the OceanViz project, the 3D Modeller and Programmer will be directing and producing video animations focusing on press



releases and public outreach. The 3D Modeller and Programmer will directly deal with external scientific and non-scientific partners such as researchers, technicians, producers and filmmakers.

It's the responsibility of the 3D Modeller and Programmer to consult the scientist members on the technology and together explore the possibilities for the 3D scientific-art communication software. Therefore it's expected the Modeler and Programmer will constantly keep her himself updated with state of the art industry cutting edge development.

The visualization work is part of the main project but will often be managed on its own. Therefore the 3D Modeller and Programmer will be required to overlook all the visualization projects aiming public outreach. Some projects may require specific skill sets and personnel resources outside the scope of the internal capacity of Nereus Program staff. The 3D Modeller and Programmer will be in charge of coordinating and leading outsourced visualization production teams and 3rd party partners.

Additionally the 3D Modeller and Programmer will work closely with the team of scientific ecological model developers. S he will be required to assist in development within the .NET programming environment.

Supervision Received

The 3D Modeller and Programmer reports to the Senior Programmer, but works with considerable latitude between project meetings. Work is evaluated based on agreed project objectives and deliverables

Supervision Given

Visualizations experts, interns, students, and assistants as required. .

Consequence of Error/Judgement

The 3D Modeller and Programmer will collaboratively design decisions that may have considerable impact on the development of the software. S he will need to monitor design choices independently in a highly object oriented manner. Product releases have to be carefully and systematically checked to ensure that they are performing according to expectations. Erroneous implementation or software defect in releases of the visualization outcomes to its high statured users could lead to mistrust of the software and the detriment of the entire project, and for the UBC Fisheries Centre and Nereus Program for which these summits will be one of the major flagships.

Qualifications

Undergraduate degree in a relevant discipline. Preferred four years experience or the equivalent combination of education and experience. Minimum of two years experience or the equivalent combination of education and experience. Work experience with integrating technical and artistic expertises and professionals. Knowledge of 3D and architectural modeling; Experience with Blender, Python, and .NET interoperability; Basic knowledge of ecosystem modeling with .NET implementation; Experience with design and program scientific software for distribution using the .NET integrated development environment. Ability to perform advanced programming in computer languages (e.g., SQL, Perl, C, Java, ColdFusion, JavaScript). Ability to communicate effectively verbally, in writing and visually (e.g. drawing). Ability to work effectively with minimal supervision. Ability to work effectively independently and in a team environment. Strong organizational and time management skills. Willingness to assist others as needed. Experience with audio-visual production in special short videos animations with Blender. Ability to organize the production workflow for such production. Ability to perform as technical director in small video productions. Ability to work as creative director and team leader.

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Job Posting

Job ID: 13143
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Bioinformatics Programmer
Department: Psychiatry
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01
Job End Date: 2013-06-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-20 **Available Openings:** 1

Job Summary

Lead software developer on bioinformatics software development projects.

Organizational Status

Will work as part of a team (with other programmers, students, postdoctoral fellows, system administrators) under the supervision of of the principal investigator. Will supervise junior programmers.

Work Performed

Act as lead developer on bioinformatics software development projects.

Designing logic, selecting programming language for particular tasks, documenting procedures, making recommendations on technology selection and software purchases.

Anticipate and respond to the needs of users of the software by implementing appropriate software features and documentation. Implement and maintain Java software for bioinformatics applications, using modern software development techniques including test-driven development, issue tracking, and version control. Code will be developed according to team-established quality standards.

Ensure the integrity of data in bioinformatics databases by participating in quality control and data management activities. Data management is not expected to be a major responsibility of the position but the individual will work closely with others including collaborators on such issues.

Develop tests for all software developed by creating test data inputs and testing code.

Implementation responsibilities will involve multiple aspects of the system including web client interfaces, middleware services and data model refinement. Maintain existing code base and configuration (including automated build system).

Manage the work of junior team members through task assignment, regular meetings and code review. Delegate tasks as needed to junior members.

Identify and document requirements and specifications of software in cooperation with other team members and through interactions with users.

Document software using Javadoc and Confluence (Wiki).

Document and report progress and task completion using issue tracking (Bugzilla), email and by verbal reports to supervisors and team members.



The University of British Columbia

Staff Job Postings

Supervision Received

Reports directly to principal investigator, but works with considerable latitude. Work is reviewed in terms of achievement of specific project objectives.

Supervision Given

May manage one to two junior programmers. Expected to assist and advise other team members including students who are supervised by the principal investigator. Will be involved in evaluating job candidates and monitoring job performance.

Consequence of Error/Judgement

Makes decisions regarding the optimal methods to address scientific computing problems. The individual will be required make appropriate judgments about the best way to implement specific functions of the software system, and assign tasks to junior team members on a day-to-day basis and determine if they are meeting reasonable targets for quality and efficiency. It is expected that the individual will be a strong participant in the design and direction of the software development, not just following an existing specification.

Work is subject to regular review and monitoring by principal investigator. This position must maintain reasonable standards of code quality and effectiveness as a lead developer. Failure to correctly implement software and tests would require refactoring or rewriting of the code. Failure to keep junior team members on track with reasonable targets will require improvements in planning, and cause delays in research projects relying on the software.

Qualifications

Undergraduate degree in a relevant discipline. A master's degree in bioinformatics or equivalent work experience in developing bioinformatics software applications is preferred. Minimum of three years experience or the equivalent combination of education and experience. At least 3 years of Java software development experience. J2EE development experience with Spring and Hibernate is necessary. Good knowledge of MySQL is required. Experience with CVS or other version control, software QA and other best practices is required. Experience with Eclipse or equivalent IDE. Ability to work independently and produce high-quality code based on requirements and specifications worked out with other team members.

Evidence of ability to supervise other team members.

Must have excellent spoken and written English communication skills.

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Job Posting

Job ID: 13166
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Systems Administrator II
Department: UBC IT - Solutions&Integration
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-15 **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 Systems Administrator II designs systems hardware and software solutions, defines systems scope, and provides recommendations for all systems supported infrastructure as part of regular operations. The Systems Administrator II is a key role with the responsibility of working with the technical and functional teams to support the University wide ERP (Enterprise Resource Planning) applications. This position is involved in performing ERP administration related tasks, planning and developing system implementation and enhancements, overseeing day-to-day operations and troubleshooting of the University wide applications.

Organizational Status

The Solutions and Integration team within the Administration Systems Management group is responsible for the middleware of the ERP applications including PeopleSoft, Hyperion, ImageNow, OBIEE, Tivoli Workload Scheduler, and other vendor applications.

The Systems Administrator II reports to the Manager, Solutions and Integration, and works closely with application teams, systems and network architecture teams, project managers, and managers of functional areas within the greater Administrative Systems portfolio, as well as with cross functional teams and individuals from across UBC, and external stakeholders and vendors.

Work Performed

Specific Duties:

- Administers the University wide ERP systems and manages related day-to-day operational responsibilities such as troubleshooting, problem solving, communicating technical instructions to various IT staff, and communicating impact to issues to key users and stakeholders.
- Provides technical expertise and leadership in the design, implementation, and maintenance of all ERP and related environments.
- Analyzes and reviews business requirements and provides recommendation on implementation options.
- Plans and develops system implementation and enhancements in support of current and new application services.
- Coordinates all infrastructure related efforts with Systems, Network, and Data Base Administration teams
- Works collaboratively with application development teams and subject matter experts to investigate and resolve problems in a timely and efficient manner; effectively manages the resolution of technical issues and problems.
- Provides technical solutions to a diverse range of complex problems.



The University of British Columbia

Staff Job Postings

- Designs, reviews, implements, and maintains ERP application access security policies.
- Installs and configures ERP application servers.
- Performs application upgrades and patches on systems such as PeopleSoft, Hyperion, OBIEE, ImageNow, and other systems.
- Evaluates application performance and implements performance tuning.

Core Duties:

- Designs solutions to resolve system related business problems, meet user requirements, and streamline system work flows.
- Formulates and defines system scope and objectives and recommends a strategy, potential solution, or "work-around".
- Monitors and analyzes systems issues and provides recommendations for all systems supported infrastructure as part of regular operations.
- Provides guidance and training to less experienced analysts.
- Writes and maintains systems documentation including user and technical manuals.
- Designs, provisions and configures systems.
- Acts as a liaison between technical groups and stakeholders to coordinate the system's installation and ensure technical compatibility and satisfaction.
- Prepares documentation and defines system specific dependencies to assist in problem analysis.
- Provides recommendations for improving procedures and coordinating system implementation.
- Integrates development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the general direction of the Manager, Solutions and Integration with assigned areas of responsibility as described above.

Supervision Given

Functional supervision of technical consultants in project implementation. Functional supervision of internal staff in the use of systems and application tools.

Consequence of Error/Judgement

UBC IT plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The ERP systems support the University's teaching, research, and administrative work. Decisions and actions taken by the Systems Administrator will have a major impact on these systems.

Errors in judgment, decisions, and actions could negatively impact the ERP systems, and consequently affect the reputation of the University and could cause loss of productivity and revenue.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science or related field. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. 5 years of systems administration experience in a large enterprise environment.

Experience in one or more of the following middleware technologies: PeopleSoft, PeopleTools, Hyperion, OBIEE, ImageNow.

Experience in managing and supporting Linux and Windows servers.



The University of British Columbia

Staff Job Postings

Experience with Enterprise Application Integration - single sign-on, self-service, LDAP, application messaging, web services.

In-depth knowledge of network protocol, firewalls, load balancers, Internet services.

Experience with PeopleSoft Enterprise Portal and PeopleCode is an asset.

Experience in one of more of the following technologies is an asset: WebLogic, Apache, Tomcat, ColdFusion, PHP, PERL, Java, SQL.

Web application development experience is an asset.

Excellent technical writing and documentation skills; including requirements gathering, concise, and understandable technical documentation

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

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

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

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

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

Initiative - Seeks out new challenges that require risk taking. Determines the resources, team support, and technical needs necessary to enable success and procures them. Keeps responding to the challenge in spite of obstacles and setbacks.

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Job Posting

Job ID: 13164
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Program Manager
Department: UBC IT - Digital Media Tech
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18
Job End Date: 2013-06-21
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **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 Program Manager provides overall management of every aspect of the design, development, and implementation of major programs and ensures that the work effort achieves the outcome specified in the business and IT strategies. This includes evaluation of the creative media product at UBC, creating strategic plans, and delivering on all aspects of the design, development, and implementation of creative projects for the UBC community on behalf of UBC IT.

The incumbent is responsible for managing multiple project teams and all associated resources. They will consult with executive level stakeholders and business owners, to create and utilize a structured workflow that includes requirements gathering, needs analysis, documentation, change management and assessment.

The incumbent leads and manages creative media training and development activities for stakeholders across campus in order to ensure best practices in digital media are followed during the production and post-production phases.

Organizational Status

This position reports to the Director of Digital Media Technologies and is a member of the management leadership team.

Work Performed

Specific Duties:

- Directs all aspects of the production of various creative media enterprise projects at UBC
- Manages multiple projects and associated resources, including technical and creative professional project staff
- Manages various medium to large scale enterprise, projects and is responsible for fulfilling and overseeing all aspects of the project management cycle
- Responsible for developing and managing multiple project budgets and completing project and annual financial summaries
- Conducts extensive industry analysis and research to ensure UBC creative services remain current and competitive with market trends
- Responsible for training professional staff and managing staff development, including performance management -
- Represents UBC IT to the executive at UBC
- Develops strategic plans for enterprise creative media ventures; consults senior management for approval.
- Designs workflow and processes to enable sustainability of the creative services team and ensures all staff are working in accordance with these processes



The University of British Columbia

Staff Job Postings

- Analyzes and responds to industry trends by mapping new service delivery models
- Develops creative media best practices and instructs staff and stakeholders - Directs and creates projects that enhance the UBC brand globally

Core Duties:

- Defines requirements for large-scale strategic programs (consisting of multiple projects) to meet organizational goals and prioritizes efforts for those programs.
- Negotiates, sources and obtains financial, physical, or human resources to support long-term projects and programs.
- Establishes program schedule and integrates development of best practices, project standards, procedures, and quality objectives across multiple projects programs.
- Reviews project plans, schedules, and staffing requirements developed by project managers.
- Manages and directs project managers for some all projects within the Program portfolio and removes roadblocks which may inhibit project success.
- Evaluates and ensures for sponsor client satisfaction at project completion.
- Researches and implements new delivery options, training, life cycle methodologies, and project management approaches.
- Mentors and develops leadership strength and acts as an information resource on project management.
- Oversees the development of contracts and Service Level Agreements and the evaluation, selection and procurement of products and or services from vendors.
- Initiates and promotes cross functional working relationships with project sponsors, senior professionals, vendors and key clients both at the University and at other institutions.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques.
- Performs other related duties as required.

Supervision Received

This position reports to the Director of Digital Media Technologies however they have complete responsibility for outcomes within policies and practices set out for their area of expertise.

Supervision Given

This position provides leadership and guidance to all creative services staff and directly manages project teams, creative media talent and terms works and interns.

Consequence of Error/Judgement

This position will be creating projects that will represent the University at the highest levels. Errors at this level will impact the University brand, relationships with executives and our ability to sustain the department. In addition, this individual will be responsible for expensive equipment and costly activities so errors in judgement could have a significant financial impact on the department.

Qualifications

Undergraduate degree in a relevant discipline. . A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience.

Expert in all stages of production, traditional and emerging media: writing, directing, shooting and editing.

Core understanding of higher education in terms of its strategies, plans, organization, people and culture.

Excellent knowledge of leading edge industry practices in all aspects of digital media production and delivery with a focus on top tier film video projects.



The University of British Columbia

Staff Job Postings

Expert knowledge of financial management and assessment.

Quality assurance, project management; and human resource management ability.

Advanced communication and people management skills.

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

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

Problem Solving - Anticipates problem areas and associated risk levels with objective rationale. Uses formal methodologies to forecast trends and define innovative strategic choices in response to the potential implications of multiple integrated options. Generates and solicits the approval of senior leadership prior to defining critical issues and solutions to unclear, multi-faceted problems of high risk which span across and beyond the enterprise.

Accountability - Defines strategic areas of responsibility. Plans and decides upon the reassigning and restructuring of significant organizational resources. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance.

Analytical Thinking - Establishes strategic goals and enterprise-wide priorities. Uses techniques of advanced business and organizational analysis to identify and assess problem definitions and potential solutions, and compares and contrasts them against predetermined criteria. Creates framework for reviewing large volumes of unorganized data. Probes for, and points to, subtle and unclear relationships in highly complex matters and evaluates the merit of problem definitions and potential solutions. Anticipates the possible outcome of potential solutions. Systemically identifies and resolves complex enterprise-wide issues, while educating senior leaders as to their solution.

Business Enterprise Knowledge - Sponsors enterprise-wide initiatives. Defines strategic imperatives in terms of the links between increased value, enterprise needs, and technological solutions. Procures support and funding from the leading stakeholders in the enterprise. Explains complex relationships and technological solutions in terms that meet the needs of the affected parties.

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Job Posting

Job ID: 13159
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level A **Business Title:** Socio-Cultural Coordinator
Department: Continuing Studies
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-25 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

The ELI seeks to provide language instruction, introduce Canadian culture, and encourage mutual understanding and interaction among students from different countries. The Coordinator researches, develops and implements an overall plan to complement the formal instructional component of the program through a wide range of out of class activities and the creation of an appropriate environment in the ELI building. This position is responsible for the planning, direction, leadership, supervision and evaluation of every facet of the Socio-Cultural area. The Coordinator is responsible for hiring UBC students as Cultural Assistants and otherwise promotes the interaction of our students with UBC students.

Organizational Status

Reports to the Administrative Director, manages 1 Head Cultural Assistant, 1 Program Assistant and a team of 20 -- 30 cultural and student assistants.

Work Performed

- Researches, plans, implements, manages and evaluates all socio-cultural activities and events.
- Oversees program expenses budgets and informs Administrative Director of any large variances.
- Consults with Directors, Coordinators and Head Teachers to design socio-cultural programs for each ELI program.
- Ensures activities are appropriate for international student's language levels.
- Recruits, trains, supervises, evaluates, and mentor coach Socio-Cultural staff.
- Develops and implements a training program for cultural assistants.
- Communicates and implements ELI objectives, standards, policies and procedures.
- Develop and communicate socio-cultural program goals to staff, ELI Executive and other stakeholders.
- Reviews and revises policies and procedures, explaining policies and procedures to staff and students .
- Develops & updates handbooks and guidelines for cultural program staff as required.
- Recommends rules and procedures for the encouragement requirement of the use of English by English language students on the ELI premises and at all ELI events.
- Oversees the ELI's health insurance policy and implementation. Liases with other UBC iMED stakeholders and other ELI program department coordinators to implement health insurance policy.
- Work in collaboration with ELI's marketing coordinator to implement social media strategy.
- Develops a system to ensure that all payments are received, recorded and deposited; determines refunds and or authorizes changes



The University of British Columbia

Staff Job Postings

to activity selection, if necessary.

- Liaises between students and cultural assistants, instructors and program coordinators.
- Liaises extensively with businesses and tourist attractions in B.C. and UBC Faculties, departments, International Student Centre, UBC clubs, etc., to research, develop and implement new Socio-Cultural programs.
- Represents Socio-Cultural Programs Office and the ELI at meetings and functions, both on and off campus.
- Represents the ELI locally, nationally and internationally as required.
- Other duties as required.

Supervision Received

Works independently in carrying out all areas of responsibility. Receives general guidance, from the Administrative Director. Keeps ELI Executive well informed to ensure direction of work is within Division and Institute objectives. Work is evaluated on quality and effectiveness of results.

Supervision Given

Manages Head Cultural Assistant, Program Assistant and a team of 20-30 Socio-Cultural and Student Assistants.

Consequence of Error/Judgement

High quality performance at the supervisory level is essential to daily operations and the Institute's public relations. Impact of poor performance would be serious consequences with regard to client groups and would result in loss of revenues.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Master's degree in Intercultural Communication preferred, plus two years' related experience with increasing responsibilities in the areas of administration, supervision, project management, tourism and event coordination. The ideal candidate will be a highly motivated self-starter. Must have direct experience working with both international and local students. Must have experience successfully planning and promoting student activities. Previous experience in budgeting, planning, managing, participating in and evaluating multiple events, projects and programs. Fundraising experience including experience working with and motivating volunteers preferred. Must have demonstrated supervisory skills and proven ability to motivate others. Excellent communication, interpersonal, time management, and organization skills required. Must be comfortable and experienced speaking to and even performing (informally) before large groups. Must have proven leadership and team building skills. Must be diplomatic, tactful and able to exercise good judgment. Must have a sense of humor and the ability to develop a rapport with students, especially international students. Must be committed to quality, excellence, and professionalism. Must have a demonstrated interest in and sensitivity to the needs of ESL students coming from diverse backgrounds and cultures. Must be able to travel nationally and internationally. Must be willing to work flexible hours including many evenings and weekends. A Class 5 driver's license and a first aid certificate are required. Must be computer literate and familiar with Word for Windows, Excel, databases, and email.

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Job Posting

Job ID: 13165
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level A **Business Title:** Web Developer
Department: External Prog & Learning Tech
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-03
Job End Date: 2012-12-14 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

This position will be responsible for redesigning and improving unit's website in a time-bound and effective manner to enhance unit's online presence. The incumbent will develop web-based solutions to communicate effectively and address the needs of prospective as well as current students, faculty, staff, alumni and external stakeholders (donors, media, community and others).

Organizational Status

Reports to the Marketing Manager, the selected candidate will work closely with the Directors in the unit, Faculty and Staff members, Sessional instructors, external clients, development teams and other departments and agencies on and off the UBC campus.

Work Performed

- Website management : Redesign and subsequent redevelopment of two major websites (www.eplt.ubc.ca, www.met.ubc.ca), in WordPress.
- Works creatively with staff of this unit and other units to create unique opportunities for enhanced functionalities of above two websites.
- Provide input, advice and reorganizes content to increase visual appeal, streamline content, and significantly improve website navigation.
- Incorporate UBC's and the Faculty of Education's Common Look and Feel (CLF) and branding guidelines into the re-development.
- Summarized and incorporates input from multiple stake-holders into the site architecture, effectively balancing ease of navigation and content clarity.
- Collaborates with University communication and technology professionals to address issues.
- Incorporate networking and community-building tools into the site, as well as highlighting particular achievements, events and profiles, etc.
- Integrate existing Drupal shopping cart and registration portal into WordPress sites.
- Examines best practices at comparable institutions and presents ideas to groups for discussion.
- Develops web-documents and project-documents related to future maintenance and training.

Supervision Received

Makes decisions regarding website content. Receives general instructions during orientation and on new projects or changes in



The University of British Columbia

Staff Job Postings

procedures. The work is done independently, although the general product will be subject to review prior to going live.

Supervision Given

May manage and co-ordinate the work of staff if required.

Consequence of Error/Judgement

Errors in judgment may result in the inefficient use of resources, and may damage the image and reputation of the University, and External Programs and Learning Technologies. As an outreach unit in the Faculty of Education, the consequence of staff error could negatively impact the reputation of the Faculty for quality and reliability and affect the enrollment of students. Difficulties in exercise of judgment, due-diligence and communication will be detrimental to the EPLT unit.

Qualifications

Undergraduate degree in a relevant discipline. A degree in Computer Sciences, Educational Technology or related field is preferred. Minimum of four years experience or the equivalent combination of education and experience. Extensive web-design experience and experience working with graphics, images, and video highly desirable. Professional experience with current social networking and community trends required. Knowledge of the university working environment and experience in the marketing and development of educational programs will be considered assets. Excellent detail skills are required, including the ability to edit complex text material accurately. Strong academic and writing skills are required. Editorial experience or skills will be an asset. Excellent interpersonal and communication skills in dealing tactfully with public and staff are essential. Capacity for innovation and idea generation. An understanding of academic culture and the nature of adult learning. A balance of creative, technical, analytical and social interpersonal skills will be an asset. Ability to work well with others, demonstrated effective intercultural communication skills, and the ability to deal professionally and diplomatically with faculty, staff, students and the general public. Ability to adjust to change and work well under pressure in team environments.

Required skills:

- Proficiency with WordPress
- Exposure to Drupal
- Some familiarity with UBC Blogs environment
- Knowledge of UBC Wiki is an asset
- Ability to present ideas to groups for discussion and advising prior to implementation
- Creative
- Ability to work independantly, foster a team environment and meet deadlines
- Comfortable communicating via online video chat

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Job Posting

Job ID: 13053
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B
Business Title: Nursing Lab & Simulation Assistant
Department: UBCO - Nursing
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-15
Available Openings: 1

Job Summary

The Nursing Lab & Simulation Assistant is responsible for the setup, maintenance, clean up and operation of the nursing skills lab and human patient simulators under the direction of the Human Patient Simulator Nursing Laboratory (HPS NL) Coordinator. He or she also teaches within the undergraduate BSN program in areas related to their nursing expertise.

Organizational Status

The Nursing Lab Simulation Assistant report to the Nursing Practice Education Lead under the Associate Director of the School of Nursing. He she works with nursing instructors to advise and support them in the delivery of both nursing skills and simulation labs. He she guides and advises the nursing lab monitors and nursing students as they seek to enhance their skill and ability.

Work Performed

The Nursing Lab Simulation Assistant works closely with the Nursing Practice Education Lead to carry out the following responsibilities:

- Planning, organizing, and developing of appropriate BSN student lab and simulation learning experiences.
- Liaises with the Nursing Practice Education Lead to hire work study students (lab monitors).
- Liaises with the Team Leaders of year one and two in the hiring of lab teaching assistants.
- In the role of Nursing Lab & Simulation Committee Co-Chair, participates in the development of policy and guidelines related to lab and simulation education.
- Liaises with the Nursing Practice Education Lead to ensure supplies and equipment used is in alignment with the current practice environment.
- Liaises with the Nursing Practice Education Lead to order the inventory of lab sim supplies and equipment to ensure maintenance of lab sim supplies and equipment.
- Provides support during rental of lab and simulator to outside agencies.
- Coordinate the scheduling of the lab areas, labs, and simulation.
- Books and runs open lab activities by lab teachers or teaching assistants.
- Support and mentoring in lab and simulation teaching philosophies and approaches.
- Responsible for the operation of the human patient simulators.
- Responsible for education of other teachers in the operation of the human patient simulators.



The University of British Columbia

Staff Job Postings

- Participates in the development and preparation of simulation scenarios.
- Provides orientation and leadership to the lab teachers, clinical teachers, and teaching assistants.
- Directs activities of lab monitors and ensure standard of excellence is maintained by nursing lab monitors in the performance of their duties
- Responds to the needs of lab and clinical teachers and students.
- Organization and setups of supplies to be used in nursing skills, orientation, and review labs.
- Preparation, set up, and operation of simulation labs and scenarios.
- Restocking labs, maintaining neat and orderly supply and work room areas.
- Maintenance and cleaning of nursing labs, equipment, and manikins.
- Maintains linens and bedding in clean and neat condition.
- Participates in interpreting BSN curriculum practicum objectives for the various levels of student to assist in continued development and implementation of lab and simulation teaching and learning.
- Participates in the monitoring of the quality and content of lab and simulation placement experiences through analysis of evaluative feedback from students and teachers.
- Advocates for and participates in seeking best practices in teaching and learning in the nursing lab and simulation.
- Advocates for and participates in research project related to teaching and learning in the nursing lab and simulation.
- Participates and assists in gathering data for research into simulation.

The Nursing Lab & Simulation Assistant also teaches within the undergraduate BSN program as assigned by the Associate Director

Supervision Received

This position works in close collaboration with the Practice Education Lead on lab and simulation responsibilities and reports with the Practice Education Lead on practice placement matters to the Associate Director. In relation to teaching responsibilities, this position reports to the Associate Director.

Supervision Given

This position works independently with indirect supervision as they work closely with the Practice Education Lead. This position reports with the Practice Education Lead to the Associate Director of the School of Nursing.

Consequence of Error/Judgement

This person works closely under the Practice Education Lead to make decisions about the operation and staffing of the lab and simulation areas. The judgments and decisions made by person in this position must be in alignment with current nursing practice standards and UBCO SON content. Ensuring student safety is essential.

Judgment, reliability, accuracy, and skilled communications are required for the smooth operation of this learning area and to ensure quality lab and simulation education.

Consequences of inappropriate judgments, unreliable performance, inaccuracy, or miscommunications may include inappropriate ordering, scheduling, and operation of lab and simulation learning.

Qualifications

Research Nurses require R.N. Certificate; Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, Nursing Licensure in British Columbia. Nurse Practitioner Clinical Associates require post-graduate degree in Nursing, BSN BScN required and 2 years related work experience, eligibility for registration with CRNBC required. Research Nurses require 3 years of nursing and administrative experience. Clinical Associates require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse Practitioner experience or the equivalent combination of education and experience. Comprehensive current knowledge of nursing psychomotor skills. Preference for acute care experience within the Interior Health Authority. Understanding of UBC Okanagan BSN curriculum and program. Demonstrated quality teaching. Ability to work independently with minimal supervision. Judgement is required to exercise timely appropriate judgment while working with competing priorities and demands. Demonstrated ability to prioritize work under pressure to meet deadlines in a fast-paced environment. Ability to obtain and disseminate accurate information (i.e. lab simulation policies, schedules, etc.).



Demonstrated effective communication skills are necessary to facilitate the interaction of several diverse groups (i.e. students, faculty). Ability to work collaboratively and supportively with nursing teachers, lab monitors, teaching assistants, and students. Ability to provide effective direction and supervision with nursing teachers, lab monitors, teaching assistants, and students. Demonstrated experience and knowledge of lab teaching. Demonstrated experience and knowledge of simulation theory and technology. Willingness to grow in the use of simulation theory and technology. Initiates, participates, and supports the collection of data to support simulation research. Knowledge of current trends in clinical practice and demonstrated competence in basic nursing skills. Demonstrated computer literacy

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Job Posting

Job ID: 13107
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level B **Business Title:** Human Resources Coordinator
Department: Human Resources
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16
Job End Date: 2013-10-01
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-06-15 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Work Performed

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

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

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



The University of British Columbia

Staff Job Postings

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Attends weekly team meetings and participates in project work.

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

Performs other duties as required.

Supervision Received

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

Supervision Given



The University of British Columbia

Staff Job Postings

Monitors the work of the Administrative Secretary, as required.

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 13123
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level C **Business Title:** Organizational Development & Learning Consultant
Department: Human Resources
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-17 **Available Openings:** 1

Job Summary

The Organizational Development & Learning Consultant works in conjunction with members of the University community to orchestrate cultural change and organizational learning initiatives within the Vice President, Finance Resources and Operations portfolio (VP FRO). In partnership with the functional department's leadership, this role identifies learning needs, development plans, and change management initiatives in alignment with "Place and Promise", "Focus on People" and the Vice President Finance Resources and Operations' plan and unit level strategic and business plans. Implements organizational development & learning initiatives, both formal and informal; influences and supports change at individual and organizational levels with respect to capacity, readiness, resilience, engagement, analysis and evaluation of initiatives; provides coaching, consultation, advice and support in change management, organization effectiveness and performance improvement issues; manages the development, training and roll-out of performance management, succession planning, and staff recognition programs; provides consultation, advice in communications initiatives.

Organizational Status

As an internal consultant, works closely with the management teams within the VP FRO portfolio. Works independently on assigned projects. Operationally reports to the Senior Human Resources Manager, Finance Resources & Operations, and for professional practice reports to the Director, Organizational Development and Learning in Human Resources. Develops strategic partnerships and coordinates initiatives with the VP FRO portfolio and the Organizational Development and Learning Team in Human Resources for the purpose of aligning interests and developing synergies. Also works closely with other Human Resources staff in Building Operations and the HR Department.

Work Performed

1. Plans and organizes initiatives of ODL programs for the VP FRO portfolio within the overall context of the University strategic plans and the department strategic plans. This requires proactive involvement in strategic planning, goal setting, and change initiatives.
2. In consultation and collaboration with management teams, takes leadership for providing coaching advice to clients to build leadership capacity, improve change initiatives, and foster quality improvement. Identifies factors that could impact on successful implementation of change efforts. Conducts organizational reviews of teams as requested, providing recommendations and



The University of British Columbia

Staff Job Postings

assisting teams in the implementation of changes.

3. Develops and manages the implementation of learning and development initiatives and practices to support cultural change, meet business goals and build unit and individual capacity. This includes overseeing the Building Operations' Apprenticeship Program, as well as the development of web-based and mixed-mode learning initiatives.

4. In consultation with managers and directors, takes leadership for helping clients to identify work processes, design new structures, and realign practices to meet strategic goals and objectives of the unit. Assists groups to assess root causes and identify performance gaps, implementing and or supporting implementation of appropriate initiatives, including facilitation, program design, materials development and performance analysis as required.

5. Conducts assessments, prepares reports and analyses, makes recommendations for change, initiates and evaluates learning opportunities. Develops methods to determine the value effectiveness of ODL programs. Designs and facilitates learning and planning sessions for departments within portfolio.

6. In consultation and collaboration with management teams, leads performance management, succession planning, staff recognition, and employee survey initiatives.

7. Develops methods to identify areas of performance improvement, and provides support to implement performance changes, e.g. identification of learning needs, course content design centered on learner's needs, workshop delivery methods, training evaluations, training support to internal trainers, etc within the context of current HR initiatives.

8. Identifies and develops relationships with key people re: training and organizational needs to support professional development for Management and Professional Staff. Works with managers to develop their coaching and analytical skills so they can contribute to the development of their staff. Acts as a consultant or facilitator as appropriate in the support of affecting cultural change.

9. Maintains strong working relationship with colleagues in HR Organizational Development & Learning to update knowledge and standards of professional practice with respect to instructional design and delivery, change management principles and practices, quality improvement, multi-media instructional technology, performance improvement, succession planning, staff recognition, and organizational learning theory and practice in order to identify areas for improvement and changes practice to assist client learning. Identifies and accesses tools for staff to develop learn independently.

10. Identifies the need for, and the sourcing, evaluating and making recommendations about third-party learning and development programs. Manages third-party contracts and evaluates initiatives delivered by contractors.

11. Takes leadership for a variety of specialized projects, anticipating and researching new trends and consulting with the Operational Effectiveness team in Building Operations and the Organizational Development & Learning team in Human Resources.

12. Performs selected administrative work related to above projects.

Supervision Received

Works under general direction and broad concepts and exercises independent judgment and initiative in addressing complex issues. Work is performed independently and collaboratively with other team members. Emphasis is given to communication and team work towards common goals. Keeps the Senior Manager, the Director, ODL, HR and other team members informed of actions through reports and discussions. Unusual items requiring policy decisions are brought to the Senior Manager and the Director's attention.

Supervision Given



The University of British Columbia

Staff Job Postings

No immediate reports but assigns work, provides training to and coaches the Admin. Assistant 3.

Consequence of Error/Judgement

This position works in conjunction with functional area directors and managers in the effective planning, development, implementation and maintenance of ODL projects, programs and initiatives. Utilizes a variety of research methods, data collection and analysis strategies as well as advanced software (spreadsheet and database) applications to support the initiatives undertaken. Failure to perform the above effectively would cause significant loss of support for and credibility from program participants, managers and senior administration and would result in lost opportunity costs with respect to change readiness. Error in judgement in determining kinds of resources and techniques needed could result in high costs to the unit, would affect the quality and success of the projects, and credibility of programs that have both strategic and operational impact.

Qualifications

Undergraduate degree in a relevant discipline. Degree in Education with emphasis on business administration, organizational development and human resources management. Coaching certification accredited by the International Coaching Federation (ICF) or International Association of Coaching (IAC) preferred. CHRP designation preferred. Minimum of five to seven years of related experience or the equivalent combination of education and experience. Demonstrated skill and knowledge of current training and organizational development practices with strong emphasis on change management. Effective oral and written presentation and communication skills. Effective problem-solving and conflict management skills to advance a healthy working environment. Demonstrated experience in managing projects, meeting deadlines and resolving unexpected and or ambiguous situations or issues. Proven intercultural competencies. Ability to communicate and interact with understanding and respect across diverse cultures. Ability to negotiate and influence within a collaborative framework. Demonstrated commitment to life long learning, shared leadership and continuous improvement. Demonstrated ability to anticipate future trends consequences and create innovative strategies and flexible plans. Demonstrated initiative to analyze and resolve problems quickly, efficiently, and collaboratively. Ability to work in a team-based environment and to build, manage and maintain high-quality relationships.

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: 13174
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Supply Management
Classification Title: Supply Management, Level A **Business Title:** Procurement Officer
Department: UBCV - Supply Management
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-25 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-22 **Available Openings:** 1

Job Summary

Under the overall direction of the Strategic Sourcing Manager, the Procurement Officer is responsible for managing procurement activities for the University's campuses, ensuring cost effectiveness commensurate with quality. All activities shall be in accordance with the University's standard practices and all municipal, provincial and federal laws. The incumbent will comply with Supply Management's code of ethics.

Organizational Status

Reporting to the Strategic Sourcing Manager, the Procurement Officer provides procurement support for departments, faculties, and units. Works closely and liaises with all levels of Supply Management staff and establishes and maintains close working relationships with administration, management, faculty and staff of all levels outside of Supply Management.

Work Performed

The Procurement Officer works independently and proactively under the general direction of a Senior Procurement Officer or the Strategic Sourcing Manager to support Departments, Faculties, and units. The Procurement Officer's main areas of responsibility are: tendering processes; strategic procurement of equipment, services and supplies; supporting supplier relationships; providing expertise and guidance to staff engaged in supply chain activities.

1. Procurement of Goods and Services

- a. Ensures that all procurement is in compliance with regulations and laws and related procurement practices and in accordance with the University's standard practices.
- b. Promotes and adopts Sustainable Supply Chain concepts where appropriate.
- c. Reviews and monitors purchase requests to ensure compliance.
- d. Provides consistent sourcing and contracting activities through the use of standard tendering document templates (primarily Request for Proposals, Request for Qualifications, Request for Tenders), maintaining adherence to established Supply Management sourcing processes and practices.
- e. Reviews tender and award documentation with respect to the developed evaluation criteria.
- f. Responsible for awarding a contract with consensus from the respective department.
- g. Responsible for contributing to the category management activities (contract management; effective sourcing research and development; etc.) of Strategic Sourcing.



2. Providing Procurement Guidance and Assistance

- a. Provides guidance and assistance to faculty and staff in all aspects of procurement, including the interpretation of related policies and procedures.
- b. Provides guidance and assistance to research grant holders (CFI, NSERC, etc.), both at the application and final award stages. This requires extensive University, as well as grant, process knowledge and includes the interpretation of related regulations, policies and procedures.
- c. Coordinates and resolves problems with end user department and suppliers.
- d. Demonstrates the procurement function as an effective resource for addressing supply chain issues within UBC.
- e. Working closely with the Purchasing Operations group, communicates with and educates user departments on the correct and consistent usage of appropriate workflow channels to effectively maximize their utilization of Procure-to-Pay programs and processes.
- f. Maintains active relationships with, as well as current knowledge of Strategic Sourcing and Purchasing Operations and provides technical knowledge assistance for routine and intermediate situations.
- g. Working with the Purchasing Operations group, the incumbent provides the campus with overall Purchasing Operations advice and education as when required (Purchase Requisitions, Purchase Orders, Procure-to-Pay products and services) escalating Purchasing Operations' issues to the Purchasing Operations Manager or Purchasing Operations staff as when appropriate.

3. Records and Document Management

- a. Prepares and maintains accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up for furtherance to other Supply Management staff for ongoing management.
- b. Assists in the preparation of, procurement related reports .
- c. Responsible for ensuring that assigned tender activities are acted upon and completed within the targeted turnaround times as a Key Performance Indicator (KPI).
- d. Responsible for contributing to and tracking cost savings negotiated savings as Key Performance Indicators (KPI) on all procurements.

4. Supplier Development and Maintenance

- a. Promotes and develops contact with external suppliers to establish new sources of supply.
- b. Coordinates and or conducts interviews with current suppliers to improve levels of customer services.
- c. Collects and reports statistics to measure commodity and or supplier performance.

5. Leadership and Mentorship

- a. Analyzes current procurement activities and recommends improvement through more efficient procurement methods, quantity discounts, standardization, value analysis and cooperative procurement.
- b. Reports on lessons learned to the Strategic Sourcing Manager.

Supervision Received

Reporting directly to the Strategic Sourcing Manager, the incumbent works collaboratively with all staff within Supply Management (primarily with Strategic Sourcing and Purchasing Operations) and the campus community at large. Decisions have a direct impact on the success of Supply Management's operational goals, policies and procedures. Performance is evaluated against project and or objectives, as measurable results are achieved.

Supervision Given

None

Consequence of Error/Judgement

Supply Management and the procurement processes governed therein play a key role in enabling the University to achieve its goal of



becoming one of the world's leading universities. The Procurement Officer is a key stakeholder and plays an important role in the successful delivery of optimum procurement tools for the University. Decisions and actions taken or ignored by the Procurement Officer will have a direct impact on how efficiently and effectively the systems and processes will perform and function. Errors in judgment or failure to act decisively could have a detrimental effect within Supply Management and on the campus at large. Recommendations made by the incumbent which have been poorly analyzed can lead to increased costs to the University, and or negative legal consequence. Failure to uphold Supply Management's Mission Statement and ethical principals could result in a loss of confidence in Supply Management's leadership within the UBC community.

Qualifications

University degree in a relevant discipline. Purchasing Management Association of Canada designation or training would be considered an asset: SCMP Designation, Certificate in Purchasing or Diploma in Supply Management. Minimum of two years experience or the equivalent combination of education and experience. Knowledge and experience with an integrated Enterprise Resource Planning (ERP) system. Public sector purchasing experience is an asset. Ability to understand and apply policies, procedures, and instructions. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to maintain accuracy and attention to detail. Ability to communicate effectively verbally and in writing.

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Job Posting

Job ID: 13157
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Support Officer
Department: VP Research & Intl. Office
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-20
Job End Date: 2013-06-19 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

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

Job Summary

The Support Programs to Advance Research Capacity (SPARC) office, a divisional office of the VP Research and International Office was established in April 2011 to provide expert strategic support to UBC researchers in all disciplines across all campuses who are seeking funding for innovative research initiatives. SPARC offers programs (e.g., proposal management of complex, interdisciplinary, multi-partnered research proposals, workshops and internal scholarly and scientific reviews) geared towards academic researchers securing funding to conduct cutting-edge research. Furthermore, SPARC works with researchers on knowledge synthesis and translational research projects.

This position is responsible for providing a wide variety of activities including planning of workshops, developing metrics and conducting preliminary analyses; preparing, composing, editing and proofing documents such as grant applications; coordinating the acquisition of information from multiple sources and individuals, updating and maintaining the core facilities online database (FRED); updating websites; investigating potential funding sources; processing accounts payment and other financial transactions; and liaising with internal and external academia, administrators, students (undergraduates and graduates).

Organizational Status

This position reports directly to the Director and Associate Director of SPARC who report to the Associate Vice President and Vice President, Research and International. The Research Support Officer will work closely with all members of the SPARC team to coordinate, organize, and generally support services provided by SPARC. In addition, the Research Support Officer will liaise with internal customers (e.g., VPRI and its divisional offices, corporate relations and development, faculties, schools, departments, postdoctoral fellow office) and external customers (e.g., government, crown corporations, industry, universities, hospitals and not-for-profit groups).

Work Performed

* Assisting with the coordination and development of complex, interdisciplinary, multi-partnered team funding proposals. This involves working with SPARC personnel and members of the developing team, liaising with a variety of partners (e.g., academia, government, industry and not-for-profit, both domestic and international), drafting letters, and reviewing and tracking changes to materials.

* Assisting with Internal Review during annual Open Operating Grant competitions and other competitions (e.g., CIHR Open Operating



The University of British Columbia

Staff Job Postings

Grant, NSERC Discovery Grant, SSHRC Insight Grant, International Student funding, International Collaborative funding). This involves working with Internal Review (IR) personnel and academia to secure reviewers, and track progress; analyzing competition results (metrics); liaising with CIHR, NSERC and SSHRC and other funding partners; updating databases; and organizing IR thank you letters, gift cards and recognition.

- * Researching, developing, designing and organizing presentations, seminars, workshops, information sessions, conferences, symposia, and special events such as presentations for Research Orientation Day, Banting Postdoctoral Fellowships, knowledge translation events, public engagement events, and grant writing courses.
- * Scheduling and organizing the logistics of meetings;
- * Assisting with developing content and maintaining SPARC's two websites: Grant Facilitation and SPARC.
- * Assisting in researching and identifying potential funding opportunities, and coordinating development of research proposals and grant applications.
- * Assisting in writing internal and external documents to government agencies, sponsors, internal reviewers, faculty members, and other educational institutions.
- * Performing regular updates of SPARC master project management spreadsheet.
- * Coordinating the acquisition of information from multiple sources including external researchers, government agencies and research institutions.
- * Identifying contacts within government offices and research institutions.
- * Transcribing and proofreading grant applications and proposals.
- * Preparing financials for office.
- * Developing, executing and summarizing small-sized surveys.
- * Performing other related duties as required.

Supervision Received

Works under general direction within established policies, procedures and standards. Work reviewed against task objectives and conformity to standards.

Supervision Given

May assign and check work of support staff, students or temporary staff for certain funding competitions or events. May explain SPARC related procedures to new members to UBC.

Consequence of Error/Judgement

Need to exercise tact and good judgement. Any error will reflect unfavourably on the SPARC office, VPRI Office and UBC, and may have negative impact on funding decisions by funding agencies such as CERC, CIHR, NCE, NIH, NSERC and SSHRC.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. * Preferred working experience at a University or large complex organization, preferably at UBC.

* Preferred knowledge of Tri-Council funding agencies (CIHR, NSERC and SSHRC) as well as NCE and CERCs.

* Preferred experience in event planning. * Ability to effectively use Microsoft and Adobe products at an advanced level(e.g., MS - Outlook, Word, Excel, Project, Access; Adobe - Acrobat Pro and Photoshop) * Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. * Ability to efficiently and effectively coordinate tasks. * Ability to anticipate problems and issues and plan ahead. * Ability to be thorough, accurate, and have a high level of attention to detail. * Ability to identify and correct missing and incomplete data. * Ability to gather, record, and organize information. * Ability to effectively manage multiple workshops, internal review support, and other tasks and priorities. * Ability to accurately proofread and edit grant applications, marketing material, workshop information and other SPARC related materials. * Ability to communicate effectively verbally and in writing. * Ability to work effectively independently and in a team environment. * Ability to analyze problems, identify key information and issues, and effectively resolve. * Ability to design and deliver educational programs relating to developing competitive funding proposals and effective methods of knowledge



The University of British Columbia

Staff Job Postings

translation of research outcomes. Ability to participate in project planning and execution. * Ability to analyze and interpret data, determine implications, and provide recommendations. * Ability to define and develop strategy, goals and scope of a project. Ability to effectively market and promote SPARC services across a range of events such as funding opportunities including the Banting Postdoctoral Fellows, CERC and other large institutional funding applications. Ability to contact external parties to gain information about funding sources and details. * Ability to develop and deliver effective presentations and workshops. * Ability to communicate in a clear, attentive, and polite manner.

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Job Posting

Job ID: 13152
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level D **Business Title:** Knowledge Translation Director
Department: Human Early Learning Partnrshp
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01
Job End Date: 2013-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-14 **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

Over the last eleven years the Human Early Learning Partnership (HELP) has become a focal point for early child development research in British Columbia and increasingly nationally and internationally. HELP's unique interdisciplinary partnership weaves multiple scientific viewpoints together to address complex issues concerning ECD (Early Child Development) and its impact on society. Moving into its second decade of operation the priority for HELP is on sustaining this level of distinction while nurturing research excellence and knowledge mobilization towards increased equity in our population.

As communities and policy makers are able to accurately interpret and use research to effectively support the development of a comprehensive system for young children and families, the Knowledge Translation Director will provide leadership and creativity in advancing HELP's mission to create, advance and apply knowledge through interdisciplinary research to help children thrive. The primary focus of the Knowledge Translation Director is to steer and provide the direction and leadership of the following major areas of HELP: Community Development Mapping and Visualization, and Communications

Organizational Status

The incumbent reports directly to the Deputy Director of HELP and works closely with all members of the HELP faculty and research team. The incumbent provides direction and supervision to the Community Engagement Coordinator, the Communications team, and the Mapping and Visualization team. The incumbent is a member of the HELP senior management group.

Work Performed

Major responsibilities include:

General

- Provide strategic leadership and oversee HELP's Knowledge Translation portfolio;
- Responsible for the development, design, implementation and evaluation of HELP's Knowledge Translation strategy, which will provide a guiding framework for all of HELP's knowledge translation activities;
- Work and communicate with research staff and Principal Investigators (PIs) to ensure that KT procedures conform with approved protocols
- Coordinate and provide leadership in HELP's activities towards achieving changes in early child development policy and



The University of British Columbia

Staff Job Postings

programming.

Community Engagement

Directs and provides leadership to the Community Engagement Coordinator who is responsible for developing and implementing a strategic approach to community relationships for the Human Early Learning Partnership (HELP) and for guiding HELP staff to carry out initiatives related to community engagement. Will oversee and advise on the process of the interpretation and dissemination of early child development research to community ECD coalitions; Boards of Trade and other business organizations; philanthropic organizations; First Nations and multicultural groups and to government stakeholders. As well as advising on building capacity in communities throughout Canada and internationally to better support young children by strengthening local infrastructure; mentoring community leaders; providing training and documenting best practices.

Mapping and Visualization

Directs and provides leadership to the GIS (Geographic Information System) team responsible for mapping of child development outcomes via the Early Development Instrument, community assets, and socio-economic data. Oversees the development of ECD mapping activities, developing protocols and strategies for mapping, data analysis & interpretation, research consultation and support, research report preparation and publication writing.

Communications

Directs and provides leadership to the HELP Communications Team to increase the visibility of HELP and its research (provincially, nationally and internationally). Communications strategies are targeted to specific stakeholder groups relevant to the breadth of HELP's research areas. Overseeing the creation and implementation of a communications strategy to effectively describe and promote the organization and to disseminate research findings. Oversees the process of identifying key messages, audiences, and strategic approaches to communicate to same audiences.

Supervision Received

Works with wide latitude and work is reviewed in terms of achievement of long-term goals and reports directly to the Deputy Director of HELP.

Supervision Given

Manages the Community Engagement Coordinator; Mapping and Visualization team; and the Communications Team (Communications Officer and Events Coordinator).

Consequence of Error/Judgement

This is a senior position critical to the success of HELP and plays the central role in sustaining HELPs internationally recognized approach to "putting research into action". Strategic planning, actions and decisions are crucial to the academic, research and policy-making endeavours and success of HELP and UBC. The Knowledge Translation Director sets strategic directions and plays a critical role in HELPs success at meeting key deliverables and developing its reputation nationally and internationally.

Accountable for the quality and integrity of the work undertaken and for the efficient management of HELP deliverables in relation to Community Engagement, Mapping & Visualization and Communications. The position requires innovation, adaptation and strategic planning. Incorrect decisions or actions may damage the reputation of HELP, partner institutions, or affiliates within the Institute and UBC. Misunderstandings or undue delay could affect the economic stability and be financially costly and cause loss of reputation for the Institute and the University.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project or Undergraduate degree if not responsible for a research project. Post-graduate degree in health or social science related field. 7 years relevant experience



or equivalent combination of education and experience if not responsible for a research project. 5 years experience in a field of specialization or equivalent combination of education and experience if responsible for a research project. Experience in building leadership, community development and early child development policy and program development. an asset. Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support. Extremely strong leadership skills and a demonstrated ability to take initiative. Executive-level experience in strategic management and communications. Ability to deal with a diversity of people in a calm, courteous, and effective manner and proven ability to work successfully with a wide range of groups and individuals, including community groups, researchers, the public sector and multiple levels of government. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to interpret and apply complex legislation, policies, regulations, and technical information. Must have the ability to exercise a high level of diplomacy and discretion in both internal and external interactions. Knowledge and understanding of child development theories and research. Knowledge of best practice in early child development programs and policies Ability to foster the long-term learning and development of staff through coaching, managing performance, and mentoring. Familiarity with quantitative and qualitative research methodologies. Proven experience in understanding, interpreting and using early child development research. Ability to communicate effectively verbally and in writing. Ability to develop and deliver effective presentations and workshops. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to make decisions and recommendations involving highly complex issues. Ability to exercise tact and discretion.

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Job Posting

Job ID: 13151
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level E **Business Title:** Deputy Director
Department: Human Early Learning Partnrshp
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01
Job End Date: 2013-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-14 **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

Over the last eleven years the Human Early Learning Partnership (HELP) has become a focal point for early child development research in British Columbia and increasingly nationally and internationally. HELP's unique interdisciplinary partnership weaves multiple scientific viewpoints together to address complex issues concerning ECD (Early Child Development) and its impact on society. Moving into its second decade of operation the priority for HELP is on sustaining this level of distinction while nurturing research excellence and knowledge mobilization towards increased equity in our population.

As communities and policy makers are able to accurately interpret and use research to effectively support the development of a comprehensive system for young children and families, the Deputy Director will provide strategic leadership and creativity in advancing HELP's mission to create, advance and apply knowledge through interdisciplinary research to help children thrive. The primary focus of the Deputy Director is to steer and provide the vision, direction and leadership for all major research areas of HELP. Specifically, this encompasses all steps between the creation of new knowledge and its application to yield beneficial outcomes for society. This will include knowledge dissemination, communication, technology transfer, ethical context, knowledge management, knowledge utilization, two-way exchange between researchers and those who apply knowledge, implementation research, development of guidelines and more. This position will focus on providing the vision, direction and leadership in providing the exchange, synthesis and ethically -sound application of knowledge that can lead to the utilization of HELP's research findings and improved outcomes for children both nationally and internationally. As well, this position establishes and maintains association and relationships with high-level representatives from governments, agencies and provincial, national and international stakeholders. The Deputy Director is also the senior manager for all administrative operations of HELP.

Organizational Status

The incumbent reports directly to the Director of HELP and works closely with all members of the HELP faculty and research team. As well as providing strategic direction and vision to the HELP Faculty, the incumbent provides strategic direction and management to the HELP Senior Researchers Scientists and HELP Management Team. Works directly with the Principal of CFIS, and liaises directly with the government partnership of ministries in Victoria.

Work Performed

Major responsibilities include:



The University of British Columbia

Staff Job Postings

- Provides strategic leadership, vision and oversees HELP's broad program of research.
- Provides leadership in developing , planning, and implementing the strategic direction of continual review of ongoing human subject research; identifying and rectifying weaknesses and ensures compliance with applicable policies and different levels of privacy legislation;
- Advises Director and Faculty on issues regarding policy, research priorities and funding budgets; international collaboration with stakeholders; and building and sustaining projects and joint ventures.
- Ensures proper financial management of all HELP's resources, including responsibility for the operating and financial obligations of all grants.
- Identifies and develops opportunities for partnering that meets ever emerging needs within the HELP network and or provides critical exposure to HELP.
- Oversees the development of numerous funded research initiatives within HELP.
- Oversee the preparation of reports and background discussion papers related to HELP projects and prepare and deliver presentations and represent HELP as the National EDI Leader provincially, nationally and internationally.
- Represents the interests and concerns of HELP with provincial and federal agencies, and other major external funding agencies, donors and international partners and stakeholders.
- Responsible for strategic directions for the core agreement negotiations with the provincial government and act as the Provincial Strategic Communications Liaison.
- Tenure and Promotion - as part of the HELP Leadership Team be involved and advise on all tenure and promotion activities.

Supervision Received

Works with full latitude and work is reviewed in terms of achievement of long-term goals and reports directly to the Director of HELP.

Supervision Given

Manages the Knowledge Translation Director, Senior HELP Researchers, Statisticians, Research Managers, Management Team and Assistants.

Consequence of Error/Judgement

This is a senior position critical to the success of HELP and plays the central role in sustaining HELP's internationally recognized approach to "putting research into action". Strategic planning, actions and decisions are crucial to the academic, research and policy-making endeavours and success of HELP and UBC. The Deputy Director sets strategic directions and plays a critical role in HELP's success at meeting key deliverables and developing its reputation nationally and internationally.

Accountable for the quality and integrity of the work undertaken and for the efficient management of HELP deliverables and accountable for the continual review of human subjects. The position requires innovation, adaptation and strategic planning. Incorrect decisions or actions may damage the reputation of HELP, partner institutions, or affiliates within the Institute and UBC. Misunderstandings or undue delay could affect the economic stability and be financially costly and cause loss of reputation for the Institute and the University.



The University of British Columbia

Staff Job Postings

Qualifications

Post-graduate degree in a relevant discipline or an equivalent professional designation. Post-graduate degree in geography, health or social science related field. A minimum of 7 years of experience and extensive experience in method development, research, and facility management and ethical and other legal and regulatory requirements. Internationally recognized level of specialist expertise. Plus experience in a managerial capacity, or equivalent combination of education and experience, in building leadership, community development and early child development policy and program development. Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support. Extremely strong leadership skills and a demonstrated ability to take initiative. Executive-level experience in strategic management and communications. Ability to deal with a diversity of people in a calm, courteous, and effective manner and proven ability to work successfully with a wide range of groups and individuals, including community groups, researchers, the public sector and multiple levels of government. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to interpret and apply complex legislation, policies, regulations, and technical information. Knowledge and understanding of child development theories and research. Knowledge of best practice in early child development programs and policies Ability to foster the long-term learning and development of staff through coaching, managing performance, and mentoring. Familiarity with quantitative and qualitative research methodologies. Proven experience in understanding, interpreting and using early child development research. Ability to communicate effectively verbally and in writing. Ability to develop and deliver effective presentations and workshops. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to make decisions and recommendations involving highly complex issues. Ability to exercise tact and discretion. Ability to develop and implement strategic business plans.

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Job Posting

Job ID: 13122
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Development Officer
Department: UBCO - Development
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-11 **Available Openings:** 1

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

Job Summary

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

Annual targets to be set by work plan goals and objectives. Metrics will developed for fund raising targets.

Organizational Status

Reports to: Director of Development, UBC Okanagan
Works with: UBC faculty and staff involved in fundraising
Contacts: Donors, faculties, staff, community groups and organization
Supervises: No supervisory responsibilities

Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the unit.
- Develops and implements a comprehensive plan for identifying, cultivating, soliciting, and stewarding medium (\$5,000 - \$24,999) and major (\$25,000+) gift prospects and donors.
- Develops and implements strategies for closing major gift solicitations and coordinates staffing for major gift solicitations.
- Develops and manages a portfolio of medium and major gift prospects (75-125) making face-to-face visits (100-125 annually) for the purpose of discovery, cultivation and solicitation strategies for major gift prospects (a major gift is defined as a donation of \$25,000 or more); or is responsible for supporting development related activities of senior university administration by managing complex relationships with multi-unit stakeholders.
- Develops proposals and works with donors to generate gifts for priority projects, with an expectation to make solicitations (20-25 annually) at the major gift level.
- Assists in administering annual giving program, conducts research, develops strategies and prepares proposals.
- Ensures that appropriate donor recognition, acknowledgment and stewardship programs are in place.



The University of British Columbia

Staff Job Postings

- Generates donor prospect solicitation materials and correspondence;
- Performs other related duties as required.

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

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

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

Qualifications

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

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



Job Posting

Job ID: 12994 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D3 **Business Title:** Associate Director, Annual Awards
Department: Development Office
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-04
Job End Date: 2013-06-03
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

The Associate Director, Annual Awards works in partnership with Senior Management to facilitate maximum public and private sector support for student awards. This fundraiser position is responsible for managing a defined development program and resource development activity at a \$2 million plus level, with administrative responsibilities as required to achieve the defined financial and activity goals.

The Associate Director, Annual Awards develops and implements fundraising and stewardship strategies for the annual student award fundraising program; identifies, cultivates, solicits and stewards a portfolio of 60-100 major gift prospects and donors; manages relationships with over 700 annual award donors and contacts; oversees the financial management of over 700 annual award funds; and makes 20-25 major gift solicitations.

The Associate Director, Annual Awards manages the student award creation process, including: providing guidance and expertise to other development and alumni engagement portfolio units; working directly with senior university administration to seek approval for the awards; and managing complex relationships with multi-unit stakeholders.

Organizational Status

Reports to: Director.

Works with: UBC faculty and staff involved in fundraising including the AVP, Development, the President of the University, the Senate Awards Committee and other senior administrators as appropriate.

Contacts: Donors and outside community groups and organizations.

Supervises: May supervise Development Officers, Development Coordinators and or support staff.

Work Performed

- Works closely with Senior Management to facilitate maximum private and public sector support for the University, with a specific individual annual dollar goal.
- Oversees daily operations of the annual award program, including: development and implementation of strategies for closing major



The University of British Columbia

Staff Job Postings

gift solicitations; coordinating staffing for major gift solicitations; and liaising with multi-unit stakeholders to ensure a smooth award adjudication process.

- Oversees administrative functions of the annual award program, including: developing and implementing individual plans for identifying, cultivating, soliciting, and stewarding major gift prospects and donors; developing and implementing annual fundraising strategy; overseeing implementation of appropriate donor recognition; ensuring acknowledgement and stewardship programs are in place; and financial management of over 700 annual award accounts.
- Manages the student award creation process, including: providing guidance and expertise to other development and alumni engagement portfolio units; working directly with senior university administration to seek approval for the awards; and managing complex relationships with multi-unit stakeholders.
- Develops and manages a personal portfolio of 60-100 major gift prospects making 60-100 face-to-face visits for the purposes of discovery, cultivation and solicitation strategies for prospects at the major gift level (defined as \$25,000 and up).
- Manages relationships with over 700 annual award donors and contacts.
- Develops proposals and works with donors to generate gifts for priority projects, 20-25 of which are at the major gift level.
- Manages the donor pipeline, ensuring that appropriate strategies are in place and acted on.
- Mentors and develops fundraising staff, including working with them to develop strategy for donor cultivation and solicitation, "making the ask".
- Generates donor prospect solicitation materials and correspondence.
- Performs other related duties as required.

Supervision Received

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

Supervision Given

May supervise Development Officers, Development Coordinators and or support staff.

Consequence of Error/Judgement

The position is a critical point of contact for donors and university staff in relation to development activities. The Associate Director, Annual Awards is expected to make decisions and recommendations impacting the overall development program of the unit. Incorrect interpretation or communication of university policy and procedures or lack of tact, diplomacy or sensitivity in dealing with major donors and senior administrators could potentially result in damaged relationships and credibility, leading to the potential loss of these donations.

This position is also critical in advising and ensuring proper interpretation and implementation of academic and fiscal policies for fundraising, senior administrators, and development staff. The Associate Director, Annual Awards is responsible for a portfolio of donors and prospects. If inappropriate advice, incorrect interpretation or improper financial analysis were conveyed to major donors or senior university administrators, millions of dollars could be incorrectly administered or unavailable for disbursement. UBC could be in direct violation of stewardship and trusteeship obligations to donors and for funds received through bequests.

The incumbent participates in decisions concerning the planning, organization and utilization of staff, staff selection and job performance reviews.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of an undergraduate degree in an applicable discipline; and a graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred. A minimum of 5 years of experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience.



The University of British Columbia

Staff Job Postings

Proven experience in Major-Gift fundraising and skilled in strategy development. Thorough knowledge of the university environment and academic structure is preferred. Ability to work independently while exercising good judgement 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 major donors, corporate executives and senior university administration; proven ability to work with the University's senior-most 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. Experience working with a centralized fundraising system an asset.

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Job Posting

Job ID: 13168
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Investment,Finance & Insurance
Classification Title: Invest,Finance&Insur, Level E **Business Title:** Senior Manager - Strategic and Decision Support
Department: Treasury
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-22 **Available Openings:** 2

Job Summary

Strategic & Decision Support is responsible for decision support, business process re-engineering, evaluating business plans, translating the strategic plan into financial scenarios and presenting recommendations to Executives, the Board of Governors, Deans and Department heads with efforts to materialize the operational effectiveness initiatives, strategies and objectives of the institution. The area is also responsible for identifying strategic initiatives that will be documented, developed, implemented and tracked with clear goals to drive change, address deficit scenarios and focus on financial best practices.

The Senior Manager will manage or lead a number of projects of considerable size, diversity, complexity and risk, and assume responsibility for their successful completion. The position will provide strategic leadership in developing objectives and project plans with cross functional teams, and will develop, implement and manage formal programs for these projects.

Decision Support: is responsible for developing business, capital, cash flow strategies for Business Units; Faculties, administrative and functional departments with respect to strategic decisions making based on UBC priorities, mission and financial returns. Directly works with their leadership team - typically at the Senior level. In addition, this position requires the management of specifically designated departmental budgets, and financial management of a specifically designated University unit on an interim basis.

Strategic Planning: supports strategic decision making and financial planning by providing complex financial modelling, financial reports, supporting analysis, and research, referenced for decision making purposes within the University's \$1.9 billion budget. This position performs business analysis and provides support in terms of annual financial budgets and the business plans required by the Board of Governors.

Business Process Improvement: responsible for consultation, advisory, analysis, recommendations and implementation of key optimization initiatives that will allow UBC to optimize revenue opportunities and minimize cost. These initiatives include the analysis and deployment of revenue maximization, labour efficiency, pricing optimization as well as service strategies. The Senior Manager will do so in partnership with the relevant business owners, department heads and faculty.

Organizational Status

Reports to Director, Strategic & Decision Support. Works closely with Finance and Operational Strategies group, the Treasurer, and the Comptrollers' office. Is a participating member of the Treasury management team and regularly interacts with other



The University of British Columbia

Staff Job Postings

managers and directors throughout the University.

Work Performed

Strategic Decision Support

- Evaluates and develops strategic financial plans, business plans and business cases for the institution, faculty and departments. Provides advisory and consultation services on financial and budget issues required for decision making purposes.
- Works with treasure units to develop strategies for operating cash flow, capital investment and debt management strategies. These strategies are developed to maximize UBC's overall rate of return through the conduct of: financial modelling for cash flows; assessment of financial feasibility of capital projects and securing financing for such projects; preparing economic pro forma and reports; and managing the departmental budgets.
- Develops and networks to build positive working relationships with budget units to gain understanding of unit level processes, issues and variances from budget or expected results.
- Manages financial transactions, analysis, reporting and budgeting of specifically designated University units on an interim basis.
- Participates as a key financial member of negotiation committees for institution wide agreements.
- Makes recommendations for improvement to financial policies and procedures and the financial reporting system to provide increased efficiency, effectiveness and useful data for improved decision making.
- Prepares and or assists in the preparation of Board reporting and presentations as required.

Analysis

- Builds complex financial models for a broad range of University and department strategic initiatives. The financial modelling will be prepared as required to assess the financial viability and impact of new and existing strategic initiative projects.
- Analyzes and prepares complex and detailed analytical financial reports on cash flow projections, debentures, financial and other related areas.
- Analyzes, prepares and assists in preparing forecast results for current and future years by building assumptions, coordinating input from various sources and compiling results.
- Develops, analyzes and runs comprehensive financial reports and supporting analysis for key concerns of senior management.
- Researches and reports on various finance issues and the potential impact on University programs.
- Plans and develops capital budgets, schedule of capital maintenance, and project costing
- Remaining current on financial and investment concepts.
- Business analysis and detailed specifications so that new financial tools can be used to analyze, display, and report financial information from multiple sources.
- Provides analysis and review on the annual financial budgets and business plan as required by the Board of Governors.

Business Process Improvement

- Engages sponsors and key stakeholders to determine business needs, cost reductions, reforms and improvement opportunities.
- Provides consultation and advisory services to all levels of management within faculties and departments in providing analysis and re-engineering of business process and policies to streamline and systemize reporting requirements and accounting issues.
- Works with senior management in identifying areas of risk and opportunity and develop and advise mitigating strategies for resolution.
- Consulting and advisory services for re-engineering business process and policies to streamline and systemize reporting requirements and accounting issues
- Creates, monitors and assesses key performance indicators and reporting as required.
- Represents the department on committees as required.
- Performs other related duties in keeping with the position.

Supervision Received



The University of British Columbia

Staff Job Postings

Works within broad policy and procedural guidelines in accordance with professional standards. Works independently while under the direction of Director, Strategic & Decision Support. Work is reviewed in terms of adherence to University policy, legal and financial obligations.

Supervision Given

This position is responsible for performance and work allocation of between 1 and 4 Management and Professional staff within the SDS group depending on the project scope and size. The nature of project work requires project teams or working groups to be developed. In general, SDS leads these working groups and as such the Senior Manager is required to manage resources and work load of the project team. In addition, the Senior Manager provides guidance and direction on financial and accounting matters to Business Officers, Financial Directors, and financial consultants.

Consequence of Error/Judgement

As a member of the Strategic and Decision Support team whose mandate is to provide institution wide support, any errors in assessment could materially impact the planning, decision making and financial viability of central operations, faculties, and departments. Inaccurate financial modelling, projections and forecasts may lead to mismanagement of resources, which could result in significant financial losses and negatively impact UBC's ability to perform and uphold its reputation as a world class institution. Failure to provide adequate short and long term strategic financial planning advice would undermine the ability of the VP FRO to set and implement priorities for allocation of resources, making it difficult to achieve the educational and research mandate for the University. Failure to provide sound strategic advice and effective leadership on financial policy and systems together with timely and accurate financial advisement would damage the reputation of Decision Support to effectively manage its relationships with the departments and would interfere in the decision-making and resource allocation process.

Qualifications

University degree in a relevant discipline and Canadian Risk Management Diploma or similar accreditation by the Insurance Institute of Canada. A related university degree, preferably in the area of economics, commerce or accounting. Completion of an MBA, MPA, or CFA, CMA, CGA, CA designation is preferred. Minimum of 11 years of experience or the equivalent combination of education and experience. Experience in a senior related financial role with similar scope and accountability. Financial modelling, analytical and planning experience required. Knowledge and expertise in highly complex and technical financial concepts. Knowledge of accounting systems, project financing procedures and financial instruments. Advanced knowledge of computer software applications (primarily Excel and Microsoft product platform) including complex spreadsheets, data warehousing and business intelligence tools. Effective verbal and written communication, report writing, interpersonal, problem-solving, planning, and organizational skills. Ability to work with a high degree of accuracy, analyze and extract complex data to produce business, statistical and financial reporting. Ability to think strategically, grasp complex business and financial theories, identify key information and issues and suggest viable options as required. Ability to work under pressure, adapt to changing priorities, multi-task, and meet deadlines. Ability to work both independently and in a team environment. Ability to build relationships at all levels of the department, and the University.

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Job Posting

Job ID: 13044
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Operations Mgmt
Classification Title: Business Operations, Level A **Business Title:** Theatre Manager at CIRS
Department: UBC Sustainability Initiative
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-07-02
Job End Date: 2012-12-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

The Centre for Interactive Research on Sustainability (CIRS) BC Hydro Theatre Manager is part-time position (3 days a week) six month term with the possibility of extension. The manager will facilitate use of the Theatre by a variety of types of user groups and assist in transitioning the facility from the design-build phase to self-sufficient operations.

The BC Hydro Theatre in CIRS is a cutting edge "decision theatre" type venue: a reconfigurable black box theatre, with interactive IT equipment to engage modelling visualization software. It's main function is a dry lab for research and educational purposes, but it is also available for other types of events. As part of CIRS, it's academic mandate is to serve as a living laboratory and an agent of change for accelerating sustainability in the greater community, as such the Theatre is an interdisciplinary facility available for use by both UCB and non-UBC groups.

The UBC Sustainability Initiative builds on UBC's position as a leader in campus sustainability, and works to reinforce the University's goal of providing an exceptional learning and research-rich environment that advances global citizenship and a civil and sustainable society. With a focus on deeply integrating existing academic and operational efforts in sustainability and generating new opportunities, the USI fosters collaboration within and outside UBC, and across all disciplines, to fulfill its mission. The USI consists of four groups: a central office; Teaching and Learning; Research and Partnership; and an Operational Management Group.

Organizational Status

This position reports directly to the Associate Director of the UBC Sustainability Initiative in consultation with the Director of Collaborative for Advanced Landscape Planning. Works closely with other USI team members and CIRS building inhabitants. Liaises with faculty, staff and sustainability partners.

Work Performed

- Facilitates general use of the BC Hydro Theatre and the transition to a fully self-sufficient facility
- Liaises with researchers and educators within CIRS and UBC to optimize function of the Theatre
- Develops, documents, and implements standard protocols for facility, equipment and computer system use, in partnership with other USI staff and CIRS researchers
- Works with USI and CFIS development office to secure continual funding for Theatre operations, including for extension expansion



of manager position

- Provides instruction, as well as technical and logistical support for user groups, including physical and digital reconfigurations
- Organizes demonstrations of the Theatre capabilities, focusing on the interests and expertise of different groups
- Advises and trains users on Theatre equipment and software
- Coordinates USI staff in bookings, billing and contracts
- Monitors maintenance and repairs of equipment and infrastructure, including establishing and maintaining contracts with suppliers servicers
- Documents lessons learned from user engagements to continually improve Theatre functions
- Ensures work is performed in a safe and responsible manner
- Ability to work a flexible schedule, including possibly work evenings and weekends

Supervision Received

Works under the general direction of the Associate Director of USI, however, responsibility lies with the person in this position to prioritize workflow and complete tasks independently and in a timely manner, while providing regular updates. Additional review of work performed will be conducted by other USI staff and CIRS researchers familiar with the design and function of the BC Hydro Theatre.

Supervision Given

This position includes training and management of users on the facility equipment and systems, as well as some training and coordination with an AV Support Technician. This position may include management of work-study students.

Consequence of Error/Judgement

Work requires judgement and initiative, as well as a willingness to learn new things and adapt to new situations, while working under broad guidelines. The person in this position is expected to function by exercising high degrees of maturity and autonomy. This position impacts relationships within the University and with community, government, industry and other organizations that are vital for UBC.

Poor decisions, errors or failure to complete tasks could result in material damage, financial loss, legal liability and damaged reputation.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Research experience, in sustainability or social science related fields would be an asset. Ability to create accurate, clear, and comprehensive software documentation. Ability to assist in testing troubleshooting of hardware and software Ability to prepare graphic design materials in various media, such as Adobe Suite or similar Knowledge of relevant visualization and design software, including but not limited to ESRI products, such as ArcGIS; Autodesk products such as LandXplorer, Infrastructure Modeler, and 3D Studio; Google products, such as GoogleEarth and Google SketchUp. . Knowledge of audio visual and computer hardware Ability to prepare complete, concise, and understandable technical documentation. Ability to perform technical writing and editing duties. Ability to communicate effectively verbally and in writing. Ability to train or teach Theatre users. Ability to develop and deliver effective presentations and workshops. Ability to effectively manage multiple tasks and priorities. Ability to deal effectively with a diversity of people. Ability to work effectively independently and in a team environment. Ability to assist clients in identifying appropriate courses of action. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Experience with public engagement and event planning or theatre arts would be an asset Physical ability to perform the duties of the job. (e.g., lifting, standing, working at heights, operating a lift, moving heavy equipment)



The University of British Columbia

Staff Job Postings

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Job Posting

Job ID: 13163
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Operations Mgmt
Classification Title: Business Operations, Level C **Business Title:** Manager, Operations and Technical Services
Department: Parking Services
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-16 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

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

Job Summary

The position is responsible for the overall operation and administration of all pay parking on the UBC Vancouver Campus including the parkade systems, including access and operation. The position develops, coordinates and implements the products, services and delivery models of pay parking and manages the activities of the technical and equipment maintenance staff.

As pay parking business revenue is unrecoverable, it is critical for this position to ensure the operations meet they daily service model delivery contributing to the business goals of the unit.

Organizational Status

The position reports to the Facilities Manager.

Work Performed

Plans, organizes and directs the daily operations of pay parking, including managing the work of technical services and maintenance staff.

Develops long-term strategic plans and capital budget plans in relation to pay parking equipment and systems; responsible for achieving budget targets. Monitors expenditures on an ongoing basis and makes adjustments or recommendations as required.

Researches, evaluates and procures parking technology and equipment. Coordinates the installation and implementation of new parking equipment and technology, involving campus partners such as Building Operations as required. Ensures integration with existing systems and infrastructure and resolves adaptation issues. Creates training plans for parking staff to support implementation of new technologies.

Collaborates with managers in parking to develop department wide strategies and initiatives. Proposes and implements initiatives to maximize parking revenue while optimizing customers service levels in accordance with Campus requirements. Reviews customer campus feedback on parking operations and liaises with stakeholders as required.

Develops operational plans for the maintenance and repair of equipment. Manages maintenance and upgrade work performed by staff.



The University of British Columbia

Staff Job Postings

Engages and oversees work by Building Operations, contractors and other vendors as required.

Ensures parking equipment and procedures regarding the operation of equipment complies with PCIDSS (Pay Card Industry Data Security Standards) and all Provincial Government regulations and standards. Ensures the security of credit card information and other sensitive data. Keeps current with all pertinent regulatory and technological changes. Oversees transfer of data to banks or other financial partners.

Oversees the collection of cash and from pay equipment and insures that all procedures comply with internal audit and PCIDSS controls. Works with Senior Financial Manager in the administration of the audit and reporting of parking revenues.

Manages the operation of parking and access systems in parkades.

Implements and communicates policies and procedures related to all aspects of pay parking. Establishes standards, procedures, performance levels and documentation. Follows up with staff on an ongoing basis to ensure tasks are carried out in accordance with departmental policies and procedures. Takes corrective action as required.

Manages the scheduling of personnel and ensures there is sufficient coverage to meet operational requirements. Manages and approves overtime and requests for time off in accordance with established policies, procedures and the collective agreement. Recruits, trains, coaches, motivates, disciplines and terminates staff as required in accordance with collective agreement and administrative requirements. Creates developmental plans for staff members.

Creates statistical reports with analysis and recommendations; provides trend analysis.

Supervision Received

The position works independently and work is reviewed in terms of achievement of goals.

Supervision Given

The positions manages the work of technical maintenance and pay parking staff, evaluates the performance of staff and reviews work for the conformity to regulations and adherence to standards. Oversees facilities operations in the absence of Facilities Manager.

Consequence of Error/Judgement

Decisions made and or direction given impact the daily and long term financial viability of the business and subsequently affect the overall operation of the department and its ability to meet its obligations to the University and its community. Failure to keep abreast of current parking technology improvements could adversely affect customer service and decision making regarding large capital outlays.

Failure to ensure compliance with standards and regulations such as PCIDSS may lead to fines to the University and a negative impact on its reputation. Additionally, failure to implement and monitor adequate security measures at the equipment level may allow breach of credit card information and which will adversely affect customers. Decisions will impact the culture, environment and morale of staff within the unit.

Qualifications

Undergraduate degree in a relevant discipline. . A minimum of 5 years of experience or the equivalent combination of education and experience. Minimum of five years experience or the equivalent combination of education and experience.

Experience in the field of parking technologies. Experience managing staff essential. Experience managing in a unionized environment is an asset



The University of British Columbia

Staff Job Postings

Strong understanding of network infrastructures and device architecture. Broad knowledge of the parking industry and related technologies.

Proven experience in project management and managing multiple time-lines. Ability to plan and forecast future mid to long range parking requirements essential.

Effective oral and written communication, interpersonal, management, leadership and organizational skills.

Ability to work independently and within a team environment.

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Job Posting

Job ID: 12733 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Planning & Engineer
Classification Title: Facilities Planning, Level D **Business Title:** Transportation Engineer
Department: CampusCommPln-Transportation
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-05-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

The Transportation Engineer will provide transportation engineering expertise to Campus and Community Planning, as well as allied units. This includes: development and implementation of transportation programs, provision of transportation engineering advice in the development of programs related to transportation infrastructure (e.g. the road network) managed and implemented by other units, and management of transportation related permitting processes for construction and other work at UBC Vancouver. This individual will also work closely with the Associate Director, Infrastructure and Services Planning in ensuring that plans for new infrastructure and facilities at the UBC Vancouver campus address transportation related issues. The Transportation Engineer will contribute to the design, construction and maintenance of infrastructure on campus. In carrying out this position's responsibilities, the incumbent will carry out research, analysis, investigation, conceptual design, evaluation, quality control and will review prepare technical reports and correspondence. The Transportation Engineer will work with the Transportation Planner to develop transportation plans, providing technical data and engineering analysis, and will also participate in a variety of other assignments in coordination with various planning and engineering-allied units (Plant Operations, Utilities, Parking and Campus Security, UBC Properties Trust and Treasury). The Transportation Engineer will work closely with UBC' partners and neighbours, including the University Neighbourhoods Association, MOTI Metro Vancouver, City of Vancouver and TransLink. This position will require work outside regular hours.

Organizational Status

This position reports to the Director, Transportation Planning, in UBC's Campus and Community Planning unit.

Work Performed

- 1) Review traffic and transportation impacts associated with both long-range planning and development proposals on campus. This includes analysis of permit applications, interpretation of multiple and complex policy regulation documents, coordination of multi-stakeholder review, including UBC administrative, academic, campus and community interests, and negotiation of changes with applicants as appropriate.
- 2) Lead or participate, as appropriate, in the development of transportation infrastructure and services plans (from campus wide to specific sub-areas), including options for transit services and facilities on campus, road network plans and designs, and parking supply, utilization and management issues. These are often multi-year programs that require coordination of numerous departments of the University as well as outside agencies, including the Ministry of Transportation and Infrastructure, TransLink and or Coast Mountain Bus, who might have the lead.



The University of British Columbia

Staff Job Postings

- 3) Working with the transportation planner, provide technical data and engineering analysis to develop, implement and monitor transportation plans and find solutions to issues that might arise during these processes.
- 4) Assist in the development, review and evaluation of plans for roadways, greenways, traffic calming, bike-ways, lighting, signage, and wayfinding.
- 5) Review and evaluate projects for compliance with the University's policies and development standards for physical accessibility to campus buildings and public realm greenways, including bicycle, transit and parking facilities. Participate in the development of solutions to improve compliance.
- 6) Participate in the creation of transportation policies and procedures in lieu of by-laws to address the University's needs for municipal administration.
- 7) Provide technical data and engineering analysis and support related to the implementation of the Main Campus Plan and other land use plans. Act as the department's representative on transportation related infrastructure and services matters on working committees as required.
- 8) Provide technical data and engineering advice regarding the compliance of individual land use development proposals with overarching transportation plans and other relevant statutes and regulations, and develop recommendations and strategies to secure compliance as needed.
- 9) Handle enquiries and provide professional engineering advice to other agencies, applicants, university departments, the campus community and the general public regarding specific applications, application procedures, or approved land use and transportation policies at UBC. Communicate infrastructure planning and implementation policy.
- 10) Conduct research to collect technical data, develop and prepare technical reports and provide engineering analysis and recommendations on various policies, programs and projects, as required to address transportation issues and opportunities.
- 11) Oversee annual transportation counts and preparation of annual transportation reports for UBCV and UBCO.
- 12) Participate in community meetings and open houses to secure input on specific projects as appropriate and or provide transportation engineering expertise at Campus and Community Planning meetings and open houses.
- 13) Perform other duties as required.

Supervision Received

Works with a high degree of independence under the general direction of the Director, Transportation Planning, Campus and Community Planning.

Supervision Given

May supervise several resource people and coordinate several issues at any one time. Will manage the work of consultants. Will undertake field inspections and provide oral and written advice and recommendations. Will also coordinate efforts of department staff as required.

Consequence of Error/Judgement

The Transportation Engineer is responsible for engineering advice related to transportation infrastructure planning and construction activities related to the use and development of the UBC campus lands. The incumbent will influence allocation of funding in certain areas within project budgets of several million dollars. Errors in this work can cause problems of a financial, legal or political nature, which in turn result in cost and time delays during resolution. Recommendations and decisions ensure quality and safety of the campus road network and its links to Ministry of Transportation and Infrastructure and City of Vancouver roadways and the provision of transit services by TransLink.

Qualifications

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a professional Institute or Association. A University degree in Civil Engineering and registration as a Professional Engineer with



the Association of Professional Engineers and Geoscientists of BC. A specialty in transportation engineering is desirable. A minimum of 8 years of experience in related architectural and planning experience including experience with major construction or renovation projects or the equivalent combination of education and experience. Minimum of 8 years related experience including transportation planning and engineering, capital planning, regulatory processes and the ability to develop strategic long-term and short-term plans, preferably within local government or similar organizations. Experience in transportation, improvements in the public realm as well as bicycle, greenway infrastructure, parking, transit facilities, and physical accessibility is preferred. Your comprehensive understanding of civil engineering principles and thorough understanding of sustainable development theory and practice will aid in your effective presentation and written communications skills as well as your ability to collaboratively solve problems with stakeholders. Familiarity with British Columbia's transportation related legislation and regulations and the TransLink planning context would be an asset. Position demands a high degree of versatility. Interpersonal, organizational and analytical skills should be evident. Candidate should have supervisory ability, high degree of judgement and initiative, and skills necessary for handling confidential information. Position requires a strong ability to communicate clearly and concisely orally (including presentations) and in written and electronic formats. Must be able to write technical reports and have a comprehensive understanding of civil engineering principles and have a thorough understanding of sustainable development theory and practice. Ability to work under pressure and meet deadlines is critical.

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: 13111
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Graphic Design & Illustration
Classification Title: GraphicDesig&Illustr, Level C **Business Title:** Digital Communication Designer - Web and Motion
Department: Public Affairs
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-15 **Available Openings:** 1

Job Summary

BACKGROUND

The University of British Columbia's brand platform reflects "a place of mind" UBC's status as a Tier One research-intensive university; an inspiring place where open thought and open speech can open doors to thinking that can change the world. As the centralized communication authority, UBC Public Affairs provides leadership for the university's institutional-level media and branding initiatives. Within this framework, the strategic design group leads core creative strategies that strengthen UBC Brand equity across a broad range of communication and marketing channels. The Digital Communication Designer (Web and Motion) is one of two closely allied design hybrid positions in Public Affairs design studio that share a foundational job description; the other is Communication Designer (Digital and Print).

JOB SUMMARY

The Digital Communication Designer (Web and Motion) responds strategically to complex challenges using design thinking to identify and deliver creative communication solutions with system-wide relevance. The role requires a senior web motion designer with solid graphic design experience for institutional clients and proven expertise in the design of compelling digital media and motion. Working on the MAC OSX platform, the Digital Communication Designer will further develop, build and implement design web and motion assets to create a vibrant and unified visual identity system that supports existing communication and marketing objectives, and strengthens university engagement through digital channels including: web, mobile and social media. This position collaborates with cross-functional design to create interactive solutions. As a member of the UBC Public Affairs team, the Communication Designer works with marketers, writers, programmers, interaction and motion designers, UX positions and digital producers.

Organizational Status

Reporting to the Public Affairs Design Manager as creative director, the role works within the design group to deliver functional leadership for institutional level branding initiatives through consultation with both internal and external stakeholders.

Work Performed

MAJOR RESPONSIBILITIES

The role's primary responsibility is first, to develop, design, and deliver digital tools and resources that increase faculty, staff and vendor adoption of UBC Brand assets and second, to strengthen UBC's Tier One profile by creating a powerful UBC Brand.



The university's mandate for sustainable communications practices embraces digital solutions in lieu of print applications wherever appropriate. Within the fast-paced Public Affairs environment, the role designs and manages multiple marketing and communications projects, and related deadlines. Collaborating closely with cross functional teams based in Web Mobile, Brand Marketing, and Media, the Digital Communication Designer conceptualizes, designs and implements a unified visual system and ensures that major communication initiatives are aligned with the strategic objectives of the university. The Digital Communication Designer is comfortable in moving from concept, to layout, to production in creating web ready designs. The role works with the Communication Designer (Digital and Print) and the Web Manager and web team front-end coders and interaction designers to create strong graphic solutions for design layer skins that translate to workable solutions for web and interactive applications.

WORK PERFORMED

Digital Communication Designer supports the university's communication and marketing initiatives at an institutional and reputational level. Public Affairs strategic design projects primarily focus on two areas: the UBC Brand and UBC Media.

UBC Brand

As a member of the strategic design group, the Digital Communication Designer is responsible for designing an integrated visual identity system for the university and for translating that system into user-friendly tools and experiences that support adoption of the UBC Brand.

Through the development of interactive technologies like animated and video artwork for the web, the designer creates visual components, web and motion assets for the visual identity system applications that facilitate a user-friendly experience. Projects may include commercials, movie clips, training video, stand-alone presentations, trailers, title sequences and post-production work. The Digital Communication designer should excel in creating production ready mock-ups and design for web development standards. The position will focus on the front end design layer, but will work collaboratively with other Web team members with programming the underlying HTML and CSS code.

A systems thinker, the designer applies best practices in the development, writing, design and implementation of print, digital, web and environmental projects in five main branding areas:

1. The design of UBC ID Elements and Visual Assets
2. The design and promotion of UBC Brand Applications in major project categories (i.e. Publications, Livery and Signage) across digital, web, motion, print and environmental channels
3. The design of UBC Brand System Templates (i.e. Stationery and Digital Signage)
4. The writing and design of related print and online User Guidelines
5. The development and delivery of related Presentations, Workshops and Training

UBC Media

The Communication Designer designs print and digital publications including HTML newsletters and web pages for UBC Reports, Year in Headlines, UBC This Week and the Daily Media Summary. Tasks include the design, layout, typesetting, proofing, art direction, prepress artwork and production of related info graphics and digital assets for the web and digital signage. UBC Media channels supported include: ubc.ca, the online newsroom, the UBC Experts Directory, Public Affairs institutional advertising and aplaceofmind.ca.

Supervision Received

The position reports to the Design Manager, who leads overall strategic and creative direction. As a member of the strategic design group, the Communication Designer is expected to collaborate in brainstorming and iterative processes that generate robust strategies, and to further translate these communication strategies into vibrant design solutions. The designer variously collaborates to find strong design solutions and then manages scheduling and deadlines, and executes coordination, production and delivery of assigned projects with minimal supervision.

Supervision Given



This position provides functional leadership as required to both cross-campus users and external consultants in the training, adoption and use of UBC Brand assets, templates, guidelines and related marketing and communication strategies. As required, the Communication Designer works with vendors and consultants in the coordination, development and delivery of projects.

Consequence of Error/Judgement

The Communication Design positions provide strategic communication and marketing consultation with institution-wide relevance to both internal and external audiences. Responsible conduct, professionalism and sound judgement are integral to the role. The consequence of error associated with this position is serious in that poorly executed strategies could have a negative impact on the reputation of the university.

Qualifications

Post-graduate degree in a relevant discipline. Post-graduate degree in Communication Design, Interaction Design, Media, Communications or a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Minimum of four years experience, or the equivalent combination of education and experience. Communication Design and Technical Skills

- Excellent design portfolio
- Strong strategic thinker

Demonstrates high-level conceptual thinking and creative abilities

- Shares a passion for creating visual systems
- Demonstrates expert working knowledge of current Mac-based design software (Adobe Creative Suite: InDesign Photoshop Illustrator Acrobat, Microsoft Word and PowerPoint)
- Understands branding systems and how to work within a graphic system
- Designs with a clean, functional design aesthetic
- Demonstrates expert knowledge of typography
- Executes all projects using layout grids
- Understands design principles and adheres to complex specifications during implementation
- Engages in a dynamic collaborative creative process with the team by providing multiple concepts, offering feedback, posting work and actively participating in brainstorming sessions, informal critiques and reviews
- Provides design development for projects through ongoing and meaningful iterations
- Demonstrates strong marketing and creative skills for generating opportunities and ideas
- Executes print online advertising and promotions
- Integrates writing with design solutions
- Writes brand guidelines and documentation
- Estimates scope of work and timelines
- Liaises with suppliers for proposals, quotations, samples, etc.
- Demonstrates strong analytical skills
- Coordinates and manages complex projects from Creative Brief to delivery

Effectively executes multiple projects simultaneously

- Designs and writes communication tools using PPT PDF interaction for proposals, presentations
- Delivers presentations, training and workshops where appropriate
- On a rotating basis, collaborates in the following: the design and layout of UBC Reports within the existing style framework, coordinates photo shoots, art directs feature photo shoots, edits photos, collaborates with editor and writers, coordinates proofing and editing process, provides production artwork, makes all corrections, uploads files and approves printer's proofs
- Follows and advances studio protocols for file filing, searches, archiving and retrieval
- Participates in client meetings
- Attends UBC Communication Cardinals and PA events.

. Motion Design Skills



- Produces creative motion design products
- Designs highly interactive and dynamic websites and motion projects
- Creates expert high-end motion design products
- Embraces new design, video and audio technologies
- Demonstrates solid understanding of 2D 3D animation and audio and video compression techniques
- Demonstrates proficiency in all or some combination of After Effects, Cinema 4D, Final Cut Pro, Flash, Photoshop and Premiere Pro
- Demonstrates expert video, photo-retouching and or illustration skills.

. Web Development and Technical Skills

(primary responsibility for design skills, programming will be supported by web team)

- Collaborates closely with the Communication Designer (Digital and Motion), front-end coders, web and interaction designers to create strong graphic solutions for design layer skins that translate to web and interactive applications
- Demonstrates working knowledge of HTML 5 XHTML and CSS 3
- Demonstrates working knowledge of best web practices, particularly with W3C standards
- Demonstrates working knowledge of Wordpress and or Drupal
- Evaluates designs based on usability and influence
- Collaborates on working prototypes for customized web applications
- Keeps current on best practices and trends
- Gathers feedback on usability of design solutions
- Demonstrates excellence in the production of high quality work for interactive touch-points and digital channels
- Demonstrates occupational experience working as a web designer
- Provides creative and interactive front-end solutions for navigation, layout, and design elements.
- Slices design mock-ups and wireframes and creates functional models
- Works closely with the Web Interaction Designer and makes recommendations with ongoing feedback on good web usability practices
- Experience with cross-browser and OS compatibility
- Understanding of search optimization techniques
- Provides soft technical MAC support as required for design presentations and events.

. Communication and Administrative Skills

- Speaks English fluently and possesses excellent verbal, written communication and interpersonal skills
- Keeps accurate work records, manages time effectively and meets ongoing deadlines
- Demonstrates solid experience with corporate and or institutional branding
- Thinks and plans strategically
- Effectively presents and defends concepts
- Articulates design and communication strategies
- Demonstrates strong speaking and presentation skills
- Plans and manages projects including budgets, critical paths and reports as required
- Writes clear brand guidelines, design briefs and user documentation as required
- Professional experience in a post-secondary institution or similar environment (would be an asset)
- Knowledge of the UBC, its policies, goals, mission, and issues (would be an asset)
- Knowledge of the UBC Brand and university communications (would be an asset).

. Soft Skills

- Exhibits meticulous work habits and a keen attention to detail
- Works as a team member and to takes direction
- Works effectively with all levels of university personnel, including senior administration
- Exercises a high level of diplomacy, tact and discretion when working with information of a confidential sensitive nature and in dealing with various levels of faculty, staff and students
- Shows interest in new software updates, developments and emerging trends in design practice with an eye towards extending the university's reputation and finding new opportunities for communication



The University of British Columbia

Staff Job Postings

- Collaborates with, educates and advises colleagues on software, trends and best practices
- Enjoys recognition through industry awards for design or related creative areas (would be an asset)
- Maintains professional industry accreditation and affiliations (would be an asset)
- Demonstrates Design Firm and or Advertising Agency experience (would be an asset)

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Job Posting

Job ID: 12987
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level A **Business Title:** Recruitment and Graduate Admissions Officer
Department: Nursing, School of
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-06 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

This position oversees recruitment for educational programs in the School of Nursing and admissions for all Graduate Programs. Develops recruitment strategies, and implements recruitment activities. Liaises with the Faculty of Graduate Studies related to admission of graduate students. Liaises with institutions outside of the University related to recruitment. Provides guidance to students and faculty on graduate program applications and admissions procedures. Responsible for the administrative requirements of all admissions procedures and records.

Organizational Status

The Recruitment and Graduate Admissions Officer reports to the Manager, Student Services and receives direction from the Associate Director of Graduate Programs. Works in coordination with the Undergraduate Admissions Assistant and the Records Assistant, and with other staff in the Student Services Office and the Administrative Office of the School. Interacts with faculty, staff, students and prospective students. The incumbent is also a key liaison with the Faculty of Graduate Studies Student Academic Services Unit and other university and government agencies.

Work Performed

Recruitment

- Develops recruitment plans and strategies in collaboration with the School's Program Coordinators and the Associate Directors.
- Oversees the student recruitment events.
- Develops student recruitment materials.
- Ensures that annual recruitment targets for students are met.
- Represents the faculty at career fairs and other recruitment events

Admissions

- Evaluates all aspects of applications made to graduate programs, including degree requirements, eligibility, transfer credits, exchange program credits, registration and academic policy, English language proficiency scores and Graduate Record Exam scores when applicable. Perform complex evaluation of both domestic and international transcripts for admission and scholarship requirements.
- Manages the admissions database to track and monitor application files, and streamlines and updates related procedures and



The University of British Columbia

Staff Job Postings

policies (may require liaising with programmers and IT managers).

- Manages online application system and materials, including setting application deadlines, and all paper-based materials for all applications
- Prepares applications files for review by Admissions Committees by ensuring that applications are complete, deadlines are met, remediating data errors, collating documents and following up on missing information.
- Manages the adjudication and recommendation for admission processes for all applications.
- Liaises with the Faculty of Graduate Studies, and other UBC departments out of the School on all aspects of admissions and recruitment.

Advising Students

- Advises and provide clear, professional, and accurate consultation to prospective and current students on a wide variety of issues including: university admission and academic policies and requirements, university student services, program procedures and academic schedules
- Advises applicants about courses required before entering, prerequisites, courses that are required during their Program and courses available either within the Program or outside the Program.
- In collaboration with the MSN, MN and PhD Coordinators, develops strategies for connecting MSN, MN and PhD students with faculty-advisors and potential supervisors.
- Plans and develops and implement a comprehensive orientation program for new students.
- Develops graduate programs orientation manuals for students.

Student Academic Services & Program Operations

- Prepares Graduate Program reports, statistics, and produces other internal and external reports as needed.
- Provides status updates and advice to the Associate Directors Graduate Programs on a wide variety of recruitment and admissions issues.
- Ensures compliance with UBC policies.
- Works closely with the three Graduate Program Coordinators and Associate Director of Graduate Programs to identify and resolve recruitment or admissions issues.
- Works closely with the Manager and other staff of the Student Services Offices in developing, implementing and updating program policies and procedures.
- Oversees revisions to admissions requirements in the Graduate Programs Section of the Calendar.
- Updates the School of Nursing website re: recruitment and admissions information
- Organizes Graduate Student research events such as poster competitions, research presentations, and other graduate program events.
- Makes recommendations and implements improved processes to enhance efficiency of admissions operations.
- Represents the School in committee meetings on behalf of the Program Coordinators or the Associate Director of Graduate Programs.
- Performs other duties as required in the day-to-day operations of Student Services.
- Trains and manages work study students and volunteers.

General

- Serves as the designated back-up to the Manager, Student Services.
- Performs other duties as required.

Supervision Received

The incumbent is expected to work independently under the general guidance of the Manager Student Services, the Associate Directors and the MSN, MN, and PhD Program Coordinators.

Supervision Given

Manages work study students and volunteers.



The University of British Columbia

Staff Job Postings

Consequence of Error/Judgement

This position plays an important role in the management of one of the largest and most culturally diverse graduate programs at UBC and has a direct impact on its quality and services. Decision-making requires the application of systematic and organized methods and procedures, and is based on thorough knowledge of the policies and procedures of the University and in particular the Faculty of Graduate Studies and the School of Nursing. The incumbent exercises a high level of judgment and must demonstrate professionalism, tact and discretion. Consequence of error is high and incorrect actions or decisions may damage the careers of students and may lead to appeals that could negatively affect the reputation of the program, the School and the University. The incumbent represents first impressions of the School and its graduate programs. Graduate students represent an elite client group whose satisfaction impacts the financial viability of the School. Poor decisions on service delivery could adversely impact the School.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of one year experience or the equivalent combination of education and experience. Experience in a university or college environment preferred. - In-depth knowledge of Faculty of Graduate Studies and School of Nursing admission policies and procedures. - Professional, advanced written and oral communication skills, as well as excellent organizational, and interpersonal skills are essential. - Advanced ability to produce reports and written materials. - Ability to represent the School and its graduate students effectively to academic and administrative units across campus, in addition to external agencies. - Proven interpersonal skills with a strong customer service attitude. - Expert time management and work prioritization skills and ability to consistently meet deadlines. - Self-motivated. - Demonstrated ability to multitask or coordinate numerous projects simultaneously while operating in a demanding client-focused environment. - Demonstrated ability to work under pressure, resolve problems, and take initiative, exercise tact and good judgment. - Pro-activeness in approach to problem-solving and ability to envision consequences of decisions beyond immediate issues. - Ability to identify potential problem areas and to develop and implement effective solutions. - Ability to work independently, with minimal supervision, as well as part of a team. - Genuine interest in graduate student development and research in the School of Nursing. - Advanced proficiency in Word, Excel and Access, and a strong comfort level with adapting to new technologies. - Familiarity with university student systems including SynApps, SISC and FSC. - Sensitive to dealing with faculty, students and staff in a multi-cultural context.

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Job Posting

Job ID: 13030
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level B **Business Title:** Manager, Student Services
Department: Nursing, School of
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

The Manager is responsible for yearly planning and the day-to-day operations of the student services office in the School of Nursing, and managing the staff working directly on admissions, records, progressions, awards and scholarships, and clinical placements. The incumbent is responsible for devising and implementing new strategies, procedures and approaches for all administrative processes related to student services.

The Manager is directly responsible for managing and tracking graduate student progressions through the programs, and for the School of Nursing (SON) student awards and scholarships program and student financial advising.

Organizational Status

Reports to the Associate Directors, Undergraduate and Graduate Programs. Works with School, staff, and students in the School. Acts as a key liaison with the School of Studies Awards Unit and other university, government and industry funding agencies. Supervises and trains support staff, temporary staff and student assistants.

Work Performed

Manager

- Responsible for streamlining the administrative processes and paperwork which relate to all aspects of undergraduate and graduate programs management.
- Manages the workflow of student services, ensuring that strategic plans and academic initiatives are met.
- Supervises the production of periodic reports and updates on undergraduate and graduate programs for the Associate Directors, and for School and Department reviews.
- Represents the School in committee meetings on behalf of the Associate Directors.
- Manages and implements administrative work plans and timelines, delegates tasks and evaluates administrative staff performance. Coordinates and delegates the administrative workflow of the unit.
- Hires, trains, manages coaches, disciplines and terminates staff as required.
- Develops and implements strategies and administrative staff training initiatives to ensure effective staff orientation, team building and ongoing development. Counsels staff on development within and beyond their present positions
- Identifies problems and concerns with the current undergraduate and graduate programs administration and develops corrective



policies and procedures for action by the Associate Director.

- Fosters and strengthens internal communication between Associate Directors, and the Undergraduate and Graduate Nursing Students Association.
- Develops and streamlines various procedures for admissions, records, academic standing, assigning MSN thesis advisors, supervisory committee meetings, and PhD Comprehensive and Candidacy exams.
- Submits student grades on SISC.
- Liaison for the School with the Faculty of Graduate Studies.
- Works with the Faculty of Graduate Studies on pilot projects such as Graduate Supervision Handbook, FMIS SIS merged graduate awards data banks, and student data management systems.
- Provides back-up to the Manager, Operations & Finance. Provides back-up for the higher level responsibilities of the Recruitment & Graduate Admissions Officer.
- Performs other related duties as required.

Awards

- Oversees all student award competitions for the School, from application to adjudication.
- Provides expertise to the School, students and faculty members on all merit- and needs-based awards and financial aid policies and procedures applicable to School of Nursing students.
- Provides crucial information on awards about funding opportunities, policies procedures and deadlines to the School.
- Creates calls for applications for upcoming awards.
- Develops and initiates new tools forums for communicating awards information (announcements, feedback, etc.) effectively with students, staff and faculty.
- Assists the Associate Directors, Undergraduate and Graduate Programs and the Awards Committee, Undergraduate Program and School's Scholarship Committees, Graduate Program, respectively in evaluating award applications.
- Acts as liaison with all university, government and industry affiliates for administration of payment of internally- and externally-funding awards.
- Tracks annual funding for all current undergraduate and graduate students in the School and providing detailed statistical reports.
- Ensures undergraduate and graduate students are made aware of applicable employment opportunities;
- Identifies awards and funding problems and concerns of current students and develops corrective policies and procedures for action in collaboration with the Associate Directors.
- Provides financial aid counselling to current and prospective students.
- Participates in award workshops & information sessions for undergraduate and graduate students and their supervisors.
- Oversees an annual Nursing graduate student research poster competition or equivalent events.
- Develops and edits the School's Student Financial Support web pages.
- Communicates and liaises with the Applied Science Development Office, the UBC Development Office (or equivalent departments), Faculty of Graduate Studies, and other UBC departments related to awards.
- Coordinates events to honor donors who provide nursing students awards.
- Performs other related duties as required.

Graduate Student Progressions

- Communicates with the Graduate Programs Associate Director, and three Graduate Program Coordinators on all matters related to progressions issues.
- For graduate students in particular, tracks progression toward milestones such as Doctoral Comprehensive Exams, Doctoral Candidacy Exams, Final Doctoral Dissertation Exams, minimum grade requirements, etc.
- Identifies student progressions issues to the respective Program Coordinators and Associate Directors as early as possible.
- Resolves general and complex graduate student problems, often of an interpersonal nature; referring to Associate Director to unusual matters that require academic decision-making.
- Announces Doctoral Candidacy Exams, and Final Doctoral Dissertation Exams to the SON community, and the wider public.
- Initiates and completes all forms, processes and tasks related to Doctoral Comprehensive Exams, Doctoral Candidacy Exams and Final Doctoral Dissertation Exams. Ensures compliance with FOGS requirements is met.
- Initiates and completes all forms, processes and tasks related to graduate student Leaves from Program, and Extensions to



Program. Ensures compliance with FOGS requirements is met.

- Checks transcripts and files prior to Doctoral defenses to ensure that all credit and special requirements have been met. Ensures compliance with FOGS requirements is met.
- Ensures that all documents necessary for graduation have been received and processed, and that grades are submitted. Forwards confirmation of completion to the Faculty of Graduate Studies.
- Oversees revisions to progressions requirements in the Undergraduate and Graduate Section of the Calendar.
- Updates the School of Nursing website re: progressions information, including procedural information on graduate student Comprehensive Exams, Candidacy Exams, and Final Doctoral Exams.
- Organizes research events such as poster competitions, research presentations, and other graduate program events.
- Interprets and communicates program policies and procedures related to progressions to students and faculty.
- Interprets and communicates graduate programs policies and procedures to prospective and current students and faculty members.

Supervision Received

The incumbent works autonomously within general guidelines. Work is reviewed in terms of the overall effectiveness of services provided by the unit by the Associate Directors for Undergraduate and Graduate Programs.

Supervision Given

Directly manages the M&P and Union staff within the Student Services Unit.

Consequence of Error/Judgement

Re Management: The maintenance of productive dialogue with external agencies and careful management of the School's Student Services is critical to recruiting excellent students, and in relation to graduate students in particular, to building strong research programs. Errors could seriously impact the academic progress of individual graduate students in particular, as well as the School's ability to effectively manage its graduate and research programs. Ineffective management of undergraduate and graduate programs activity reflects poorly on the School. Incorrect advice to prospective students or errors in academic record evaluation could have an adverse effect on the reputation of the Faculty and University

Re Awards: Errors could seriously impact the academic progress and financial situation of individual undergraduate and graduate students, as well as the School's ability to effectively manage its graduate and research programs. Incorrect advice to prospective students or errors in award procedures could adversely affect the reputation of the School and University.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Minimum 2 years experience in a university administrative environment preferred. Effective, professional written and oral communication skills, as well as excellent organizational, and interpersonal skills are essential. Liaising with donors who provide the School with awards requires a high degree of professionalism. Demonstrated ability to work under pressure, resolve problems, take initiative, exercise good judgement, and meet deadlines. Ability to identify potential problem areas and to develop and implement effective solutions. Ability to delegate, supervise and direct workload of other staff members. Must have ability to work independently and in a team environment, and to have a genuine interest in student development and research in the School. Ability to represent the School, its research programs, its undergraduate and graduate students, and post-doctoral fellows effectively to academic and administrative units across campus, in addition to external agencies. Must be detail-oriented, a self-starter, a leader, and have the ability to deal with people at all levels in a sensitive and tactful manner. Proficiency in all programs within the MS Office Pro Suite in addition to PageMaker is essential.

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The University of British Columbia

Staff Job Postings

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: 13176
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: 2012-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-15 **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.



The University of British Columbia

Staff Job Postings

- 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.

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: 13175
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Intl Studnt Advisor/Recruiter
Department: International House
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-15 **Available Openings:** 1

Job Summary

Student Development is responsible for providing leadership, opportunities, and services that strengthen and enrich student learning at UBC. 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 is committed to understanding UBC students and their experience, and to responding through innovative programs and services. The incumbent will work collaboratively within Student Development and with faculties, AMS GSS, 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 department of Student Development. Reporting to the manager, 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.



The University of British Columbia

Staff Job Postings

- 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. Master's degree preferred, in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Experience working directly with international students at the post-secondary level. Experience dealing with issues relating to international students and international education.



The University of British Columbia

Staff Job Postings

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: 13172
Location: Vancouver - Point Grey Campus
Employment Group: Service Unit Directors
Job Category: Administration
Classification Title: Dir.VPStdnt Portfolio Initiatv **Business Title:** Director, VP Students Portfolio Initiatives
Department: VP Students Office
Salary: \$87,264.00 - \$109,080.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-23 **Available Openings:** 1

Job Summary

As Director, the position works closely with the Vice President Students and the Vice President Students' Managing Directors by taking responsibility under very broad direction for the full spectrum of strategic matters: identification of issues, analysis, development and implementation, and related communication on behalf of the Office. The incumbent will work collaboratively with other Directors and Associate Directors within the Students portfolio and across the University to foster the mandate of the Office. Will provide strong analytical, facilitative, and broad administrative perspectives and support in the performance of duties

Organizational Status

Reports directly to the Vice President, Students (VPS) . Works closely with the Managing Directors of Student Affairs, Student Housing and Hospitality Services, Athletics and Recreation, and the Chief Financial Officer.

Work Performed

Directs, drafts, determines, and drives the strategic planning process for the VPS; works with the Managing Directors to develop action plans related to the strategic plan; monitors all goals and actions and prepare regular reports for discussion action with the VPS team; helps the VPS keep focused on advancing the vision.

Holds the focus on ensuring the effective implementation of the VPS strategic goals through the development and management of processes for following up, bringing agenda items forward and anticipating issues and concerns.

Provides leadership and direction in problem solving, project planning and management, and development and execution of identified goals, priorities and objectives

Independently researches, prioritizes and determines appropriate course of action, referral or response on matters identified by the VPS, including those of a sensitive and or confidential nature, as well as matters that arise through daily operations of the Office and matters emerging as strategic issues that will advance the mandate of the VPS portfolio; provides confidential strategic and tactical advice to the VPS.

Creates partnership and brings relevant constituencies together in the development and implementation of strategies and initiatives that are complex in scope with significant impact to the Office. Works to build consensus.



The University of British Columbia

Staff Job Postings

Provides ongoing strategic leadership and tactical support and advice on relationship building between units within Vice President Students portfolio, and between the Office of the Vice President Students and the Office of the Provost

Works collaboratively with staff in the Office of the Vice President Students, and particularly with the Executive Assistant to VPS, and Chief Financial Officer to ensure the success of the Office and portfolio generally.

Works with senior members of the VPS to ensure that the VPS' time is well utilized. Identifies opportunities to promote open and transparent communication by the VPS and VPS Team members.

Writes recommendations for submission to the Board of Governors and Executive for approval.

Writes letters, reports, and speaking notes for engagements which may be highly sensitive and confidential in nature where impeccable writing skills with an ability to convey information with fluidity in a variety of styles are crucial.

Researches, writes or drives the production of reports, policy and briefing documents and action plans.

Acts as a liaison between the VPS and Public Affairs to ensure clarity and consistency in student-related communications.

Work with the AMS and GSS and Student Societies to position the VPS strategically on important student matters.

Builds and maintains effective working relationships with student governments and ensures effective communication regarding student and university issues

Directs, manages, and completes special projects as appropriate.

Performs other duties related to the job as required.

Supervision Received

Under broad direction, works independently, exercising considerable independent judgment and initiative in the development and implementation of strategies and initiatives, and in addressing complex matters. Keeps VPS informed of actions through reports and discussions. Strategies, initiative and projects are independently managed and may be subject to final review only. Unusual items requiring policy decisions are brought to the VPS's attention.

Supervision Given

May direct consultants. May have functional managerial responsibilities in establishing work objectives and reviewing work.

Consequence of Error/Judgement

Understands the importance of being proactive, timely and effective in developing strategic and well thought out action plans that will create energy and passion among colleagues. Awareness of sensitivity surrounding cultural diversity and students' needs, puts emphasis on relationship building, and acts with openness and integrity to foster support and buy-in.

Qualifications

Master's degree in a relevant discipline or equivalent level of education and experience with an emphasis on critical thinking, complex organizational behaviours and leadership, and student inclusion enhancement. Minimum of ten years of experience in a large and complex organization. Proven experience in a university environment preferred. Good understanding of the importance of shaping students experience. A leader with a unique combination of skills and influencing abilities requiring great energy, creativity and integrity particularly when dealing with students and student bodies. Impeccable writing skills; excellent communication and presentation abilities. Demonstrates an understanding and respect for the University's culture and environment.



The University of British Columbia

Staff Job Postings

Is able to relate to a diverse group of students and to facilitate group consensus. Proactive individual who is able to look beyond the immediate problem when directing multiple strategic initiatives. Strong interpersonal and communication skills with the ability to influence the direction of complex initiatives when not necessarily leading the initiative. Strong facilitation skills to build consensus, and create a collegial atmosphere to support the VPS's team. Strong analytical skills and has the ability to analyze complex matters and find solutions. Adaptable, works well with change, challenge-oriented.

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Job Posting

Job ID: 13121
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Medical Animal Facility
Salary: \$ 18.52 - \$ 19.43 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-07-02
Job End Date: 2013-06-28
Funding Type: Self Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 2

Job Summary

Facility maintenance and cleanliness, sanitizing of caging and equipment, cage preparation, and autoclaving cages. Maintaining daily care of the laboratory animals; feeding, watering, cage changing, sanitizing animal rooms, and equipment. Observations of animal and collection of data, documentation, utilization of standard operating procedures in compliance with ARU, JBRC, UBC, and CCAC regulations.

Organizational Status

The position will work in conjunction with other technicians and will report to the Facility Manager.

Work Performed

- Processing of cages, bottles, racks and other equipment (ex. dumping dirty cages, putting cages and equipment through the cage washer, filling clean cages, preparing (sterilizing) cages.
- Daily care of the laboratory animals, husbandry, and observation of health status, working under guidelines and standard operating procedures in compliance with CCAC regulations.
- General upkeep of the facility, sanitizing disinfection, and disease control.
- Record keeping and documentation of room conditions, pest management, food and bedding receiving and general maintenance, etc... Must be able to follow standard operating procedures with attention to detail.
- Changing and sanitizing animal cages, bottles, racks, and other equipment; using cage washer, autoclaves, and other such equipment.

Supervision Received

The incumbent will work under little supervision in direct consultation with the Facility Manager.

Supervision Given



The University of British Columbia

Staff Job Postings

Not applicable.

Consequence of Error/Judgement

Procedures for the proper sanitation of the facility, caging, and equipment must be followed to ensure the health status of the animals are maintained. Judgement must be exercised to alleviate pain or suffering by the animals. The facility Manager oversees work; incorrect decisions could result in the deterioration of animal health and or disruption or ruination of a research study.

Qualifications

High School graduation. . Minimum of 1 year of related experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 13156
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: UBC MRI Research Centre
Salary: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01
Job End Date: 2013-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

The Research Assistant will be responsible for data analysis on a specific research project on Huntington's Disease.

Organizational Status

This position reports directly to the Director of the MRI Research Centre, Dr. Alex MacKay. This position interacts with the MR Research group and Research Assistants within the facility.

Work Performed

Liaises with researchers and analyzes data obtained from MRI research scans on a specific study on Huntington's Disease.

Supervision Received

This position has general supervision by the UBC MRI Research Centre's Director and interaction with the research group.

Supervision Given

No supervision given.

Consequence of Error/Judgement

Errors in judgement could seriously jeopardize the experiments and data acquisition associated with the specific project which in turn could lead to delays in data acquisition and possible removal of funding for part of the study.

Incorrect judgement could lead to undesired effects on the outcome of the results of an experiment.

Qualifications

High School graduation. Undergraduate degree an asset. Minimum of 1 year of related experience or the equivalent combination of education and experience. Some experience in MR Imaging an asset. Ability to maintain accuracy and attention to detail. Ability



The University of British Columbia

Staff Job Postings

to identify key results from scientific, statistical, and quantitative research findings. Ability to locate required information using a variety of methods (e.g., online information sources, manuals, expert sources). Ability to communicate in a clear, attentive, and polite manner.

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Job Posting

Job ID: 13160
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Fisheries Centre
Salary: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01
Job End Date: 2012-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 5

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

Job Summary

To assist in the fisheries catch reconstruction work for selected countries as determined by Sea Around Us Project

Organizational Status

Reports to Dr. Dirk Zeller, works with Sarah Harper, and will also assist the Principal Investigator, Dr. Daniel Pauly if the need arises.

Work Performed

Tasks:

1. Conduct computer- and library-based literature searches of journals (e.g., using ASFA and other science, as well as social science databases), reports, governmental and inter-governmental organizations (including where appropriate UN, FAO, UNEO, UNESCO and Regional Fisheries Management Organizations), websites of non-governmental organizations etc. with emphasis on fisheries historic and fisheries science related information and data for a variety of countries around the world.
2. Assist in gathering information with country- and regional-specific experts on fisheries data.
3. Assist in catch reconstructions for selected countries based on the available information and data.
4. Assist in assembly of data and information into coherent time series of national fisheries catches in preparation for fisheries catch reconstruction.
5. Document the fisheries catch reconstruction approaches and strategies used and implemented, and document the data, information sources, and associated references.
6. Assist in creating Excel spreadsheets for agreed data and information for the reconstructed fisheries catches.



The University of British Columbia

Staff Job Postings

7. Assist Sea Around Us project personnel in the assembling of publications as part of the overall Sea Around Us scientific publication efforts in the Fisheries Centre Research Reports series and, if applicable, in scientific journals.

8. Meet other Sea Around Us Project research needs, for example literature research, photocopying, and basic data entry in existing databases.

Supervision Received

Reports to Dr. Dirk Zeller on day-to-day issues

Supervision Given

None

Consequence of Error/Judgement

Overall database reliability, product and output accuracy, and correctness of database products are crucial. Failure to provide reliability, accuracy, and timeliness will lead to loss of scientific and community support, and loss in trust in project outputs.

Qualifications

High School graduation. The preferred candidate will have a High School diploma (Bachelor in Science preferred). Minimum of 1 year of related experience or the equivalent combination of education and experience. - Knowledge of the sources of global fishing datasets

- Organizational and time management skills
- Experience with spreadsheet or database software
- Experience in using large datasets
- Able to work as a team member
- Willingness to assist others as needed

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: 13138
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Physical Therapy
Salary: \$ 19.55 - \$ 21.42 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-07-01
Job End Date: 2012-12-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-12 **Available Openings:** 1

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

Job Summary

The research project focuses on documenting changes in the brain as a result of sports related concussion in young adolescents. We use behavioural methods as well as brain imaging tools to study the relationship between brain and behaviour.

The position is responsible for analysis of MEG and DTI data.

Organizational Status

The Research Assistant will report directly to the Principal Investigator Dr. Naznin Virji-Babul.

Work Performed

- Assist with analysis of MEG data
- Assist with analysis of DTI data
- Conduct literature searches using Medline to review current approaches in the field
- Write abstracts from the results of the studies
- Assist with backup of data
- Assist the Principal Investigator in research related documentation

Supervision Received

The Principal Investigator will provide general supervision.

Supervision Given

Provide assistance to the Principle Investigator, other researchers, post-doctoral fellows, students, research assistants and visiting students to ensure that the goals of various projects are met in a timely and efficient manner.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Inappropriate judgement would compromise the quality of research studies and related data acquisition and the reporting of research outcomes.

Inappropriate judgement would compromise research success and affect the credibility of the Principal Investigator.

Qualifications

High School graduation. Undergraduate degree (BSc degree preferred) or equivalent combination of education, training and experience. Minimum of 2 years related experience or the equivalent combination of education and experience. A minimum of three years of related experience. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to analyze problems, identify key information and issues, and effectively resolve. Effective organizational skills. Ability to work effectively independently and in a team environment. Ability to work effectively under pressure to meet deadlines. High degree of motivation, enthusiasm and initiative. Ability to be thorough, accurate, and have a high level of attention to detail.

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Job Posting

Job ID: 13124
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Paediatrics
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-28
Job End Date: 2013-06-27
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-11 **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 focus of the Researcher Assistant 2 is to assist in a couple of research projects in the Division of Pediatric Neurology, located at BC Children's Hospital. Responsibilities include completion of the Case Report Forms (CRF's), electronic data entry and database management, and tracking enrolled subjects for long-term follow-up assessments. Exceptional organizational skills, as well as a high degree of motivation, enthusiasm, and initiative, are required for this position.

Organizational Status

Reports to the Principal Investigator (PI) and Research Manager. Works with the Principal Investigator, research manager, clinic nurses, physiotherapists, and clerical staff.

Work Performed

- Coordinates one prospective study, enrolls patients, assists in running the study on day to day basis
- Completes case report forms specific to the study, designed by the sponsor
- Electronically entering collected data into database
- Maintaining and organizing the study patient log and source documents
- Call families of enrolled patients to arrange follow-up visits
- Maintaining up-to-date records of study numbers and follow-up exams
- Perform chart reviews

Supervision Received

The Principal Investigator and the research manager will supervise the overall work. Data entry and patient tracking for follow-up will be done independently.

Supervision Given

None.



The University of British Columbia

Staff Job Postings

Consequence of Error/Judgement

The Research Assistant 2 is required to conduct the research activities in an ethical manner and to maintain strict confidentiality with regards to information, particularly about study participants. Along with other colleagues, the Research Assistant is accountable for conduct concerning participant-related activities, to the Principal Investigator, the Department Head, and the Research Assistant's governing professional organization.

Qualifications

High School graduation. 2 years of relevant experience, including training in health research procedures and practices. Minimum of 2 years related experience or the equivalent combination of education and experience. At least 1 year's experience in a research or clinical environment is required. University degree in a relevant field is preferred. Computer literacy and experience required (MS Word, Excel, Outlook, Access). High quality service; effective oral and written communication, analytical, interpersonal and organization skills; and an ability to work both independently and as part of a team are all essential. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Demonstrated integrity, initiative, and good judgment.

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Job Posting

Job ID: 13148
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Populn&PublicHealth,Schoolof
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-06-11
Job End Date: 2013-06-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

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

Job Summary

The Research Assistant will be part of the Chronic Kidney Disease and Home Care Project and will be responsible for the day-to-day coordination of the project and will assist with research work necessary for the completion of the project.

Organizational Status

The position is within the School of Population and Public Health (SPPH), which is part of the Faculty of Medicine at the University of British Columbia in Vancouver. The research assistant reports to the principal investigator, Sema Aydede who is Clinical Faculty in SPPH. The position is located at the corporate office of the Provincial Health Services Authority in downtown Vancouver.

Work Performed

Conducts the daily coordination of activities for the project including: the preparation of ethics application and preparation of applications for data access.

Assists in research work by performing specific assigned tasks including literature searches, management of data, descriptive analysis of data.

Prepares charts and tables for manuscripts.

Performs other project related duties as required.

Supervision Received

Works within well-defined procedures for the project but exercises judgment in establishing priorities and carrying tasks through to completion; new or unusual problems are referred to the principal investigator.

Supervision Given

There is no formal supervisory responsibility associated with this position but the research assistant will be expected to share technical knowledge and occasionally demonstrate the accumulated knowledge with summer students working on the project.



Consequence of Error/Judgement

The research assistant must pay attention to detail and be willing to repeat tasks if necessary. Further, the research assistant (through training) must develop a comprehensive understanding of legislation governing access to administrative databases and must be vigilant in following standards set forth for data security. Incorrect decisions may result in privacy breach and disruption of research study.

Qualifications

High School graduation. The ideal candidate will have an undergraduate degree in health, social sciences, economics or a relevant area and has maintained an excellent academic record. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience in research techniques such as conducting literature searches, collecting and analyzing data, preparing information for manuscripts, and experience in the preparation of ethics applications. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to communicate effectively verbally and in writing. The research assistant will be required to receive training on information security and privacy.

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Job Posting

Job ID: 13130
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: The Sauder School of Business
Salary: \$ 19.55 - \$ 21.42 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-06-15 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-11 **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

Research assistant in marketing and consumer behaviour.

Organizational Status

Reporting to grant holder and marketing professor, Kate White. Liaising with community members, as well as undergraduate and graduate student researchers.

Work Performed

- Basic library and internet research on relevant cases and research articles in sustainability marketing
- Responsible for supervising the data entry and survey creation
- Responsible for coordinating content analysis
- Assists in data analysis including summarizing, analyzing and reporting the results using SPSS software
- Responsible for acting as a liaison and conducting interviews with community partners engaged in sustainability marketing
- Assists with manuscript drafting by providing writing skills, proofing, and preparing data tables and figures
- Oversees, trains, and coordinates data entry and data collection personnel
- Maintains project websites and research databases by maintaining records and completing a variety of forms
- Assists with updating of materials for classes

Supervision Received

Supervision consists of clear directions and review of outcomes, but considerable independence and ability to make individual decisions is necessary to complete tasks.

Supervision Given

No direct supervision but does supervise the data entry for surveys.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Work subject to supervision and check by professor and grant holder. Error in data analysis could invalidate published work.

Qualifications

High School graduation. Graduate student level of education preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Substantive knowledge and experience in sustainability marketing and consumer behaviour. Experience with experimental design, online databases, content analysis, survey design, data entry and data analysis via SPSS required.

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Job Posting

Job ID: 13178
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Ophthalmology
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Part-Time (57%)
Desired Start Date: 2012-06-08
Job End Date: 2013-06-07 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-15 **Available Openings:** 1

Job Summary

The incumbent will perform routine molecular and cell biology experiments related to the area at the UBC Brain Research Centre. The incumbent will work independently under the general direction of Dr. Cynader.

Organizational Status

The research assistant will report directly to the Principal Investigator (Dr. Max Cynader) and will also be supervised by Dr. William Jia.

The incumbent will work in a laboratory with modern facilities and equipment at the Brain Research Centre (BRC). The BRC is located at the UBC Hospital on Point Grey Campus at the University of British Columbia. The laboratory is an open concept facility, and thus the incumbent will interact with other research scientists using similar technologies and with similar research interests.

Work Performed

- performs routine molecular and cell biology experiments, including protein purifications and immunoblotting.
- Assists in maintenance of primary neuron cultures and cell lines in tissue culture.
- Collection of brain specimens from small animals (rodents) for molecular and cell biology experiments.
- Collection and analysis of data under the direction of the Principal Investigator.
- Perform other related duties as assigned by the Principal Investigator.

Supervision Received

The incumbent will work closely with and be supervised primarily by the Principal Investigator.

Supervision Given



The University of British Columbia

Staff Job Postings

The successful candidate will not be responsible for providing supervision to other members of the laboratory

Consequence of Error/Judgement

- Work is subject to checking by Dr. Max Cynader and Dr. William Jia. Errors in carrying out experiments would result in invalid data and possibly jeopardize the validity of projects or delay ongoing work.
- Ability to manage own workload
- Ability to adapt to new methodology or working practices when required
- Ability to maintain accurate records
- Ability to adhere to standards and guidelines

Qualifications

High School graduation. A Bachelor Degree in a biological subject is essential. Minimum of 2 years related experience or the equivalent combination of education and experience. 3 years of relevant experience in molecular cell biology, sterile techniques and knowledge of biosafety management. Familiarity with rodent animal models required. Demonstrate ability to plan and complete work assignments without ongoing direction. Effective oral communication, interpersonal and organizational skills required.

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Job Posting

Job ID: 13052
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: iCORD
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-08-01
Job End Date: 2014-07-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-21 **Available Openings:** 1

Job Summary

To assist in research activities for studying regeneration and functional recovery after spinal cord injury in mice and rats. Duties include: assisting with animal surgeries, post-operative monitoring and care; performing animal behavioural testing, assisting with necropsy and tissue excision; preparing tissue for histological analysis incl. cutting sections; performing immunohistochemistry; assisting with image analysis and data collection.

Organizational Status

Reports to lab manager as well as to the senior postdoctoral fellow of the laboratory. Receives instruction from senior Research Assistants and senior graduate students as required during specific research tasks.

Work Performed

Assisting with research activities including:

1. Animal care (including receiving animals when they are delivered to the building, feeding, cleaning cages(if needed), enriching their environments, monitoring health)
2. Animal surgery and post-operative care (including surgical prep, surgery, injections, monitoring post-surgical health and giving bladder care);
3. Animal behaviour (including filming animals while they perform certain activities such as rearing test, catwalk, food pellet reaching over ground locomotion; performing analysis of the behavioral videos by digital measuring on a video screen or by descriptive observation and scoring)
4. Performs experiments using histological, molecular, in vivo and in vitro, techniques. Histological procedures includes cryostat-sectioning, staining and immunohistochemistry done to identify different cell types;
5. Necropsy;
6. Microscopy including picture taking and archiving;
7. Data analysis using digital imaging, Photoshop, Sigma Scan, Excel, etc.;
8. Image analysis, including quantification of axon density in the spinal cord;
9. Data compilation.

Performs other related duties as required.



The University of British Columbia

Staff Job Postings

Supervision Received

The Technician will work independently from day to day, and will attend weekly lab meetings. Depending on specific research task assigned, work may be checked daily, weekly or infrequently by the supervisor or supervisor's designate.

Supervision Given

Although the Technician does not actually supervise any other staff on a regular basis, he/she may act as a resource for undergraduate work study and directed studies students and supervise volunteers.

Consequence of Error/Judgement

This position is not required to make major decisions, but poor choices when prioritizing tasks and or carelessness during the performance of research duties could reduce the quality of research conducted in the lab and jeopardize the lab's ability to secure future funding by competing for research grants.

Qualifications

High School graduation. Bachelor of Science degree with coursework in neurobiology, developmental neurobiology, neuroanatomy or psychology an asset. Minimum of 2 years related experience or the equivalent combination of education and experience. Demonstrated experience in animal handling and research required. Successful completion of UBC Chemical and Biohazard Safety Courses and Animal husbandry courses an asset. Experience in data analysis with statistical software an asset. Ability to perform research-related procedures (e.g., prepare solutions) (e.g., dissecting) (e.g., prepare specimens) Required skills include cryostat sectioning, post-operative care, animal behaviour, necropsy and tissue extraction, immunohistochemistry, and image analysis. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13127
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: UBC IT - Audio Visual
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-13 **Available Openings:** 3

Job Summary

Provide support for the provision of audio-visual equipment (including videoconferencing equipment), facilities and services in support of academic courses and activities offered in learning spaces, labs, and meeting rooms. This position performs routine and preventative maintenance on AV equipment and IT resources such as PC and laptop computers and also demonstrates the operation of the equipment to both Faculty and Staff as required.

Organizational Status

This position reports directly to the AV Service Coordinator

Work Performed

- respond to requests for assistance in the setting up and or operation of audio-visual facilities including but not limited to learning space AV systems, portable computer video systems and other audio-visual equipment.
- videoconferencing support to include coordination of set up and basic trouble shooting.
- demonstrates, instructs and advises users in the proper use and operation of a variety of audio-visual equipment and systems.
- performs on-site minor repairs maintenance on various types of audio-visual equipment including overhead projectors, and multimedia projectors by replacing projection lamps, polyester film and filters, using hand tools, various cleaning tools and products and materials to ensure that equipment is clean and operating properly.
- performs weekly routine preventative maintenance on audio-visual equipment and systems including an inventory check of supplies. Will inspect and monitor the use of and routinely maintain and repair the audio-visual equipment and systems to ensure they are in good operating condition.
- will deliver, set-up and or retrieve portable and or specialized AV Equipment for specific purposes as requested and pre-arranged by users.
- maintains PCs and Laptops running Windows XP, Windows Vista, Windows 7 and Mac OSX that are used by the various users.
- will inform, document and report any problems with blackboards, projection screens, electrical, ventilation, heating, window blackout drapes, etc.
- will work with the AV Service Coordinator to ensure an inventory of supplies such as projection lamps, polyester film, cleaning products, etc. are readily available to maintain the AV systems.
- performs other related duties as necessary that fall within the scope of the job



The University of British Columbia

Staff Job Postings

Supervision Received

Receives instruction during orientation and on subsequent new assignments or changes in procedures. This position is responsible to carry out familiar duties and responsibilities usually independently with minimal supervision. They will provide the supervisor with daily and or weekly updates on issues and work progress.

Supervision Given

This position does not supervise, but may explain work sequences to provide training on the use of AV equipment to others.

Consequence of Error/Judgement

Work requires judgment and initiative. Due to the unpredictability of support issues and equipment failures, the individual must have the ability to troubleshoot and work with alternative solutions. The inability to meet the assigned tasks, and or to satisfy the users needs could result in a failed presentation and or class interruptions.

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. Ability to read and comprehend technical material. Ability to communicate effectively verbally and in writing.

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Job Posting

Job ID: 13140
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Immunology/Neurobiology Research Asst/Tech 3
Department: Pathology
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-13
Job End Date: 2013-06-12 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-12 **Available Openings:** 1

Job Summary

Short term contract position to perform neuroinflammation-based research in a translational research laboratory. Research focuses on the role of inflammation in disease and repair of the nervous system, including both in vitro systems and animal models of disease.

Organizational Status

The successful applicant will report to the Principal Investigator and may assist in overseeing technical work of students and trainees.

Work Performed

- Plans and performs experiments and summarizes results in reports and lab presentations.
- Assists in writing SOPS lab protocols.
- Assists with equipment, laboratory and supply purchase.
- Maintains colonies of transgenic animals, including colony breeding, screening and management.
- Carries out and oversees procedures involving small rodents including immunization injections, necropsy, blood sampling, and minor surgical procedures involved in animal surgery.
- Provides technical instruction and training for those activities.
- Responsible for implementation and enforcement of laboratory safety rules and procedures.

Supervision Received

The successful applicant will report to the Principal Investigator.

Supervision Given

The successful applicant will assist in training graduate students trainees including instruction in use of lab equipment and procedures and will trouble shoot experiments in their area of expertise.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Exercises a considerable amount of responsibility and initiative and judgment in determining work procedures and methods.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Undergraduate degree in a relevant discipline, such as Science, and or diploma in a related discipline or graduation from a technical college or institute preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Extensive experience with cell culture and aseptic technique preferred, preferably involving both isolation and maintenance of rodent primary cultures as well as cell lines. Demonstrated resourcefulness and ability to perform and troubleshoot a wide variety of molecular and cellular biology techniques, including many of the following: RNA DNA isolation, quantitative PCR, transfection, flow cytometry, immunohistochemistry, ELISA, protein isolation and western blotting; understanding of experimental design and assay optimization is important. Willingness to work with small rodents is essential. Able to carry out and oversee procedures involving small rodents including immunization injections, necropsy, blood sampling, and minor surgical procedures involved in animal surgery. The successful candidate will also assist in maintaining colonies of transgenic animals, including colony breeding, screening and management.

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Job Posting

Job ID: 13131
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: Devlpmtl Neurosci&Child Health
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2012-06-25
Job End Date: 2013-06-12 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-11 **Available Openings:** 1

Job Summary

The Research Assistant 3 (RA) coordinates, monitors and ensures the implementation of a study protocol for the CIHR-funded study "Best Practices: Parent Provider Interaction in Pediatrics". This qualitative project (not traditional bench-science) investigates the factors that contribute to best practices of health care providers in their interactions and relationships with parents of children who have complex chronic, life-threatening conditions. Data will be collected through observations of these interactions in clinical settings, brief audiotaped conversations with parents and health care providers after the interactions occur, and in-depth interviews with parents and selected health care providers at a later date. This project is under the auspices of the PedPalASCNet: A Network for Accessible, Sustainable, Collaborative Research in Pediatric Palliative Care.

The RA will be responsible for such activities as day-to-day operations, planning and coordinating data collection, assisting researchers with troubleshooting problems and refining procedures or techniques, completing all required forms, file management and reporting. The RA organizes the training of junior RAs and students in the procedures and offers ongoing training regarding techniques outlined specifically in the protocol and in general, for research following UBC guidelines. The RA assists with the analysis and presentation of the results, assists with the writing of grant applications, and carries out any other duties to provide project-specific support as required.

The RA will communicate with the researchers and data analyst; coordinate and assist with recruitment and follow-up of participants; facilitate meetings of researchers; assist with preparation of research reports, publications, and presentations; perform some data entry; and assist with analysis. The individual may also conduct some of the observations and interviews.

The project is situated within a larger program of research and the RA will communicate with the Research Coordinators of the other projects within that program of research. S he will meet with the Co-Principal Investigators during regularly scheduled teleconferences. The RA will assist with other project activities as required.

Organizational Status

The RA will report primarily to the Co-Principal Investigators. S he will work closely with the Co-Principal Investigators and the other members of the research team including co-investigators, clinicians, research assistants, and staff from the University of British Columbia and other institutions involved in the research project.

Work Performed



The University of British Columbia

Staff Job Postings

- Maintains project office operations.
- Coordinates and monitors study protocol implementation.
- Coordinates participant recruitment and consent process.
- Provides feedback and troubleshoots issues relating to the successful execution of the protocol.
- Prepares and submits documentation to ethics committees.
- Ensures accurate and detailed records are maintained.
- Liaises with health care professionals.
- Conducts some of the observations and interviews, especially if bilingual in Mandarin or Punjabi.
- Performs some complex data collection and entry.
- Oversees and directs the work of lower-level research assistants and students.
- Coordinates and assists with initial training of lower-level RAs and conducts ongoing training of these same individuals.
- Conducts literature searches, reviews articles and summarizes for report documentations.
- Prepares draft presentations and posters.
- Performs research and administrative functions for the research team.
- Assists with preparation of research grant applications.
- Creates and maintains the research project website contents.
- Maintains and updates lists, databases, and reports.
- Coordinates and plans meetings and workshops.
- Schedules meetings and appointments
- Takes, transcribes, and distributes minutes.
- Performs other related duties as required.

Supervision Received

The RA will work under the supervision of the Co-Principal Investigators. The RA will be expected to develop a work plan and timelines and to exercise good judgement and initiative in his her responsibilities.

Supervision Given

Will supervise lower-level RAs and may provide assistance to support staff clinicians to ensure project goals are met in a timely and efficient manner.

Consequence of Error/Judgement

Errors made could influence the ability of researchers and research staff to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the investigators, the research results, and the quality of the research program.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. A candidate with graduate degree is preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Recent related experience in a research environment, or an equivalent combination of education, training, and experiences. A background in nursing or health care and the ability to speak, read, and write either Mandarin or Punjabi would be assets. Familiarity with medical terminology is strongly preferred. Experience with recruitment, data collection, and qualitative research protocols. Experience with consent and assent procedures. Experience with database management. Previous experience conducting qualitative observations and interviews, knowledge of grant application process, and experience with manuscript preparation would be an asset. Understanding of research ethics process. High degree of computer literacy with ability to use word processing, spreadsheet, internet, and electronic mail applications at an intermediate level. Schedule flexibility (with the possibility of some evenings and weekends if needed). Ability to maintain accuracy and attention to detail. Superior organizational skills. Professional



The University of British Columbia

Staff Job Postings

approach and ability to interact appropriately with participants. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to travel to project settings. Ability to exercise tact and discretion when handling sensitive and or confidential matters.

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Job Posting

Job ID: 13145
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: Biochemistry&Molecular Biology
Salary: \$46,003.00 - \$50,020.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-03
Job End Date: 2013-07-02 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-12 **Available Openings:** 1

Job Summary

Oversee the day to day running of the laboratory and carry out highly complex individual experiments involving protein overexpression, purification, and crystallization analysis of large protein and multi-protein complexes as well as development of enzymatic assays and small molecule inhibitor screening.

Organizational Status

Report to the laboratory Manager directly and to the supervisor indirectly.

Work Performed

- (a) Carry out bacterial and human protein cloning and over-expression in a wide variety of bacterial and eukaryotic expression systems.
- (b) Conduct biophysical experiments utilizing isothermal titration calorimetry, light scattering, mass spectrometry, protein denaturation aggregation, fluorescence and UV spectroscopy, real time PCR, peptide array analysis, and circular dichroism for the development of enzymatic and protein protein binding assays for high throughput small molecule inhibitor screening.
- (c) Operate and maintain a highly technical and experimentally sensitive chromatographic and static light scattering facility for analysis of protein homogeneity and composition for members of the lab and for other department members.
- (d) Carry out protein crystallization and optimization of large protein complexes and membrane proteins (knowledge of crystallization robotics and theoretical aspects of the crystallization process required).
- (e) Assisting and training graduate and undergraduate students as well as post-doctoral fellows in a variety of laboratory procedures, especially those related to protein purification, crystallization and enzymatic assay development and inhibitor screening.
- (f) Operate and maintain standard laboratory equipment such as microscopes, centrifuges, spectrophotometers, incubators, PH meters balances.
- (g) Order, receive and maintain records of laboratory supplies.
- (h) Attend monthly laboratory meeting.

Supervision Received

The technician will work from oral or written instructions and additional instruction will be provided only in the case of unusual



The University of British Columbia

Staff Job Postings

problems or matters that depart from standard procedure.

Supervision Given

The technician will oversee the work of 1 undergraduate student directly and 1 graduate student and 3 Postdoctoral Fellows indirectly in the research sub-group in the laboratory.

Consequence of Error/Judgement

Work is to be checked by the laboratory Manager or the supervisor as appropriate. If errors occur, the technician will communicate with either the laboratory Manager or the supervisor regarding the nature of error.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree in Biochemistry & Molecular Biology is preferred. Minimum of 4 years of related experience or the equivalent combination of education and experience. Demonstrated experience and knowledge in molecular cloning, membrane and soluble protein overexpression using bacterial systems as well as biophysical solution analysis of proteins including fluorescence-based spectroscopy, mass spectroscopy, static light scattering devices. Ability to communicate effectively verbally and in writing. Ability to prepare clear, concise, and accurate research and technical reports and proposals. Ability to initiate and conduct research projects. Ability to work effectively independently and in a team environment. Ability to resolve technical problems in an innovative manner. Ability to understand and apply policies, procedures, and instructions.

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