



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:16-JUL-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: 13412
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Coord I **Business Title:** Customer Service Supervisor, Front Line Staff
Department: UBCO - AVP Students
Salary: \$45,864.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-16 **Available Openings:** 1

Job Summary

The Customer Service Supervisor supervises both the front desk and call centre Student Services Representatives. The incumbent is responsible for ensuring a consistent and high level of customer service for the department, financial processing and reporting and providing back up support for front counter and back office on an as needed basis.

Organizational Status

Student Services is a coordinated front line service provider housed in the University Centre (UNC). The department acts as a triage point for students by making appropriate on campus referrals and appointment bookings for other service providers within the UNC, in addition to providing front line, student facing enrolment services.

The Student Services office liaises closely with the Advising and Involvement Centre, Student Recruitment and Advising, Admissions, other units within the AVP Students portfolio, Faculties, Administrative Departments and outside government agencies including provincial and federal government student loan offices.

The Customer Service Supervisor supervises a team of front line Student Service Representatives working at both the front desk and call centre back office and reports directly to the Manager, Student Services.

Work Performed

1. Supervises a team of Student Service Representatives (both front desk and call centre back office) ensuring service standards for the department are consistently met.
- Acts as first escalation point for troubleshooting complex issues which arise at the front counter and call centre such as tuition account reconciliation; photo ID issues; extraordinary financial support inquiries and challenging customers.
 - Coordinates ongoing staff training and development, making recommendations on opportunities for cross training and collaboration with other units on campus.
 - Responsible for the dissemination of time sensitive information to front line staff and for ensuring departmental knowledge base (current wiki site) is maintained and kept up to date with well documented, current information.
 - Ensures adequate coverage for front desk and back office functions on a daily basis.
 - Approves vacation requests and tracks staff absences for reporting to HR.
 - Contributes to performance reviews of front line staff.
 - Contributes to annual work schedule and planning for the department under the direction of the Manager, Student Services.
 - Communicates closely with Manager, Student Services on service related issues.



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2. Provides back up coverage for Student Service Representatives (Front Desk & Call Centre Back Office) on an as needed basis.

- Accurately evaluates the needs of students, staff, and the general public in person, by e-mail and phone and responds appropriately within a busy and deadline driven environment.
- Processes payments, prints and certifies documents, reviews applications as needed.
- Reconciles and balances payments taken at the front counter each day, ensuring tuition clearing account is balanced and maintains accurate and complete back up of all transactions.
- Provides support for the recommended student financial awards process administered by UBC, in accordance with guidelines established by the federal government, UBC Senate or the sponsoring agency for the awards.
- Reviews complex data related to Canada Student Loans (all Canadian jurisdictions) working within federal and provincial guidelines, to advise students of the status of their student loan applications and the factors which affect their assessment.
- Liaises with government student loan offices on behalf of students in complex cases.

3. Reconciles and balances payments taken at the front counter each day, ensuring tuition clearing account is in balance and maintaining accurate and complete back up of all transactions.

- Posts tuition payments to students' accounts via the SISC on a daily basis.
- Completes JV's and or cash deposits for various sundry student payments (including but not limited to transcripts, photo ID, replacement diplomas, etc...) and requisitions for payment on behalf of department.
- Collates and records tuition cheque payments, prepares bank deposit and liaises with BRINKS armoured car service for pick up of bank deposit.
- Provides some financial reporting to department manager on an as needed basis.
- Reconciles charges for faculty & staff photo ID cards (includes creating a system for tracking payments, liaising with various departments on campus, and navigating FMS Nquery to track payments).
- Provides reporting to UBCV Admin Services on a monthly basis.

Supervision Received

The position reports to the Manager, Student Services specifically around service standards and operational requirements.

Supervision Given

The position supervises a team of 5 Student Service Representatives located across two functional areas. The Student Service Representatives, Front Counter, which is primarily responsible for in-person service and the Student Service Representatives, Call Centre Back Office which is primarily responsible for phone and administrative support for the department.

Consequence of Error/Judgement

The incumbent must have excellent people skills and demonstrate exceptionally sound judgment in handling sensitive and or volatile customer interactions. They must also be able to provide strong leadership to front line staff. The Manager, Student Services will provide oversight and direction to the incumbent.

Inadequate supervision could result in low staff morale and inconsistent delivery of services. Poor decision making could lead to financial hardship for students, lack of access to services, negative academic outcomes, increased stress, negative financial impacts to the university, and compromised reputation for the university. Students could face delays in program completion, incur additional costs, miss out on opportunities that would enhance their university experience, or be unable to complete or begin their academic program.

Qualifications

University degree or equivalent combination of experience and education. Over 2 years customer service experience in a front line setting, including 1 year supervisory experience of front line staff. Ability to exercise tact, diplomacy, confidentiality and discretion. Demonstrated leadership skills including the ability to remain calm and clear thinking when dealing with escalations.



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Strong customer service skills are essential including communication skills, demonstrated empathy, and the ability to maintain composure when dealing with difficult people. Ability to exhibit a strong sense of teamwork and collaboration among peers including working in a team environment to deliver services within the context of a complex, busy and often high stress environment. Ability to process large volumes of information and analyze customer needs and provide guidance and information based on university and government policies and procedures. Strong computer skills including ability to learn new computer programs to an expert level, to use general office computer programs and equipment, and to access information through web and other data bases. Attention to detail and ability to multi-task and to prioritize work load and meet deadlines are essential. Ability to write clear concise business English.

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Job Posting

Job ID: 13040
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician III **Business Title:** Laboratory Technician III
Department: UBCO-Faculty of Applied Science
Salary: \$ 21.21 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16
Job End Date: 2013-05-24
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-08-09 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Work Performed

Maintains and services safety equipment such as cycling eye wash stations and showers.

Verifies tools and lab equipment has proper safety guidelines in place prior to use.

Keeps first aid kits properly stocked and reorders supplies when stock is expended or expired.

Maintains MSDS (Material Safety Data Sheets) manuals as inventory are entered into each lab.

Provides support on the use of safety equipment for the School.

Understands and implements safety guidelines as provided by the university health and safety office.

Understands and follows the guidelines as provided by the WHMIS (Workplace Hazardous Materials Information System) program.



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Sets up labs to meet teaching schedules utilizing lab manuals and approved school procedures. This includes lab setup, assisting lab instructors when necessary and putting equipment in its proper place upon completion of lab sessions.

Servicing and maintains test equipment per established maintenance schedules and manufacturers specifications.

Is able to read electrical electronic schematics, troubleshoot and perform repairs to component level if necessary.

Orders replacement parts and maintains a minimal stock of expendable items.

Assembles and tests equipment prior to use in lab to verify proper operational status.

Builds or fabricates test setups as needed using sketches, schematics and functional drawings.

Understands equipment functions and usage and assisting in the instruction of the care and use of equipment to students.

Assists in equipment setup.

Assists lab personnel with ordering of equipment and supplies.

Understands the use and operation of equipment and assisting in instruction to lab personal.

Builds or fabricates test fixtures and apparatus per instructions from lab personnel.

Servicing and maintains test equipment per established maintenance schedules and manufacturers specifications.

Assists in the ordering of equipment and supplies by researching vendors for proper equipment, filling out purchase order forms and turning them in for approval.

Updates the schools inventory database, keeping accurate records of all equipment purchased and their locations within the school.

Performs periodic inventories of expendable items to maintain adequate stock for teaching labs.

Assists in the performance of an annual inventory of all school equipment.

Updates records of each labs required equipment when changes are implemented.

Performs local pick up and delivery of ordered equipment and stock using school owned vehicles.

Receives equipment and supplies, and then dispersing it to the appropriate lab locations.

Supports the vehicle maintenance program by: maintaining records of services performed on the vehicles, delivering the vehicles to dealership for maintenance and repairs, ensuring normal maintenance, such as oil changes, tire rotation etc, is performed on a regularly scheduled timetable by the appropriate service provider and performing minor maintenance such as topping off of washer fluids, checking tire pressures and fluid levels and cleaning of the vehicles.

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

Supervision Received

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



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Supervision Given

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

Consequence of Error/Judgement

Judgment requires a thorough understanding of the policies and procedures as prescribed by the University and the Faculty of Applied Science and the School of Engineering.

The incumbent will be required to work independently with minimal supervision and is expected to perform duties in a precise and timely manner.

Student and lab safety is paramount. Failure to follow safety guidelines could result in personal injury or loss of equipment. Improper time management could lead to delays in labs and adversely affect the outcomes of the labs. Poorly maintained equipment could cause injury to students or be detrimental to the outcome of experiments causing loss of time and valuable research information.

Qualifications

Post secondary diploma in electronics electrical discipline, (or comparable experience) with a desired minimum of 2 yrs experience in industrial or educational laboratory environment or equivalent combination of education and experience. Ability to work with basic electrical tools, analytical instruments and laboratory test equipment required. Effective oral and written communication is required. Excellent organizational and interpersonal skills are required. Ability to carry out complex tasks with little supervision is essential. First Aid and WHMIS (Workplace Hazardous Materials Information System) certification is an asset. Ability to work independently or within a team with minimal supervision is expected. Excellent computer skills using Microsoft Office products are required and familiarity with programs such as C, C++, Matlab and Labview is desirable.

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Job Posting

Job ID: 13483
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116 (Cler/Sec/Bookstore)
Job Category: Clerical, CUPE 116
Classification Title: Sales Clerk **Business Title:** Sales Clerk - Stationery Department
Department: Bookstore
Salary: \$32,880.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Job End Date: 2012-08-31
Funding Type: Self Funded
Other: Leave Replacement
Date Closed: 2012-07-22 **Available Openings:** 1

Job Summary

This position involves a variety of sales and or order processing activities with the general objective of servicing the needs of Bookstore stationery customers. The nature of the work requires a general knowledge of guidelines and procedures which apply to the tasks being performed as well as the knowledge and ability to effectively recommend and sell stationery products and solutions.

Organizational Status

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

Work Performed

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

- Assist customers by helping to locate and select products, answering inquiries (verbally or in writing) giving product demonstrations and accepting, recording, processing and filling special orders and or requisitions;
- Inputs and updates Departmental Accounts and related data into computer system;
- Demonstrates and advises on products in designated subsections;
- Checks inventory levels and advise buyers of out-of-stock situations and may place orders by phone, mail or fax according to procedures;
- Enters orders for products through Staples E-way according to guidelines and policies;
- Stocks shelves, arranges displays and ensure orderliness and tidiness of stock layout, preparing merchandise for sale as instructed and assisting with pricing;
- Recommends price mark-downs for supervisor's approval;
- Operates a computer terminal to access and input information as required;
- Prepares surplus or defective merchandise for return to vendor;
- Operates point-of-sale terminal or invoicing equipment and ensure the safe and orderly keeping of a daily cash flow;
- Counts and records inventory as required;
- Maintains vigilance at all times to ensure the safety of staff and customers and security of University property. Reports any unusual occurrences affecting security or safety to Supervisor;
- May work in all retail areas of the store;
- Carries out any other related duties as necessary in keeping with the qualifications and requirements of the job;



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Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

High School graduation. . the equivalent combination of education and experience. Knowledge and experience in retailing, especially in related products. Ability to provide quality service to customers in a courteous, patient manner. Ability to communicate effectively verbally and in writing. Ability to operate computer and other related office equipment. Ability to lift heavy objects. Ability to create effective merchandise displays. Ability to be thorough, accurate, and have a high level of attention to detail.

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Job Posting

Job ID: 13462
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116 (Cler/Sec/Bookstore)
Job Category: Clerical, CUPE 116
Classification Title: Clerk 2 **Business Title:** Payroll and Staff Records Clerk
Department: Building Operations
Salary: \$35,928.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-30 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-22 **Available Openings:** 1

Clerk 2 - Payroll and staff records

Job Summary

Processes timecards for assigned groups of employees (part-time, full-time, hourly, staff in Building Operations, Utilities, Campus Planning & Development). Maintains daily staff records of sick & vacation. Receives, sorts and distributes pay cheques for hourly staff. Maintains personnel files including filing. Responds to inquiries from Building Operations Managers and Staff related to pay, sick, vacation. Performs year end closing activities relating to sick and vacation time records.

Organizational Status

This position receives daily workload co-ordination and supervision from the Staff Payroll & records Clerk, and reports directly to the Associate Director, Operational Effectiveness.

Work Performed

Receives and enters daily time cards for assigned groups of employees, corrects obvious time code and sequence errors.
Runs daily exception report and follows up on missing cards with supervisor, head, or staff member.
Files daily time card batches.
Maintains staff attendance records and records sick time and vacation hours. Liaises with Staff Payroll and Records Clerk in advance of four monthly payroll cutoff dates to report adjustments to payroll.
Maintains staff personnel files, files material, pulls and archives annually.
Performs year end closing activities related to staff vacation and sick time banks.
Receives, sorts and distributes hourly paycheques to staff.
Receives and responds to moderately complex inquiries from managers and staff related to pay, sick, vacation issues.
Relieves Staff Payroll & Records Clerk for vacations, illness, and other.

Supervision Received

Works under general supervision and performs tasks to defined guidelines and procedures. Required to exercise judgement and initiative in resolving issues. New or unusual problems would be referred to Staff Payroll and Records Clerk.

Supervision Given



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May distribute work to employees at a lower classification level.

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 13478
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Commissary Cook-Food Serv. **Business Title:** Commissary Cook - Caffè Perugia
Department: Food Services
Salary: \$44,544.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-15 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-22 **Available Openings:** 1

Job Summary

Oversee and participate in the day-to-day operation of a commercial kitchen for Retail unit(s), UBC Food Services, assuming responsibility for leading this designated area of food preparation, food production and catering production. Coordinate and allocate the work of a large staff team.

Organizational Status

Reports to the Manager. Supervises the staff team working in the retail operation including assistant cooks, sales attendants and student workers.

Work Performed

Coordinates food preparation, food production and catering production to ensure that daily unit & catering requirements are met. Supervises a large group of employees including assistant cooks, sales attendants and student workers. Coordinates the workload and provides training and direction to the staff team.

Responsible for hands-on production of daily menu items and relieves responsibilities of workers as operationally required. Provides oversight to staff scheduling including advising and recommending staffing levels and scheduling changes to management. Designs, plans and implements new menu plans keeping with the principles of being creative and artistic; and providing an upscale dining & catering experience to the clients & customers.

Responsible for food costing of the menu plans including adhering to food cost targets; evaluating and adjusting recipes to maintain food costs.

Designs and executes sophisticated menu plans that include West Coast cuisine & other ethnic cookery to meet the service standards of the department.

Designs and executes recipes including reading, understanding, & following recipes as well as providing direction to food service personnel on assembly and or execution.

Oversees and participates in specialty production to ensure daily volume requirements are met in accordance with menu plans. Assesses and ensures quality and consistency of finished product prior to service.

Participates in the implementation of special food related events, themes and promotions.

Orders and maintains appropriate inventory levels of products; assists with counting and reconciliation of food inventory levels of management.

Sets and maintains high standards of sanitation and safety; ensuring work is performed in compliance with Foodsafe, UBC policy and



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UBC Food Services safety guidelines. Including organizing and cleaning kitchen and equipment. Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Works independently with minimum supervision. Reports directly to the Manager.

Supervision Given

Coordinates, allocates and monitors the work of a large staff team including assistant cooks, sales attendants and student workers.

Consequence of Error/Judgement

Makes decisions related to the coordination and implementation of food preparation and promotion activities in a large commercial production area; inappropriate decisions could impact food quality and quantity and have a negative effect on the department's reputation and financial position.

Qualifications

Certificate in cooking from a recognized cooking institution, Food Safe Level 1 Certificate and Red Seal Cook Certification. Prefer for most recent five years of experience to be in an upscale trendy dining & catering environment including experience with corporate catering & off-site events. Knowledge and experience with the following preferred: West Coast cuisine and other ethnic cuisines, flavours and ingredients; and creating handcrafted high end canapés & hors d'oeuvres and baking. Excellent knife skills & good butchery skills. Knowledge of food safety and HACCP (Hazard Analysis & Critical Control Points) including Food Safe Certification. Strong interest in self-improvement and further education in culinary arts.

Demonstrated supervisory experience, preferably in a unionized environment. The ability to coordinate, train, and motivate a diverse staff team, and work with a high degree of accuracy in a fast paced environment. Effective oral and written communication, leadership, interpersonal and time management skills. 5 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 13479
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Commissary Cook-Food Serv. **Business Title:** Commissary Cook - Retail Operations
Department: Food Services
Salary: \$44,544.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-15 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-22 **Available Openings:** 1

Job Summary

Oversee and participate in the day-to-day operation of a commercial kitchen for Retail unit(s), UBC Food Services, assuming responsibility for leading this designated area of food preparation, food production and catering production. Coordinate and allocate the work of a large staff team.

Organizational Status

Reports to the Manager. Supervises the staff team working in the retail operation including assistant cooks, sales attendants and student workers.

Work Performed

Coordinates food preparation, food production and catering production to ensure that daily unit & catering requirements are met. Supervises a large group of employees including assistant cooks, sales attendants and student workers. Coordinates the workload and provides training and direction to the staff team.

Responsible for hands-on production of daily menu items and relieves responsibilities of workers as operationally required. Provides oversight to staff scheduling including advising and recommending staffing levels and scheduling changes to management. Designs, plans and implements new menu plans keeping with the principles of being creative and artistic; and providing an upscale dining & catering experience to the clients & customers.

Responsible for food costing of the menu plans including adhering to food cost targets; evaluating and adjusting recipes to maintain food costs.

Designs and executes sophisticated menu plans that include West Coast cuisine & other ethnic cookery to meet the service standards of the department.

Designs and executes recipes including reading, understanding, & following recipes as well as providing direction to food service personnel on assembly and or execution.

Oversees and participates in specialty production to ensure daily volume requirements are met in accordance with menu plans. Assesses and ensures quality and consistency of finished product prior to service.

Participates in the implementation of special food related events, themes and promotions.

Orders and maintains appropriate inventory levels of products; assists with counting and reconciliation of food inventory levels of management.

Sets and maintains high standards of sanitation and safety; ensuring work is performed in compliance with Foodsafe, UBC policy and



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UBC Food Services safety guidelines. Including organizing and cleaning kitchen and equipment. Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Works independently with minimum supervision. Reports directly to the Manager.

Supervision Given

Coordinates, allocates and monitors the work of a large staff team including assistant cooks, sales attendants and student workers.

Consequence of Error/Judgement

Makes decisions related to the coordination and implementation of food preparation and promotion activities in a large commercial production area; inappropriate decisions could impact food quality and quantity and have a negative effect on the department's reputation and financial position.

Qualifications

Certificate in cooking from a recognized cooking institution, Food Safe Level 1 Certificate and Red Seal Cook Certification. Prefer for most recent five years of experience to be in an upscale trendy dining & catering environment including experience with corporate catering & off-site events. Knowledge and experience with the following preferred: West Coast cuisine and other ethnic cuisines, flavours and ingredients; and creating handcrafted high end canapés & hors d'oeuvres and baking. Excellent knife skills & good butchery skills. Knowledge of food safety and HACCP (Hazard Analysis & Critical Control Points) including Food Safe Certification. Strong interest in self-improvement and further education in culinary arts. Demonstrated supervisory experience, preferably in a unionized environment. The ability to coordinate, train, and motivate a diverse staff team, and work with a high degree of accuracy in a fast paced environment. Effective oral and written communication, leadership, interpersonal and time management skills. 5 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 13473
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Sales Attendant-Food Services **Business Title:** Sales Attendant-Retail
Department: Food Services
Salary: \$ 16.09 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-09-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-22 **Available Openings:** 12

Job Summary

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

Organizational Status

Reports to Supervisor or Manager of unit

Work Performed

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

Supervision Received

Works independently under general supervision.



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Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 13454
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Clerk Driver 1 - Food Services **Business Title:** Clerk Driver 1 - Food Services
Department: Food Services
Salary: \$ 16.09 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-07-25 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-22 **Available Openings:** 2

Job Summary

Receive and dispatch food, china, supplies and departmental mail using a delivery truck and or electric vehicle.

Organizational Status

Reports to Supervisor or designate.

Work Performed

Picks-up and loads a delivery truck with food, china, supplies and departmental mail from a centralized food processing area and delivers to other units of Food Services and various individual areas throughout campus.
 Maintains records of food and equipment delivered to and picked up from various campus locations.
 Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.
 Employees may be expected to work on call.

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

Decisions relate to sequence of duties; errors cause minor delays in service and may negatively impact the reputation of Wescadia Catering and UBC Food Services.

Qualifications



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Food Safe Level 1 Certificate and Valid B.C. Driver's License. . 1 years relevant experience or the equivalent combination of education and experience. Customer service oriented, valid BC drivers license, safe driving record, experience driving large vehicles. Catering driving experience and knowledge of the food industry required. Take pride in working as a team, ability to lift minimum 30 KG and maneuver a heavy cart. Must be able to work flexible hours including evenings and weekends. Ability to work outdoors in a variety of weather conditions. Employees may be expected to work on call.

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: 13455
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: Dentistry - Technology Support
Salary: \$46,968.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-20 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-22 **Available Openings:** 1

Job Summary

The Network & Computer Specialist will be responsible for the network administration, hardware and software support, and user training for the entire Faculty of Dentistry, Dean's Office, and the Main Clinic.

Organizational Status

The incumbent reports directly to the IT Manager, and in their absence to the Executive Director for the Faculty of Dentistry.

Work Performed

Duties include: assists with providing network administrative support to clients; resolving network and workstation problems in complex multi-platform physical and virtual environments; addressing hardware failures, connectivity problems and troubleshooting issues; resolving server failures; providing training and assistance with the use of the clinical application software; obtaining and following on equipment price quotes, requisitions and delivery for computer hardware, software and related equipment purchases; installing computer hardware, software and related equipment; performing daily network back-ups; programming scripts and user databases; ensuring network and workstation security (Antivirus protection, firewall configuration and setup); documenting software procedures, creating training materials for users, as well as giving presentations training sessions; maintenance and setting of email accounts; maintenance of invoice inventory system and helpdesk tracking system; Introducing new users to network services and computer systems; training users in use of software; and performing other related tasks.

The Network & Computer Specialist is expected to remain current in the PC Windows MAC environments.

Supervision Received

Receives overall direction from the IT Manager.

Supervision Given

None.

Consequence of Error/Judgement



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Staff Job Postings

Poor judgment or errors in performing the duties outlined above could result in the malfunctioning computing facilities or make these facilities vulnerable to security threats. This can have a serious effect on the administrative, academic, research and clinical goals of the Faculty.

Qualifications

Undergraduate degree in a relevant discipline. Graduation from a technical college or institute. Some position may require a graduate degree. Degree in Computer Science preferred. Minimum of 4 years of related experience or the equivalent combination of education and experience. Minimum 3 years of network and server support experience with mixed Mac Windows, platforms. Proven skills in network server maintenance and administration in both physical and virtual environments. MacOS X experience required. Excellent organizational, problem solving, and client service skills. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to deal with people in a calm, courteous, and effective manner. Ability to exercise tact and discretion. Ability to effectively manage multiple tasks and priorities and to work effectively in a high volume environment. Ability to prioritize and work effectively under pressure to meet deadlines.

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Job Posting

Job ID: 13472
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Secretarial - CUPE 116
Classification Title: Administrative Secretary **Business Title:** Administrative Secretary
Department: Campus&CommunityPlanning
Salary: \$38,712.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13 **Ongoing:** Yes
Job End Date:
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-07-22 **Available Openings:** 1

Job Summary

To provide confidential administrative and secretarial assistance to the offices of the University Architect, and the Director Policy Planning, within the Campus and Community Planning department. This position deals with high volumes of material and information in a demanding environment and requires: strong administrative, organizational and multitasking abilities, knowledge of C&CP functions and procedures, University policies, and related organizational protocols. Highly desirable to have knowledge and or experience in the administrative and operating aspects of the university environment, municipal government, GVRD and other Provincial and Federal agencies and departments.

Organizational Status

Reports to both the University Architect, and Director Policy Planning, of Campus and Community Planning. Regular coordination and communication with: the AVP's office, C&CP staff, other UBC senior management and staff, Ministerial and municipal staff, and the general public.

Work Performed

- Acts as secretary for the University Architect and Director of Policy Planning, and their professional staff; types a variety of materials from hand-written draft, screens calls and visitors;
- Receives University Architect's mail, prioritizes materials and handles routine matters; maintains University Architect's and Director Policy Planning's calendars and makes meeting arrangements. Manages access to University Architect's suite of office space.
- Provides assistance to the Landscape Architect in organizing meetings, maintaining files and records, and assisting with event organization and presentation materials as time permits.
- Screens, handles and prioritizes a variety of incoming outgoing confidential and sensitive correspondence for the University Architect and Director Policy Planning, including composing, coordinating, critiquing and preparing documentation. Responds to written and oral inquiries, complaints and requests for service of an interpretive nature based upon a thorough knowledge of UBC and departmental guidelines, procedures and policies.
- Performs administrative duties in relation to University Architect's Office. This includes meeting organization, draft letter composition and preparation, research on legislation, policies, design and related issues.
- Organizes meetings including responsibilities of transcribing and distributing minutes on behalf of University Architect and Director Policy Planning, arranging catering and necessary travel arrangements.



- Organizes and plans internal and external regular and special events including but not limited to the following Committees, and other information and consultation events:

- Advisory Urban Design Panel

- Heritage Advisory Committee

- Works with University Architect and Director Policy Planning to ensure completion of documents related to planning, design, consultation and regulatory work and documents submitted to the AVP's Office for Board of Governors meetings.

- Assists in the coordination of charts presentation materials compilation of information formatting and pre-press layout of a wide variety of materials.

- Develops and maintains a comprehensive filing system, bring forward filing system and resources library in the University Architect's office. Works with other administrative staff in C&CP to maintain departmental records.

- Prepares and reconciles the University Architect's and Director Policy Planning's expense reports and maintains detailed documentation related to same.

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

Supervision Received

Work is done under limited supervision. Perform duties independently, occasionally consulting University Architect or Director Policy Planning with reference to new or complex problems.

Supervision Given

None.

Consequence of Error/Judgement

Work requires considerable interpretation and analysis of information. Problems and situations frequently new and non-reoccurring. Error will reflect poorly on the University Architect's Office, Campus and Community Planning, and the Board of Governors, and could have a negative impact on the university's strategic positioning in relation to various plans and regulatory requirements.

Qualifications

High School graduation. . 5 years relevant experience or the equivalent combination of education and experience. A minimum of five years experience in a University context, other public sector organizations or similar private sector organizations. Desktop publishing experience recommended. Web publishing experience recommended. Experience managing architectural records preferred. Knowledge of the University's administrative procedures, practices, policies and services.

Ability to type 60 w.p.m. and operate the normal range of other office equipment.

Extensive knowledge of personal computers and software including all major Windows programs such as Word, Excel, PowerPoint, Project and Outlook. Ability to exercise a high level of tact, discretion, judgment and diplomacy in the performance of work related duties. Ability to supervise; ability to apply a broad knowledge of policies and procedures; to compose correspondence in clear, concise Business English; to draft extremely complex correspondence for signature; to establish standards of performance; to resolve work problems; and to communicate and co-operate with persons at a executive level. Proficiency with professional terminology, technical vocabulary as required for the job.

Must be able to work independently exercising initiative and creative judgment. Must demonstrate strong organizational and multitasking skills including the ability to establish priorities and to handle multiple demands and time pressures.

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Job Posting

Job ID: 13330
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Head Service Worker **Business Title:** Head Service Worker
Department: Building Ops - Custodial
Salary: \$42,384.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-22 **Available Openings:** 1

Head Service Worker, Full time, Day Shift, Monday to Friday, 6.30 a.m. to 2.30 p.m.

Job Summary

Under general supervision this position is primarily responsible for supervising the operation of Building Operation's Building Service Workers in the use of related materials, supplies, and equipment as well as ensuring security, safety and administrative policies are adhered to. Works from oral and written instructions and according to established procedures. May be assigned to Day, Evening or Night shifts, on any days of the week.

Organizational Status

Reports to the Custodial Manager or Superintendent, depending on their shift assignment

Work Performed

As outlined, performs one or more of the following:

- Supervises the performance of subordinates for the purpose of providing efficient and effective custodial service to faculty, staff, students and visitors.
- Ensures daily operation and resolves staffing issues by re-prioritizing schedules and providing direction to subordinates in order to provide appropriate coverage for absent workers as required, including performing custodial duties themselves as required.
- Evaluates cleanliness levels of areas to ensure all work is performed in accordance with the standards set out in schedules assignments, including the proper use and care of custodial equipment and supplies.
- Responsible for orientating, training and evaluating new employees, including completing new employee evaluations at defined times during their probationary period.
- Evaluates stock levels and appropriate purchase costs as outlined in established procedures and policies by manual and electronic documentation.
- Responsible for maintaining correct documentation and records for staff attendance, absences and reasons for those absences, as



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well as ensuring medical or dental appointments are approved based on established guidelines.

- Ensures safety measures are adhered to by conducting regularly scheduled safety observations, providing feedback and follow up to staff as well as re-training as needed. Participates in accident investigations and return to work meetings with staff as well as ensuring staff understand and follow their return to work plan.
- Responsible for security in assigning and receiving key sets used by staff, including building masters and campus grand masters.
- Carries out other related duties assigned.

Supervision Received

Acts independently on routine matters and under general direction, receiving detailed instructions on the assignment of new duties. Refers policy and procedural problems to their immediate supervisor.

Supervision Given

Positions at this level are required to supervise and oversee training and provide guidance and support to more than 25 subordinates daily. May be required to provide close guidance to new incumbents.

Consequence of Error/Judgement

This position provides direction to staff in order to provide quality custodial services to the campus as well as many high profile events such as exams set up, graduation and holiday ceremonies, visiting dignitaries, as well as National and International conferences. Errors can cause significant impact to UBC's reputation on a domestic and international level as well as jeopardize labour relations. Nature of the work demands planning, exercising judgment based on a thorough knowledge of procedures, guidelines, regulations and established precedents.

Qualifications

High School graduation. . 5 years relevant experience and Supervise staff or the equivalent combination of education and experience. Thorough knowledge of custodial business procedures and practices gained through a minimum of five years' of recent related experience, including the proven ability to supervise staff. Ability to exercise judgement and initiative in decision-making and discern policy and procedural matters when requiring administrative action. Ability to apply new methods or procedures when required. Working knowledge of custodial operations and equipment, and operate related business equipment. Ability to operate custodial equipment. Ability to lift heavy objects.

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: 13464
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Plumber **Business Title:** Plumber
Department: Building Operations
Salary: \$53,556.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-22 **Available Openings:** 1

Job Summary

Under general direction and supervision, this position performs work requiring skill in the trade of Plumbing at the journey person level engaged in maintenance, repair, and renovation work of gas, air, water, and waste disposal systems as well as the interior and exterior water mains and drainage systems throughout the University.

Organizational Status

Reports to Head Plumber, Trades Section, Plant Operations.

Work Performed

Performs duties peculiar and normally required in the trade of Plumbing engaged in maintenance, repair and renovation work such as: maintaining plumbing fixtures, backflow prevention devices, gas, air, water, fire protection systems, waste disposal systems, also handling of asbestos or other hazardous insulation materials. Carries out repair on machinery and equipment, inspection tests, diagnoses defects in equipment, taking remedial action as required or recommending solution tot Sub-Head Plumber verbally or written.

- Prepares cost estimates for jobs and orders required materials
- Works from oral and written instructions, work orders and drawings.
- Assembles parts, equipment, fittings and joins them by soldering, brazing, gluing, screwing calking, bolting and other methods.
- Work in correct safe manner and in accordance with all safety standards, practices, procedures and ensures protective clothing is work where required.
- Responds to trouble calls and emergencies during normal working hours and after working hours in a safe effective manner.
- Uses all tools, equipment and instruments he she is competent to use required for work and is responsible for the correct and safe storing of equipment.



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- Ensues good house keeping is practices in the plumbing shop and on site.
- Is responsible for work being completed in accordance with requirements and specifications.
- The position is expected to keep current with preventative maintenance concepts, technology, and theory and to be familiar with manufacturer and regulatory maintenance requirements.

Supervision Received

Works under general supervision; receives specific instructions only on unusual problems and is required to develop appropriate work procedures.

Supervision Given

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

Consequence of Error/Judgement

Work is performed within prescribed and accepted trade standards, in accordance with job requirements and specifications and external regulatory requirements; inappropriate repair maintenance decisions could delay resolution of problems and adversely affect user access to equipment system and possible safety of users.

Qualifications

Valid BC Drivers Licence. valid BC Gas Fitter B License with electrical endorsement for low voltage, BC Cross Connection Control certificate and A trade certification to journeyman level as a plumber. . Minimum 5 years of related experience. Ability to interpret drawings and specifications, sketches of work required and maintenance manuals.

Dependent upon operational needs you may be required to work various shifts including days, evenings & weekends.

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Staff Job Postings

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

Consequence of Error/Judgement

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

Qualifications

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Job Posting

Job ID: 13469
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: Access and Diversity
Salary: \$36,672.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-19 **Available Openings:** 1

Job Summary

The Access and Diversity Departmental Assistant provides essential administrative support for all of Access & Diversity's programs. This person is responsible for providing administrative, secretarial and clerical support to the Access and Diversity Director, the Senior Diversity Advisor - Disability, Advisors and Operations Manager. The incumbent is responsible for the student assistant appointment processing and associated hourly payroll and record keeping. The Departmental Assistant incumbent will provide back up front desk services and exam program administration.

Normal Office Environment. Two reception workstations, in high traffic areas.

Organizational Status

Reports to the Operations Manager, Access and Diversity and interacts regularly with the Director and Senior Diversity Advisor - Disability. Works collaboratively with all members of the A&D team. Liaises with other UBC units that serve students, faculty and staff on campus, off campus organizations and the public.

Work Performed

- Provides secretarial and clerical support to the Director, Senior Advisor - Disability Advisors and Operations Manager
- Works with the Student Programs Coordinator to process student assistant E-forms using the UBC Human Resources Management System (700+ students per year) and associated record keeping; as well as hourly student employee bi-monthly payroll
- Provides back up Exam Coordinator coverage as required
- Provides front-line support to students, prospective students, faculty, staff and other visitors to the unit by answering inquiries via phone and email; provides information on UBC or Community resources, accommodation policies etc; refers matter people to appropriate resources etc. Information relayed requires knowledge of all Access and Diversity subject areas including activities of the Crane Library, and University guidelines, expectations, procedures and regulations and the work of other University units.
- Coordinates arrangements for large unit meetings or special events including scheduling of meetings, invites and confirms attendees, booking of rooms, arranging for catering, preparation of agendas and other meeting materials, the taking, preparation and circulation of minutes.
- Assists with the implementation of the departmental communication plan. Maintaining accurate and current content on the A&D website and blog.



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- Prepares and processes correspondence on behalf of the Director, Senior Diversity Advisor - Disability, Diversity Advisors from composed mail merge databases; organizes and processes large mail outs. Initiates replies to inquiries of a routine nature relating to the Unit's activities requiring an in depth knowledge of relevant subject matter, University guidelines, procedures and regulations and the ability to interpret and apply this information to the work of other University units.
- Communicates information regarding policies and procedures of exam accommodations to students, instructors and other university staff. Provides general information regarding disability related accommodations and processes for receiving these accommodations
- Receives exam accommodation forms, schedules according to guidelines and enters information into excel spreadsheet.
- Acts as back up financial clerk: filling out requisition for payment, journal voucher and travel requisition forms. Supports the A&D Government Grant Funding program by completing request forms, tallying up expenditures and reporting as required.
- Provides clerical support to Alternate Format Collections Coordinator as required.
- Performs other duties as required.

Supervision Received

Consults with the Operations Manager for prioritization of tasks and projects. Works independently with minimum supervision. Receives specific instructions on new projects.

Supervision Given

Provides direction to invigilators and student assistants when necessary.

Consequence of Error/Judgement

Incumbent will deal with unique situations requiring sound judgement, knowledge of and sensitivity to disability issues. Decisions require understanding of the guidelines, procedures and regulations and the ability to interpret and apply them to the work unit. All information must be accurate and provided in a respectful, timely and supportive way. Failure to provide service that meets these standards may create hardships for students with disabilities seeking academic accommodation, compromise the relationship of Access and Diversity with community constituents who may experience marginalization or disadvantage as a result of the interaction, or have a negative impact on the public image of the Unit and University.

Qualifications

High School graduation and one year of related training. One year post-secondary education preferred. 2 years of related experience or the equivalent combination of education and experience. Relevant UBC experience preferred. Computer experience required (Word, Excel, Access, Internet Explorer and Outlook) preferred. Effective oral and written communication, interpersonal, public service and organizational skills. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Proven ability to prioritize work and to meet deadlines. Demonstrable skills in maintaining accurate records and attention to detail. Knowledge of disability, race, ethnicity, and gender and sexual diversity issues. Proven experience working both independently and within a team environment. Ability to operate a normal range of office equipment. Knowledge of website maintenance and social media an asset. Proven experience using word processing, spreadsheet, database, Internet and electronic mail applications at an intermediate level. Proven ability to compose correspondence and reports using clear, concise business English. Knowledge of library procedures and on-line library database searching an asset.

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Job Posting

Job ID: 13485
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Administrative Support 3 (Gr6)
Department: Cntr for HealthEducatnSchlrshp
Salary: \$39,168.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-09-04
Job End Date: 2013-09-03
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-20 **Available Openings:** 1

Job Summary

Coordinates or supports the planning of various functions, both new and recurring special events for CHES and provides support for the communications and administrative initiatives of the Centre.

Organizational Status

The position:

-Is accountable to the Manager, Communications & Office Administration for assignment of duties. May also receive direction from the CHES Director, senior faculty, and the Research Manager & Grants Facilitator.

-Reports on a day-to-day basis to the Manager, Communications & Office Administration

*Interacts and coordinates duties with administrative staff within CHES

Work Performed

In a very busy environment, plans and coordinates various recurring functions and special events, including room reservations, supporting speakers, attendance tracking, catering, equipment, accreditation, IT, recordings, etc. Events can be concurrent and include workshops, retreats, receptions, and staff events. Creates appropriate resource materials, specific to the function.

Liaises as required with Department Heads, School and Centre Directors within the Faculty, the Dean's Office, Public Affairs, and external agencies such as the BC Health Authorities, and Teaching Hospitals.

Assists in Web site maintenance including monitoring content to ensure that it's current and meets Web and marketing guidelines; drafting and adding new content; maintaining news and events section; arranging for I.T. support when necessary; and monitoring Web statistics.

Assist with the production of marketing materials. Includes soliciting estimates from printers suppliers, sending proofs, transferring graphic files. Other support responsibilities may include scheduling students faculty for photo shoots and image searches.

Provide support and assist with internal and external communication initiatives, including the monthly e-messages and quarterly newsletter to the CHES community.



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Support media relations efforts of the Centre, including track and file media clippings, prepare media summaries for Web site and maintain news bulletin boards.

Coordinates the application process for the CHES membership program, and maintains the related databases and website resources.

Creates and maintains databases and directories.

Manages inventory storage and distribution of marketing materials such as photo library, banners, folders and other collateral, and responds to requests for photos and logos.

Provides budget administrative support for the unit. Includes updating budget spreadsheets, filing, processing invoices, and tracking of estimates and invoices, and assisting with monthly budget reconciliation reports.

Assist with maintaining project files in support of the unit, including organizing and filing estimates, briefs and costs related to each project.

Coordinates the CHES Library, including ordering books, tracking loans, and maintaining the organization of the shelves.

Provide general clerical support to the Centre, such as filing, scheduling, photocopying, archiving of graphic files and images.

Performs other related administrative tasks as required.

Supervision Received

Supervised by the Manager, Communications & Office Administration

Supervision Given

None

Consequence of Error/Judgement

This incumbent will be expected to exercise considerable good judgment and initiative in prioritizing and scheduling work. Events hosted by the Centre which are not well organized could cause embarrassment to the Director, the Faculty, and the University.

Also, the consequence of error in this position could be serious for the Faculty and or the University since it concerns the public image and profile of the Faculty and the University.

Qualifications

High School graduation and 1 year post-secondary education. Education: High school graduation, one year post secondary education with secretarial skills and training in office procedures and practices. 4 years related experience or the equivalent combination of education and experience. Experience: Minimum four years of related experience working in a professional office environment or three years or relevant UBC experience.

Computer experience required: Word, Excel, PowerPoint, Outlook. Basic working knowledge of WordPress and graphic desktop publishing software, such as Illustrator Quark and Photoshop. Computer experience preferred: Basic working knowledge of Adobe InDesign, Industry Mailout and Microsoft OneNote.

Skills:

Knowledge of UBC Policies and Procedures (preferred). Effective oral and written communication, interpersonal and organizational skills. Demonstrated writing and editing skills. Ability to type 60 wpm and use the normal range of office equipment. Ability to use word processing, spreadsheet, presentation, electronic mail and internet applications at an intermediate level. Experience in



budget monitoring and preparation. Ability to prioritize work, multi-task, work under pressure and meet deadlines. Ability to maintain accuracy and attention to detail. Ability to take and transcribe minutes. Ability to compose correspondence and other written materials using clear concise business English. Must maintain high level of confidentiality, tact and discretion at all times. Demonstrated ability to take initiative, successfully manage shifting priorities, and meet deadlines. Effective interpersonal, oral and written communication, problem-solving and organizational skills. Ability to work independently and work effectively in a team environment under pressure to meet deadlines.

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Job Posting

Job ID: 13456
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr7) **Business Title:** Administrative Support 4 (Gr7)
Department: Family Practice
Salary: \$40,440.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-18 **Available Openings:** 1

Job Summary

The Administrative Assistant provides senior confidential administrative and secretarial support to the Head, Department of Family Practice. The Administrative assistant also acts as Receptionist for the Central Administration Office.

The Administrative Assistant is responsible for coordinating the flow of information and day to day activities, ensuring accurate and timely delivery of administrative services for the Head's office, including appointment and meeting coordination, the preparation and processing of documents and information, the maintenance of the Head's office support systems and support, coordination of relevant personnel and committees aligned with the Department, and keeping the Head apprised of issues and activities.

In addition, this position oversees and participates in projects as assigned by the Department Head and the Director of Administration.

Work-station located in Central Administration Office of the Department of Family Practice (David Strangway Building, Point Grey Campus).

Organizational Status

This position works closely with the Department Head and the Director of Administration to balance priorities and workflow and provide efficient and effective administrative support.

Work Performed

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

Maintains the Department Head's complex appointment calendar to maximize efficient and effective use of Head's time. Responds to oral and written meeting requests; screens requests and enquiries; determines priorities.

Communicates internally with members of the Executive Team, Department members and other leaders within the Department. Communicates externally with Ministry and government agencies, external organizations, other health care authority representatives, legal representatives, members of the general public and visitors to the organization to provide and or receive information.



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

Co-ordinates and participates in various meetings as needed. Co-ordinates, develops and prepares communication materials. Drafts agendas, gathering background materials including reports and handouts, attending and recording proceedings, preparing and distributing minutes and taking follow-up action such as drafting correspondence for the Head's signature, ascertaining status of item issue and investigating designated items.

Produces a variety of documents including correspondence, memos, manuscripts, minutes and meeting agendas from handwritten copy and or Dictaphone using various word processing, spreadsheet and presentation software packages, including creation of files, and tables. Photocopies and distributes documentation such as correspondence and reports.

Researches, gathers and compiles information on issues and drafts reports and articles on behalf of Head.

Keeps the Department Head informed on a variety of events. Maintains contact with the Department Head during absences to out of town meetings.

Plans and co-ordinates special events, meetings, retreats, strategic planning meetings, workshops and symposia for UBC Department Head on local, regional and national issues.

Assists Administrator with special projects and events.

Arranges meetings including booking rooms, making complex travel arrangements including booking flights and hotels, and catering.

Arranges national and international teleconference calls.

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

Maintaining and updating Head's bring forward file, filing system and contact list (both electronic and hard copy).

Prepares various financial forms including reimbursement requests on behalf of Head.

Responsible for opening and prioritizing all mail addressed to the Department Head and the Central office, including confidential mail.

Provides coverage for HR Administrative Support for vacation sick leave and flex days.

Responds to oral and written enquiries of a general nature; forwards as appropriate.

Deals with general inquiries.

Assist with Department Event Planning.

Maintain the Department contacts database.

Update the Department organizational chart.

Preparing courier requests and collections of various documents on and off campus.

Ordering phones & requesting phone lines.

Preparing key requests through UBC Key Access.

Communicating with Secure Access to enter alarm pad codes for new employees.

Organizing annual Faculty reviews for Dept. Head.

Performs other related tasks.

Supervision Received

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

Supervision Given

N A.

Consequence of Error/Judgement

Work performed is done independently. The position entails a high level of confidentiality and responsibility. The Department Head relies on the accurate and timely scheduling of meetings, appointments, and travel arrangements. If correspondence, reports, etc. are not prepared accurately and in a timely manner then deadlines are missed.



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Qualifications

High School graduation and two year post-secondary diploma. Knowledge of University policies and procedures preferred. 4 years related experience or the equivalent combination of education and experience. Computer experience required (Word, WordPerfect, PowerPoint, Excel, Outlook and email preferred). Ability to effectively use word processing, database and electronic mail applications at an intermediate level. Ability to perform word processing at 60 words per minute. Ability to operate normal range of office equipment. Ability to communicate effectively verbally and in writing. Ability to respond efficiently, politely and diplomatically to both internal and external inquiries. Ability to exercise tact and discretion. Ability to take and transcribe accurate meeting minutes. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Demonstrated flexibility to meet and adapt to changes in organizational priorities. Excellent organizational skills.

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Job Posting

Job ID: 13466
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 2 (Gr2) **Business Title:** AP Floater Clerk
Department: Accounts Payable
Salary: \$36,048.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2012-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-19 **Available Openings:** 1

This position is 3 to 4 days per week.

Job Summary

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

Organizational Status

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

Work Performed

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

Supervision Received

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

Supervision Given



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N A

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 13470
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: Pacific Educational Press
Salary: \$37,308.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-08-13
Job End Date: 2013-08-12 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-26 **Available Openings:** 1

Job Summary

Provides support to the Business Manager in a variety of moderately complex financial and clerical tasks. Major tasks include distributor register reconciliations, ledger account reconciliations, accounts payable and receivable, creation of sales and expense summaries.

Organizational Status

The financial assistant reports directly to the departmental business manager, who will set priorities, assign specific tasks, and review performance. The financial assistant will not supervise other staff, but will communicate with external clients, suppliers, Faculty of Education staff and UBC financial services.

Work Performed

- Preparation and processing of journal vouchers, purchase orders and requisitions ensuring accuracy and adequate backup
- Reviews and reconciles distributor registers and resolve discrepancies
- Prepare monthly summary of distributor's account receivable payments & deposits
- Posting of departmental revenue and expense data onto internal financial spreadsheets and internal accounting system
- Collect and organize data to generate project sales and expense reports
- Extracts and analyze data and reports from distributor's systems
- Reconciliation of FMS monthly expenses with departmental records
- Extraction and analyze of accounting data for internal and external audit verification
- Performs calculation of sales commissions payable
- Maintain in house sales transaction report
- Investigates and solves journal voucher and ledger entry anomalies
- Review and processing of travel reimbursements and requisition submissions
- Preparation of annual and semi-annual royalty statements; reviews data for correctness; responsible for data collection and updates
- Monitor distribution; prepares summary inventory reports
- Liaise with Education central accounting regarding outstanding requisitions
- Initiates collection of outstanding accounts and follow up to resolve issues
- Prepare monthly house accounts receivable reports



- Prepare bank deposits and processes credit card transactions on CBM and perform monthly reconciliations
- Create forms, invoices and packing slips
- Sorts and distributes incoming mail, courier deliveries
- Monitor stationery supply and place orders
- Answers telephone, email and in person general enquiries
- Filing and maintaining financial documents, hard and e-copies
- Performs day to day accounting functions ensuring transactions are processed accurately and in a timely manner within specific deadlines.

Supervision Received

Receives initial instruction on new responsibilities from the business manager. The incumbent is expected to be able to take initiative and problem solve, apply discretion to determine the course of action.

Supervision Given

None.

Consequence of Error/Judgement

Works within well established guidelines and procedures, but is expected to exercise initiative and judgment in choosing which methods to use in any given situation, establishing priorities and carrying tasks through to completion. Poor performance such as lack of discretion, omissions, delays and negligence will contribute to the inefficient operation and deterioration in the financial management of the department.

Qualifications

High School graduation and Completion of one year post secondary education in a related field. 3 years of relevant accounting experience or an equivalent combination of education and related experience. 3 years of related experience or the equivalent combination of education and experience. Excellent organization skills and an ability to work effectively under pressure. Demonstrated ability in performing detailed reconciliations and competent understanding of accounting principles required. Proficiency in spreadsheet, database, accounting and word processing applications (e.g. Outlook, MS Word, MS Excel) Ability to exercise tact and discretion when dealing with customers, authors and suppliers. Ability to work effectively independently. Ability to maintain accuracy, thoroughness, dependability and to recognize urgency and set appropriate priorities. Knowledge of FMS an asset.

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Job Posting

Job ID: 13461
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: Pacific Educational Press
Salary: \$37,308.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-08-13
Job End Date: 2013-08-12 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-30 **Available Openings:** 1

Job Summary

Provides support to the Business Manager in a variety of moderately complex financial and clerical tasks. Major tasks include distributor register reconciliations, ledger account reconciliations, accounts payable and receivable, creation of sales and expense summaries.

Organizational Status

The financial assistant reports directly to the departmental business manager, who will set priorities, assign specific tasks, and review performance. The financial assistant will not supervise other staff, but will communicate with external clients, suppliers, Faculty of Education staff and UBC financial services.

Work Performed

- Preparation and processing of journal vouchers, purchase orders and requisitions ensuring accuracy and adequate backup
- Reviews and reconciles distributor registers and resolve discrepancies
- Prepare monthly summary of distributor's account receivable payments & deposits
- Posting of departmental revenue and expense data onto internal financial spreadsheets and internal accounting system
- Collect and organize data to generate project sales and expense reports
- Extracts and analyze data and reports from distributor's systems
- Reconciliation of FMS monthly expenses with departmental records
- Extraction and analyze of accounting data for internal and external audit verification
- Performs calculation of sales commissions payable
- Maintain in house sales transaction report
- Investigates and solves journal voucher and ledger entry anomalies
- Review and processing of travel reimbursements and requisition submissions
- Preparation of annual and semi-annual royalty statements; reviews data for correctness; responsible for data collection and updates
- Monitor distribution; prepares summary inventory reports
- Liaise with Education central accounting regarding outstanding requisitions
- Initiates collection of outstanding accounts and follow up to resolve issues
- Prepare monthly house accounts receivable reports



- Prepare bank deposits and processes credit card transactions on CBM and perform monthly reconciliations
- Create forms, invoices and packing slips
- Sorts and distributes incoming mail, courier deliveries
- Monitor stationery supply and place orders
- Answers telephone, email and in person general enquiries
- Filing and maintaining financial documents, hard and e-copies
- Performs day to day accounting functions ensuring transactions are processed accurately and in a timely manner within specific deadlines.

Supervision Received

Receives initial instruction on new responsibilities from the business manager. The incumbent is expected to be able to take initiative and problem solve, apply discretion to determine the course of action.

Supervision Given

None.

Consequence of Error/Judgement

Works within well established guidelines and procedures, but is expected to exercise initiative and judgment in choosing which methods to use in any given situation, establishing priorities and carrying tasks through to completion. Poor performance such as lack of discretion, omissions, delays and negligence will contribute to the inefficient operation and deterioration in the financial management of the department.

Qualifications

High School graduation and Completion of one year post secondary education in a related field. 3 years of relevant accounting experience or an equivalent combination of education and related experience. 3 years of related experience or the equivalent combination of education and experience. Excellent organization skills and an ability to work effectively under pressure. Demonstrated ability in performing detailed reconciliations and competent understanding of accounting principles required. Proficiency in spreadsheet, database, accounting and word processing applications (e.g. Outlook, MS Word, MS Excel) Ability to exercise tact and discretion when dealing with customers, authors and suppliers. Ability to work effectively independently. Ability to maintain accuracy, thoroughness, dependability and to recognize urgency and set appropriate priorities. Knowledge of FMS an asset.

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Job Posting

Job ID: 13247 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 5 (Gr6) **Business Title:** Financial Proc. Spec 5 (Gr6)
Department: Administrative Services
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16
Job End Date: 2013-04-15 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-17 **Available Openings:** 1

Job Summary

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

Works in a normal office environment.

Organizational Status

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

Work Performed

Completes complex reconciliations of virtual terminals at UBCO and UBCV for non-instructional fees. This requires use of the UBC e-Payment Virtual Terminal, reconciling transaction records from multiple virtual terminal users on both campuses against funds received and allocating taxes and revenue accordingly to various accounts in ES and central revenues.
Prepares complex financial documentation for data entry into FMS PeopleSoft such as, travel reimbursements for staff & faculty involving multiple foreign currencies, and prolonged stays. This requires extensive knowledge of UBC policies and Generally Accepted Accounting Principles and excellent numeracy and investigative skills.
Completes complex reconciliations of credit and debit card point-of-sale payments for services provided at the Student Resources and Information Centre of Enrolment Services including tuition payments. This involves: reconciliation of funds received through



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debit, credit and cash; verification and allocation of non-instructional fee revenues to appropriate units both internal and external to ES and SD&S and reconciliation of tuition batches against funds received.

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

Completes complex reconciliations on the sponsorship billing accounts. This involves reconciliation of funds received from sponsors with the corresponding payment applications into students' accounts, and the reconciliation of the sponsorship bank account.

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

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

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

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

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

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

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

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

Provides back up for the timely and accurate data entry of tuition payments into students' accounts in the Student Information Service Centre (SISC).

Provides back up for the timely and accurate assignment of recommended awards to eligible students in SISC Awards module, and coordinates with the departments and with award management staff to ensure that restrictions are met.

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

Responds to vendor and customer queries.

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

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

Attention to detail and thorough knowledge of UBC policies, Generally Accepted Accounting Principles, and CRA regulations is critical. This position is responsible for ensuring all financial information entered into FMS PeopleSoft is accurate, appropriate



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and substantiated by back-up. Information and recommendations must be accurate and provided in a respectful, timely and supportive way. Errors could result in over under expenditures, overpayment or non-payment of invoices, incorrect departments units being charged, and delays in payment for international recruitment activities. Such errors could cause inaccuracies in financial planning, financial hardship or missed opportunities for effective delivery of services to students, faculty and staff.

Qualifications

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

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Job Posting

Job ID: 13431
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Grad Student Support
Classification Title: Grad Student Support 2 (Gr6) **Business Title:** Grad Student Support 2 (Gr6)
Department: History
Salary: \$39,168.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-18 **Available Openings:** 1

Job Summary

Provides administrative and secretarial support to the Graduate Adviser and Teaching Assistants' Coordinator. Responsible for daily operation of the graduate programme. Accessible to students, faculty and others; provides general information regarding the programme to all prospective students.

Organizational Status

Works closely with the Graduate Adviser, with limited supervision; reports to the Administrator of the department.

Work Performed

- WORK PERFORMED

Secretary to the Graduate Programme

Application process:

- Scans and enters documents on secured portion of departmental website as they arrive, so that department and graduate committee can consider the files as soon as possible (within ten days) after the application deadline. (May ask for assistance from Staff Finders or an outside source, if documents arrive too close to deadline.)
- Screens and processes graduate applications; assembles dossiers for assessment by the Graduate Committee and potential supervisors; informs applicants on status of their applications in person, by telephone or email
- Updates on-line applications; enables disables application deadlines

Admissions:

- Maintains and updates an Excel spreadsheet of ranked applicants for graduate committee for the admissions meeting. Spreadsheet will include committee member's rankings of each applicant, with an average of each applicant's rankings.
- Tracking and monitoring of offers and GSI money available; keep graduate chair updated.
- Tracking and monitoring of available GSI, 4yf, TA-ships, and awards during the admissions season. Keeps graduate chair updated on these amounts.



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- Advises applicants and FOGS of the Graduate Committee's decisions on graduate applications.
- Attends meetings of Graduate Committee and other meetings related to graduate programme.

Tracking students:

- Creates a student directory in early September. Keeps directory updated throughout the year.
- Manages a database of students' records which includes funding, supervisor, progress in programme, courses and other requirements completed
- Manages atabase of students' activities after graduation.
- Provides regular reports on defences and composite exams for use of the graduate chair
- Collects statistics on graduate programme for dissemination to outside agencies, university and departmental committees as required.
- Maintains graduate student records using Access database (admission, registration, scholarships fellowships and bursaries, Teaching Assistantships, graduation). Keep these consolidated, as described above, for regular use by the graduate chair.
- Maintains graduate theses catalogue database.
- Prepares and assists Graduate Advisor with the Annual Report of the Graduate Committee.
- Checks Fall and Spring graduation lists to make sure graduate students who have applied to graduate have met all program requirements.
- Updates information electronically for the AHA Doctoral Program and Dissertations in Progress.

Scheduling:

- Schedules appointments, meetings, and bi-annual meetings with graduate students and the graduate chair.
- Helps Graduate Adviser in scheduling Graduate Committee meetings; books rooms; photocopies materials for distribution.
- Assists Graduate Committee Member in charge of PhD Orals and Thesis Prospecti in setting up comprehensive examinations and oral examinations and thesis prospectus defenses by booking rooms, notifying examining committee members and candidates as well as the chairs of the orals and coordinating meeting times.
- Administers twice-yearly language exams. (Apr and Nov)

Website:

- Regularly (twice a month) updates graduate student portion of website

Interface with Faculty of Graduate Studies:

- Prepares Recommendation for Admission forms for FOGS including Priority ones.
- Prepares List of Unsuccessful Applications and NAOFs (Not Accepting Offers of Admission) for FOGS.
- Attends quarterly Graduate Secretaries' Meeting.
- Attends information sessions on scholarships, fellowships at FOGS.
- Prepares and processes student awards application forms (SSHRC, Affiliated Fellowships, GES and other awards).
- Prepares university award recommendation forms for graduate students.
- Prepares confirmation letter on graduate student status as requested.
- Prepares Master's Thesis Approval Forms, Approval of Doctoral Dissertation for External Examination Forms, Appointment of External and University Examiners Forms.
- Checks and updates Annual Graduate Student Tracking Report for FOGS.
- Updates Graduate Calendar.
- Updates Graduate Programme Annual Cycle.
- Adds graduate theses electronically for the CHA Thesis Register.



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Interface with graduate students:

- Disseminates information by personal meetings, telephone or email to applicants and students on academic and financial assistance.
- Ensures that international graduate students hold valid student employment authorizations; informs them how to apply for SIN.
- Informs graduate students of deadlines for changes in registration and other deadlines.
- Forwards e-mail messages to graduate students including TAs as well as relevant information to faculty, staff and sessional lecturers.
- Orders keys for TAs and other graduate students on-line.
- Assigns lockers to graduate students as requested and collects deposits.

Teaching assistants (TAs):

- Prepares TA Appointment forms.
- Assists TA Coordinator and Graduate Chair in coordinating TA assignments to undergraduate history courses; prepares the initial list of TA assignments.
- Compiles TA Anticipated Workload Summary.
- Assigns TAs for exam invigilation duties for Dec. and April exams.
- Arranges TA orientation meeting in consultation with TA Coordinator (room booking, contacting Union Rep, collecting informational material, photocopying them and circulating to students).
- Books rooms for TA Workshops; orders food and refreshments for such workshops; reminds TAs of scheduled workshops by email.
- Assists with Professional Development Workshops by booking rooms, copying materials; sends e-mail reminders to students of scheduled workshops.

Supervision Received

Works closely with the Graduate Adviser, with limited supervision; reports to the Administrator of the department. Exercises judgment and initiative in handling matters of non-routine requiring interpretation of departmental and university guidelines, procedures and policies in planning the sequence of duties, work methods to be employed, and action to be taken. New or unusual problems are referred to the Graduate Adviser and or Administrator.

Supervision Given

May supervise temporary staff or student workers.

Consequence of Error/Judgement

Careful management of the department's graduate programme is critical to recruiting excellent graduate students and to building a strong research programme, including productive dialogue with potential graduate students. Errors could seriously impact the academic progress of individual applicants and graduate students, as well as the department's ability to manage its graduate programme effectively. Ineffective management of the graduate programme reflects poorly on the department, the faculty and the university. Incorrect advice to prospective students or errors in maintaining academic record could have an adverse effect on the reputation of the department, the faculty and the university.

Qualifications

High School graduation and two year post-secondary diploma. . 3 years of related experience or the equivalent combination of



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education and experience. Ability to maintain accuracy and attention to detail. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to create and accurately maintain record and filing systems. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to effectively use Microsoft Office at an intermediate level. (e.g., Outlook, MS Word, MS Excel)

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Job Posting

Job ID: 13459
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Grad Student Support
Classification Title: Grad Student Support 3 (Gr8) **Business Title:** Interdisciplinary Studies Grad Prgm AdminAssistant
Department: Interdisciplinary Studies
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-18 **Available Openings:** 1

Job Summary

The Graduate Program Administration Assistant is responsible for all administrative functions of the Interdisciplinary Studies Graduate Program and Office, including admissions, monitoring the progress of graduate students, financial responsibilities and communications. The ISGP is a Faculty of Graduate Studies unit comprising upwards of 100 graduate, primarily doctoral students. Provides a wide-range of secretarial and administrative support to the ISGP Chair, graduate students, their supervisory committees and the ISGP Faculty Advisory Committee. These responsibilities necessitate highly independent, self-initiated task planning, time management and a collaborative work style along with an extensive knowledge of university, faculty, program policy and procedures.

Organizational Status

This position reports to and confers with the Chair, and the Faculty of Graduate Studies, on both academic and administrative matters. The incumbent interacts with all levels of faculty, staff and students as well as internal Central Administrative Offices, the Dean's Office, Faculty of Graduate Studies and external contacts within and outside of the university community.

Work Performed

General Administrative Tasks

- provides diversified secretarial services in support of the Chair and the Program
- provides Administrative support to Faculty Advisory Committee
- performs data entry, manipulates data, compiles information, and produces database reports from existing ISGP databases
- drafts general correspondence for editing and signature
- maintains general office files and records
- schedules and organizes all meetings for the Chair
- assembles information for meetings; compiles and prepares agendas and meeting materials; attends meetings, (and takes, transcribes and distributes minutes); assists in preparation of reports and presentations
- assists in coordinating events by arranging catering and equipment rental, and ensuring venue is booked and properly set up
- arranges deliveries with couriers and distribution companies
- coordinates itineraries, travel and visiting faculty recruitment arrangements
- maintains supplies and equipment inventory



- ensures all office and computer equipment are maintained and operate properly
- reception duties including screening and forwarding calls, and processing mail and email
- facilitating annual lecture series seminars

Systems Administration

- maintenance and updating of all financial, student and alumni databases to provide statistical information on the Program, track students and their committees, and to manage the annual budget
- supervision of course scheduling on Student Service Center
- consultation with course coordinators and instructors
- adjustment and incorporation of departmental scheduling recommendations
- resolution of scheduling conflicts between departments;
- coordinates the content building of unit website.
- accesses the SIS to track and maintain student registration, and to schedule courses.
- Accesses Faculty Service Centre to input grades
- schedules courses under the INDS 502 variable course designation; liaises with departments utilizing this course number; registers students; other general course scheduling duties (assures accuracy and currency of courses etc.).

Administration of Student programs

- tracks and monitors student progress; maintains communication with student and supervisory committee regarding University Graduate Studies policies, program milestones and deadlines;
- coordinates distribution of promotional material, registration packages and program guides
- responds to written and oral inquiries from students, and faculty regarding the Program and university policies and procedures; ensures academic policies and procedures are followed
- improvement of Program administration efficiency by evaluating and implementing new systems
- assurance that academic policies and procedures are followed
- consults with INDS course coordinators and instructors regarding scheduling recommendations; schedules courses under the INDS 502 variable course designation using Ad Astra; liaises with departments utilizing this course number; resolves scheduling conflicts between departments
- coordinates collection of annual student progress reports
- Notifies FOGS regarding milestones (admission, comprehensive exams, proposal acceptance, thesis dissertation defense)
- Coordinates information on student financial and academic awards; supports the collection and submission of all student applications for funding
- All administration pertaining to activating UBC internal awards

Administration of the admissions process

- provides guidance and direction to applicants regarding admission and registration enquiries based on established admissions policies and procedures reviews student application files to ensure they are complete;
- follows-up with applicants on status of registration and or missing documentation; Follows up until they are complete
- contacts home departments, confirms supervisory arrangements
- coordinates distribution of application files to the Faculty Advisory Committee
- notifies applicants and Faculty of Graduate Studies of admission decisions

Administration of financial matters

- administration of TA appointments, prepares Student Appointment Form for signature;
- hiring and supervision of work-study student(s), if applicable;
- Prepares annual operating budget in consultation with program Chair; processes all expenditure paperwork; reconciles all departmental P G's; follows up on discrepancies;
- reports regularly to Chair on budget status;



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Staff Job Postings

- petty cash custodian;
- prepares travel claims, following-up on outstanding items;
- processes journal vouchers, requisitions for payment, travel requisitions, travel advances, purchase requisitions and invoices for signature
- Coordinates student applications for awards and fellowships
- Reconciles monthly account statements
- Administration of Graduate Academic Assistants

Public Relations and Communications

Overall: Response to written and oral inquiries from current, potential and previous students, and faculty regarding Program and university policy and procedure. Most responses require extensive knowledge of university, faculty and program policy as well as a full understanding of their proper application.

Specifics:

- To work with the Chair and FOGS staff to develop and implement a coherent communications strategy and appropriate communications tools
- To work with the Chair and students to develop and publish a student edited on-line journal. This will involve working with the Chair, the Student Editor and the Student Editorial Committee.
- To serve as the Content Manager of the Website and coordinating other aspects of publicizing ISGP events and activities through UBC Public Affairs and FOGS
- To help build the ISGP Alumni Association. This will involve developing and maintaining an accurate email and snail mail list; designing and implementing a strategy for engaging alumni; collecting, collating and distributing information on alumni activities and accomplishments.
- provision of guidance and direction to students and applicants regarding admission and registration enquiries based on admissions policies and procedures;
- update of the ISGP Student Handbook and other promotional materials;
- assists in planning and implementing all lectures, seminars, workshops and orientation meetings for new students and faculty.
- Ability to deal effectively with the public in a professional, efficient and courteous manner

Supervision Received

Performs duties independently, under the direction of the ISGP Chair.

Supervision Given

May supervise work study or graduate work-study student and student assistants.

Consequence of Error/Judgement

Errors made in this position can impede graduate student academic progress and student funding; may cause adverse relations with students, faculty and visiting scholars, and incorrect procedural recommendations can cause embarrassment and delays for the students and can hinder the Interdisciplinary Student Graduate Program's ability to recruit new students. Incorrect monitoring of internal budget allocations could cause cost overruns or unused funds at year-end.

Qualifications

High School graduation and two year post-secondary diploma. Four-year BA preferred. Training in secretarial, basic accounting and office procedures and practices in business administration secretarial support with increasing responsibilities in the area of administration. Knowledge of the following computer programs is required: Word, Excel, Access, Outlook, SIS, FMIS and Internet. 4 years related experience or the equivalent combination of education and experience. Three years relevant UBC experience in a



university environment, preferably UBC. Experience with UBC graduate programs preferably as a Graduate Secretary; Experience with UBC financial and purchasing procedures preferred. Knowledge of University, Faculty and Program policy would be an asset. Effective oral and written communication, interpersonal and organizational skills. Ability to type 60 w.p.m. and to operate a normal range of office equipment. Ability to use word processing, spreadsheet, database and internet browsers at an intermediate level. Ability to prioritize work and to meet deadlines. Ability to be able to prioritize a varying number of tasks and must be able to demonstrate a high degree of accuracy. Proven interpersonal, problem solving and organizational skills. Ability to work well under pressure and meet deadlines. Demonstrated task planning and time management skills. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to work both independently and within a team environment. Ability to work in a collegial and collaborative manner. Ability to delegate work and supervise staff.

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Job Posting

Job ID: 13357
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 2 (Gr5) **Business Title:** Program Assistant 2 (Gr5)
Department: Family Practice
Salary: \$37,956.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2012-07-11
Job End Date: 2012-10-04
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-18 **Available Openings:** 1

Job Summary

To provide secretarial support to the Site Director and the Site Coordinators of the Family Practice Residency Program - Vancouver Fraser Site. Incumbent is expected to work out of two offices located in BC Women's Hospital and Royal Columbia Hospital.

Shared office in Family Practice Centre at B.C. Women's Health Centre (C&W) and designated workspace in an open area in the Medical Education offices of the Royal Columbian Hospital.

Organizational Status

Reports to the Site Director and Site Coordinators of the Vancouver Fraser Family Practice Postgraduate Programs. Interacts with: family practice faculty and staff, site faculty, preceptors and residents, Office of Postgraduate Education in the Faculty of Medicine, various health professionals, One45 Software, MED IT and Healthcare organizations.

Work Performed

Secretarial Support to Site Director and Site Coordinators: This is a junior level secretarial position, and while it incorporates elements of other levels, it has a majority of effort associated with more complex secretarial support services or program-related activities

Facilitate effective communication with faculty, staff and residents within the postgraduate program, as well as with clinical training sites and hospitals

Respond to complex inquiries and field unusual problems

Develop, prepare, and or compose responses to memos and correspondence as directed

Maintain online resident evaluation system, ensuring that resident evaluations are sent to preceptors and returned, and evaluations submitted on hard copy are entered into the system. Maintenance of electronic files as well as hard copies of all evaluations in residents' files.

Coordinate in collaboration with the VAC coordinator, a weekly academic curriculum that includes booking rooms, photocopying notes, setting-up audio visual equipment.

Collect and synthesize clinical teaching information from preceptors and submit reports to Department for payment.

Collect, synthesize and distribute elective rotation information on an ongoing basis.

Maintain the electronic and paper filing systems at two site locations.



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Staff Job Postings

Take and prepare minutes for site faculty and resident meetings.

Acts with some level of independence as liaison with inside and outside contacts in preparing meeting materials, circulating agendas, taking and distributing minutes, programs, updates, and other support functions related to the residency site.

Perform projects or assignments as requested by the Site Director.

Literature search on the web.

Process requisitions for payment.

Prioritize incoming mail.

Type and proofread a variety of materials including correspondence and reports.

Assist the Site Coordinators in planning and organizing of major resident educational events, courses and projects such as practice exams and social functions.

Provide secretarial support to site faculty in their respective area of responsibility.

Arrange catering for meetings and functions.

Assist with maintenance of site website.

Place orders for office supplies.

Arrange catering for meetings and functions.

Perform other related duties as required.

Supervision Received

Receives initial instruction on new responsibilities with ongoing guidance as necessary. The incumbent is expected to be able to take initiative, problem solve, and seek advice when necessary.

Supervision Given

No supervision involved.

Consequence of Error/Judgement

Error in judgment or ineffective communication may lead to inefficiency of operation or unmet deadlines. Inappropriate action in the handling of confidential and delicate matters would negatively reflect on the program. Error in academic curriculum and other events organization may cause confusion and wasted time for residents and clinical faculty. Generally most errors can be rectified.

Qualifications

High School graduation and 1 year post-secondary education. . 3 years of related experience or the equivalent combination of education and experience. Experience in the UBC setting, a medical or educational setting preferred. Ability to communicate effectively verbally. Ability to communicate effectively in writing. Ability to effectively use MS Outlook and Office, including Word, Excel and Powerpoint are essential, as well as familiarity with FMIS, One45 (WebEval), STAR, Sharepoint, and the Internet. Ability to gather, record, and organize information. Ability to perform word processing at 60 words per minute. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise initiative. Ability to work independently with minimal supervision. Ability to work in a team environment. Ability to work a flexible schedule to assist with special events outside of normal working hours. Ability and willingness to work between two offices; one located at Royal Columbian Hospital in New Westminster and the other at BC Women's Health Centre in Vancouver.

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Job Posting

Job ID: 13452
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Gen (Gr8) **Business Title:** Sr Program Asst-Gen (Gr8)
Department: Continuing Studies
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-18 **Available Openings:** 1

Job Summary

Provides administrative support to the ELI Director, the Academic Director, the Administrative Coordinator, the Program Manager and the Academic Program area; Assists Assessment Head Teacher with Academic Grade Books for teachers; Assists with multi-phase testing procedures with Assessment Head Teacher; Assists with student placement into classes; Ensures all yearly, term, weekly and daily program schedules for all programs are complete, accurate and timely; Uses DreamWeaver to create & maintain IEP, HT & Teacher prepared course materials on Continuing Studies, ELI intranet; Screens all teacher applications for minimum qualifications and replies accordingly; Files and photocopies as required; Assists with administration of summer group programs; Manages the administration of the Program Evaluation Database; Maintains the Teacher Resource Room and processes all new materials to go into the library.

Organizational Status

Reports to the Program Manager.

Work Performed

- Provides administrative support to the Academic Program area (Academic Coordinator, Program Manager and Head Teachers - Assessment, Computer Assisted Language Learning, Advising, Program)
- Administers work flow, coordinates work process, establishes work schedules and priorities; ensures all work is completed in a timely, efficient and accurate manner
- Responsible for complex classroom scheduling
- Works closely with the Assessment Head Teacher on the multi-phase testing procedures; determines and ensures appropriate tests, quantities of tests; assists with preparation of testing materials for testing day; invigilates exams
- Provides direction and assistance to instructors and staff, including training and assistance in the use of the programs database, student registration database, instructors grade book database and instructors website
- Assists with student placement into classes ensuring accuracy and even distribution by country, home university, male, female, etc.
- Ensures all yearly, term, weekly and daily program schedules for all programs are complete, accurate and timely.
- Uses DreamWeaver and Contribute to create & maintain IEP, HT & Teacher prepared course materials on Continuing Studies, ELI intranet
- Resolves complex issues with instructors and students as required



The University of British Columbia

Staff Job Postings

- Oversees all ELI staff travel and accommodation requirements internationally and locally
- Assists with instructor recruitment, screens all applications, schedules interviews, etc.
- Ensures that established policies and procedures for the Division are followed.
- Provides training and updates on the Academic Grade Book database for instructors and
- Assists the Assesment HT as required
- Maintains the Program Evaluation Database
- Maintains the Teacher Resource Room
- Performs other related duties as required.

Works in the new Continuing Studies Building. This is a very busy office, particularly during the summer months.

Supervision Received

Works under the general supervision of the Program Manager.

Supervision Given

None.

Consequence of Error/Judgement

The requirement to provide accurate and timely information is essential to customer satisfaction, student retention, quality of programs, and financial stability.

Sound judgement, good problem solving skills, and initiative in decision making are essential. Errors and faulty decisions have an impact on program quality, instructor efficiency, curriculum delivery, and client satisfaction with both ELI and UBC, which may result in loss of revenue, loss of image, and low staff morale.

Qualifications

High School graduation and two years post-secondary education. Training in office procedures and administration. 4 years related experience or the equivalent combination of education and experience. Ability to use computer software applications (Word, Excel, PowerPoint, Access, Netscape Calendar, Dreamweaver preferred). Effective oral and written communication skills. Effective interpersonal skills. Ability to exercise diplomacy and patience, particularly with students whose first language is not English. Ability to exercise multi-cultural sensitivity. Strong organizational skills and ability to multi-task. Ability to work accurately and with attention to detail when under pressure to meet deadlines. Ability to work both independently and within a team environment. Ability to exercise tact, discretion, and confidentiality. Familiarity with University policies and procedures an asset. Fluency in another language an asset.

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Job Posting

Job ID: 13481
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Gen (Gr8) **Business Title:** Sr Program Asst-Gen (Gr8)
Department: Athletics and Recreation
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-20 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Work Performed

Travel

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

Compliance

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



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Staff Job Postings

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

Awards and Scholarships

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

Housing

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

Athlete Services

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications



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Staff Job Postings

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

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Job Posting

Job ID: 13444
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Gen (Gr8) **Business Title:** Sr Program Asst-Gen (Gr8)
Department: Interprofessional Cont. Educ.
Salary: \$41,736.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2012-08-27
Job End Date: 2013-08-16
Funding Type: Self Funded
Other: Leave Replacement
Date Closed: 2012-07-17 **Available Openings:** 1

Job Summary

Senior Program Assistant supports in the planning, organizing and implementation of health-related conferences for health professionals and the public. The incumbent is responsible for working in cooperation with the Associate Directors for Interprofessional Continuing Education from the beginning to the wrap up for 10 - 12 local, regional, national and international conferences for Interprofessional Continuing Education.

Travel is required to conference sites and planning meetings.
Ability to work weekends and occasional evenings. Early mornings when performing on-site registration.

Organizational Status

Interprofessional Continuing Education (IPCE) is a self-supporting unit at UBC that offers some of the world's leading multidisciplinary international conferences in certain areas such as Fetal Alcohol Spectrum Disorder, Mental Health, Early Childhood Development and Seating. There are a growing number of local, national and international multidisciplinary initiatives and one conference can along have as many as 1000 delegates and 180 presenters. There are two Acting Associate Directors, responsible for their respective initiatives. The incumbent works closely with both Acting Associate Directors and reports to one of the Acting Associate Directors.

Work Performed

- A. Program Planning and Development
- Assists the Associate Directors in scheduling events and supports in the development of proposals for conferences
 - Administers work flow of the conferences, coordinating work processes, establishing work schedules and priorities, and resolving complex issues
 - Assists with recruitment of speakers, exhibitors and poster presenters
 - Attends and takes minutes at the committee meetings



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Staff Job Postings

- Keeps an updated network of contacts and vendors
 - Ensures all requirements are met with respect to speakers and exhibitors
- B. Financial**
- Assists in preparing funding letters
 - Assists in development of budget
 - Handles follow-through on invoicing
- C. Liaisons**
- Maintains good-on-going communication with a large number of speakers for 10 - 12 programs, community partnerships, exhibitors, printers and other associates
 - Assists in soliciting funding from outside pharmaceutical firms, or sponsoring agencies while adhering to all applicable guidelines
 - Works directly with the printers, venues, audiovisual companies on all of the conference needs
- D. Conference Coordination**
- Responsible for all aspects of preparation of conference speaker materials, audiovisual needs, exhibitor needs
 - Collects the materials for and completes conference handouts and syllabus
 - Negotiates and coordinates space requirements for all session, exhibits, posters, meetings and functions at the conferences
 - Responsible for preparation of the accreditation applications for all conferences
 - Makes recommendations regarding registrations procedures
 - Prepares kit materials for the conferences
 - Schedules and supervises work-study students in preparation of delegate and speaker packages
 - Researches, invites and coordinates exhibitors at their conference
 - Acts as IPCE representative on site at the conference and troubleshoots any issues that arise with respect to speaker, hotel and audiovisual needs
 - Recommends to the Associate Directors changes for improvement of future conferences
- E. Marketing Events**
- Completes the design of the conference program brochures and flyers for advertising and mailing
 - Works with marketing assistant to enhance the marketing strategy
- F. Miscellaneous**
- Provides training and or instruction of a complex nature of areas of expertise
 - Assists the Director in the preparation of Interprofessional Continuing Education Annual Reports and Funding Proposals for the overall Unit
 - Provides guidance and support to program assistant and marketing assistant
 - Performs general office procedures such as ordering supplies, couriering packages, etc whenever necessary
 - May be required to perform other duties

Supervision Received

Reports to Associate Director I. Workload is managed by both Associate Directors I and II. Works independently under broad direction of Associate Directors I and II.

Supervision Given

Oversees the work of work study students: trains, schedules and provides directions to 3 work study students.
Provides support to program assistant and marketing assistant in day-to-day operations.



Consequence of Error/Judgement

Works independently under broad direction. Work is performed within authorized prescribed limits and or an approved plan. Exercises independent judgments in selecting and interpreting information, and reconciling deviations from standard methods. The individual will be required to exercise considerable judgment in prioritizing workload. Because Interprofessional Continuing Education is a self-supporting unit of the university and shares profits and losses with other partners in the community, this position must work well with all team members as well as understand how the recommendations and decisions he she makes impact the budget for a specific conference. The incumbent frequently resolves complex problems in specialized areas, including for other staff. Tack and diplomacy must be exercised to avoid speaker cancellation, which may lead to cancellation of the entire conference. Failure to communicate appropriately with the team and outside vendors could lead to poor productivity as well as ruin IP's reputation. Not meeting deadlines could result in the loss of repeat business.

Qualifications

High School graduation and two years post-secondary education. Experience in health disciplines and dealing effectively with health professionals and conference services personnel an asset. 4 years related experience or the equivalent combination of education and experience. Knowledge in tourism event planning an asset. Knowledge of EventsPro registration system preferred. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work some weekends, occasional evenings and early mornings when performing on-site registration. Ability to travel occasionally is required. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment. Ability to exercise sound judgment. Ability to effectively use office software at an intermediate level (Outlook, MS Word, MS Excel). Ability to perform word processing at 50 words per minute. Ability to communicate effectively verbally and in writing. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to efficiently and effectively coordinate tasks.

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Job Posting

Job ID: 13440
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 2 (Gr3) **Business Title:** Front Counter 2 (Gr3)
Department: Geography
Salary: \$36,672.00 (Annual)
Full/Part Time: Part-Time (57%)
Desired Start Date: 2012-07-23
Job End Date: 2013-03-31 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2012-07-17 **Available Openings:** 1

Job Summary

This position is responsible for providing secretarial and receptionist support to the department. The incumbent also provides administrative support to faculty members, the Graduate Program Manager and the Administrator. The position requires a thorough knowledge of office routines, software and technology, as well as the ability to work independently and with good judgment.

Organizational Status

The position reports to the Department Administrator.

Work Performed

- Acts as the first point of contact for the department by performing duties such as receiving visitors, answering the phone and responding or directing as appropriate.
- Responds to moderately complex inquiries by providing information, such as answering student inquiries and redirecting them to the appropriate resource.
- Handles incoming outgoing mail, courier pick-ups and deliveries, processes forms, and waybills, etc.
- Uses cash register to handle payments for photocopy and printer credits, and other sales. Responsible for cashing out at the end of the day.
- Performs a variety of office assistance work for the Administrator, Undergraduate Advisor and Head's Assistant (e.g. collating information, mass mailouts, filing, etc.).
- Assists Grad Program Manager with filing, data entry, compiling information and setting up Grad TA folders.
- Provides administrative support (e.g. photocopying, wordprocessing) for faculty members.
- Makes arrangements such as booking rooms and catering for meetings, accommodation and transport for visitors.
- Collects, stamps and distributes student assignments.
- Maintains bulletin boards.
- Updates departmental entries in professional guides, CAG and AAG.
- Forward lost and found items to UBC Lost and Found once a month.
- Performs other related duties.

Supervision Received



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Staff Job Postings

Working independently under general supervision, the incumbent reports to the Department Administrator

Supervision Given

No supervision given.

Consequence of Error/Judgement

The position requires a thorough knowledge of office routines, software and technology, as well as the ability to work independently and with good judgment.

The impact of poor organization or poor decision-making would be a serious matter. Errors occurring in receptionist work could result in dissemination of incorrect information, running short of supplies at crucial times and inconveniencing others. Incorrect decisions including lack of prioritizing may embarrass the department and delay the processing of associated work.

Qualifications

High School graduation and one year of related training. High school graduation. 2 years relevant experience or the equivalent combination of education and experience. One year of related training, plus two years of related experience. Experience with Microsoft Office Suite. Effective oral and written communication, interpersonal and organizational skills.

Ability to type 55 w.p.m. and to operate a normal range of office equipment.

Ability to use word processing, spreadsheet and electronic mail applications at an intermediate level. Ability to work both independently and within a team environment.

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Job Posting

Job ID: 13465
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Unmatched Grade
Classification Title: Unique Job (Gr5) **Business Title:** QA/Technical and Administrative Support Specialist
Department: eHealth Strategy Office
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-07
Job End Date: 2013-08-06 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-07-26 **Available Openings:** 1

The eHealth Strategy Office is dedicated to exploring how modern technology can play a role in improving health care in Canada and internationally. We are guided by a vision of purpose-driven eHealth.

Job Summary

Performs first level technical and customer support and follows ITIL guidelines to document and resolve issues. Rigorously tests, from an end user perspective, software and websites developed by eHSO programmers and tracks issues and resolutions pertaining to the testing. Performs basic website updates and application content using CMS and basic HTML editing. Performs administrative and clerical functions related to technology development, deployment and client support, providing assistance with usage of 3rd party collaboration and social media software.

Organizational Status

Reports to the Senior Programmer & Technology Coordinator in the eHealth Strategy Office. Interacts with various project stakeholders, including programmers, web developers, graphic designers, project managers, researchers, educators, clinicians and technology end users. Some projects may involve interacting with clinical groups, physicians, nurses, health specialists, continuing health education providers, software vendors, technology specialists, community members and other stakeholder groups.

Work Performed

Assumes the role of Quality Assurance Technical and Administrative Support Specialist in various projects and initiatives. She:

Rigorously tests, from an end user perspective, various software applications including for example: 1] mobile applications for iPhone, Blackberry, Windows Mobile and other smart phone and tablet devices, 2] desktop applications in both PC and Mac Operating systems, and 3] website applications in Windows IE, Mozilla Firefox, Chrome and Safari to ensure that they meet project requirements and work as expected from an end user perspective;

Documents testing plans tailored for each project, results and incident problem resolution to ITIL standards;

Develops suggestions for improvement and refinement of software and website applications with respect to usability considering the end-user's technical abilities and context as well as suggests improvement of graphical aesthetics and usability of product;

Follows ITIL guidelines, provides technical and customer support to end-users of the software and web applications and properly documents problems, all communication to end-user, and final resolution of issues;



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Staff Job Postings

Accelerates end-user technical issues to the next level of support as required by efficiently and clearly communicating the problem to the programmers, and ensure all issues are followed-up on until resolution;

Tracks all bugs found with the software by QA testing and support calls, and ensure they are resolved as required by the Senior Programmer & Technology Coordinator and Programmers;

Builds rapport and diffuses tense situations with end-users;

Refines technical support procedures as necessary to deliver efficient and customer centered support to end-users;

Prepares, updates and maintains software user manuals and other technical documentation for end-users (MS Word);

Updates website content and software content (e.g. end-user approved medical content) using content management systems and basic HTML editing;

Keeps inventory of equipment and software;

Assists with usage of 3rd party collaboration technologies such as WebEx and Adobe Connect Pro;

Collaborates with others in Social Media activities;

Tracks use of hardware and software technologies in the Office and the Knowledge Studio;

Tracks and records licenses and passwords other technology related documentation and settings;

Assists in identifying and implementing quality assurance mechanisms across the Office;

Provides administrative and technical assistance for multi-media production activities;

Assists with other tasks and activities as directed by the Technology Coordinator, Assistant Director, Technology & Innovation, Project Managers or their designates.

Supervision Received

Position reports to the Senior Programmer & Technology Coordinator in the eHealth Strategy Office.

Supervision Given

None.

Consequence of Error/Judgement

The Quality Assurance Technical and Administrative Support Specialist is expected to maintain a close working relationship with the Technology Coordinator and the technology team as well as other project stakeholders as appropriate, in order to ensure the quality and timeliness of outcomes as well as adherence to resource allocations.

The progress of the Quality Assurance Technical and Administrative Support Specialist's work will be discussed at regular meetings with the Senior Programmer & Technology Coordinator, the technology team and other team members. Regular reporting will also be required to stakeholder groups as directed by the Senior Programmer & Technology Coordinator.

This position requires working effectively within an organizational structure. The Quality Assurance Technical and Administrative



Support Specialist will be required to possess sound judgement and decision-making abilities which have the potential to impact eHealth Strategy Office's reputation, product viability and marketability, and the opportunity for future software development and partnerships.

Qualifications

1 year technical diploma or similar preferred. ITIL basics certification an asset. A combination of education with a strong record of successful client support experience in a technology environment and excellent work ethic will be considered.

Knowledge of smartphone and tablet and web applications. Some knowledge of HTML, XML, and JavaScript. Working knowledge of relational databases (MySQL, MS SQL Server). Knowledge of WordPress and or DotNetNuke content management systems, social media software and multimedia and basic video editing an asset. Ability to communicate effectively verbally and in writing. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgement. Ability to effectively manage multiple tasks and priorities without compromising the quality of outcomes. Ability to work effectively independently and in a team environment. Ability to show initiative and judgement. Excellent analytical skills and demonstrated technical aptitude required.

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Job Posting

Job ID: 13475
Location: Vancouver - Point Grey Campus
Employment Group: Exec.Admin(non-union clerical)
Job Category: Secretarial - Non Union
Classification Title: Admin Assistant 2 **Business Title:** Admin Assistant 2
Department: VP Academic & Provost Office
Salary: \$37,384.00 - \$41,533.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-20 **Available Openings:** 1

Job Summary

This position provides senior level, confidential administrative assistance, on a shared basis, to the Director, Office of the Provost and the Director, Academic Initiatives, in the Office of the Provost and Vice President Academic.

This position deals with sensitive material in a highly demanding environment requiring a high level of tact and discretion. The incumbent is expected to apply an extensive knowledge of the operating procedures and departmental functions of the Provost's Office, university policies, and procedures and related organizational protocols.

Organizational Status

Works directly with and Reports to the Director, Office of the Provost and the Director, Academic Initiatives ("the Directors"), in the Office of the Provost and Vice President Academic.

Work Performed

- Acts as confidential administrative assistant to the Directors,
- Manages the workflow of the Directors, to ensure the effective and strategic use of their time,
- Manages the schedule of the Directors; together with the Directors sets priorities for the schedule; screens request for appointments; arranges meetings with senior members of the university administration and various levels of government; researches, coordinates and assembles bring forward materials from a variety of sources; develops agendas,; acts to ensure follow-up as required;
- Schedules meetings for the Directors, as required,
- Coordinates meeting logistics as appropriate and, where necessary, arranges for the required equipment, conference room facility, and catering,
- Prepares the Directors briefing binders by ensuring that all necessary documentation for meetings, daily appointments and committee meetings are prepared and assembled (and distributed, as needed),
- Makes travel and conference arrangements, as required,
- Manages and reconciles expense reimbursements for the Directors, as required;
- Researches and brings forward materials for the preparation of responses to correspondence; composes correspondence for the Directors, as required; This position deals with a variety of confidential and sensitive correspondence that may include matters such as: university strategic and academic planning; recommendations to Senate; submissions for the Board of Governors; etc.
- Prepares in final format a variety of material from email, handwritten material, including incorporating charts and graphs,



- Manages and maintains the Director(s) office information systems that include filing, electronic storage, archiving, and purging,
- Compiles data, as required by for the Directors
- Prepares routine reports for the Directors, which may include formatting documents, images, and presentations,
- Creates power point presentations (using MS PowerPoint) for the Directors, as required,
- May be assigned other tasks duties for the Office of the Provost and Vice President Academic.

Supervision Received

Work is done under the general direction of the Director, Office of the Provost and the Director, Academic Initiatives. Projects may be undertaken under the direction of other senior personnel within the Provost's Office. Performs duties independently and in accordance with established procedures.

Supervision Given

None

Consequence of Error/Judgement

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 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 the Office of the Provost and VP Academic, and the University. The potential for negative impact on the Provost's Office and the University is significant.

Qualifications

High School graduation and 1 year post-secondary education. University degree and two years of senior level administrative experience preferably in a university (UBC experience preferred) setting. 4 years related experience or the equivalent combination of education and experience. 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 accurately maintain appointment calendars, and schedule appropriate appointments. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to efficiently and effectively coordinate tasks. Ability to identify and correct missing and incomplete data. Ability to create and accurately maintain record and filing systems. Ability to gather, record, and organize information. Ability to anticipate needs that may emerge. Ability to effectively use <job-specific software> at an intermediate level(e.g., Outlook, MS Word, MS Excel). Ability to prepare and complete job-related documents using relevant content and appropriate format (e.g., forms, letters). Ability to take and transcribe accurate meeting minutes. Ability to effectively manage multiple tasks and priorities. Ability to accurately create and maintain records. Ability to prepare and adjust schedules to accommodate all requirements. Ability to accurately proofread for spelling, grammar, and punctuation. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. Ability to politely screen calls, direct as appropriate, and take accurate messages. Ability to review, analyze, and synthesize complex information into summaries and reports. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to perform word processing at 60 words per minute. Ability to understand and apply policies, procedures, and instructions. Ability to communicate effectively verbally and in writing. Ability to communicate in a clear, attentive, and polite manner. Ability to listen actively and attentively, and obtain clarification as required. Ability to determine the nature and urgency of inquiries and issues, and triage appropriately. Ability to assist clients in identifying appropriate courses of action. Ability to deal with people in a courteous, calm manner. Ability to work effectively independently and in a team environment. Ability to develop and maintain cooperative and productive working relationships. Ability to identify and respond to contentious or politically sensitive issues with discretion. Ability to provide quality service to customers in a courteous, patient manner.



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Staff Job Postings

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Job Posting

Job ID: 13460
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Operations Coordinator
Department: Populn&PublicHealth,Schoolof
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16
Job End Date: 2013-07-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-18 **Available Openings:** 1

We seek an experienced, organized and flexible person as part of this provincial, multi-university organization to provide financial and administrative support to the organization.

Job Summary

The position of Operations Coordinator is responsible for managing and performing all of the financial, operational and administrative functions for Population Data BC. These range from planning, management and policy making functions to detailed analysis and implementation. This role needs to work independently and is accountable to the Executive Director. Additionally there may be occasional special projects that support the advancement of Population Data BC and its initiatives.

Organizational Status

Population Data BC is dedicated to building the world's most comprehensive data infrastructure on the determinants of health and creating a research infrastructure that facilitates innovative, interdisciplinary research of international importance.

Population Data BC is part of the School of Population and Public Health, which is in the Faculty of Medicine at the University of British Columbia.

Key objectives of Population Data BC are to 1) make more data sets available for research, 2) facilitate cross-linkages among the data sets in a privacy sensitive manner, and 3) provide strategic leadership to ensure streamlined researcher access to these data.

The Operations Coordinator works with and reports directly to the Executive Director of Population Data BC. He she works closely with all of the organization's Units: Privacy and Process, Contracts and Negotiations, Research Liaison, Systems and Security, and Data Services. He she also works with client(s) in government, funding agencies, and other university departments (in particular finance, HR and research services.)

This position works in a cubicle together with the other Population Data BC staff in the Red Zone on the 2nd floor of the School of Population and Public Health. There are no known environmental hazards.

Work Performed

Manages the finances of Population Data BC. This is a very complex financial environment, currently with 8 different accounts and heavy variation in eligible spending and budget constraints in each. Work performed involves planning around budgets, decisions for allocating spend to each account, actioning the spend, and analysis of spend to budget. Specific work includes:



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Perform an analysis of the shadow ledger to the UBC system on a monthly basis, investigating and resolving irregularities as needed

Prepare funder specific and organization-wide financial reports on a quarterly basis, with potential for additional ad-hoc requests

Finalizing year end statements, ensuring they are reconciled with funder specific reports

Financial forecasting and budget preparation: develop forecasts for the current and future fiscal years, by account, based on core operational needs, planned expansion, and available sources of funding

Decision making and recommendations regarding the availability of funds for a given purpose, and the allocation of expenditures to accounts, ensuring they are meeting the restrictions and budget restraints for that account;

Creation of the necessary processes and systems to be able to support the financial planning and management needs of Population Data BC.

HR administration: Working with the Executive Director and the SPPH HR manager in planning, management and implementation of the HR function within Population Data BC.

Development of onboarding process and manual in conjunction with Population Data BC Service Agreement requirements, SPPH requirements, and UBC policy;

Participates in the development of HR strategy to accommodate planned growth in Population Data BC;

Provision of first-level advice and information to staff regarding human resource and labour relations issues;

For the purposes of (complex) financial forecasting, develop HR forecasts based on job classifications and salary progression;

For own staff or contractors, responsible for hiring, discipline, performance evaluation and termination.

Operations: Development of summary reports based on work objectives and metrics, to identify progress and bottlenecks at a glimpse for the organization overall.

Work Objectives: coordinating the annual process of objectives identification, and subsequently delineating progress to goals; review progress through Leads Quarterly Reports, highlighting items for discussion to the Executive Director;

Internal metrics: develop and coordinate process of creation of internal metrics, including Data Access Requests, Data Deliveries, and funder-specific reports

Funder reporting: develop first draft of funder reports, including identification of milestones and deliverables; coordinate as necessary;

Grant application management: managing the grant writing and submission process;

Management and planning surrounding an international conference, including securing location, negotiating contracts for food and space, negotiations with speakers;

General administration: Managing all general administrative functions for Population Data BC, some of which are defined and some require development and implementation of policies, procedures or systems.

Responsible for managing security and ensuring that appropriate staff have access to the premises.

Responsible for developing competitive bids, purchase orders, and negotiating special discounts

Sourcing new vendors as necessary

Performs other duties relevant to the skills and experience of the position.

Supervision Received

This Operations Coordinator is required to work independently on a day-to-day basis, with input from the Executive Director, the Michael Smith Foundation for Health Research, and other Population Data BC Leads. The role reports directly to the Executive Director and receives direction and guidance from the HR and Finance Managers in SPPH.

Supervision Given

Manages own staff and contract workers as required for the administration of Population Data BC. This will include hiring, discipline, performance evaluation and termination responsibilities of own staff.

Consequence of Error/Judgement



This is a position in an organization responsible for providing services to the funders and the research community. Work requires initiative, ingenuity, and attention to detail. The incumbent must be capable of managing and coordinating many activities related to complex projects. The position requires considerable judgment in the management of project priorities, schedules, and resource requirements. A lack of judgment or attention to detail could have a negative effect on PopData BC, SPPH, the University and our partner agencies.

This role will work under strict confidentiality because of the nature of the data holdings. Any breach in data security would place the future of PopData at risk.

Accuracy is essential since errors may have implications that affect the organization, the research community, stakeholders and public bodies.

Qualifications

Undergraduate degree in a relevant discipline. Preferred training in finance or accounting. Minimum of two years experience or the equivalent combination of education and experience. Experience in a research environment preferred. Experience with UBC financial system (FMS-Smart Forms) is an asset. Computer experience required, (Word, Excel, Access & Outlook). Successful candidates must complete a criminal record check in addition to checks on education and work history. Ability to think conceptually. (i.e., use creative, conceptual, or inductive reasoning or thought processes to identify patterns in complex data, and identify key or underlying issues in complex situations) Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Administrative skills include: the ability to maintain accuracy and attention to detail; demonstrated ability to take initiative; demonstrated organizational skills including highly developed time-management skills. Ability to be flexible, operate under pressure and to meet deadlines - weekly, monthly and quarterly. Ability to effectively use Outlook, MS Word, MS Excel (including experience with linked spreadsheets) at an intermediate level. Excellent interpersonal skills including the ability to grasp subtleties in UBC partner, researcher and stakeholder needs, and to incorporate these into solutions; ability to work effectively both independently and within a team environment; ability to exercise initiative, judgment and discretion. Must have a positive attitude and be a team player Excellent financial excel record keeping and reporting skills and the ability to conduct financial forecasts. These skills require an orientation to detail including skills to monitor and reconcile accounts. Ability to effectively manage multiple tasks and priorities. This role will work under strict confidentiality because of the nature of the data holdings. The ability to communicate clearly and effectively in both written and interpersonal forms. Clear, concise, and convincing writing is required in the preparation policy documents and email communications. Also, excellent listening and interviewing skills.

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Job Posting

Job ID: 13308 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Building Maintenance
Classification Title: Building Maintenance, Level B **Business Title:** FACILITIES MANAGER
Department: Earth and Ocean Sciences
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-17 **Available Openings:** 1

Job Summary

The Facilities Manager (FM) will develop and implement strategies to ensure optimum utilization of research, teaching and office space, enabling his or her colleagues to carry out cutting edge research and provide a world class education to hundreds of students every year. . This position will play the leading role in providing facilities care, project support and ensuring the safety of the people who occupy the Earth Sciences Building (ESB) and the other Earth and Ocean Sciences (EOS) facilities. The ESB is a new, state-of-the-art, \$75 million, multidisciplinary facility. The ESB forms a major part of the planned Fair View Commons area, and, in addition to EOS laboratories, offices, and meeting spaces, will house the Department of Statistics, the Pacific Institute for Mathematical Studies (PIMS) the Office of the Dean of Science, and multiple shared-resource and common spaces. In addition to the ESB, the FM will plan and manage a comprehensive range of building, equipment, access, and technical facilities services in the EOS Main and EOS South buildings.

The FM is also responsible for management of an 88 acre property, currently under major redevelopment, which forms the EOS Geology Field School in Oliver, BC. This year-round facility will be an educational resource for both UBC campuses and other institutes of higher education in BC, Western Canada and beyond. The new complex will consist of multiple buildings (including a cookhouse, study space and bunkhouses) with a combined area of approximately 6000 square feet.

The FM will develop and implement policies, procedures and protocols appropriate to property management and physical resources maintenance, and take a leadership role in communicating events and projects that affect the academic, research, or administrative business of facility occupants and other stakeholders, and will manage building and space initiatives and enhancements. This position is responsible for leading and developing a team of unionized technical and support staff, preparing and maintaining budgets, and strategizing long-term capital acquisitions for the Department.

Organizational Status

Reports directly to the EOS Director of Resources and Operations. Works closely with the various building occupants, faculty, students, and ESB Department Administrators, as well as university service units such as Campus Security, Secure Access, Building Operations, and Project Services to ensure the smooth operation and care of EOS facilities and physical assets. FM will manage student workers, support staff, technical staff, professional consultants and contractors.

Work Performed

Overview



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- Develops and implements policies, procedures and protocols appropriate to the allocation, management, and maintenance of all Departmental properties and facilities.
- Identifies and acts upon ways to improve work processes and enhance quality of service, and ensures smooth day-to-day facilities operations.
- Coordinates work of outside consultants, UBC Plant Operations, Campus Security, Secure Access, and Supply Management for EOS and other ESB stakeholders.
- Key communicator of critical events or circumstances which may affect EOS, ESB and or Field School building occupants.
- Responsible for efficient allocation of space within EOS facilities. Planning, managing and budgeting for renovations and moves, including classrooms, offices, meeting rooms, and complex laboratory facilities, while ensuring full accountability of funds and goods services and adherence to all health, safety and security policies.
- Directs and maintains building access permission for all facilities occupants, via both automated and manual systems. Makes critical decisions regarding access authorizations for all faculty, staff, students, and other uses of Departmental facilities.
- Responds to and resolves all levels of facility related problems, ranging from critical emergency situations to ensuing proper acquisition practices, maintenance and upkeep of equipment. Assigns duties to reports or outside sources as appropriate.
- Works with research groups or stakeholders to determine all needs and requirements in all EOS facilities pertaining to renovations, services, and logistics.
- Deals diplomatically and professionally with tense situations involving interpersonal conflict. Works under pressure to meet tight deadlines and strict technical, operational, and financial requirements.
- Manages Stores staff in coordination of departmental vehicles, supply and fixtures acquisitions, shipping and receiving. Oversees and expedites other Field School programs (ie Salt Spring Island) logistics in coordination with faculty; assigns duties to Stores staff as appropriate.
- Directs EOS Machine Shop staff, workflow, and projects. Develops benchmarks, budgets, and targets for in-house work.
- Responsible for ensuring all building Field School occupants and user groups have the appropriate safety training for working on campus and for field work.

- Manages the EOS ESB Disaster response plan in collaboration with other ESB Departmental Administrators, UBC Health and Safety, Campus Security, RCMP, and Fire Department. Ensures compliance with Provincial and UBC safety regulations. Chief Fire Warden and First Aid Coordinator for all EOS ESB facilities.
- Chairs the EOS Space and Technical Services Committee and the ESB Facilities Committee. Co-chairs the EOS Health, Safety and Sustainability Committee.
- Works with Pacific Museum of the Earth staff to ensure the safe and secure storage of collections and management of displays. Liaises with researchers regarding storage and handling of research samples.
- Coordinates materials for EOS ESB special events.
- Other duties as required.

Geology Field School

- Represents the Geology Field School to potential users internal and external to UBC; negotiates and coordinates bookings and manages budgets, with the eventual goal of making the facility self-sustaining.
- Works in collaboration with the Director, Resources and Operations, to develop and implement rental and use policies and establish annual financial targets for the facility.
- Directs and ensures maintenance of the Geology Field School facilities: sources local contract personnel to professionally and reliably staff and maintain the premises year-round; costing of estimates and tender documents to professional standards.
- Initiation and implementation of strategic planning overviews.
- Responsible for arranging for annual provincial health and safety inspections and ensuring implementation of required remedial action for both the Geology Field School and associated Susie Mine.
- Manages budgets associate with the maintenance and operation of the School

Supervision Received



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Works independently, identifying opportunities and resolving situations as they arise. Reports to EOS Director, Resources and Operations. Works in consultation with other ESB Administrators. Performance is evaluated against set goals and expectations.

Supervision Given

Manages student workers, support staff, technical staff, professional consultants and contractors.

Consequence of Error/Judgement

Effective planning and management of Department resources is critical to the success of the EOS and its ability to deliver its program. Failure to anticipate change and or develop a resource plan could have a detrimental impact on Department operations, lead to increased operational costs or decreased academic productivity. Failure to perform work accurately, efficiently, and conscientiously could lead to unsafe working conditions and physical harm to building occupants and users. Unprofessional conduct could lead to embarrassment for the Department of Earth and Ocean Sciences, the occupants of the ESB, the Faculty of Science, and UBC.

Qualifications

Journeyman Certification in an appropriate trade. . Minimum of four years experience or the equivalent combination of education and experience. Experience in space planning and facilities management. Strong written business English and oral communication skills. Proven success in space planning and facilities management. Strong computer skills. - The ability to exercise tact, discretion, and to maintain composure in tense situations; professionally representing the Department, Faculty of Science, and University in all business dealings and negotiations. The ability to lead and inspire a team. The ability to strategize, and to identify opportunities and problems; to be thorough, accurate, and have a high level of attention to detail. The ability to prioritize and work on several concurrent complex tasks and to work effectively under pressure to meet deadlines. First aid certification preferred A valid BC Driver's License and safe driving record.

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Job Posting

Job ID: 13448
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Database Information and Communications Manager
Department: Pathology
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-17 **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 Database Information and Communications Manager is responsible for the on-going design, development and maintenance of the Department of Pathology and Laboratory Medicine's website, as well as the development, documentation and implementation of internet-based applications to support administrative and academic operations. Also responsible for departmental database management and reporting tools to ensure administrative requirement and strategic initiatives are met. In addition, responsible for communications to enhance the reputation of the Department locally, provincially, and nationally by working with various units and programs within the department to determine communication needs and to manage and coordinate all print and electronic communications.

Organizational Status

This position reports to the Director. Works closely with the Department Head and interacts with other departmental faculty, staff and students within the hospitals and university community. This position liaises extensively with the UBC Communications, CTLT, Faculty of Medicine I.T. team and UBC I.T. team.

Work Performed

General Information Technology Management

- Oversees the IT management for the Department and provides recommendations and consultation for the Department. Liaises extensively with the UBC Communications, CTLT, Faculty of Medicine I.T. team and UBC I.T. team.
- Serves as an expert resource to faculty researchers and unit staff involved in specific projects.
- Performs other related duties as required.

Database Management

- Responsible for database information management of the Department's administrative and academic operations. Collaborates with peers team members to identify, analyze, recommend and implement appropriate system enhancements that will improve existing systems and improve business processes and productivity (this may include tracking and analyzing system enhancement requests and making recommendations for satisfying the requests). Analyzes data, locates missing information, and designs database systems.
- Provides significant support to faculty members in keeping their Curriculum Vitae and Teaching Dossier in compliance with the UBC CV guidelines. Responds to ad hoc requests for special reports, such as annual reports, departmental review, etc.



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Communications

- Responsible for developing and maintaining communication vehicles within the Department, including print and electronic communications. Generates publicity of department activities through e-mail, newsletter, and departmental web site announcements. All communications and publications must be well integrated, delivering appropriate messages for the Department in a visually consistent manner.
- The incumbent will be responsible for monitoring the visual identity of the Department, and editing of all print and electronic material delivered by the Department.
- Works with members of the Department to create unique opportunities for interaction and collaboration between communication vehicles.

Departmental Website

- Designs and programs new web elements into the Department's website in support of the strategic initiatives of the Department. These may include but are not limited to: blogs, social media webcasts, subscription services, reports, chat forums, podcasts and mobile services. Modifies and develops web design to reduce inefficiencies or duplication of information.
- Examines best practices and trends in web design and management at comparable institutions and across industry sectors to ensure the competitiveness and leadership of the Pathology Website.
- Keeps up to date on online technologies and design to provide responsive and informed support to web-based communications that address the needs of students, faculty, staff, and alumni.
- Implements technical solutions to enable web services and content. Develops and maintains web content using content tools, including a content management system (CMS). Develops, analyzes and makes recommendations on improving the information architecture ensuring the ease of navigation for users. Recommends software additions for installation to ensure sustainable functionality of the web content.
- Provides recommendations to the Director and Department Head on third-party services, tools and applications. Provides technical input into the development of online communication initiatives.
- Liaises with Dean's Office, Faculty of Medicine, University communication, CTLT, Med IT, and UBC IT team with regard to the needs of the Department.

WORKING CONDITIONS

Works in the administrative office in the UBC Department of Pathology & Laboratory Medicine.
Workspace consists of modular workstation.

Supervision Received

Works autonomously in accordance with general instructions as to methods and procedures. Work is reviewed in terms of achievement of desired results. The incumbent works independently on a day to day basis. Reports regularly on progress.

Supervision Given

Manages staff and be responsible for hiring, evaluation, discipline and termination.

Consequence of Error/Judgement

This position is expected to work independently and functions as a key member of the administrative team. Applies knowledge of procedures, guidelines and regulations and makes decisions within established protocols. Uses sound judgment, tact, discretion and sensitivity in problem solving. Participates actively in dialogue and development of creative team-based solutions. This position has to keep up-to-date with new technologies. Errors in judgement or decision-making will negatively impact on Department of Pathology & Laboratory Medicine's information systems. Poor communication and suboptimal assistance may damage the department's credibility.

Qualifications



Undergraduate degree in a relevant discipline. Extensive knowledge of: web usability and information architecture, web site monitoring software, site management tools, browser standards (2.0 to present), common plug-ins helper applications, and related design issues. Knowledge of web-enabled database-driven application development; workflow groupware systems; publish and subscribe programs; webcasting conferencing; dynamic publishing and reporting systems; forums chat tools; multimedia (podcasts, streaming servers, flash, etc.); and mobile services an asset. Minimum of two years experience or the equivalent combination of education and experience. Demonstrated experience in programming languages and tools. Experience in AJAX, PHP, classic ASP ASP.net, Java, SQL mySQL, XML, DHTML, Flash, Perl other CGI languages an asset. Demonstrated experience in design, modification and maintenance of complex multimedia websites. Experience with web content management systems. Experience designing or modifying templates for a content management system or blogging application. Ability to effectively use HTML, CSS, Dreamweaver, Frontpage and other HTML editing or conversion tools at an advanced level. Ability to communicate effectively verbally and in writing. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to work effectively independently and in a team environment. Ability to develop and maintain collaborative and productive working relationships with diverse groups of people. Ability to keep skills and knowledge current with emerging technologies. Ability to effectively recruit, train, supervise, and motivate employees.

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Job Posting

Job ID: 13443
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Systems Administrator
Department: Earth and Ocean Sciences
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Job End Date: 2013-07-31 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-07-30 **Available Openings:** 1

Job Summary

The Geophysical Disaster Computational Fluid Dynamics Center (GDCFDC) within the Department of Earth, Ocean and Atmospheric Sciences makes daily operational numerical weather predictions (NWP) in support of industry, government agencies, and university researchers. Their focus is currently on weather for clean energy (wind and hydro power), transportation (shipping, highways, railroads, etc.), weather-related disasters (floods, avalanches, rain-triggered landslides, forest fires, air pollution episodes, etc.), and other projects.

As a member of the GDCFDC team, the systems analyst will be the chief computer system administrator for a suite of computers ranging from high-performance computational clusters, web servers, to desktop workstations. Also the systems analyst will provide computer user support for researchers in the GDCFDC team.

Organizational Status

Reports to the senior Research Associate in the GDCFDC, who in turn reports to the professor leading this research team.

Work Performed

Computer System Administration (roughly 50% of the job). Duties include:

- chief system administrator on the GDCFDC clusters.
- be on call for computer system issues.
- manage the queue of operational runs (and restarting jobs if needed).
- respond to power and air-conditioning outages by providing alternate cooling and or taking down and brining up our systems.
- provide hardware & software support to the GDCFDC desktop computers, & provide strategic guidance on future upgrades.
- design, help acquire, install, & run new computer clusters and servers.
- oversee service, maintenance and troubleshooting, and manage service contracts.
- purchase computing supplies and small parts.
- represent GDCFDC and the department at IT, space & network planning meetings.
- move GDCFDC clusters & servers to the new Univ. Data Center (UDC).
- help research & enable new technologies, such as GPUs and FPGAs for NWP research
- use apache web servers.



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Programming (30%):

- help develop new graphical display & file-conversion programs.
- maintain & upgrade GDCFDC forecast web pages.
- write scientific programs in support of GDCFDC work on pure and applied research grants, and service contracts.

Scientific Projects (10%):

- administer a database of weather observation and forecast data called EmWxNet , where this administration involves software, hardware, security, backup, and access issues. Also, enhance EmWxNet, including develop new data, verification & calibration capabilities. [this activity involves mostly database admin and programming].
- lead a forest-fire smoke project called BlueSky (daily operations, hardware and software maintenance and enhancement, user support, report writing). [system admin, tool usage, scripting].
- for existing NWP code called MM5, the systems analyst will be the primary operations modeler, and will modify add domains to satisfy varying client requirements. [tool usage].
- support daily operations for all current new NWP models & other models (weather, hydrologic, etc.) going to finer resolution, larger domains, & longer forecast duration. [tool usage].
- engage in new operational & forecast-improvements of weather and electric load for BC Hydro and other energy clients. [web, system admin].
- adapt to new projects & activities, such as ensemble calibration , data assimilation, analog ensembles [all skills].

User Support (10%):

- user support of the GDCFDC research team and training new team members on computer programming, web page writing, graphics creation, and running jobs on our computers.
- client support (responding to queries and requests and changes).
- write documentation.
- help write grant and contract proposals and progress final reports.
- give guest lectures on computing for scientists.
- support the research team as they work on new and unforeseen projects.
- interact scientifically with researchers via seminars & informal discussions on numerical weather prediction (NWP).

Supervision Received

The incumbent reports to the senior Research Associate. The Professor who leads the team assigns projects, activities, operational priorities, and identifies resource constraints. The incumbent works independently but coordinates with the Research Associate and the Professor as required by the activity.

Supervision Given

None planned, although the incumbent will help teach members of the GDCFDC on computing issues as needed to advance the research and operational projects.

Consequence of Error/Judgement

The incumbent will have root access to GDCFDC computer and network systems. The consequence of misuse to these systems can be absolute. The consequence of errors in routine system management can include widespread and prolonged loss of computer and web services. Incorrect design decisions can result in systems that are difficult to manage and subject to spontaneous failure. Incorrect system configuration can expose security vulnerabilities with similar consequences. Delays in response to system events could result in a loss of services to our clients that require daily operational reliability. Delays in responding to field support requests can have consequences for individuals responsible for critical GDCFDC operations. Incorrect backup and recovery management can increase the severity of any of these consequences.

Any of these effects could prevent the GDCFDC from meeting its research and operational-forecast obligations, and could reflect on its relationship with clients in the private and public sector.



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Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. University degree in a relevant discipline (computer science systems management). A minimum of two years of experience or education in Linux UNIX systems administration preferably in an academic or mid-size data-center environment. Experience with desktop support for Windows and Mac OSX is desirable. Experience in administration of MySQL (or related) database systems. Solid understand of shell-level scripting and scripting languages (at least one of PERL, Python, bash, or similar). Basic experience in C programming from conception to implementation. Experience in C++ or Fortran is also desirable. An understanding of issues associated with scientific programming is preferred. Basic experience with web technologies, interfaces, and design. Understanding of PHP, HTML, Javascript, Apache, and Tomcat are desirable. Excellent communication skills are required. The incumbent must be capable of explaining difficult concepts to laypersons, as well as listen intently to clients to determine needs. Reading and writing skills are essential and the incumbent must be dedicated to maintaining and creating documentation for systems, programs, and other scientific technologies for which he she is responsible.

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: 13295
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Media/Web Designer
Department: Arts ISIT
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-10-01
Job End Date: 2013-05-10 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other: Leave Replacement
Date Closed: 2012-07-22 **Available Openings:** 1

Job Summary

The Media Web Designer programs software application modules and codes, tests, debugs, documents and maintains those modules. They form part of a team that provides oversight of all development, administration, and maintenance of web based resources for the Faculty of Arts. The position will support, develop and implement various programming solutions for WordPress and e-learning projects requiring custom programming. The position participates in the full project cycle from conception of a programmable functionality to its release for instructional research communication or marketing purposes.

Organizational Status

The position reports to the Manager, Web Development team. The role requires interactions with faculty and Arts support staff to understand project requirements. The role regularly liaises with technical support staff within Arts ISIT and various IT related support units such as UBC IT and Centre for Teaching Learning and Technology. Performance evaluation is undertaken by the Manager, Web Development team.

Work Performed

- Visually interprets web site design and layout, including illustrations graphics concepts, in a graphically appealing and fully integrated manner.
- Designs contemporary best practice web sites and implement them as themes in WordPress
- Translates concepts effectively against objectives and execute page builds on schedule
- Uses XHTML and CSS coding to modern W3C Web Standards
- Maintain up-to-date knowledge of current information technology techniques and tools, especially as they apply to content portals, World Wide Web and social software.
- Performs quality assurance testing throughout the design and pre-production stages
- Documents all work using standard programming development techniques (flowcharting, remarks within applications etc.)
- Performs other duties as required

Supervision Received

Reports to the Manager, Web Development team regarding assignments and service delivery. Works under minimal supervision; receives defined assignments in the context of projects, but is expected to show initiative and creativity in reaching the set goals. Work



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is subject to periodic review in progress and subject to approval by client upon completion.

Supervision Given

May involve limited supervision of student staff.

Consequence of Error/Judgement

Errors in performance related to this position compromises the Faculty's ability to publish websites for communication and marketing and integrate new media into teaching and research. Errors would result in financial costs, in terms of hardware, software and staff time, and loss of opportunities to the Arts community to communicate and disseminate information and resources via the online medium

Qualifications

Undergraduate degree in a relevant discipline. (e.g. computer science, multimedia). Minimum of two years experience or the equivalent combination of education and experience. Two (2) years of experience in web development or web design or the equivalent combination of education and experience. Comfortable programming in Java, Javascript, SQL, PHP, python, knowledge of wordpress would be advantageous. Good organizational, time management and effective writing skills. Ability to work effectively with a development team from diverse professional and academic backgrounds. Understands and relates to the academic University environment. Demonstrated service orientation.

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Job Posting

Job ID: 12893 (Repost)
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 - Academic Systms Sprt
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-05-14
Job End Date: 2013-04-14
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-20 **Available Openings:** 1

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.

Organizational Status

The Academic Systems Support team within Academic Systems is responsible for the suite of applications including; Student Service Centre, Faculty Service Centre, the Awards Module, Consolidated Billing Module, Application System along with a number of third party provided modules. The team has a gatekeeper role to ensure that all promotions to the production environment are tested and that information has been transitioned to allow the team to support the changes.

Reports to the Manager, Academic Systems Support. Works independently and jointly within the Academic Systems Support Team. Provides leadership depending on the current assignment. Collaborates with management and staff from all sections of UBC Information Technology, other administrative and academic offices, and faculty to coordinate systems development and enhancement projects.

Work Performed

Specific Duties:

- Analyzes and reviews functional requirements, system features, integration requirements, security requirements, and scalability and performance requirements. Reviews implementation options, discusses approach and recommendations with systems staff and users, and provides input to technology recommendations for new and changing systems requirements.
- Contributes to the ongoing planning and development of systems enhancements in support of current or new enterprise services. Collaborates with peers team members to identify, analyze, recommend and implement appropriate system enhancements that will improve existing information systems and improve business processes and productivity. This may include assisting with the management of the lifecycle of a service or product.
- Investigates and remains current with industry technology trends in Applications field such as: Security, privacy, e-commerce, PCI, workflow, systems development methodologies, web-services, applications middleware (apache, tomcat, etc.), anti-spam and anti-virus, electronic forms,
- Provides advice to and consults with UBC IT colleagues or others as appropriate on complex system design issues and provides technical opinions on the viability or suitability of techniques and methodology to meet project and or Academic Systems Support



Managers' objectives and goals.

- Implements customized tools and applications, prepares functional specifications and builds proof-of-concept test environments. Develops technical specifications for system development, testing and conversion processes, within established UBC IT's technical architecture and database design.
- Provides Tier 2 operational support for production systems including troubleshooting system problem reports, resolving issues with production systems, defining operational support processes, patching systems and applications, documenting and reporting problems and providing end user support as required.
- Prepares training plans, training materials, and trains staff as required during system implementation.
- Develops a high level of expertise in the functionality of vendor product(s). Works directly with the vendor's technical support centre in order to resolve product issues.

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, Academic Systems Support, Information Technology and the daily direction of a Team Lead or project manager as assigned. The Systems Administrator must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

May mentor newly hired systems administrators and other resources within the group who assist with application support and maintenance.

Consequence of Error/Judgement

Information Technology plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The services supported by Information Technology require reliable application systems in order to provide critical functions that support all students, faculty and staff. These systems must be available on a 7x24 basis.

Decisions and actions taken by the Systems Administrator will have a direct impact on how efficiently and effectively the systems will perform and function. Errors in judgment, poor development, or failure to act decisively could have a detrimental effect on these systems. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of Information Technology and UBC. This could adversely impact the University community, including the large majority of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue.



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Qualifications

Undergraduate degree in a relevant discipline. . A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Minimum 5 years of IT systems administration.

A minimum of four years in a systems support capacity in the software development organization

Experience running applications in a virtual environment and using backup and recovery tools (VMWare preferred.)

Experience designing, developing and implementing medium to large scale application development projects.

Experience with databases, programming languages, security.

Expert ability to work in all areas, and troubleshoot Java, Linux , Windows, and VM (Virtual Machines).

Experience with managing and supporting Windows Server, MS-SQL and MySQL, and Unix Linux based systems (Solaris and Redhat preferred.)

Experience with managing and supporting Microsoft Active Directory, Windows Server, MS-SQL and SharePoint, and Unix Linux based systems (Solaris and Redhat preferred.).

Ability to prepare complete, concise, and understandable technical documentation. Ability to communicate effectively verbally and in writing.

Familiarity and ability to effectively use some of the following current development tools and environments is an asset: Java, Perl, SQL, Oracle, Cold Fusion, UML, XML, XSL, SOAP, J2EE, Tomcat, Apache, JDK environments.

Sound knowledge of standard office productivity tools (e.g. MS Word, Excel, PowerPoint, Visio, etc...)

Knowledge of unified communications systems.

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

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

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

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

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.



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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: 13463
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Programmer Analyst II
Department: UBC IT - Applications Devlpmnt
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23
Job End Date: 2013-07-26
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-20 **Available Openings:** 1

Job Summary

The Programmer Analyst II designs computer application solutions for existing complex or campus-wide computer systems. The Programmer Analyst II will play an important role in all aspects of the development of strategic Academic Systems applications. These applications include the Student Service Centre, Faculty Service Centre, the Awards Module, Consolidated Billing Module, Application Systems, Learning Management Systems as well as a number of third party provided modules.

Organizational Status

Interacts directly with other University technology professionals and with faculty, staff and students. Reports to the Manager, Development, UBC-IT. On a daily basis, the incumbent will work under the direction of a Project or Program Manager while assigned to a development project. Work may also be directed and reviewed by a Senior Programmer Analyst or team lead. The position will work with more senior Programmer Analysts, Build Engineers, Business Analysts and Quality Assurance staff in ensuring the highest quality of the software promoted into our UBC production environments.

Work Performed

Specific Duties:

- Works with the Architects and Senior Programmer Analysts to provide input into both the Application and Technical architecture as they relate to the Student Information System
- Creates or participates in the creation of design specifications
- Participates in design and code reviews for other Programmer Analysts to ensure efficiency and adherence to development standards.
- Works with other developers, UX Architects Designers and DBAs on the various design elements associated with software development. Ensures that designs that s he writes are incorporated into Technical Specifications as required, and that these specifications are updated as changes occur.
- Builds and maintains good working relationships and collaborates with others to achieve client objectives
- Provides input into decisions within established guidelines regarding the application of computing devices or programs to meet set requirements or makes decisions regarding solutions to defined problems.
- Participates in reviewing and prioritizing areas for developing and improving software development practices, processes and tool selection for Academic Systems Development and for the University Developer Community of Practice in general.



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Core Duties:

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

Supervision Received

Works with considerable latitude and with regard to methods and procedures. Work is reviewed in terms of achievement of broad objectives and goals.

Reports to Manager, Development, Academic Systems, UBC-IT.

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

Supervision Given

Will provide functional and technical leadership to less senior team members.

Will provide feedback on performance of Programmer Analysts.

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

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

Consequence of Error/Judgement

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

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

Qualifications

Undergraduate degree in a relevant discipline. Computer Science degree preferred. A minimum of 5 years of experience, in-depth



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knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience.

A minimum of 5 years of experience doing progressively more responsible systems development work in designing, developing and implementing medium to large scale software applications.

Demonstrated ongoing career development through active and self-motivated professional development.

Knowledge of Student Information Systems is highly desirable.

Experience using JS AJAX JQUERY CSS HTML DHTML is desirable. Experience designing, developing and implementing Web Services. An understanding of Service Oriented Architecture (SOA) using SOAP would be beneficial. Experience using .net, C Sharp development tools environment would be beneficial. Some knowledge and practical experience with CRM configurations, preferably SugarCRM. Some familiarity with designing and developing applications for mobile devices would be beneficial.

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

Strong knowledge, skills and abilities using PHP, the LAMP stack (Linux, Apache, PHP, MySQL), Eclipse and PDT, PHP frameworks (e.g. Zend, CakePHP, Symfony).

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

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

Very good understanding and experience with relational databases (MySQL is recommended, Oracle and or MS SQL Server would be beneficial), data modeling and database design.

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

Good project management skills including a working knowledge of SDLC methodologies, preferably RUP and Agile methodologies (e.g. Lean, XP or Scrum).

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

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



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standards.

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

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

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: 13312
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Editorial & Production Serv
Classification Title: Editorial&Prod.Serv , Level A **Business Title:** Textbook Editor
Department: Pacific Educational Press
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-06
Job End Date: 2013-08-05 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2012-07-25 **Available Openings:** 1

Job Summary

This position plays a key role as a textbook editor for the educational book publishing projects of Pacific Educational Press.

Organizational Status

The Textbook Editor will report to Manager of Editorial & Production Services and will collaborate with other members of the editorial and production team. The Textbook Editor will work closely with outside authors and writers and content and pedagogical experts, will have contact with outside suppliers of editorial services and images (guided by Manager of Editorial & Production Services), but will have little contact with other UBC departments.

Work Performed

The Textbook Editor will:

- be responsible for the editorial development of textbooks and supplemental educational resources in both print and interactive digital formats, ensuring that they meet house editorial standards and client needs; will complete editorial development to the copyediting stage.
- assist in planning instructional materials, including textbooks, workbooks, test banks, and other core and supplementary resources, working within a publishing team environment.
- analyze curriculum documents and ensure that materials are edited so that they adhere to specified outcomes and pedagogical standards outlined in these documents.
- work with authors to develop book and chapter outlines; analyze the structure of draft materials; assess the level of editorial intervention required; work with authors on revisions.
- significantly revise, restructure, or rewrite material to meet established book templates, instructional designs, and or curriculum, as needed.
- research and write content as needed.
- edit content to ensure accuracy, age-level appropriateness, and to adhere to reading level standards specified for a project.
- locate subject matter and pedagogical experts and arrange for review of draft materials.
- incorporate comments received from outside content and pedagogical experts into the editorial development process.
- develop and maintain style guides for textbook projects.
- locate and oversee suppliers of supplemental editorial services, such as copyeditors, proofreaders, and indexers.
- review the editorial plans and editorial work of internal and external editors for quality and consistency.



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- map textbook content to curriculum outcomes in scope and sequence documents.
- contribute to the development of book proposals submitted to ministries of education and other clients.
- edit professional resources for practicing classroom teachers as required.
- do photographic and image research, as needed.
- work closely with design, production, and marketing staff to ensure that publishing schedules and marketing goals are met.
- perform other relevant duties as required.
- position will require travel to editorial meetings, including out-of-province meetings.

Supervision Received

The Textbook Editor will be supervised by Manager of Editorial & Production Services.

Supervision Given

May assign work to editorial assistants, under the overall guidance of Manager of Editorial & Production Services.

Consequence of Error/Judgement

The textbook editing process is a critical component of manuscript development. Therefore, errors of judgment regarding the content or structure of a manuscript may result in an inferior publication that does not fulfill its educational mandate. In addition, failure to meet contracted deadlines could place the press in breach of contract and result in contract cancellation or fiscal sanctions being applied. Untactful interactions with authors could result in author dissatisfaction and withdrawal from book projects. Flawed work could have financial repercussions for the press resulting in lost revenue.

Qualifications

Two year diploma in Journalism or Publishing. University degree preferred, plus supplementary training in publishing and editing procedures. Minimum of two years experience or the equivalent combination of education and experience. Experience editing full-length book manuscripts in an educational book publishing environment; experience in textbook development. Teaching credentials and or experience would be an asset. Excellent written and oral communications skills and strong organizational skills are basic requirements of this job.

Must be able to work collaboratively as a team member in a busy editorial and production team.

Must be able to adhere to tight deadlines, set priorities, and be able to work on multiple projects at a time, as required.

Computer skills required: on the Macintosh platform, familiarity with MS Office and Adobe Creative Suite; internet research skills; familiarity with image-scanning; ability to edit both on hard copy and within electronic files; familiarity with e-book and interactive digital formats would be an asset.

Familiarity with high-school curricula in, but not restricted to, social studies, aboriginal education, science, mathematics, environmental science, and family studies is required.

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Job Posting

Job ID: 13457
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level B **Business Title:** Coordinator, Doctoral Exams Unit
Department: Faculty of Graduate Studies
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-18 **Available Openings:** 1

Job Summary

Doctoral exams are the pinnacle milestones for doctoral students, and all doctoral exams at UBC are coordinated by the Faculty of Graduate Studies (FoGS) (approx. 500 exams per year from more than 100 graduate programs). Final Doctoral Exams are public events, and require coordination of multiple participants, both within and outside the University. Significant professional judgment is required to manage a variety of issues that arise during this stressful and time-sensitive juncture of a doctoral student's life. Each student's examination is unique and requires assessment and approval of an individualized examination committee and on specific examination results and recommendations. The coordinator is accountable for overseeing the application of Senate-governed policies to all individual doctoral exams. The context of the Doctoral Examinations Unit is highly time-sensitive, requiring tact, familiarity with a broad range of academic disciplines and cultures, and complex problem-solving in stressful situations involving world-class academics within and outside of UBC.

Organizational Status

The Doctoral Exams Unit Coordinator oversees and is responsible for gaining resolution of complex situations that fall outside of normal policies related to final doctoral examinations. The Coordinator uses independent judgment in evaluating multiple elements of each individual examination, including the composition of Examination Committees and the written reports generated by External Examiners and Exam Chairs, and judges their acceptability in relation to Senate guidelines. The Coordinator reviews highly unusual situations with senior academics, such as the Dean, Associate Deans and Graduate Program Advisors, and provides advice on policy interpretation, past precedent and courses of action. The Coordinator is responsible for ensuring that resolution of high-pressure, complex cases is reached and communicated to relevant parties in a timely way. This role also includes the supervision of three CUPE staff positions, and managing the overall effective functioning of the unit.

Reports to the Director, Student Academic Services and Dean-FoGS. Provides information and resolves issues with research supervisors, Graduate Advisors, Graduate Secretaries, Dean's office management staff,. Represents UBC and FoGS in communications and arrangements with top scholars, faculty members and staff at other universities in Canada and world-wide. Advises doctoral students on policies and procedures. Supervises and trains Doctoral Unit staff, temporary staff and work study students.

Works in a shared office with individual modular workstations. Workspace has overhead fluorescent lighting. Normal office environment, equipped with PC with minimum 17" monitor, printer, fax machine, telephone.

Work Performed



The University of British Columbia

Staff Job Postings

Operations Management 40%

1. Interprets, implements, and enforces Faculty policies on doctoral exams, extension and graduation. Develops and proposes policy changes for review and approval of the Policy Committee, Grad Council, and University Senate, in consultation with the Dean, Associate Deans and the Assistant Dean of SAS.
2. Oversees and is responsible for evaluating Exam Committee nominations, External Examiner reports and Chair's reports, and either consulting senior academic personnel for further review, or approving and forwarding to Doctoral Exam Assistants for processing. Advises the Dean-FoGS of any extraordinary policy or procedural issues or significant academic concerns that might require postponement of the exam, or other special actions. Recommends possible course of action to be taken regarding negative reports or other special circumstances based on precedent and policy. Advises External Examiners and internal exam committees of the Dean's decision.
3. Makes decision to postpone any doctoral exams for which the External Examiner's report did not arrive in the time-frame as outlined in established procedures.
4. Advises students, faculty members, staff, External Examiners and Exam Chairs on policy and procedures, with respect to a highly rules-driven Senate-governed examination process. Regulations apply to a broad spectrum of academic disciplines and cases; considerable knowledge and intelligence are needed for interpretation and application.
5. Reviews, monitors, plans, streamlines, directs, and coordinates procedures and practices for doctoral exams to ensure the delivery of excellent customer service.
6. Plans, coordinates, promotes and presents information sessions to the university community.
7. Oversees and is responsible for the development, or revision of instructions, brochures, mailing inserts and deadline notices, ensuring updates are made by support staff and distributed to the university community via mail or e-mail in a timely manner. Updates web site publication regularly.

Data Analysis, Data and Web Management 25%

1. Liaises with SAS Business Systems Analyst to design, test and implement MySQL tables and queries to track all stages and transactions of all doctoral examinations.
2. Responsible for the content and timely update of FoGS web pages on the doctoral exams procedures
3. Analyzes data of time-to-completion of doctoral students, and data on thesis submission, graduation and information session participation. Prepares statistical reports and recommends appropriate procedures and measures for improvements to the Director-SAS, Dean of the Faculty and other senior administrators in the Faculty.

Staff Management 20%

1. Supervises and coordinates the activities of the Doctoral Unit staff with respect to doctoral exams and implements measures to monitor and improve performance, and increase efficiency to deliver excellent customer service.

Financial Management 10%

1. Has budget signing authority for Honorarium payments, external examiner travel expense reimbursements, and courier way bill purchases. 2. Prepares and monitors budget for Doctoral Unit, and submits new annual budget to Asst Dean, Finance & Administration.
3. Oversees timely preparation of all Requisitions for payments and monthly reconciliation of financial statements by clerical staff. Monitors monthly expenses to ensure adherence to budget.
4. Responds to queries regarding payments, follows up with Financial Services and resolves discrepancies.

Other Related Duties as Required 5%

Tasks include serving as member of Doctoral Exams Procedures Committee or other Faculty committee.

Supervision Received

Works under minimal supervision. Reports to the Dean of FoGS on academic matters. Reports to the Director of SAS regarding administrative matters.

Supervision Given



The University of British Columbia

Staff Job Postings

Supervises 3 CUPE 2950 Doctoral Exams Assistants. Occasionally coordinates and assigns work to temporary staff and or work-study students.

Consequence of Error/Judgement

Exercises appropriate latitude in judgement and decision-making when evaluating internal and External Examiner nominees, External Examiner reports, Chair reports and referring problematic issues to the Dean-FoGS. Errors in judgement may result in the candidate failing a doctoral oral exam when a postponement of exam and re-submission of revised thesis would be more appropriate. A failed exam significantly tarnishes and impedes the candidate's reputation and may jeopardize their future career prospects. Errors in interpreting and monitoring adherence to arm's length policy and selection criteria for suitable External Examiners, University Examiners and Chairs may result in the scheduled exam being cancelled. Failure to properly assess and oversee the overall doctoral examination process may result in University policies not being upheld, thus compromising the academic integrity of UBC and its degrees.

Incorrect actions, decisions or delays in securing External Examiners or Chairs, or delays in scheduling doctoral exams, may adversely affect employment opportunities or damage the careers of doctoral students, and may lead to appeals which could negatively affect the reputation of the Faculty of Graduate Studies and the University. Missed deadlines or failure to act in proper and swift manner can result in missed requirements and postponement of exams, which can affect graduation status of students.

Any errors and or omissions in judgment could seriously undermine the roles, responsibilities and effectiveness of The Dean and or The Faculty of Graduate Studies.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of four years experience or the equivalent combination of education and experience. Knowledge of UBC internal systems, Student Information Systems (SIS and SISC) an asset. Ability to maintain accuracy and attention to detail. Familiarity with graduate education an asset. Ability to effectively use MS Word, Excel, Outlook and Powerpoint. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to effectively recruit, train, supervise, and motivate employees. Basic knowledge of web content management systems.

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: 13426
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Evaluation Studies Specialist
Department: Evaluation Studies Unit
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Job End Date: 2013-10-19 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-07-22 **Available Openings:** 1

Job Summary

The Evaluation Studies Specialist will develop, coordinate, and implement evaluation studies related to the undergraduate medical program at UBC. This will include provision of support to decision-makers, faculty and staff actively involved or affected by evaluation activities, working with collaborators, and strategizing and coordinating activities of the multi-site, multidisciplinary evaluation. He or she will collaborate with the ESU management team in strategizing and implementing evaluation projects assessing the process, outputs, and outcomes associated with the medical curriculum at UBC.

Organizational Status

The Evaluation Studies Unit (ESU) was created in 2004 as a new initiative within the distributed MD Undergraduate Program (MDUP) and the Postgraduate Medical Program (PGMP) to assist in the evaluation of the Program's effectiveness, quality, comparability, and efficiency. The ESU provides stakeholders with comprehensive, accurate, and objective evaluation data to assist in the on-going development of the MDUP and PGMP program and ensure compliance with provincial health care objectives and international accreditation standards.

The Evaluation Studies Specialist reports to the Associate Director and interacts works closely with the Manager, Operations on issues related to work plans, personnel and evaluation resources, as well as staff and faculty members of the UBC Medical School.

The Evaluation Studies Specialist will also:

- Interact regularly with members of relevant committees, as well as other established workgroups.
- Interact regularly with faculty staff from other Faculty of Medicine training sites, as well as collaborators at other universities.
- Interact with funding agencies and other potential funders of the evaluation studies, as well as external evaluators, decision-makers, university personnel, and community agencies.

Work Performed

The major responsibility is to plan, design, implement and communicate findings from the evaluation of programs and curricula that are part of the MD undergraduate and or postgraduate program curriculum.

Other responsibilities include:



- Conduct evaluability assessments, develop frameworks (e.g., develop logic models, conduct stakeholder analyses), identify evaluation questions, plan and apply mixed methods, develop protocols, adapt and or develop measures, plan and execute analysis procedures, interpret results, disseminate findings and monitor uptake of recommendations.
- Manage relationships with stakeholders who implement programs and or initiatives.
- Develop, coordinate, and implement work plans for assigned evaluation activities and assigned tasks.
- Review and critique the program evaluation literature to contribute to development and application of new methodologies to evaluation studies.
- Conduct literature reviews to ensure evaluation plans are based on best practices in the field and prepare evaluation reports, contribute to annual reports and other public documents related to evaluation activities.
- Prepare and implement communication plans to guide dissemination of evaluation findings to stakeholders.
- Following existing protocol for qualitative and quantitative data analyses, execute data analyses and preparation of both statistical and qualitative reports from various data sources.
- Utilizing existing ESU frameworks implement evaluation activities in compliance with ethical requirements.
- Prepare and deliver presentations for decision-makers, as well as professional and lay meetings.
- Write and submit articles for publication in collaboration with ESU and FoM colleagues.

Supervision Received

The Evaluation Studies Specialist will report to the Associate Director. The incumbent will work independently for the most part and will receive feedback and direction from the Associate Director.

Supervision Given

The Evaluation Studies Specialist will supervise an assigned Evaluation Assistant to ensure that the evaluation plan is followed in a timely and efficient manner.

Consequence of Error/Judgement

The Evaluation Studies Specialist collaborates with members of the ESU and FoM in the planning and implementation of evaluation of the Undergraduate Medical Education Program and Postgraduate Medical Program. Poor decisions could delay timely completion of the evaluation, cause financial loss and be damaging to reputation of the Director, the Faculty of Medicine and the University of British Columbia. In addition, the impact, if an error occurred, would be misinterpretation of results in information disseminated to decision-makers, the public, and academic audiences. The consequences could lead to inappropriate policy and decision-making related to medical education.

Qualifications

Master's degree in Education. Disciplines in social science or health also preferred. Minimum of six years experience or the equivalent combination of education and experience. Three years of professional experience in program evaluation. Canadian Credentialed Evaluator (CE) designation or ability to work toward meeting CE qualification requirements preferred. Familiarity with medical education and health services an asset. Experience in qualitative and quantitative research evaluation methods required. Computer experience and competency with Microsoft Office and statistical packages (e.g., SPSS, NVivo) is required. Skills in quantitative and qualitative research and evaluation, as well as analysis and interpretation of data. Strong communication and organizational skills learned from operating in a team environment. Proven ability to work under pressure, meet difficult deadlines, set priorities, and multi-task. Ability to review, critique and synthesize evaluation studies literature. High level of initiative, self-directedness, and ability to work independently. Effective oral and written communication, presentation, and interpersonal skills. Ability to work in a confidential environment. Meticulous attention to detail. Ability to travel as required. Ability to plan, organize, manage, monitor, and complete projects within allocated time and resources. Ability to effectively supervise, and motivate employees. Ability to manage and evaluate staff performance, provide feedback, and take corrective action. Strong relationship management skills with a demonstrated ability to develop and maintain cooperative and productive working relationships.



The University of British Columbia

Staff Job Postings

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Job Posting

Job ID: 13420
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Senior Educational Strategist
Department: Science, Dean's Office
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-20 **Available Openings:** 1

Job Summary

To support the ongoing activities of the Science Centre for Learning and Teaching (Skylight) in providing pedagogical support to faculty and administrators.

Organizational Status

Reports to the Associate Dean, Teaching and Curriculum.

Work Performed

- Provide pedagogical support to faculty and administrators through consultation, classroom observations, committee work, etc.
- Support faculty in their professional development in achieving excellence in the area of teaching and learning thorough workshops, one-on-one consultations, and in support of planning, designing and implementation of best teaching practices and resources and measuring the effectiveness of such interventions.
- Plan, design and develop new initiatives programs courses to enhance teaching and learning.
- Develop and execute comprehensive assessment and evaluation plans for new initiatives programs courses to enhance teaching and learning and to influence decisions associated with the design, implementation and delivery of curriculum and programs.
- Engage in evidence-based scholarly activities in teaching and learning that align with the objectives in the Science Dean's Office Departments Programs Courses.
- Develop proposals to secure funding as a PI or co-PI for educational programs in collaboration with faculty to improve teaching and learning.
- Manage education projects including budgets.
- Prepare Behavioral Research Ethics Applications (i.e. BREB Applications).
- Execute funded unfunded science education projects to improve teaching and learning.
- Support faculty development through dissemination of the research findings at conferences, through publications in peer-reviewed journals and at other venues such as workshops.
- Prepare project budgets.
- Recruit, train and supervise staff for projects.
- Collaborate with UBC's Centre for Teaching, Learning and Technology and other campus instructional support units as well as other institutions as necessary to enhance teaching and learning.



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Staff Job Postings

Supervision Received

Works under general direction. Work is reviewed in terms of conformance with established standards and specific objectives.

Supervision Given

Supervises work study students and 12 month lecturers when required.

Consequence of Error/Judgement

Errors could seriously impair the public image of the Faculty and may impact the reputation of the University. Lack of effort and or poor judgment would result in lack of appropriate and timely information available on the Faculty website for faculty and students

Qualifications

Master's degree in Education. PhD and Science degree preferred. Minimum of six years experience or the equivalent combination of education and experience. Experience in curriculum development. Teaching experience would be an asset. Must have excellent writing and verbal communication skills. Must be able to give effective presentations. Ability to work effectively with minimal supervision Ability to instruct and provide training in pedagogical best practices. Ability to initiate and conduct research projects. Must have knowledge of current pedagogical research and best practices in teaching Must have good management and organization skills. Ability to analyze and interpret data, determine implications, and provide recommendations Must have good assessment and evaluation skills. Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support Ability to deal with a diversity of people in a calm, courteous, and effective manner Must have experience with MSWord, Excel, Powerpoint.

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Job Posting

Job ID: 13432
Location: Vancouver - Other
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** PROJECT MANAGER, EDUCATIONAL PROGRAMS
Department: Cont. Professional Development
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-18
Job End Date: 2013-05-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-16 **Available Openings:** 1

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

Job Summary

The University of British Columbia, Division of Continuing Professional Development (UBC CPD) strives to meet the continuing education and professional learning of practicing physicians in BC and beyond. The Project Manager - Education is a key member of the UBC CPD Education, leadership, and innovation team. UBC CPD is a dynamic fast paced continuing education division with over 20 full-time staff who make up the team. As such the incumbent contributes their creativity, project management and relationship building skills as well as their educational expertise to growing the research and innovation capacity of the Division to meet the CPD needs of all BC physicians and other health care professionals. The incumbent works under the direction of the UBC CPD Executive Director and is supportive by UBC CPD Medical Directors. The individual works in close alliance with other project managers, physician associates and with the Managers of Finance-Administration and Conferences Services. The incumbent leads the organization and strategic thinking in seeing and facilitating new opportunities for all programs and other CME initiatives they manage as well as fosters partnerships with organizations concerned with medical practice. The incumbent is responsible for overseeing a team of research assistants, co-op students, and administrative supportive. In addition, this individual is tasked with developing plans to identify learning needs for rural practitioners and to create programs to meet these educational needs using current as well as new and innovative methods of delivery.

Organizational Status

The Project Manager - Educational Programs reports to the Executive Director - CPD of the UBC Division of Continuing Professional Development (UBC CPD). Some direction is taken from the UBC CPD Medical Directors. The incumbent works in close alliance with the project funders, external stakeholders,, other project managers, physician associates and with the Managers of Finance-Administration and Conferences Services.

Interacts with various departments on campus, administrators of campus and hospital departments, funding agencies, policy makers, health administrators, agency leads, university faculty, and leaders as well as physicians and other health professionals in practice.

Work Performed

Major Responsibilities - Project Level Tasks

- Assesses CPD content needs and learning style for BC practitioners in a cost effective, on-going way, including both perceived



The University of British Columbia

Staff Job Postings

and unperceived needs

- Develops and leads educational strategies for meeting the educational needs of BC practitioners
- Builds networks and positive relationships with key stakeholders and project partners
- Encourages and incorporates interprofessional education, including nurses, and other health care practitioners and providers
- Directs and implements educational strategies
- Oversees and is responsible for a staff of five with respect to the project and team's progress and development
- Identifies areas for new educational programs within the mandate of UBC CPD, for projects impacting on BC practitioners
- Manages project evaluation activities to link evaluation with educational development
- Works with Executive Director of UBC CPD; UBC CPD Medical Directors, project advisors funders, and others to create project plans
- Provides guidance and leadership to BC physicians and others in the design, accreditation, and coordination of CPD events where appropriate and relates to current projects
- Leads, develops and implements project management plan
- Refines and manages project budget and all project reporting
- Develops plans, strategies, partnerships, and other ideas to make programs a reality
- Supports the organization through strategic thinking in seeing new opportunities, project directions, and identification of new partnerships
- Creates, develops, and schedules programs
- Manages project related educational events Designs and ensures marketing of UBC CPD programs and projects is appropriately tailored to BC physicians
- Leads development of marketing messages and copy for print and electronic media
- Manages programs and ensures that these programs are financially viable by developing budgets, undertaking activities to amend plans based on projected revenue and by working with financial staff on post program financial statements
- Hires instructors and evaluates performance, negotiating salaries and fees; working with instructors to set objectives, reviewing course objectives, and ensuring continuity between courses
- Plans and leads curriculum development, implementation of education, innovation, and research activities
- Works with physicians, nurses, and other allied health professionals in developing research instruments
- Develops and conducts surveys and leads evaluations activities supported by the research team
- Leads or oversees focus groups and conducts key informant interviews in collaboration with the research team
- Supports data preparation, collection, entry and analysis (qualitative and quantitative) in collaboration with overseeing the research team members
- Leads writing activities for the preparation of abstracts, manuscripts, and reports (for conferences, funders, and peer reviewed publication)
- Leads needs assessment project strategies for external stakeholders
- Identifies and develops grant proposals applications for the Division that would further support the work being done in BC practice
- Engages physicians and other health care professionals as necessary for the success of an educational initiative
- Develops and maintains a positive and supportive relationship with project partners, organizations, faculty, and the community-based coordinators and health care providers
- Manages other UBC CPD projects that synergize with the project visions of providing educational to BC physicians and other health care professionals
- Acts as a key member on internal and external committees and working groups

Key areas of Responsibility Deliverables Priorities:

- Engages and maintains a variety of internal and external working relationships with key stakeholders and project partners in the continuing medical education context, collaborating on regional and provincial educational initiatives (e.g. BC Ministry of Health, College of Physicians and Surgeons of BC, BC Cancer Agency, advisory committees and other physician focused groups)
- Understands the vision and mission of UBC CPD and the projects they lead
- Oversees a team of five UBC CPD staff members (research assistants, co-op students, and administrative support) to further the completion of the project
- Incorporates interprofessional teaching wherever possible, as supported by the Medical Director taking into account advice from Advisory Committees and engages BC practitioners in decisions where appropriate



- Investigates and implements new technologies for the delivery of educational programs
- Provides leadership and coordination at a project level for multiple outreach and innovation projects and communicates with stakeholders and policy makers.
- Stimulates and fosters outreach and innovation excellence through business development collaborations; creativity and intellectual capacity
- Produces reports and financial statements as required
- Integrates project related activities into educational programming

Supervision Received

The incumbent works under the general direction of the Executive Director UBC CPD but receives some guidance and input from UBC CPD Medical Directors and Project Medical Leads. Works with a high level of independence. Meets monthly with senior staff to review performance and portfolio. At a project level, receives direction from project leads, some of whom may not work in the same location.

Supervision Given

Is responsible for the supervision of research staff assistant, temporary staff and technical staff. This position requires working effectively within a relatively flat organizational structure with a significant degree of self direction. Works with considerable autonomy and latitude, showing leadership on projects within portfolio.

Consequence of Error/Judgement

The incumbent will be required to show judgment and decision making, which has the potential to impact UBC CPD reputation, product viability, project funding, and the opportunity for future research development. The individual works in a team environment and as such is a key member of the community of the Division of CPD. Failure to do so may lead to loss of team chemistry, failure to perpetuate a smooth working environment for the staff and associates of the Division, or failure to execute cohesive actions in program implementation and development. The ability to maintain a close working relationship with the all project partners is essential to the success of this project.

Exercising poor judgment and or inappropriate lack of consultation has the potential to adversely affect the viability and validity of research projects, educational programs, projects, grant based funding or other means necessary to sustain itself.

Qualifications

Master's degree in Education. University degree (Master's degree Project Management certificate preferred) in adult education, sociology, or another area that directly relates to the provision of continuing professional development to practitioners in the rural areas of the province. Training in project management an asset. Formal evaluation training an asset. Minimum of six years experience or the equivalent combination of education and experience. Experience with grant proposal writing an asset. Experience in performance management, career development, problem-solving, change management, budget development, financial management and risk management. Experience with educational program development and delivery, preferably for adults (for physicians or other health professionals would be an asset) in a continuing professional development setting. Proven experience with educational coordination, curriculum design, and evaluation planning. Experience in the post-secondary or health sectors or other highly complex environment would be an asset. Excellent skills in implementing participatory approaches and working successfully with multiple stakeholders. Solid knowledge of project management disciplines and best practices. Excellent analytical and problem solving skills. Excellent communications skills (reading, writing, listening, speaking and presentation). Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to work effectively with minimal supervision. Ability to develop and maintain cooperative and productive working relationships. Ability to exercise tact and discretion. Ability to develop and deliver effective presentations and workshops. High level of proficiency in MS Word, Excel, PowerPoint as well as e-mail and Internet required. Database experience an asset; data analysis software (SPSS or equivalent) preferred Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to connect with rural practitioners in a rural setting Ability to think



strategically and demonstrate management skills Ability to manage projects and staff effectively Ability to manage complicated project plans and budgets Ability to develop and implement strategic business plans Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to effectively facilitate groups to achieve appropriate outcome. Experience with the requirements and procedures of educational research including experience with a variety of research traditions and methodologies Experience in working with the medical community Ability to build relationships and work collaboratively with project leadership and partners as well as all others involved in the delivery of rural educational initiatives Ability to travel

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Job Posting

Job ID: 13433
Location: Vancouver - Other
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** PROJECT MANAGER, RURAL CPD (RCPD)
Department: Cont. Professional Development
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-18
Job End Date: 2013-05-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-16 **Available Openings:** 1

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

Job Summary

The University of British Columbia, Division of Continuing Professional Development (UBC CPD) strives to meet the continuing education and professional learning of practicing physicians in BC and beyond. The Project Manager - Rural CPD Outreach Program (RCPD) is a key member of the UBC CPD outreach, leadership, and innovation team. UBC CPD is a dynamic fast paced continuing education division with over 20 full-time staff who make up the team. As such the incumbent contributes their creativity, project management and relationship building skills as well as their educational expertise to growing the outreach and innovation capacity of the Division to meet the CPD needs of rural physicians and other rural health care professionals. The incumbent works under the direction of the RCPD Medical Director and the UBC CPD Executive Director. The incumbent leads the organization and strategic thinking in seeing and facilitating new opportunities for the RCPD program and other rural CME initiatives as well as fosters partnerships with organizations concerned with medical practice in the rural domain. The incumbent is responsible for overseeing a team of research assistants, co-op students, and administrative supportive. In addition, this individual is tasked with developing plans to identify learning needs for rural practitioners and to create programs to meet these educational needs using current as well as new and innovative methods of delivery.

Organizational Status

The Project Manager - Rural CPD Outreach reports to the Executive Director - CPD of the UBC Division of Continuing Professional Development (UBC CPD). Some direction is taken from the Medical Director - Rural CPD but this position acts in a co-leadership role with the RCPD Medical Director. The incumbent works in close alliance with the Rural RCPD office personnel, other project managers, physician associates and with the Managers of Finance-Administration and Conferences Services.

Maintains a close positive working relationship with the RCCbc, REAP, its consultants and employees.

Interacts with various departments on campus, administrators of campus and hospital departments, funding agencies, policy makers, health administrators, agency leads, university faculty, and leaders as well as physicians and other health professionals in practice.

Work Performed

Major Responsibilities - Project Level Tasks



- Assesses CPD content needs and learning style for rural practitioners in a cost effective, on-going way, including both perceived and unperceived needs
- Develops and leads educational strategies for meeting the educational needs of rural practitioners
- Builds networks and positive relationships with key stakeholders and project partners
- Encourages and incorporates interprofessional education, including nurses, and other health care practitioners and providers
- Directs and implements educational strategies
- Oversees and is responsible for a staff of five with respect to the project and team's progress and development
- Identifies areas for new educational programs within the mandate of UBC CPD, for projects impacting on rural practitioners
- Manages project evaluation activities to link evaluation with educational development
- Works with Executive Director of UBC CPD; Medical Director - Rural CPD, project advisors, RCCbc, and others to create project plans
- Provides guidance and leadership to rural physicians and others in the design, accreditation, and coordination of rural CPD events
- Leads, develops and implements project management plan
- Refines and manages project budget and all project reporting
- Develops plans, strategies, partnerships, and other ideas to make programs a reality
- Supports the organization through strategic thinking in seeing new opportunities, project directions, and new partnerships
- Creates, develops, and schedules programs
- Manages all RCPD related educational events on the RCCbc website Educational Calendar
- Designs and ensures marketing of RCPD program and projects is appropriately tailored to rural physicians
- Leads development of marketing messages and copy for print and electronic media
- Manages programs and ensures that these programs are financially viable by developing budgets, undertaking activities to amend plans based on projected revenue and by working with financial staff on post program financial statements
- Hires instructors and evaluates performance, negotiating salaries and fees; working with instructors to set objectives, reviewing course objectives, and ensuring continuity between courses
- Plans and leads education outreach, innovation, and research activities
- Works with physicians, nurses, and other allied health professionals in developing research instruments
- Develops and conducts surveys and leads evaluations activities supported by the research team
- Leads or oversees focus groups and conducts key informant interviews in collaboration with the research team
- Supports data preparation, collection, entry and analysis (qualitative and quantitative) in collaboration with overseeing the research team members
- Leads writing activities for the preparation of abstracts, manuscripts, and reports (for conferences, funders, and peer reviewed publication)
- Leads needs assessment project strategies for external stakeholders
- Identifies and develops grant proposals applications for the Division that would further support the work being done in the rural domain
- Engages physicians and other health care professionals as necessary for the success of an educational initiative
- Develops and maintains a positive and supportive relationship with project partners, organizations, faculty, and the community-based coordinators and health care providers
- Manages other UBC CPD projects that synergize with the RCPD vision of outreach and providing educational to rural physicians and other health care professionals
- Acts as a key member on internal and external committees and working groups

Key areas of Responsibility Deliverables Priorities:

- Builds an understanding of rural context and develops appreciation for key factors affecting rural practice
- Understands the vision and mission of the RCPD and UBC CPD
- Oversees a team of five UBC CPD staff members (research assistants, co-op students, and administrative support) to further the completion of the project
- Incorporates interprofessional teaching wherever possible, as directed by the Medical Director - Rural CPD, taking into account advice from the RCPD Advisory Committee and Rural Coordination Centre of BC (RCCbc)
- Maintains and fosters a close working relationship with RCCbc, RCPD satellite office, UBC Clinical Departments, rural focused groups and other stakeholders, collaborating on regional and provincial educational outreach initiatives



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- Supports educational development for a variety of rural audiences
- Investigates and implements new technologies for the delivery of educational programs
- Leads the implementation and evaluations of a variety of projects for CPD in a rural context
- Provides leadership and coordination at a project level for multiple outreach and innovation projects and communicates with stakeholders and policy makers
- Stimulates and fosters outreach and innovation excellence through business development collaborations; creativity and intellectual capacity
- Produces reports and financial statements as required
- Understands and is sensitive to the unique contexts of care (including IPE aspects)
- Thinks strategically and with a leadership lens about the overall project mandate and the integration of key stakeholders into the RCPD project

Supervision Received

The incumbent works under the general direction of the Executive Director UBC CPD but receives some guidance and input from the Medical Director - Rural CPD. Works with a high level of independence. Meets monthly with senior staff to review performance and portfolio. At a project level, receives direction from project leads, some of whom may not work in the same location.

Supervision Given

Is responsible for the supervision of research staff assistant, temporary staff and technical staff. This position requires working effectively within a relatively flat organizational structure with a significant degree of self direction. Works with considerable autonomy and latitude, showing leadership on projects within portfolio.

Consequence of Error/Judgement

The incumbent will be required to show judgment and decision making, which has the potential to impact UBC CPD reputation, product viability, project funding, and the opportunity for future research development. The individual works in a team environment and as such is a key member of the community of the Division of CPD. Failure to do so may lead to loss of team chemistry, failure to perpetuate a smooth working environment for the staff and associates of the Division, or failure to execute cohesive actions in program implementation and development. The ability to maintain a close working relationship with the RCCbc and all project partners is essential to the success of this project.

Exercising poor judgment and or inappropriate lack of consultation has the potential to adversely affect the viability and validity of research projects, educational programs, projects, grant based funding or other means necessary to sustain itself.

Qualifications

Master's degree in Education. University degree (Master's degree Project Management certificate preferred) in adult education, sociology, or another area that directly relates to the provision of continuing professional development to practitioners in the rural areas of the province. Education in a rural area an asset. Training in project management an asset. Formal evaluation training an asset. Minimum of six years experience or the equivalent combination of education and experience. Experience with grant proposal writing an asset. Experience in performance management, career development, problem-solving, change management, budget development, financial management and risk management. Experience with educational program development and delivery, preferably for adults (for physicians or other health professionals would be an asset) in a continuing professional development setting. Proven experience with educational coordination, curriculum design, and evaluation planning. Experience in the post-secondary or health sectors or other highly complex environment would be an asset. Excellent skills in implementing participatory approaches and working successfully with multiple stakeholders. Solid knowledge of project management disciplines and best practices. Excellent analytical and problem solving skills. Excellent communications skills (reading, writing, listening, speaking and presentation). Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to work independently with minimal supervision. Ability to develop and maintain cooperative and productive working relationships. Ability to exercise tact and discretion. Ability to develop and deliver



effective presentations and workshops. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. High level of proficiency in MS Word, Excel, PowerPoint as well as e-mail and Internet required. Database experience an asset; data analysis software (SPSS or equivalent) preferred Ability to connect with rural practitioners in a rural setting Ability to think strategically and demonstrate management skills Ability to manage projects and staff effectively Ability to manage complicated project plans and budgets Ability to develop and implement strategic business plans Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to prioritize work, multi-task, and to meet deadlines Ability to travel Ability to show initiative and good judgment Demonstrated knowledge and expertise of information technologies and communications tools Demonstrated knowledge of effective instructional design

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Job Posting

Job ID: 13385
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Communications & Learning Specialist
Department: Payment & Procurement Services
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13
Job End Date: 2013-06-28
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-07-17 **Available Openings:** 1

Job Summary

The Communications and Learning Specialist is a key position within UBC Finance, Payment & Procurement Services (PPS) who plans and executes a variety of communications strategies to facilitate the communications goals of Finance, PPS as well as support the overall communications initiatives of UBC as a whole. Specifically this position works closely with the directors, managers and employees to strategically implement high-level communications initiatives and provide dedicated communications support to departmental projects. Additionally this position works to enhance the profile of Finance by using strategic and targeted communications initiatives. This role also works in collaboration with the Training Manager to develop and subsequently facilitate a series of training and outreach programs for Finance, PPS Portfolio. This will include development of core curriculums, documentation for public consumption, writing of training manuals and related training materials.

Organizational Status

This position works independently and reports to the Director Payment and Procurement Services. The Communications & Learning Specialist also maintains a dotted line reporting relationship to the Comptroller. The incumbent interacts and communicates with staff, management, Directors, Human Resources, the office of the VP Finance, Resources and Operations, as well as external agencies as required.

Work Performed

Communications

- Works strategically with the Comptroller, directors, managers and other Finance employees to ensure that Finance communications goals are implemented and executed.
- Liaises with Finance departments and project teams on a regular basis to discuss the planning and implementation of communications projects and upcoming initiatives.
- Plans and executes communications initiatives in a variety of mediums, including print and website.
- Oversees the design and development of a variety of high-level communications projects
- Manages and or provides professional advice related to employee engagement initiatives, such as the design, creation and implementation of a Finance intranet site.
- Manages the web presence of Finance, including web content creation, digital curation, web analytics reporting, web design and statistical and user feedback.
- Leads a Finance web team made up of unit representatives which is designed to promote and encourage website buy-in among Finance



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departments

- Ensures all communications materials are consistent with the Finance and overall UBC brand
- Plans and executes targeted surveys of faculty and staff relating to Finance initiatives, including analyzing feedback, drafting reports and implementing results-driven communications plans
- Plans and executes events designed to raise the profile of Finance within UBC, including event planning and the coordination of promotional copy and content.
- Develops communication related project time-lines and schedules, develops estimates and cost projections and advises the Comptroller on the progress of all current projects.
- Drafts presentations, addresses or statements for Finance directors and other employees to use in various venues.
- Works as a Finance representative on cross-campus projects that require communications strategies.
- Implement an in-house 'train the trainer' program
- Develop and present training seminars to a variety of internal and external stakeholders across both UBC campuses. Prepares media packages, when needed. Provides overall guidance and direction regarding internal and external communications to all Finance employees.
- Develop and maintain an accurate and comprehensive library of communications resources & documents

Learning

Works in collaboration with the Training and Administration Manager to:

- Designs interactive on-line versions of Finance's various training modules including quizzes, practice interfaces and voice overlay.
- Promotes the FMS certification and the Finance training program throughout campus.
- Researches and implement an in-house training program for trainers.
- Ensures effectiveness of the communication and training program for Finance and PPS
- Manages and update content on the web site.
- Evaluates and reviews the training modules offered by Financial Services to university user groups; Consults and communicates with all stakeholders;
- Coordinates and attends departmental site visits with respect to training requirements of units departments faculties;
- Leads consultation interviews on training. Review questions and strategies;
- Plans, recommends and implements departmental policies and procedures on training;
- Designs and implements training programs and methods of delivery as required;
- Oversees and develops departmental employee training programs;
- Presents training seminars to a variety of stakeholders across both campuses along with relevant subject matter experts.

Supervision Received

Reports directly to the Director, Payment and Procurement Services and takes direction from the Comptroller, but works with a high degree of independence to plan, prioritize, and execute communications and learning goals. Works collaboratively with Finance staff and maintains working relationships with individuals across the entire organization.

Supervision Given

Supervises ad hoc teams of departmental employees brought together for the purpose of specific communications-related projects. May oversee the work of consultants and other professionals in order to establish work objectives and review work, as required.

Consequence of Error/Judgement

The work and decisions of the Communications & Learning Specialist has a direct impact on the success of the communications goals and objectives of Finance and Payment & Procurement Services. Any communications opportunities that are missed or not given sufficient time or attention may result in missed opportunities to promote Finance both internally and externally. Courtesy and tact in dealing with management and staff within Finance, with staff in other departments, and outside agencies is essential. Confidentiality and discretion is required at all times.



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Qualifications

Undergraduate degree in a relevant discipline. University degree in business communication preferred. Minimum of five years experience or the equivalent combination of education and experience. Familiarity with PeopleSoft FMS and HRMS, Hyperion Planning, UPK and OBIEE applications is an asset. Experience in writing, project coordination and web publishing. Knowledge of various training development, methods, and principles is required. Knowledge of web design, web development and content management software is required. Ability to communicate effectively verbally and in writing. Ability to develop and deliver effective presentations. Effective public relations, leadership, motivational and organizational skills. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to effectively manage multiple tasks and priorities. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to effectively facilitate groups to achieve appropriate outcome. Ability to negotiate. Ability to address and moderate interpersonal conflict by confronting issues and taking appropriate action. A high degree of initiative and integrity required on the job in dealing frequently with material and inquiries from management, staff, and the general public. Demonstrated ability to establish and maintain supportive working relationships with all levels of management, staff, and Directors. Ability to exercise tact and discretion. Ability to exercise sound judgment. Demonstrated ability to develop and implement communication and training programs. Ability to work effectively under pressure and to make effective decisions in a diverse, fast-paced, and changing environment. Professional level computer skills and competence in office software required.

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Job Posting

Job ID: 13430
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Marketing & Sales
Classification Title: Marketing & Sales, Level B **Business Title:** Sales and Marketing Co-ordinator, BFC
Department: The Sauder School of Business
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-07
Job End Date: 2013-01-04 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2012-07-16 **Available Openings:** 1

Job Summary

As part of the Sales and Marketing team at the Business Families Centre, the incumbent is responsible for executing sales and marketing initiatives to launch or promote courses to professionals (lawyers, accountants, financial advisors, etc), as well as other communication related items relevant to the Centre. The position supports the Business Development Manager and Marketing Manager with the development of the sales pipeline, coordination of advertising, media buying and placement, production of brochures and flyers, direct mail pieces, e-blasts, online advertising, and maintenance of web site content.

Organizational Status

The Sales and Marketing Coordinator reports to the Marketing Manager at the Business Families Centre and works collaboratively with the Business Development Manager and all BFC staff, as well as colleagues within the Sauder School of Business and the University, to ensure successful execution of marketing campaigns and special events.

Work Performed

Identifies new opportunities to expand business with new prospects and the existing client base to fill regularly scheduled courses

Builds a robust sales pipeline by managing a strategic sales plan for increasing sales to new prospects and current clients

Identifies qualified corporate prospects and develops opportunities to leverage those relationships for future sales

Participates in trade industry business functions, meetings, events and conferences which includes engaging with professional associations

Prepares short and long term sales forecasts in collaboration with the sales and marketing team

Supports strategic partnerships with professional firms and associations (regionally and nationally) to expand our reach, and grow sales revenue from education programs

Assists in the development of strategic and segmented marketing campaigns to promote the Family Enterprise Advisor Program. Works



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closely with the Marketing Manager and sales team to achieve financial results.

Manages industry related calendars related to networking events, speaking engagements and conferences.

Administers the sales pipeline process and coordinates the tracking of marketing campaigns within Sales Force (CRM).

Ensures we have up to date information on the website and coordinates activities with the Marketing team, to ensure we have updated brochures, course calendars, banners, etc.

A strong focus and drive to establish new systems and best practice methods with regards to the sales pipeline to effectively support the sales of the organization.

Supervision Received

This position is supervised by the Marketing Manager for the Business Families Centre. The position is reasonably independent and the incumbent is expected to perform to a high level in executing sales and marketing campaigns with skill and tact.

Supervision Given

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Consequence of Error/Judgement

This position is an important contact for the business community, external vendors, donors and stakeholders for the Business Families Centre and requires skill and tact. The interactions of this position with others external to the University can have serious implications for the BFC and Sauder. Further this position has an impact on the sales leads generated for courses and programs. Poor judgment could lead to the alienation of donors, loss of sales, embarrassment to the Centre the Sauder School of Business and the University of British Columbia and thus have bottom line impacts.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of three years experience or the equivalent combination of education and experience. Diploma or equivalent in Sales or related field. Bachelor's Degree preferred

Strong sales skills and a proven track record in expanding sales pipelines.

Strong planning, coordination and execution skills.

Excellent written and oral communication skills.

Ability to work effectively independently and in a team environment.

Sales & marketing experience for an education provider an asset.

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Job Posting

Job ID: 13389
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Marketing & Sales
Classification Title: Marketing & Sales, Level C **Business Title:** Marketing and Communications Manager
Department: UBCO - University Relations
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-08-03 **Available Openings:** 1

Job Summary

The Marketing and Communications Manager has a key role in University Relations responsible for strategic planning and coordination of marketing initiatives to advance the profile of the UBC's Okanagan campus locally, nationally & internationally. The manager is also responsible for planning and implementation of the communications needs of a variety of administrative units. Combined, these activities enhance the image and reputation of the University, and reflect the mandate and strategic goals of the institution. This position is responsible for the development and delivery of integrated strategic planning, marketing and communication initiatives, and serves as a key communications advisor for senior executive and other constituents.

Organizational Status

This position reports to the Director, University Relations. The Marketing and Communications Manager works as part of the University Relations team and interacts with Senior Executive, Deans and other key stakeholders across the university.

Work Performed

1. Sets marketing and communications strategy by:
 - . Working with senior executives to develop a long-range vision and agenda for strategic marketing of UBC Okanagan to raise the profile of the campus in British Columbia, across Canada, and internationally.
 - . Developing and implementing comprehensive strategic marketing plans in keeping with the long range vision.
 - . Developing and managing budgets and strategic partnerships to support national and international marketing initiatives.
 - . Evaluating marketing opportunities, publishing requirements and providing oversight on media and formatting.
 - . Developing campus-specific communication policies and procedures.

2. Oversees and Integrates editorial content and delivery by:
 - . Implementing a comprehensive editorial policy across print publications and websites, consistent with UBC's overall strategic communications goals.
 - . Managing strategic communications projects, including publications and websites.
 - . Managing projects and coordinating workflow of content providers, editors, designers, and external service providers.
 - . Working with individual units to clarify subject material and design objectives, and to determine project timelines and budgets, developing contingency plans to keep projects on track.
 - . Providing guidance to clients on best practices in communications.



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- . Researching, writing and editing reports, articles and press releases.
 - . Creating effective, brand-compliant advertising and promotional campaigns for specific programs and special events
3. Participates in other communication services by:
- . Implementing focus groups, surveys, and other methods of market assessment.
 - . Staying current with post-secondary sector marketing and communications trends and making recommendations.
 - . Researching promotional improvements and identifying opportunities.
 - . Participating on University committees, as appropriate.
 - . Managing allocated budgets.
 - . Performing other related duties as required.

Supervision Received

This position reports to the Director, University Relations.

Supervision Given

This position provides indirect oversight to design and strategic communications staff in University Relations. As the marketing agenda for the campus grows, the incumbent will be expected to supervise an expanded team.

Consequence of Error/Judgement

This position must exercise tact and diplomacy. The incumbent must lead strategic marketing planning processes and effectively deliver on those plans. Public perception of UBC and the Okanagan campus is tied to the success and efficacy of publicity and marketing initiatives managed by this position. The consequence of errors in judgement can have very serious impact on the public image and reputation of UBC's Okanagan campus on a provincial, national and international level. Recruitment goals and financial viability may be adversely affected by reduced visibility and reputation if marketing and communication are not managed effectively.

Qualifications

Undergraduate degree in a relevant discipline (marketing and advertising, corporate communications, journalism). Minimum six years of marketing experience (requiring a high level of creativity, strategic thinking, excellent knowledge of English spelling, grammar, and punctuation), or an equivalent combination of education and experience in the communications or marketing fields. Experience in strategic communications marketing management, consulting, writing, developing policies and procedures and publishing in high-volume production environment, preferably with both print and web deliverables. Strong, proven social media experience an asset. Experience with Adobe Creative Suite and Microsoft Office. Familiarity with project management software. Knowledge of HTML and HTML editing conversion tools. Familiarity with blogs, content-management systems, and wikis. Professional experience in a post-secondary institution or similar environment an asset. Ability to exercise diplomacy, tact, and discretion when working with confidential and sensitive information and in dealing with various levels within the university. Effective oral and written communication. Strong interpersonal, presentation, and public relations skills. Demonstrated leadership, teamwork and motivational skills. Demonstrated understanding of current marketing and communications best practices. Capacity for creativity and research; ability to exercise initiative, resourcefulness, and judgment. Accuracy and attention to detail. Ability to work both independently and within team and to work effectively under pressure to meet deadlines. Ability to assess own performance and report on project status. Strong social media skills. Excellent strategic and integrative thinking skills. Strong project management and problem solving skills.

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



Job Posting

Job ID: 13343 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level A **Business Title:** Research Nurse
Department: Neurology Division
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16
Job End Date: 2013-07-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-18 **Available Openings:** 1

Registered Nurse Certificate and current registration with CRNBC mandatory.

Job Summary

The Research Nurse works in collaboration with the Research Coordinator's, Research Assistant Tech's, and other Research Nurses to conduct clinical trials focused on supporting Multiple Sclerosis (MS) research. The Clinical Research Nurse reports to the Administrative and Regulatory Manager (Research Manager) and is responsible to the MS Clinical Trials Group Director.

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

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

Organizational Status

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

Work Performed

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

- Planning, coordinating and conducting subject recruitment, screening, and enrolling suitable subjects into the study.
- Implementing and educating study staff on study protocols.
- Drafting and reviewing subjects Informed Consent Forms in collaboration with study coordinator(s).
- Reviewing and educating staff on subject safety measures.
- Attending monthly information education sessions for MS patients in the MS Clinic to provide information on currently recruiting clinical trials (studies).
- Obtaining and documenting subject informed consent as per Good Clinical Practice (ICH-GCP).
- Managing study supplies and maintaining inventory.



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

Other:

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

Supervision Received

The position will perform general duties independently and work under direction of the head research nurse. PI and or his/her designate will provide broad directives. The Research Nurse collaborates with the Research Manager and CRO's.

Supervision Given

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

Consequence of Error/Judgement

The Research Nurse is responsible for:

- a) Lack of careful attention to regulatory guidelines and approvals could suspend Investigator physician and hospital University as a site for further clinical research and or funding. The performance of clinical trials and research projects must strictly



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conform to appropriate regulations: 1) personal: maintaining professional behavior and respect for subjects and staff 2) local: the UBC Clinical Research Ethics Board 3) Provincial: B.C. Privacy Act 4) Federal: Health Canada, International Conference on Harmonization, Tri-Council Policy Statement, Good Clinical Practice and 5) International: U.S. Food & Drug Administration.

b) Clinical mistakes made by the Research Nurse could be life threatening to subjects. Ensuring subject safety includes: 1) accurately judging study eligibility 2) being prepared for any side effects (expected or unexpected) and 3) updating clinical skills and knowledge to meet the demands of clinical complexity.

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

Qualifications

Registered Nurse Certificate. BScN preferred. Current registration with CRNBC mandatory. Current certification in basic CPR mandatory. Knowledge of current research regulatory guidelines and standards is preferred. Minimum of one year experience. Administrative experience and some clinical experience in Neurology preferred. Computer experience required including familiarity with word processing and spreadsheet applications. Knowledge of statistical methods and database applications is an asset. Proven supervisory and leadership skills. Effective interpersonal, oral and written communication, negotiation, organization and problem-solving skills. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to exercise tact, discretion and diplomacy. Availability for some after-hours and week-end work required.

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Job Posting

Job ID: 13397
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Cartographer
Department: Human Early Learning Partnrshp
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-27
Job End Date: 2013-08-23
Funding Type: Grant Funded
Other: Leave Replacement
Date Closed: 2012-07-20 **Available Openings:** 1

Job Summary

The incumbent will work with HELP's Knowledge Translation Team and will provide:

- a. GIS and cartographic services in support of HELP's research projects and external research projects as appropriate;
- b. Graphic & print support for HELP publications;
- c. Graphic visualization of data for reports, presentations and web.

Organizational Status

This position reports directly to the Knowledge Translation Director of the Knowledge Translation Team. The incumbent will work closely with other members of the Knowledge Translation Team and also with HELP Faculty and researchers.

Work Performed

Major responsibilities include:

- Carrying out GIS analyses, cartographic production and data management in support of various projects undertaken at HELP.
- Providing mapping services to HELP affiliates and community organizations using ESRI products and graphics programs including Adobe Illustrator and InDesign, and by acting as consultant on spatial representation of data and on how to store and use data.
- Providing graphic and print services for HELP publications and reports.
- Providing data visualization services to translate research for broader public awareness.
- Performing data standardization, geocoding and 'cleaning' in support of HELP's community mapping program.
- Participating in providing research support and methodological advice re: collection and analysis of data.
- Serving as a HELP resource person for community-based questions or issues that may arise regarding GIS, spatial analysis and mapping.
- Liaising with multiple stakeholders in order to provide information and to ensure data access.



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- Contributing to writing of research reports for publication.
- Remaining up-to-date with industry trends and current practices.
- Other related duties may be assigned.

Supervision Received

Receives minimal instructions. Work is reviewed by Knowledge Translation Director for accuracy and adherence to procedures. Works within established project parameters.

Supervision Given

None.

Consequence of Error/Judgement

Accuracy is essential since errors may have implications for future policy and funding. The candidate is required to interact with faculty, researchers, data analysts and support staff at HELP, and will have contact with government, regional health authority staff and other community and professional groups.

Qualifications

Undergraduate degree in a relevant discipline. An undergraduate degree in geography or related field, with specific training in cartography, information design OR GIS. Minimum of two years experience or the equivalent combination of education and experience. Two years experience (or equivalent coursework) with ESRI GIS products and Adobe graphic design software is essential. Experience with database management and basic statistics software is an asset. Experience working collaboratively with community-based organizations is desirable. . Experience with graphic design or web design is a strong asset. Qualitative and quantitative research skills and multivariate experience. Ability to effectively use the following software at an intermediate level: Intermediate GIS; Intermediate Excel, Word and Powerpoint. Immediate Adobe Illustrator and InDesign. Experience with Python and Javascript an asset and experience with html an asset. Ability to work effectively independently and in a team environment. Creative thinker. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to effectively adapt to changing priorities, multi-tasking and meeting deadlines and priorities. Ability to maintain accuracy and attention to detail. Self-motivation and ability to work well in a team environment. Ability to work successfully with a wide range of groups and individuals, including community groups, researchers, the public sector and multiple levels of government. Experience with the analysis of socioeconomic and health data is desirable. Prior knowledge of the relationship between neighbourhood characteristics and child development is an asset. Knowledge of BC's geography is a strong asset.

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Job Posting

Job ID: 13436
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator
Department: Obstetrics & Gynaecology
Salary: \$ 24.02 - \$ 28.83 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Job End Date: 2012-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-17 **Available Openings:** 1

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

Job Summary

To act as a liaison with infertility centers in the Lower Mainland and Canada to recruit patients seeking infertility treatments for research studies.

To participate in the development, implementation, and supervision of research programs on infertility and infertility treatments.

Organizational Status

- Reports directly to the Principal Investigator.
- The Research Coordinator will work with other research staff including the lab manager, research technician, and graduate students.
- Will mainly work independently.

Work Performed

- Prepare ethical submissions, regulatory documents and research approvals from the UBC Research Ethics Boards
- Analyze data and interpret findings
- Design format for data assembly and analysis
- Prepare manuscripts, articles and abstracts for peer-reviewed journals and academic conferences Participate in the identification, design, development and implementation of research strategies and methodologies
- Assist in the writing and development of grant applications
- Participate in knowledge dissemination activities including lab meetings, meetings with infertility centers, seminars, and academic conferences
- Gather, review and synthesize literature to create, refine and convert research questions and strategies- Initiate communication with potential research subjects (ie. that are attending an infertility clinic, or contacted by indirectly) to disseminate information about the research studies
- To recruit and inform patients for these studies, and facilitate the consent process in an ethical manner
- Collect and process samples for analysis



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- Ensure enrolment expectations
- Ensure adherence to patient confidentiality and research ethics approved study protocol
- Travel to various hospitals and infertility clinics in the lower mainland for recruitment and sample collection
- Maintain study material organization
- Prepare advertisement materials for the research projects (ie. posters and brochures)
- Participate in writing, editing, and preparation of recruitment material
- Coordinate regular communications among infertility centers
- Assist in data collection and database maintenance that pertain to the research projects
- Generate progress and interim reports for presentation

Supervision Received

It is expected that the applicant will carry out the majority of duties independently, although the Principal Investigator and Lab Manager will provide mentorship.

Supervision Given

The candidate will supervise and delegate tasks to graduate students and research staff.

Consequence of Error/Judgement

The applicant is expected to understand the ethical principles of research involving human subjects. The applicant must adhere to these ethical guidelines. The applicant must be able to exercise professional judgement in different situations, as there will be minimal supervision. Errors will compromise the reputation of the Principal Investigator and the University of BC.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Experience in providing research support in a relevant research environment would be an asset. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively verbally and in writing. Oral fluency in two or more languages would be an asset. Ability to exercise sound judgment. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to identify, obtain, and effectively manage organizational resources (e.g., people, materials, assets, budgets). Ability to conduct job-related interviews to obtain accurate, complete, and relevant information. Ability to perform research-related procedures (e.g., prepare solutions) (e.g., dissecting) (e.g., prepare specimens). Knowledge of obstetrical and perinatal care is an asset. Strong knowledge of scientific terminology in the health sector. Should hold a valid BC driver's license and have access to a vehicle to travel between hospitals and clinics. Ability to work effectively independently and in a team environment. Ability to effectively manage and organize 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: 13476
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Grant Facilitator
Department: Anesthesia,Pharmaclogy&Thraputcs
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Job End Date: 2013-07-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-20 **Available Openings:** 1

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

Job Summary

The Research Grants Facilitator will take responsibility for developing, writing, publishing and editing scientific grants and papers along with a wide variety of research related documents within the Department of Pediatric Anesthesia at British Columbia Children's Hospital.

Major responsibilities include but are not limited to: assisting with identifying, developing, preparing and coordinating research grant and academic proposals, letters of intent, background documentation, research program rationales, ethics submissions, and other documents.

Organizational Status

The Research Grants Facilitator will report to the Director of Research with the Department of Pediatric Anesthesia, who holds a faculty appointment with the University of British Columbia. The incumbent will also report to the Research Manager and interacts closely with other members of the team including staff, students, faculty, and internal & external collaborators.

Work Performed

Major responsibilities include:

- Assisting with identifying, developing, preparing and coordinating research grant and academic proposals for publication, letters of intent, background documentation, research program rationales, ethics submissions, and other documents;
- Acting as liaison with investigators and staff to assist in converting research initiatives, concepts and results into written documentation, and disseminating information;
- Writing and editing scientific and technical documents based on communications with investigators and staff;
- Collecting and coordinating relevant grant information, research budgets, statistics and curriculum vitae;
- Conducting in-depth literature searches of scientific publications and resources;
- Acting as a resource to research fellows, assistants and students for writing and writing related tasks when requested;
- Developing a timeline and framework for grant deadlines;
- Performing other related duties.

Supervision Received



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Reports directly to the Director of Research and Research Manager.

Supervision Given

The Research Grants Facilitator will provide assistance to incoming staff, students and research fellows, as required.

Consequence of Error/Judgement

The Research Grants Facilitator is required to conduct all activities in an ethical manner. Patient confidentiality must be respected when dealing with research data. Errors made could cause the ethic approval to be withdrawn, which would stop the project. Serious errors of an ethical nature would be a reason for termination. Errors could influence the ability of research staff to meet critical deadlines, as well as compromise the results of the research project, and therefore affect the credibility of the investigators and the Department. As data and results may be disseminated to other research partners; their results, credibility, and ability to secure more funding could be negatively influenced.

Qualifications

Undergraduate degree in a relevant discipline. Master's preferred and or strong technical scientific writing certification skills. Minimum of two years experience or the equivalent combination of education and experience. - Experience in scientific technical writing and grant writing fund-raising for non-profit organizations
- Experience in a scientific medical research environment including a full understanding of research methodology. Ability to prepare effective grant applications

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Job Posting

Job ID: 13471
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level D **Business Title:** Clinical Research Manager
Department: Respiratory Medicine Division
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Job End Date: 2013-07-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-20 **Available Openings:** 1

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

Job Summary

The Clinical Research Manager (CRM) is a senior position responsible for the strategic leadership and direction of multiple complex clinical research projects studies, training and knowledge translation activities being conducted by national and international research teams and or networks.

The CRM reports directly to the Division Head of both UBC VGH Division of Respiratory Medicine and Director of Centre for Lung Health. This position will assess, direct, manage, facilitate, and administer multi-institutional research projects with minimal direction or supervision.

The CRM will lead the initiation, design, implementation and management of (1) multiple research projects and syntheses, (2) training, mentoring, and capacity development initiatives, (3) knowledge translation activities, (4) financial efficacy and (5) human resource planning, recruitment and administration.

The CRM will direct activities involving local, Canadian, and international collaborators to ensure all studies meet or exceed expectations of relevant university departments, ethics boards, and sponsoring pharmaceutical companies and to ensure that ongoing effective departmental operation and funding objectives are met.

The position utmost responsibility is to effective planning and execution of good clinical practice, procedures and techniques, accurate data collection, excellent judgement to safety reporting, maintain excellent staff rapport critical to maintaining the effectiveness of the Lung Centre research successes and reputation of exceptional patient care.

Organizational Status

The Clinical Research Manager is a hybrid position providing leadership, coordination, facilitation of grant funded respiratory studies and complex research programs conducted across North America, International pharmaceutical institutions and groups who have common goals and objectives of conducting trials of new investigational respiratory drugs. The position works within very broad parameters and will report directly to the head of UBC and VGH Divisions of Respiratory Medicine.

The CRM will manage one of the six Canadian coordinating centres for the Allergen "Clinical Investigator Collaborative" (CIC)



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group which is involved in early evaluation of new drugs in treating asthma. The CRM will liaison, collaborate, and engage actively with all of the partnering centres of the CIC to facilitate and maintain its standard as a centre of excellence in early research and development.

This position leads the Respiratory Research Team and is accountable for the administration and administrative matters relating to staffing, ethics and research operations. The position interacts and collaborates with UBC Ethics Board and partner pharmaceutical institutions, scientists, physicians, researchers, technical and administrative support staff to develop, manage, and foster research activities. Assesses, prepares and reports recommendations to the UBC Division Head of Respiratory Medicine on project viability; reviews and negotiates funding that will support this position and the departments mandate.

Accountable to UBC VGH Respiratory Division Head, Pharmaceutical ethics bodies, ongoing investigative monitors and review boards.

Work Performed

- A) Provides leadership, direction, facilitates and manages research collaboration across institutions and research groups (local, provincial, national and international) who have common research goals and objectives in conducting respiratory clinical trials.
- B) Develops relationships with collaborators, research partners, Pharmaceutical institutions, etc; acts as a liaison and facilitates linkages.
- C) Coordinates and leads collaborative meetings on conducting research, research methodologies, coordinates, facilitates and organizes attendance and participation to research related events for the division, such as investigator meetings, conferences, workshops, etc.
- D) Represents the Lung Centre at North America and Internationally sponsored investigative meetings or conferences related to respiratory research or other events of similarly qualified professionals.
- E) Provides critical review of research protocols using expertise, experience and knowledge of divisional capabilities, requirements, priorities, to determine feasibility to achieve target objective required by the project or study. Within the assessment, identifies opportunities to support collaborative and individual research priorities, ethics safety reporting; ensures that proper procedures, agreements, approvals, etc. are adhered to and facilitates prescribed processes.
- F) Supports the priorities of respiratory research and facilitation and engages with partners to further goals and objectives through research initiatives; works with faculty members in Respiratory Medicine and the Division Head of Respiratory Medicine in coordinating activities as required; attends meetings and presents research strategic plans, activities, progress and results as required.
- G) Responsible for all multi-institutional research operations, activities, and deliverables related to clinical studies and trials which are continuously monitored, reviewed and audited by pharmaceutical or institutional groups for completeness. Develops and updates safety operational procedures, adherence to good clinical ethical practices, and quality assurance.
- H) Develops, manages and forecasts research budget requirements for collaborative projects or studies; is accountable for use of resources to meet research objectives; ensures timely and accurate financial and research progress reporting to funding institutions or department head as required; liaises with UBC VGH Department Finance and Facilities Manager in relation to managing and coordinating all study budgets; provides guidance to the members in the division who are conducting or participating in research.
- I) Develops and maintains a database of research patients and applications, research funding support, research activities; reviews, prepares and analyses information for preparations of various reports to study primaries for various statistical analysis.
- J) Responsible for ensuring that the collection and storage of research data includes proper measures for data privacy and



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security; coordinates data information requests; responsible for ensuring appropriate procedures and practices for patient consent and ethical review in studies and communicates expectations to researchers.

K) Leads and manages collaborative research members and groups; reviews research member productivity and results against established goals of the project and provides direction or mentoring as required. Develops or participates in process improvements. Managing and coordinating shared research facilities and resources.

L) Responsible for research orientation for new division members; arranges for or mentors new researchers; seeks out research support resources and facilitates access to these resources.

M) Responsible for employee management including job description development, performance evaluation, recruitment, assessments, mentoring, and promotions as required.

Supervision Received

This is a senior position and reports directly to the Division Head of both UBC VGH Divisions of Respiratory Medicine. The incumbent will be expected to direct, manage and support multiple complex clinical trials management and its administration with minimal direction or supervision.

The incumbent will operate with minimal direction and supervision under time sensitive deadlines in accordance to recruitment targets, study protocols, policies and ethics.

The incumbent is expected to comfortably identify and consult with the Division Head and Pharmaceutical primaries using established empirical and professional judgement on clinically significant trial issues and or matters relating to patient safety in a professional and timely manner.

Supervision Given

Provides direction, assigns and directs work of clinical research and technical staff. Manages, trains, mentors, certifies and supervises clinical research staff.

Consequence of Error/Judgement

Exercises professional judgement and initiative in the overall coordination and management of multiple complex clinical trials. Effective planning and execution of good clinical practice, accurate data collection, detail focused, excellent judgement to safety reporting, and excellent staff subject interpersonal relationships are critical to maintaining the effectiveness of the Lung Centre successful operations and reputation. Failure may result in protocol or ethics violation, jeopardizes patient safety, consequences to funding, early discontinuation of the study or the long term impact to the centre's reputation and future research opportunities.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project or Undergraduate degree if not responsible for a research project. Professional designation (Canadian Registered Nurse or Canadian Licensed Physician). 7 years relevant experience or equivalent combination of education and experience if not responsible for a research project. 5 years experience in a field of specialization or equivalent combination of education and experience if responsible for a research project. Minimum of 7 years of clinical research project and management experience. Knowledge of Respiratory diseases. Knowledge of pharmaceutical research environments, protocols and policies is essential. Knowledge of budget processes. Proficiently conduct multiple clinical trials from inception to completion. Ability to administer respiratory tests (Spirometry, Methacholine, Nitric Oxide testing, Allergy skin testing, Allergen challenge, Allergen Titrations). Ability to independently identify research goals, develop and implement research projects. Strong leadership skills and a demonstrated ability to take initiative. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to think



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conceptually. (i.e., use creative, conceptual, or inductive reasoning or thought processes to identify patterns in complex data, and identify key or underlying issues in complex situations) Ability to prioritize and work effectively under pressure to meet deadlines. Ability to develop and monitor budgets. Ability to communicate effectively verbally and in writing with a variety of different audiences. Strong interpersonal, conflict resolution and negotiation skills. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13445
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Scientific Engineering
Classification Title: Scientific Eng., Level A
Business Title: Research Scientist- Nanotechnology
Department: Materials Engineering
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23
Job End Date: 2013-07-22
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-17
Available Openings: 1

Job Summary

The job will contribute to the design and fabrication of shape memory polymer, braided composites and nanofibre structures and analyzing and reporting all test results obtained. This will involve participating in the designing and building processing equipment for the fabrication of composite nanofibre membranes, testing and analysis of test results and preparation of project reports.

Organizational Status

The position will have a degree of independence to achieve objectives of research. The position reports to the program supervisor Dr. Frank Ko, along with the laboratory supervisor, Dr. Heejae Yang. The research scientist will have cooperative engineering students reporting to them on selected aspects of the research.

Work Performed

Work performed will be reviewing literature related to shape memory polymer (SMP), 3D braiding and composite nanofibres. For each area of investigation, it will be necessary to design and construct laboratory equipment suitable for performing the testing. The research scientist will be responsible for sourcing equipment components and supplies.

The types of experiments will include controlled temperature testing of composite SMP. The work requires a high degree of care and skill in setting up thermomechanical testing of SMP and multi-jet electrospinning system.

The scientist will be responsible for training assistants (undergraduate cooperative engineers and graduate students) for participation in selected programs. Training to be given includes orientation to key equipment, analytical procedures, analysis of experimental data, safe disposal of waste products from experimentation, team work, etc.

From time to time, on a project by project basis, the scientist will be responsible for traveling with the program supervisor (Dr. Ko) to visit sponsor sites and present the results of experimentation for discussion.

The scientist may be involved in developing ideas for future research and development in collaboration with the program supervisor.



Supervision Received

Position reports to lab supervisor on a daily basis. The position has a degree of independence in setting goals, schedules and research directions, which require a high degree of professional skill, organization and motivation.

Supervision Given

Supervision will be given to selected cooperative engineering and graduate students who will participate in various research projects.

Consequence of Error/Judgement

Industrial research projects require successful collection of data from the experiments. Errors in project execution will adversely impact project schedule and the utility of the results reported.

Qualifications

Undergraduate degree in Engineering or Applied Science. Prefer a PhD degree in fibrous materials with skill in setting up experimental equipment, managing experiments and data collection and analysis. Postdoctoral experience is preferred. Minimum of one year experience or the equivalent combination of education and experience. The successful applicant requires familiarity with equipment design and assembly, thermal mechanical experimentation and methods, electrospinning skills and computer skills (modeling, spreadsheet and word processing). Proven ability to communicate technical results and analysis in oral and written form is required. Proven ability to supervise and organize the work of others and ability to effectively train is also required.

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Job Posting

Job ID: 13428
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level B **Business Title:** Admissions Officer
Department: Teacher Education Office
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-27 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-17 **Available Openings:** 1

Job Summary

Along with second Admissions officer, responsible for planning and coordinating the admissions activities for the Teacher Education Office, Faculty of Education. Primarily responsible to coordinate, administer and facilitate admissions for domestic and international students for a variety of undergraduate programs, including BEd program (Elementary, Middle Years or Secondary option), Teacher Updating, Diploma, Unclassified, and Visiting student candidates . Resolves general and complex cases with respect to all admissions functions. Sole responsibility for evaluating and adjudicating candidates for admission to either Elementary, Middle Years or Secondary program streams; interpreting admissions criteria; evaluating range of transcripts and supporting documentation, both domestic and international; providing consultation and information regarding admissions procedures and criteria; administering and processing criminal record checks for all BEd program options; facilitating criminal record checks processing for other units within the Faculty; researching and preparing reports; interpreting and applying admission policies from within and outside the University; acting as liaison within and outside the Faculty; assisting with planning, development and modifications of admission processes; shared responsibility for preparation of written and web-based material related to all admissions and pre-admission advising.

Organizational Status

Reports to the Associate Dean and or Director, Teacher Education Office. Regular interaction with the Associate Dean, and Director, Teacher Education as well as Program Advisors, Department Heads, UBC Enrolment Services, other campus offices, and the Ministry of Education Teacher Regulation Branch. Represents the Faculty of Education at applicable conferences, seminars, workshops and student orientations. Provides work direction to clerical admissions staff.

Work Performed

Primarily responsible to coordinate, administer and facilitate admissions for domestic and international candidates for the undergraduate BEd program Elementary, Middle Years or Secondary option. Evaluates transcripts and supporting documents from Canadian and international institutions to determine credits and standing. Consults with Faculty and departmental representatives concerning admissions criteria. Informs candidates accordingly regarding the status of their application and provides advice on alternatives available to meet admission criteria.

Performs comprehensive interpretation and application of admission policies, including those of the University, Colleges, the Faculty, the Ministry of Education Teacher Regulation Branch and other national and international institutions.



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Shared responsibility to coordinate, administer and facilitate admissions for domestic and international students for Teacher Updating, Diploma, Unclassified, and Visiting student candidates.

Makes decisions on approval or rejection of candidate admission while ensuring that candidates not only meet University established requirements, but also the requirements for certification by the Ministry of Education Teacher Regulation Branch.

Provides pre-admission advising for a variety of program options.

Resolves general and complex cases with respect to all admissions functions. Consults with Associate Dean or Director in regard to problematic cases if necessary.

Acts as the initial contact person in handling appeals for admission. Researches and prepares reports for Associate Dean or Director on appeals when required.

Provides input when requested as to transfer credit assessment.

Responsible for all processes related to criminal record checks.

Shared responsibility to evaluate effectiveness of online admissions process, identify problems concerns and problem solve with Enrolment Services. Plans, develops and improves the admissions functions for all BEd program options, Teacher Updating, Diploma, Unclassified, and Visiting student options.

Works in collaboration with the academic departments to make recommendations to Associate Dean, Undergraduate Education regarding changes in admissions policies.

Acts as a primary resource person for the University, the Faculty and other agencies, including the Ministry of Education Teacher Regulation Branch and the public by providing information on admission procedures and criteria for BEd program options.

Shared responsibility to revise and edit admission materials, assign work to and monitor admissions clerical staff.

Plans collaboratively and takes part in recruiting sessions with potential applicants to the teacher education program.

Acts as an Admissions liaison for the Faculty with other Faculties on campus.

Engages in reflection on implications of admissions policies and procedures. Notes trends in admissions and frames researchable questions. Collects data, analyses and reports on research questions.

Additional responsibilities as assigned by Associate Dean or Director.

Performs other admissions related tasks as required.

Supervision Received

Works collaboratively and also independently in assigned areas of responsibility. Major policy decisions are discussed with the Associate Dean, Teacher Education. Work is reviewed for quality and interpretation of admission criteria and overall effectiveness of admission decisions.

Supervision Given

Supervises day-to-day admissions services provided by clerical support staff. Participates in the selection of staff.



Consequence of Error/Judgement

Failure to effectively manage the Education Admissions Office and deliver admissions decisions in accordance with established policy, regulations and criteria would significantly damage the credibility of the Teacher Education Program, the Faculty of Education and the University.

Adjudicates undergraduate candidates for admission based on interpretation of established University policy and the certification requirements of the Ministry of Education Teacher Regulation Branch. Acts as initial contact regarding appeals for admission. Participates in the development of Admission policy for BEd undergraduate candidates.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Related experience in a student services or admissions setting preferred. Proven advising experience. Basic experience with credential assessment methodology and educational systems necessary and experience with international credential assessment and educational systems preferred. Knowledge of university and departmental admissions policies and procedures preferred. Computer experience required. Effective oral and written communication, interpersonal skills, and organizational and time management skills. Ability to exercise tact, discretion and judgement. Ability to be thorough, accurate and have a high level of attention to detail. Ability to prioritize and meet deadlines. Ability to work both independently and within a team environment. Knowledge of SISC Admission system an asset.

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Job Posting

Job ID: 13474
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level C **Business Title:** International Student Recruiter/Advisor
Department: Science, Dean's Office
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-20 **Available Openings:** 1

Job Summary

The International Student Recruiter Advisor is responsible for assisting the International Student Coordinator in the recruitment and retention of international (visa) students in Science, with programming to welcome all international students in Science to campus, and with general student advising. Those responsibilities include promotion of Science programs to international students abroad and locally, and providing comprehensive advising on academic and personal issues to international (visa) students studying Science at UBC Vancouver.

Organizational Status

The position reports to the Director of Science Student Services and, through that position, to the Associate Dean, Students. The incumbent works most closely with the International Student Coordinator but also with other Academic Advisors and Student Development staff and clerical staff in the Science Student Information Centre. The position requires effective liaison with peers in other faculties; with staff in the International Student Initiative, in International Student Development and Go Global; with Enrolment Services Professionals; and with faculty and staff academic advisors in departments across campus.

Work Performed

Student Retention and Development

1. Supports the International Student Coordinator in researching and analyzing the needs of international students for services and programs, and in implementing new programs and enhancements to existing programs to increase the quality of the student experience at UBC.
2. Participates in the development and implementation of orientation activities for incoming international students (degree and exchange), such as Jump Start.
3. Collaborates with the International Student Coordinator to develop relationships with international students that facilitate their successful transition to university life and studies.
4. Assesses the academic progress of international students and provides early intervention for students who are having academic difficulties.
5. Assesses services and programs and recommends changes where needed.

Academic Advising

1. Advises prospective and new students, parents, and counsellors regarding undergraduate admissions, student services and



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extracurricular opportunities. Has knowledge and understanding of complex requirements and policies; makes appropriate responses and offers advice based on individual assessment of each situation.

2. Advises undergraduate students with academic planning including faculty-level requirements and exploration of potential specializations. Provides interpretation of University and faculty policy.
3. Helps students develop a Learning Plan, a comprehensive approach to the design and execution of an undergraduate degree experience, including degree planning and career exploration, active learning and scholarly engagement, and campus life and community engagement.

Recruitment, Marketing and Promotion

1. Executes recruitment programs and services for international secondary and post-secondary school students, counsellors and instructors, for the purpose of increasing undergraduate enrolment of qualified international students in Science, in collaboration with UBC's International Student Initiative program.
2. Manages the preparation of written and multimedia materials (e.g. brochures, power point presentations, web info) for international recruitment and informational purposes
3. Represents the University and the Faculty of Science at schools, colleges, and recruiting fairs internationally, nationally, and locally, and at student information events on campus. This requires in-depth knowledge of Science programs as well as the University's admission procedures, policies and services.

Admissions

1. Evaluates applications under the Broader Based Admission category. Exercises professional judgment in assessing circumstances that require special consideration.
2. Manages and participates in outreach campaigns to admitted students to help answer questions and increase their likelihood of attending UBC.

General

1. Contributes to the day-to-day operation of the Science Student Information Centre through regular student advising and consultation with other staff.
2. Participates in the semi-annual review of student progress and in the assessment of appeals on academic standing.
3. Develops and enhances relations with faculty and staff in numerous campus departments with respect to international initiatives.
4. Represents the Faculty on university committees and at public functions.
5. Manages special projects assigned by the Associate Dean or the Director.

Supervision Received

Reports to the Director, Science Student Services for the general operation of the unit and to the Associate Dean, Students for strategic direction. Works independently under the general direction of the Director and the International Student Coordinator. When advising students, works under the general direction of the Director, Science Student Services.

Supervision Given

May supervise student assistants who perform duties related to student development, recruitment and advising.

Consequence of Error/Judgement

Decision-making is based on a thorough knowledge of the policies and procedures of the University and the Faculty of Science. The incumbent exercises considerable judgement and must demonstrate tact and discretion. Consequence of error is high and poor judgment and or lack of cross-cultural sensitivity would compromise the integrity of the Science programs as well as jeopardize the reputation of the Faculty of Science and UBC.

Qualifications



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Undergraduate degree in a relevant discipline. A Science degree is preferred. Minimum of three years experience or the equivalent combination of education and experience. A sound knowledge of University admission criteria, services and resources for international students is expected. International experience working or studying abroad is expected. Preference will be given to candidates who are fully bilingual in English and another language. Demonstrated ability to communicate effectively in writing and orally, one-on-one and in public speaking roles is essential. Must be effective at making decisions both independently and as part of a team, and be tactful and articulate when dealing with students, faculty, and staff. Excellent judgement, interpersonal and organizational skills are a must. Cross-cultural sensitivity is essential. Must be able to take initiative and exercise resourcefulness. Ability to travel extensively internationally and within Canada as required. Possession of a valid BC Driver's Licence is required. Proficiency in using Excel, Outlook, and other standard office software is required. Knowledge of the BC and other Canadian secondary school curricula, as well as US, British-patterned, International Baccalaureate, and other major international educational systems would be an asset.

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Job Posting

Job ID: 13477
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Coordinator, Academics and Compliance
Department: Athletics and Recreation
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-27 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-07-24 **Available Openings:** 1

Job Summary

The Coordinator of Academics and Compliance supports the academic success and retention of approximately 650 varsity student-athletes and maintains institutional integrity in the area of athletic compliance. Responsible for the development of a comprehensive compliance program including rules and regulations, education for student-athletes, coaches and department staff as necessary. A professional level of judgement is required for interpretation and enforcement of the rules and regulations of the respective governing bodies. The Coordinator works at the university level (Canadian Interuniversity Sport (CIS) and National Association of Intercollegiate Athletics (NAIA) with coaches, staff and varsity student-athletes.

Organizational Status

Reports directly to the Associate Director, Intercollegiate and High Performance Sport.. Works independently with initiative and considerable autonomy under the general supervision of the Associate Director, Intercollegiate and High Performance Sport. Works closely with varsity coaching staff and student-athletes.

Work Performed

Compliance and Eligibility:

Responsible for the development of a comprehensive compliance program including rules and regulations, education for student-athletes coaches and department staff as necessary.

Maintains current knowledge of eligibility and compliance rules and regulations within Canada West conference, CIS and NAIA, by attending conferences and workshops.

Determines and confirms eligibility status of, and ensures all varsity student-athletes are eligible to participate according to the rules and regulations of Canada West, CIS and NAIA governing bodies.

Responsible for the enforcement of rules and regulations in regards to compliance and eligibility.

Ensures compliance with University, Canada West conference, CIS and NAIA legislation.

Responsible for seeking proper interpretation of the rules when in question, as well as coordinating any compassionate appeals as deemed appropriate.

Assists coaches, athletic department employees and university personnel with conference, CIS and NAIA legislation based upon interpretation of Canada West CIS and NAIA manuals.

Assists with revisions to the student-athlete handbook as necessary and specific to compliance and eligibility rules and



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regulations.

Responsible for the preparation of eligibility certificates, player participating declarations and other institutional, Canada West, CIS, NAIA forms; ensures accuracy and timely submission as required.

Monitors student-athlete academic progress on a weekly basis ensuring varsity athletes are academically eligible throughout the year.

Monitors academic performance to ensure continued eligibility.

Ensures a historical record of varsity student-athletes eligibility record are up to date and accurate.

Submits Academic All Canadians Scholar-Athlete nominations at end of year to the applicable governing bodies.

Represents UBC in the NAIA Champions of Character program and submits Champions of Character nominations for NAIA student-athletes.

Works closely with Coordinator of Athletes Services to ensure all varsity student-athlete annual registration forms are completed in a timely manner.

Responsible for year-end reporting to respective governing bodies.

Academic Success:

Works with varsity coaching staff to ensure all admissions materials for new student-athletes are submitted as per University standards and protocols.

Works closely with enrolment services to provide transcript evaluations for prospective incoming transferring student-athletes and communicates accurate information to coaching staff as required.

Collaborates with enrolment services and respective faculties regarding priority registration for varsity student-athletes.

Monitors athletes' eligibility on a weekly basis and monitors academic progress towards their degree.

Develops and coordinates an effective study hall program for varsity student-athletes, with emphasis on first-year student-athletes and those facing academic challenges.

Responsible for hiring tutors to assist student-athletes with academic success progress, including hiring, orientation and payroll.

Works directly with student-athletes in delivering services such as letters to professors for missed classes due to official varsity competition.

Collaborates with respective faculties and or professors regarding missed exams, as required.

Determines the priority of broad base admission using Athletics attributes (guaranteed spots) for admission in the different faculties, as per respective faculty agreements.

Develops an academic support team for varsity student-athletes in collaboration with other faculties, specifically Faculty of Arts, School of Kinesiology and Faculty of Sciences.

Collaborates on student-athlete academic support projects with the Faculty of Arts and other units.

Acts as Faculty Athletic Representative (FAR) as per NAIA rules and regulations.

Keeps all required reports current and accurate.

Supervision Received

Works independently under the general direction of the Associate Director, Intercollegiate and High Performance Sport.

Supervision Given

Provides direct supervision to student staff. Reviews and evaluates performance of student staff.

Consequence of Error/Judgement

This position monitors varsity student-athletes eligibility and satisfactory academic progress towards their degree and is responsible to assist with academic success of the student-athlete. This position is also responsible for the athletic and academic eligibility of all student-athletes. It must be managed with the utmost of integrity and confidentiality. Errors in eligibility and compliance could result in significant consequences for the athletic program and the University resulting in negative publicity, fines and or possible suspension by the governing bodies.



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Qualifications

Undergraduate degree in a relevant discipline. University degree in sport administration or related field.

3-5 years administration experience required; experience in a post-secondary and or sport organization preferred.

Knowledge of CIS and NAIA rules and regulations required.

Excellent oral, written and communication skills.

Excellent time management and organizational skills, with ability to multi-task. Attention to detail essential.

Proficient in word, excel and excellent computer skills.

Good decision making ability.

Ability to exercise initiative, tact and diplomacy.

Positive attitude, strong administrative, organizational and interpersonal skills.

Ability to work independently and within a team. Minimum of four years experience or the equivalent combination of education and experience.

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



Job Posting

Job ID:	12780 (Repost)		
Location:	Vancouver - Point Grey Campus		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Student Management		
Classification Title:	Student Management, Level D	Business Title:	Officer, Community Based Experiential Learning
Department:	Community Learning Initiative		
Salary:	\$55,187.00 - \$66,252.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-08-01		
Job End Date:	2013-05-31	Possibility of Extension:	Yes
Funding Type:	Budget Funded		
Other:	Leave Replacement		
Date Closed:	2012-07-19	Available Openings:	1

Job Summary

The Officer, CBEL is responsible for liaising with partners across the campus and within the community to co-develop, evaluate, and assess CBEL partnerships, projects, and initiatives. In collaboration with community and university partners he she develops curricular learning outcomes and objectives, facilitates curricular and co-curricular CBEL workshops, advises instructors and Faculty of Applied Science departments seeking to incorporate CBEL into course based curricula and programs, and advises students seeking to participate in and or initiate CBEL projects and student-led CBEL efforts. In addition the Officer, CBEL represents the UBC-CLI and the Faculty of Applied Science on university project teams and committees. The incumbent will have strong capacity building and project management skills, experience within an educational context, and will be an exceptional communicator in a complex network of partners.

Organizational Status

The Officer, CBEL is jointly supervised by the Manager of Faculty Based Partnerships, serving under the direction of the Director, UBC-CLI, and by the Assistant Dean, Students, Faculty of Applied Science. The incumbent works independently, with initiative and considerable autonomy. The position contributes directly to the development of policy and priorities of the UBC-CLI and the Faculty of Applied Science. The Officer, CBEL is a member of the cross-functional UBC-CLI team, a unit within Student Development, and a member of the Faculty of Applied Science team. The incumbent will interact closely with UBC Faculties and departments, UBC units, community partner organizations, other UBC-CLI and VP Students staff, and UBC students.

Work Performed

- Participate fully in the strategic planning and evaluation of CBEL initiatives both for the UBC-CLI and the Faculty of Applied Science.
- Evaluate and make strategic recommendations for areas of potential improvement and growth and work in partnership with the UBC-CLI and the Faculty to develop sustainable infrastructure, programs, and policies, to suit the goals and outcomes identified.
- Serve as a critical point of contact for community and Faculty based partners seeking to advance course-based CBEL engagement.
- Assess and evaluate current CBEL offerings and provide direction in re-designing current programs and services. Document student experiences and program assessments and outcomes.
- Link models of effective Faculty and community-based CBEL initiatives with other Faculties across campus and partners within the community in an effort to translate knowledge, systems, and lessons learned in support of related CBEL initiatives.
- Implement and evaluate efforts to support inter-disciplinary CBEL collaborations across Departments and Faculties.



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- Disseminate information to instructors, students, and community partners about funding opportunities that support the initiation and implementation of community-university engagement initiatives.
- Contribute to the development of the program budget.
- Monitor and mitigate risks associated with CBEL and ensure participants receive appropriate training and orientation. Document and report on associated risks as requested.
- Develop and deliver trainings, workshops, and resources for faculty, staff, community partners, and students intended to increase capacity and expertise across the University and in the community to advance CBEL initiatives and relationships.
- Maintain current knowledge of CBEL best practices by attending and presenting at conferences and workshops.
- Prepare briefs, data, and reports related to CBEL initiatives.
- Collaborate on student and community development projects with other campus units.
- Participate in a number of UBC-CLI, Faculty, and University-wide committees with mandates relevant to CBEL.
- Help to train and supervise students, project leaders and other volunteers associated with CSL and CBR initiatives.
- Other related responsibilities as required.

Supervision Received

This position works under the direction of the UBC-CLI Manager of Faculty Based Partnerships, as well as, the Assistant Dean, Students, Faculty of Applied Science, and according to established objectives. The incumbent works independently, with initiative and considerable autonomy. Recommendations are normally accepted as accurate and feasible. Work is reviewed for achievement of university goals, and soundness of advice and judgment.

Supervision Given

As required, responsible for supervision of program and administrative staff, part-time student assistants, student leaders and volunteers. Participates in hiring and or selection of paid staff, student assistants leaders, and volunteers as required.

Consequence of Error/Judgement

Must exercise tact and diplomacy when interacting with a diverse range of internal and external stakeholders, including: UBC senior administrators, staff, students, alumni, faculty, staff within community organizations, individual community members, and others in external educational institutions and professional associations. UBC's community engagement activities have a high profile in the community and engage program participants in situations that may be new. Must be attentive to risk management in all situations; must be aware of the need to minimize risk to participants and maximize the perceived and actual sensitivity of programs initiatives and the university to community issues. As the department is handling confidential information, must understand and respect the principles of confidentiality. Errors in judgment or the disclosure of confidential information could have very public consequences resulting in embarrassment to the University of British Columbia.

Qualifications

Undergraduate degree in a relevant discipline. Master's degree preferred. Minimum of four years experience or the equivalent combination of education and experience. - Demonstrated experience in one of the following fields: community service learning, community development and engagement, student engagement, or curriculum planning.

- Demonstrated experience working with community based organizations.
- Demonstrated ability to envision and implement innovative programs and initiatives and to maintain connection between a long-range vision and day-to-day functions.
- Demonstrated ability to balance cycles of planning, action, and reflection: ability to plan ahead, anticipate problems, and meet deadlines efficiently.
- Demonstrated ability to develop the capacity of others to engage in new activities, methods or approaches.
- Demonstrated experience in project management.
- Knowledge of research ethics and administering evaluative tools and analyzing data.
- Experience designing and delivering educational workshops and information sessions.
- Strong administrative and office management skills. Communication skills (listening, written and verbal), to effect positive



student-community placement relations, facilitation and negotiation skills, organization and time management, and presentation skills. Ability to communicate credibly and persuasively with University personnel and members of the external public. Interpersonal skills and cross cultural sensitivity. Ability to use these skills and sensitivity in working with students, staff, faculty and community partners throughout all stages of the program. Excellent judgment and decision-making skills. Professional attitude, demonstration of integrity, confidentiality and excellent work ethic. Ability to manage the complexity inherent within a multi-faceted work environment focused on broad outcomes for participants. Ability to work as part of a team on projects as a member who will take initiative and support others in their initiatives. Computer skills (MS Word, PowerPoint, Excel); proficient use of internet (e.g., performing searches); proficient use of email required. Ability to work flexible hours, including evenings and Saturdays 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: 13227 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Unassigned
Classification Title: Veterinarian **Business Title:** Veterinarian
Department: Animal Care Services
Salary: \$67,383.00 - \$84,230.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-20 **Available Openings:** 1

Job Summary

Provide veterinary care to a varied research animal population.

Organizational Status

Reports to the Director, Animal Care Services

Work Performed

Provide clinical support to a varied research animal population, including domestic and wild animals at the University of British Columbia and associated teaching hospitals;

Confer with principal investigators and their staff regarding protocol design, including the type and number of research animals needed. Provide instruction and assistance in the special care and treatment of animals related to these protocols.

Advise faculty and research staff regarding Canadian Council on Animal Care guidelines on the care of research animals and facilities.

Prepare and maintain a variety of records and operational reports concerning consultations and diagnostic decisions ensuring compliance with applicable C.C.A.C. guidelines and unit policies.

Develop and analyze sentinel programs for laboratory animals.

Participate in the UBC Committee on Animal Care, reviewing protocols and undertaking facility inspections.

Assist with training programs for laboratory animal technicians, animal health technicians, research staff and investigators. Keep abreast of new advances in the care and treatment of laboratory animals.

Participate and assist in an on-going effective quality control system for laboratory work; revise techniques and procedures as required to obtain desired standards.

Be available for evening and weekend rotation of on-call duties.

Perform other related duties incidental to the work described herein.

Supervision Received

Works under the direction of the Director, Animal Care Services.

Supervision Given



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Functional supervision of animal health technicians, research technicians and investigators involved the care and treatment of animals.

Consequence of Error/Judgement

Works under professional standards and general guidelines. Errors could affect animal health and jeopardize research outcomes.

Qualifications

Degree in Veterinary Medicine. Eligible for licensure in British Columbia. Experience in laboratory animal medicine and research methodologies preferred.

Effective oral and written communication, interpersonal and organizational skills.

Ability to exercise initiative, judgment, tact and discretion. Ability to work both independently and within a team environment.

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Job Posting

Job ID: 13451
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: College of Health Disciplines
Salary: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-01
Job End Date: 2013-03-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-18 **Available Openings:** 1

Job Summary

The Division of Health Care Communication in the College of Health Disciplines at UBC is seeking a project assistant to help with research and development projects about active involvement of patients' clients in the education of health professionals. The goal is to make the authentic and autonomous voice and expertise of patients, who are 'experts by lived experience,' part of health professional education through the development of educational programs including the UBC Interprofessional Health Mentors program, Patient & Community Voices workshops, etc. We aim to create long term and trusting partnerships with community organizations to promote patient-centred interprofessional practice and provide new teaching and learning resources for health professional programs at UBC. This work brings together patients (e.g. people with chronic conditions' disabilities), community organizations, students and faculty to develop sustainable interprofessional student-centred learning activities provided in partnership with patients and community organizations. The project assistant will help with research, program development, implementation and evaluation of these educational activities for students.

Organizational Status

Reports to the research coordinator and co-directors of the Division of Health Care Communication.

Work Performed

Assists with participant recruitment (e.g. students, patients, community organizations). Assists with collecting and summarizing information from individuals and groups in the community for research and development projects. Assists with administering forms, questionnaires and surveys and analyzing responses. Assists with facilitating focus groups and transcript analysis. Assists with developing and maintaining relationships with community organizations and patient educators. Maintains detailed records of meetings and other project related activities. Assists with preparing progress reports and disseminates information about the projects. Assists with organizing and coordinating program events (e.g. information sessions, orientation sessions, symposiums, workshops, seminars, meetings, etc.)

Supervision Received

Reports to the Research Coordinator and ultimately the Co-Directors of the Division. Wherever possible, will receive detailed instructions on assignment of new duties; these will usually be worked out in team planning sessions. Thereafter, regular supervision will be available on a daily basis via the Research Coordinator.



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Supervision Given

Not applicable.

Consequence of Error/Judgement

All decisions would be made in consultation with the team. Work will be reviewed periodically for achievement of milestones, cost control and quality of performance by the Research Coordinator and Co-Directors. The novel and sometimes controversial nature of the work requires that we establish and maintain good relationships and credibility with a wide range of collaborators and interest groups. Failure to adhere to the best practice of interpersonal skills, ethics in research could jeopardize these relationships.

Qualifications

High School graduation. Undergraduate courses in social sciences or combination of relevant education and experience to the degree equivalency preferred. Minimum of 1 year of related experience or the equivalent combination of education and experience. Minimum of one year related experience including experience in report preparation; experience liaising with various community groups; previous work in a non-profit organization and experience in event planning will be considered advantageous. Well developed organizational skills, basic qualitative and quantitative data analysis skills. Insight into problems in health care communications, research and development in the community, and how to improve personal communications.

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: 13468
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: Animal Care Services
Salary: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16
Job End Date: 2013-06-30
Funding Type: Self Funded
Other: Leave Replacement
Date Closed: 2012-07-19 **Available Openings:** 1

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

Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. This position will be responsible for providing daily care and maintenance required for the health and cleanliness of research animals and their housing facilities in all areas of CDM. All applicants must be willing to work weekends; and will be expected to successfully complete mandatory job related courses.

Organizational Status

The Senior Manager of the Centre for Disease Modeling is ultimately responsible for this position; however day to day direction will be determined by the current organizational chart and operational need.

Work Performed

- Demonstrating and explaining T1 duties and tasks
- Assisting CDM Staff
- Animal handling, feeding, watering and health monitoring
- Daily census recording
- Maintaining records
- Maintaining inventory
- Assisting in sample collection
- Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general Participating in continuing education program
- Shipping and receiving of animals
- Operation of rack and tunnel washers
- Cleaning of cages, accessories, bottles, carts, and racks
- General Housekeeping, including:
 - Preparation and use of disinfectants and detergents
 - Operating a bedding vacuum system, bottle filling system, high pressure spray units and autoclaves
 - Removal of waste



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Staff Job Postings

- Cleaning and general facility upkeep
- Assemble clean caging units
- Perform minor maintenance tasks on facility related equipment
- Performing other related duties.

Supervision Received

Works under minimal supervision; receives specific instructions only on unusual problems or on matters which are not covered under established SOP's and policies.

Supervision Given

There is no formal supervisory responsibility associated with this position, but this person will be expected to share technical knowledge and occasionally demonstrate techniques to others.

Consequence of Error/Judgement

This person must be willing to pay attention to details; be aware of pitfalls; and be willing to repeat tasks if necessary. Most of the procedures will require following a protocol already in place. Incorrect decisions could result in 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. Completion of a Veterinary Office Assistant program or equivalent preferred. Experience in an animal care facility preferred. Required skills include: Ability to communicate effectively verbally and in writing; Ability to listen actively and attentively, and obtain clarification as required; Ability to work effectively independently and in a team environment; Ability to analyze problems, identify key information and issues, and effectively resolve; Ability to deal with a diversity of people in a calm, courteous, and effective manner; And the physical ability to perform the duties of the job including: working with high temperature steam equipment; exposure to animal dander and urinary proteins; performing repetitive tasks; and the ability to lift 25kg.

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: 13467
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: Animal Care Services
Salary: \$36,122.00 - \$37,889.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16
Job End Date: 2013-03-08
Funding Type: Self Funded
Other: Leave Replacement
Date Closed: 2012-07-19 **Available Openings:** 1

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

Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

This position will be responsible for providing daily care and maintenance required for the health and cleanliness of research animals and their housing facilities in all areas of CDM. All applicants must be willing to work weekends; and will be expected to successfully complete mandatory job related courses.

Organizational Status

The Senior Manager of the Centre for Disease Modeling is ultimately responsible for this position; however day to day direction will be determined by the current organizational chart and operational need.

Work Performed

Under general supervision provides daily care of laboratory mice and rats and ensures the health and cleanliness for research animals and their housing facilities. Interacts with technical staff, UBC researchers, and veterinarians.

Duties include:

Demonstrating and explaining T1 duties and tasks

Assisting CDM Staff

Animal handling, feeding, watering and health monitoring

Daily census recording

Maintaining records

Maintaining inventory

Assisting in sample collection

Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general Participating in continuing education program

Shipping and receiving of animals

Operation of rack and tunnel washers

Cleaning of cages, accessories, bottles, carts, and racks



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General Housekeeping, including:

- Preparation and use of disinfectants and detergents
- Operating a bedding vacuum system, bottle filling system, high pressure spray units and autoclaves
- Removal of waste
- Cleaning and general facility upkeep

Assemble clean caging units

Perform minor maintenance tasks on facility related equipment

Performing other related duties.

Supervision Received

Works under minimal supervision; receives specific instructions only on unusual problems or on matters which are not covered under established SOP's and policies.

Supervision Given

There is no formal supervisory responsibility associated with this position, but this person will be expected to share technical knowledge and occasionally demonstrate techniques to others.

Consequence of Error/Judgement

This person must be willing to pay attention to details; be aware of pitfalls; and be willing to repeat tasks if necessary. Most of the procedures will require following a protocol already in place. Incorrect decisions could result in 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. Completion of a Veterinary Office Assistant program or equivalent preferred. Experience in an animal care facility preferred. Experience working in an animal care facility preferred. Required skills include: Ability to communicate effectively verbally and in writing; Ability to listen actively and attentively, and obtain clarification as required; Ability to work effectively independently and in a team environment; Ability to analyze problems, identify key information and issues, and effectively resolve; Ability to deal with a diversity of people in a calm, courteous, and effective manner; And the physical ability to perform the duties of the job including: working with high temperature steam equipment; exposure to animal dander and urinary proteins; performing repetitive tasks; and the ability to lift 25kg.

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Job Posting

Job ID: 13447
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: Surgery
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23
Job End Date: 2012-12-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-17 **Available Openings:** 1

Job Summary

The Cardiac Surgery Research Assistant 2 assists in investigative studies in Cardiac surgery in the UBC Division of Cardiovascular Surgery.

The UBC Cardiac Surgical Research team's focus includes regulatory, sponsor-contracted studies; longitudinal, sponsor-contracted studies, and clinical evaluation follow-up to advance medical knowledge, evaluation of technology, and optimization of patient care. Collected research data benefits the larger community through academic submissions, symposia and congresses.

Organizational Status

The Cardiac Surgery Research Assistant 2 reports to the Clinical Research Coordinator concerning research activities and for day-to-day supervision, or to his or her delegate. This role collaborates with faculty and staff members in UBC's Division of Cardiovascular Surgery and its research sites and at the UBC Department of Surgery and liaises with sponsor monitors, study subjects, their personal healthcare providers, and healthcare facility personnel. The Cardiac Surgery Research Assistant 2 reports to the UBC Department of Surgery's Director of Administration concerning overall management of performance.

Work Performed

Helps in preparation of REB applications and consent forms, as required.
Reviews approved REB applications and consent forms.
Reviews study protocols to assist in establishing a Standard Operating Procedure for studies that will comply with the Protocol, FDA Health Canada requirements, Good Clinical Practices and Ethics guidelines.
Assists sponsor monitors and healthcare facility personnel in ensuring clinical trials comply with protocols and regulations.
Collaborates in arranging the daily forwarding of clinic schedules and surgeons' OR slates.
Works with hospital personnel to arrange logistics for studies.
When delegated, conducts training sessions in procedures for RNs and Clinical Nurse Leaders. Prepares instructions to healthcare personnel at other institutions when study procedures samples need to be arranged at their facilities.
Reviews subjects' history to assess eligibility for study participation. Explains studies to subjects, answering questions and obtaining informed, signed, and witnessed consent. Proofreads consent forms as required.
Documents the Informed Consent process. Helps in obtaining departmental approvals for study participation.
Conducts subject interviews in person or by telephone and reviews this information in conjunction with subject diagnostic test



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results (echoes, CT scans, ECGs, lab results, etc.) to screen for potential valve-related complications (as defined in the Society of Thoracic Surgeons Guideline documents), bringing resulting information to the attention of the studies' directors for interpretation.

Books subjects' follow-up appointments and study procedures (i.e. echoes, lab tests). Checks clinical study data. Completes study Case Report Forms and Data Clarification Forms.

Helps in preparation of invoices to reimburse subjects' travel expenses.

Orders, receives, processes and ships study samples, supplies, specimens, materials.

Helps in preparation of Serious Adverse Event reports for hospital Ethics Boards and sponsor safety officers.

Communicates with UBC or PHC Ethics departments to ensure correct interpretation of the CREB or PHC Ethics Guidelines and to arrange sponsor monitor access to medical records.

Facilitates visits for sponsor site qualification, site initiation, monitoring and close-out.

Answers monitor queries about data or study procedures.

Accompanies monitors to hospital departments for device accountability, drug accountability and or Health Records review.

Attends meetings, trainings and workshops, as required.

Composes and types correspondence. Sets up the layout of documents, forms and data spreadsheets for studies.

Assists in preparing data summaries for presentations and publications, as required.

Supervision Received

The Cardiac Surgery Research Assistant 2 reports to the Clinical Research Coordinator, or to his or her delegate, on a day-to-day basis and for overall research management. Work is performed with minimal supervision to accomplish assignments. The UBC Department of Surgery's Director of Administration provides functional supervision of this position.

Supervision Given

The Director, Cardiac Surgical Research, or his or her delegate, may delegate responsibility to the Cardiac Surgery Research Assistant 2 to train new research assistants and summer students on procedures and use of equipment and to check the accuracy of work by new research assistants and students.

Consequence of Error/Judgement

The Cardiac Surgery Research Assistant 2 is required to participate in conducting research activities in an ethical manner and to maintain strict confidentiality where required. Exercising poor judgment and lack of appropriate consultation with research team members may adversely affect the viability and validity of research projects or programs, and may compromise the UBC Division's and Department's ability to secure grant-based funding for future research projects.

Qualifications

High School graduation. University degree in a relevant field is preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Training in health services research methods and at least 1 year of experience in a research or clinical environment are required. Computer literacy and experience required, including MS Word, Excel, Outlook, Internet searches. Familiarity with Access and research databases (such as PCIS, RISE, SCM, Softmed and Sunset) is preferred.

Effective oral and written communication, interpersonal and problem-solving skills.

Ability to exercise appropriate tact, discretion, confidentiality and good judgment in all matters.

Ability to work independently with appropriate initiative, as well as effectively with others in a team environment.

Ability to work accurately and to meet deadlines.

Ability to work a flexible schedule, including occasional early mornings, evenings or weekends, is required.

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Staff Job Postings

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: 13398
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Early Childhood Screening Research Assistant
Department: Human Early Learning Partnrshp
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-13
Job End Date: 2012-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-20 **Available Openings:** 1

Job Summary

To assist the Principal Investigators, Senior Evaluation Researcher, and Evaluation and Research Coordinator with activities related to HELPs coordinated set of early childhood screening evaluation projects. The incumbent will assist in various capacities such as conducting literature searches, assisting in writing reports and qualitative research manuscripts, taking minutes at meetings, assisting with ethics applications, obtaining reference materials, and preparing content for the website, and other research-related tasks. This position is best suited for those with a background in qualitative methods in the social sciences, particularly as related to health promotion, population public health, and community health. An understanding of the social determinants of health, including health care access issues and vulnerable populations, is an asset. There is a strong possibility that this position could be extended on a full-time basis from Sept 1 11 to Jan 31 2012.

Organizational Status

Works as part of HELP's Early Childhood Screening Research and Evaluation team. The position involves reporting to the Principal Investigators of HELP's screening projects.

Work Performed

Major responsibilities include:

- Takes minutes at bi-weekly Screening Unit meetings.
- Assists with drafting, proofreading, and formatting qualitative research manuscripts for publication in peer-reviewed journals (including citations in Zotero).
- Researching and tracking research grant opportunities.
- Reviews reference lists of articles and papers, and enters references accurately into Zotero.
- Maintains Zotero reference database.
- Finds and retrieves articles and reports from the Internet and the Library.
- Assists with updating and proofreading project documents (e.g., project summaries, reports),
- Use the web to locate contact and website information on relevant research, government reports, and conferences.
- Assists with summarizing and condensing relevant information from key research articles and key government and Health Authority documents in various formats.
- Provide assistance in developing conference presentations (e.g., posters, PowerPoint presentations).



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- Assists with data entry, invoice tracking, and fielding phone call inquiries related to eye doctor honorarium payments.
- Assists with data verification, proofreading of maps and data tables, and quality checks.
- Occasionally takes minutes at provincial meetings.
- Assists with ethics applications (e.g., incorporating summary project information into applications submitted for ethical review).
- Assists in acquiring and summarizing information from key stakeholders about health services related to early childhood screening.
- Assists in data collection activities as needed (e.g., survey distribution, telephone interviews, set up of equipment for focus groups)
- Other duties may be assigned as needed.

Supervision Received

This position reports to the Principal Investigators. Guidance for activities will also be provided by the Senior Evaluation Researcher and the Evaluation and Research Coordinator. Receives orientation and is given instruction on new assignments.

Supervision Given

None.

Consequence of Error/Judgement

The RA will make basic decisions around organizing their tasks in a meaningful and useful way. The RA will work with the Principal Investigators and other research staff and follow established protocol. All work is subject to check by the Principal Investigators.

The consequence of inappropriate judgment exercised by this position could be missing important and relevant information, and or misrepresenting the projects while performing tasks of the position, which may result in additional work for the Principal Investigators. Since all work is reviewed, consequences are minimal.

Qualifications

High School graduation. High school graduation, prefer an undergraduate degree from a College or other post-secondary institution. Minimum of 2 years related experience or the equivalent combination of education and experience. Two years experience providing support within a critical thinking environment. Previous publication experience an asset. Ability to maintain accuracy and attention to detail Ability to effectively use <job-specific software> at an intermediate level (e.g., Outlook, MS Word, MS Excel).

PowerPoint and Zotero are strong assets.

Ability to learn a software program with training (eg Zotero). Ability to analyze and interpret data, determine implications, and provide recommendations Ability to communicate effectively verbally and in writing e.g. excellent academic writing skills. Ability to prioritize and work effectively under pressure to meet deadlines

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Job Posting

Job ID: 13437
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: Obstetrics & Gynaecology
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Job End Date: 2012-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-17 **Available Openings:** 1

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

Job Summary

The primary purpose of the position is to apply conventional and molecular cytogenetic analyses to accumulate data for a research project with implications for application in infertility diagnosis and treatment.

The individual will also oversee management duties in a research lab setting. This will include training students on molecular and cytogenetic techniques, maintaining lab equipment and ordering reagents for experiments.

Organizational Status

The individual will primarily work independently with some supervision.

Work Performed

The position will routinely involve:

- Performing established and or new clinical genetic procedures in molecular and or cytogenetics and immunocytogenetics
- Karyotype analysis of banded metaphases with digital image analysis system,
- Preparation of tissue cells for fluorescence in situ hybridization (FISH) and comparative genomic hybridization (CGH) of samples pertaining to the research projects.
- Performing molecular techniques involving PCR, genotyping and gene sequencing.
- Design and implementation of new pyrosequencing assays for the analysis of DNA methylation.
- Compiling data collection of results acquired from the experiments done.
- Preparing solution following standard operation procedures.
- Maintaining the general lab equipment.

Supervision Received

Aspects of the work will be done independently and under supervision of the Principal Investigator. Specific duties will be assigned by the Principal Investigator.



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Supervision Given

There are no supervisory attributes to this position, however, the candidate may be involved in training students on molecular and cytogenetic techniques.

Consequence of Error/Judgement

The candidate is required to conduct all research activities with adherence to the Tri-Council Policy Statement concerning Ethical Conduct for Research Involving Humans. Procedures and data must be accurately performed and recorded. Strict confidentiality of all study participants, under ethical conduct, must be adhered to. Should errors be made in performance of experiments and recording of data, they must be addressed with the Principal Investigator as they may compromise the research project. All activities involving participants are accountable to the Principal Investigator.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. BSc degree in Molecular Biology, Biochemistry or related field, or a MSc degree in a thesis-based program would be preferable. Minimum of 3 years related experience or the equivalent combination of education and experience. Computer experience an asset. Experience and knowledge in assisted reproductive technologies an asset. There are minor biohazard and chemical hazards to be aware of, which with appropriate precautions can be minimized. The candidate will be required to receive certification in Biosafety and Chemical Safety from the Department of Health, Safety and Environment at UBC. Good practical knowledge of conventional and molecular cytogenetic techniques. Ability to work effectively independently and in a team environment. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Excellent organizational skills. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Academic research writing skills would be an asset. Exceptional ability to communicate effectively verbally and in writing. Valid BC drivers license and access to vehicle.

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Job Posting

Job ID: 13446
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: Biomedical Research Centre
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2012-08-01
Job End Date: 2013-07-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-07-17 **Available Openings:** 1

Job Summary

To coordinate the purchases of scientific products and equipment for all the research groups within the Centre. Maintain a computerized inventory system and generate monthly expenditure and charge out reports.

Organizational Status

Reports to the Director of The Biomedical Research Centre and works closely with members of the research labs. Interacts with all levels of faculty, staff and students at the Biomedical Research Centre; sharing knowledge and learning from the scientific community.

Reports to the Director of The Biomedical Research Centre.

Work Performed

1. Responsible for all aspects of purchasing scientific products and equipment, including placement of all orders, requests for quotations and competitive pricing.
2. Interfacing with sale representatives on behalf of The Biomedical Research Centre.
3. Purchase, maintain and restock an inventory of scientific research related consumables to ensure product is available at all times.
4. Maintain a computerized inventory system.
5. Liaison with the Supply Management and Financial Services offices to ensure all information regarding purchase orders and invoices is accurate.
6. Generate monthly account summaries and expenditure reports for each individual laboratory at the BRC, complete transfer of expenditures.
7. Receive, ship (including biologicals) and deal with customs matters for all purchases.
8. Coordinating service technicians for repairing equipment and establishing maintenance contracts for the scientific equipment, along with scheduling regular maintenance service calls for the equipment.
9. Coordinate the repair and or return of broken or damaged products and or equipment.
10. Responsible for maintaining an inventory of spare or replacement parts for the equipment.
11. Keep up to date with new and improved products and inform potential end users.
12. Perform other related tasks as required.



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Will work in the office and laboratory areas of The Biomedical Research Centre.

Supervision Received

Reports to the Director of The Biomedical Research Centre. Works under the general direction of the Finance and Facility Manager.

Supervision Given

N A.

Consequence of Error/Judgement

Exercises judgment and initiative in decision making situations involving work methods and procedure within a defined area, in the selection and interpretation of information and in resolving issues not clearly covered by established guidelines. Errors in negotiated terms with suppliers could lead to increased costs for grant holders and loss of discounts or special provisions.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree (B.Sc.) in a scientific field preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Demonstrated experience in a scientific field. Direct work experience in the medical area would be an asset. Will be required to take the Air Land Transport of Goods course on a yearly basis. Ability to work in a multi-disciplinary environment. Ability to be motivated, exercise initiative and be self-directed. Ability to analyze problems, identify key information and issues, and effectively resolve. Computer skills are required, with the ability to effectively use databases and spreadsheets. Ability to communicate effectively verbally and in writing. Time management and organizational skills. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to maintain accuracy and attention to detail. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13486
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: Cntr for HealthEducatnSchlrshp
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2012-09-04
Job End Date: 2013-09-03
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-20 **Available Openings:** 1

Job Summary

The primary focus is the coordination of research and associated administrative activities in support of innovation and education research for the Centre for Health Education Scholarship. Exceptional organizational skills, as well as a high degree of motivation, enthusiasm, and initiative will enable the successful candidate to focus the direction of activities within the Centre.

Organizational Status

Reports to the CHES Research Manager & Grant Facilitator. Works with several Principal Investigators and liaises with colleagues across Canada and internationally. The individual will interact regularly with CHES faculty, fellows, and staff members, funding agencies, and physician organizations.

Work Performed

- Coordinating the research activities of CHES faculty (includes ethics procedures, literature reviews, recruitment, data collection, analysis, writing up and dissemination), in support of the PI(s) developing and maintaining work flow of research projects, adherence to granting agency guidelines
- Communication with other UBC researchers, other universities and agencies on collaborative research projects
- Research budget tracking and monitoring, end-of-project reporting and maintenance of study materials
- Preparation of conference presentations and research reports
- Preparation of grant proposals prior to submission, including completion of proposal checklists, ensuring compliance with submission requirements, and collection of documents, and timely completion of UBC signature processes
- Maintaining and updating a list of grant and award opportunities, deadlines, and criteria and coordinating the communication of these opportunities
- Maintaining and updating the Research Access Committee database
- Working with the Research Manager & Grants Facilitator, coordinates and evolves the CHES membership program and related resources
- With the Research Manager & Grant Facilitator, planning and developing granting resources such as information sessions, workshops, and materials
- Assisting with the compiling of data and reporting of research activities for CHES
- Assisting with research-related programs such as CHES Research Rounds, small grants program, and special topic workshops
- Performing other related duties



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Supervision Received

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

Supervision Given

None

Consequence of Error/Judgement

This position requires that all research activities are conducted in an ethical manner. Strict confidentiality of all study participants must be maintained.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. 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. Minimum of 3 years related experience or the equivalent combination of education and experience. Previous research coordination experience (qualitative or quantitative) preferred. Exceptional communication and organizational skills are required. Good computer literacy required (i.e. MSWord, Excel, previous experience with SPSS or nVivo is preferred). Ability to work with minimal supervision, strong initiative and follow-up are essential.

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Job Posting

Job ID: 13438
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: Paediatrics
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23
Job End Date: 2013-07-22
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-17 **Available Openings:** 1

Job Summary

Provides assistance in the organization and conduct of nutrition studies.

The incumbent will work in the Nutrition Program Research Laboratories located on the lower floor of the B.C. Research Institute, a 16-year old building, at the B.C. Children's and Women's Health Care Centre. The Clinical Nutrition offices are located within the B.C. Children's Hospital.

Organizational Status

Reports to the Director of the Nutrition Research Program and works in co-operation with the Laboratory Research Manager and other clinical nutrition research staff.

Work Performed

- Works to enable efficient research in the area of nutrition by organizing research study appointments for parents and infants and children, and other research study subjects meeting time needs of research staff and study subjects.
- Assists in research studies by collecting information on diet and nutrition, measuring weight, height and similar routine measures following given protocols.
- Obtaining informed consent for subject participation in research studies.
- Nutritional assessments using dietary and anthropometric methods.
- Conducts developmental assessments under supervision using standardized test procedures.
- Co-ordination with Hospital Outpatient Laboratory for research subject appointments as needed.
- Collection and maintenance of research data and entry in computer-based data programs.
- Maintenance of research protocols, records and informed consent consistent with GCP and for external audit.
- Weekend and evening work may be required for scheduling appointments with research subjects.
- Assists the principal investigator in scheduling meetings as needed, organization of information for manuscripts and other presentations, and maintenance of ethical reviews and renewals.

Supervision Received

The Clinical Nutrition Research Assistant is supervised by the Principal Investigator, also Director of the Nutrition Research



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Program. The Clinical Nutrition Research Assistant is expected to function with a significant amount of independence and take a major role in conducting clinical research projects following standard operating procedures and good clinical practice. Independent decision making is required in dealing with research study subjects.

Supervision Given

The Clinical Nutrition Research Assistant is responsible for day-to-day activities on the clinical nutrition research projects following established protocols, supervision of junior research assistants, and co-ordination of their activities to maintain the research progress and GCP.

Consequence of Error/Judgement

All clinical research data entered on data collection forms will be checked and errors and inconsistencies in scientific records resolved. Consequences of error in following protocols are high and this is a position with responsibility . Errors could impact on the program research funding and the validity of the research.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree in nutrition with dietetic internship preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience with research in nutrition with human subjects preferred. Experience working with parents and young children is required. Excellent communication skills in English and a valid driver's license are required. Ability to work both independently, within a research team environment and to supervise and manage a busy research schedule is needed. Accuracy and attention to detail and clear writing in English are critical.

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Job Posting

Job ID: 13429
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: Emergency Medicine
Salary: \$46,003.00 - \$50,020.00 (Annual)
Full/Part Time: Part-Time (75%)
Desired Start Date: 2012-07-23
Job End Date: 2012-12-31
Funding Type: Self Funded
Other:
Date Closed: 2012-07-16 **Available Openings:** 1

Job Summary

To assist in conducting hyperbaric medicine research projects under the management and direction of the Medical Manager of the Hyperbaric Unit. This will include performing literature searches as requested, assisting in submitting ethics applications and grant submissions, maintaining research databases, and other activities in support of research as required.

Organizational Status

Reports directly to the Medical Manager and to the Principal Investigator of each project for day-to-day supervision of activities.

Reports on activities laterally to hyperbaric physicians and nurses.

Work Performed

I. Conduct of Clinical Trials:

A. Subject enrollment:

1. Assess patient eligibility as candidates for studies according to predetermined eligibility criteria for each study
2. Explains the research project and participation in research
3. Obtains ethical informed consent where indicated
4. Teaches and counsels study participants regarding the study procedures
5. Maintains appropriate record keeping in research charts and case report forms
6. Prepares and distributes written materials, data collection sheets, and information packages to team members and study subjects as appropriate.

B. Participation in the study process in conjunction with, and under the supervision of, the Hyperbaric Unit Medical Manager:

1. Keeps Hyperbaric Unit Medical Manager informed of any study problems or trends in research data



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2. Ensures communications with sponsoring agencies
3. Provides completed data to sponsoring agencies and or government agencies
4. Ensures correct shipment of data, documents and specimens
5. Communicates study compliance to hyperbaric physicians and nurses
6. Performs literature searches at the request of the HBU Medical Manager
7. Assists with ethics submissions by adapting existing submissions with the assistance of the PI and submitting them to the UBC Rise system.
8. Monitors and updates studies within the Rise system
9. Interacts with physicians and nurses on a regular basis in order to foster and encourage participation in research activities by members of the HBU team

II. Operation of Research Office:

A. Office Functions:

1. Provides hyperbaric staff with appropriate training and support regarding research studies
2. Provides hyperbaric staff with support in implementing and complying with the VGH and UBC research process
3. Participates in ongoing educational opportunities and maintains current knowledge base
4. Performs other realted duties as required to cover incidental job duteis not considered to be the "core" job
5. Assists with Hyperbaric Research Data Base and other related programs

Supervision Received

The Medical Manager directly supervises work.

Much of the work is done independently but in accordance with the candidate's professional training, orientation program, and requirements of applicable health agencies and other organizations overseeing activities.

Supervision Given

N A

Consequence of Error/Judgement

An error or incorrect decision within the realm of a study may result in a protocol violation, causing inappropriate data for the study sponsor and skewed study results.

The Research Assistant is expected to act independently according to his or her professional training and licensure. All activities with patients are accountable to the Medical Manager and to the Research Assistant's governing professional organization.

The Research Assistant is required to conduct all research activities in an ethical manner, suited to the proper activities of VGH and UBC, and to the professional organizations governing him or her and those governing the activities of the Medical Manager and other investigators. Data collected and recorded as part of a clinical study must be detailed and accurately reflect the work performed. Medical records and proprietary information are highly confidential and must be handled with the utmost discretion. Records are released only to study staff, sponsors under supervision, the Health Protection Branch and or the Food and Drug Administration.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. . Minimum of 4 years of



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related experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 12830 (Repost)
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: Family Practice
Salary: \$ 23.59 - \$ 25.65 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-05-01
Job End Date: 2013-04-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-26 **Available Openings:** 1

Job Summary

This position will be working closely with, and will report to, Dr. Ruth Elwood Martin of the Department of Family Practice. The Research Assistant will be responsible for designing & maintaining a web-based database on health and social resources for women who are leaving prison in BC. The successful applicant will divide his/her time between the office of the Collaborating Centre of Prison Health and Education on UBC Point Grey Campus and the Women in2 Healing office, Women's Health Research Institute, BC Women's Hospital. The position will involve liaising between members of the Collaborating Centre or Prison Health and Education who include people of diverse backgrounds including administrators and policy makers in the federal and provincial ministries of corrections, academic members of SFU, NVIT and other institutes of post-secondary education, community agencies, members of the public including men, women and youth who were previously incarcerated, and other members of the Collaborating Centre of Prison Health and Education.

The position might also include travel to develop collegial working relationships with prison administrators and prison health care staff of federal and provincial men's and women's prisons throughout BC. The position will be expected to develop collegial relationships with medical students residents and graduate students (PhD MPH etc) who are interested in pursuing electives in prison health.

Organizational Status

The Department of Family Practice is a distributed department offering both an Undergraduate and Postgraduate program with satellite teaching sites throughout the Province. Over 1,100 preceptors in BC and Nunavut teach students and residents in the Department. In the research realm, the Department currently has 4 active research programs and currently implementing a research capacity building strategy. An integral part of the strategy was to hire faculty members who are extremely well established in the field of Family Practice Research. This position will report to Dr Ruth Elwood Martin who is one of these faculty members.

Work Performed

Design a searchable user-friendly database to be populated with information regarding health and social resources for women who are leaving prison in BC.

Develop, manage & oversees the daily operations of a large health resource database for the Collaborating Centre for Prison Health and Education

Develop data access systems such that full access to the database (full read write privileges) will be limited to project team resource leads and coordinator and academic team; read-only access will be available to: mentors, target group and general users



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(guests).

Design and develop user-interface Web-based systems for the database that will be compatible with hand-held devices used by community-based peer mentors working in real time 'in the field'.

Collaborate and communicate with project Resource Leads in various communities in BC.

Assist the Resource Leads to enter their data information into the database and provide constructive feedback to them about their work.

Review for consistency the data that the Resource Leads enter into the database.

Communicate with, advise and liaise with the CCPHE project team (employees), academic team (faculty members) and advisory board members (stakeholder organizations) of policies and processes of the database project.

Communicate with, advise and liaising with UBC Information Technology personnel as necessary.

Conducts complex analysis and interpretation.

Create, modify and maintain an online database utilizing Filemaker Pro and PHP SQL on both Microsoft Windows IIS and UNIX Apache web servers.

Develop and maintain a web browser-based user interface to the database in cooperation with various user groups utilizing PHP, Java, JQuery and HTML programming languages.

Troubleshoots complex database Web-based system problems.

Participates in complex research CCPHE evaluation and activities.

Provides instruction and training in the use of the CCPHE database and Web-based interface systems.

Writes reports and assists in presenting this work to diverse community, academic and stakeholder audiences.

Assists and educates project staff, students and academics regarding these complex systems.

Carries out any other related duties as required.

Supervision Received

Works independently under administrative direction.

Supervision Given

May be required to provide direction to other project team members; oversees the database entry work of and demonstrates techniques to project team members and or students as required.

Consequence of Error/Judgement

Errors made could influence the ability of researchers to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the Department's investigators. Poor decisions may be damaging to the reputation of and cause financial loss to the Principal Investigator, the Department and the University.

Inability to support the development and implementation of strategic initiatives could diminish the Department's ability to attract the support of the scientific community; poor public private sector relationships could result in a negative image of the Department and may impact on research funding made available through partnerships.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. . Minimum of 4 years of related experience or the equivalent combination of education and experience. Experience with designing databases of community resources for communities countries. Experience in the social or health service sectors, or community-based programs an asset. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Highly organized with effective time management skills. Ability and willingness to learn new skills is required. Ability to exercise tact and discretion.

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Job Posting

Job ID: 13458
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: Medical Genetics
Salary: \$46,003.00 - \$50,020.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Job End Date: 2014-07-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-07-18 **Available Openings:** 1

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

Job Summary

This position is grant-funded and works independently to conduct experiments using specialized molecular techniques, methods, equipment and other resources to further genomic imprinting research projects. Additional duties will include participating in planning, designing and conducting experiments; developing novel techniques and methodologies; performing experiments and analyzing data; training and supervising students and junior lab personnel in lab procedures including safety issues. The candidate will be involved in a CIHR-funded research program looking at the function of imprinted genes during mouse development as well as the mechanism of imprinted gene regulation in early development. The work requires an excellent grasp of tissue culture techniques (mouse ESCs, TSc), molecular biology, as well as mouse husbandry and developmental biology.

Organizational Status

The individual reports to the principal investigator. Works independently and oversees the work of junior lab personnel and summer students to meet the goals of the project. Results are reviewed with the principal investigator and additional experiments outlined on a daily or bi-weekly basis. Trains and supervises junior lab personnel as well as another technician RA1 in the group. Interacts with members of this and other laboratories regarding shared equipment and protocols. Attends weekly meetings of all laboratory workers and presents results on a regular basis.

Work Performed

Performs work involving molecular biology techniques, derivation and culture of stem cells established from early mouse embryos (ES, TS, XEN, EpiSC, EG) on a CIHR-funded project focused on the analysis of mechanistic and functional aspect of genomic imprinting in the mouse model. The molecular biology work involves developing protocols for allele-specific gene expression studies by RT-PCR, Q-PCR, preparation of genomic DNA, analysis by PCR, Southern blot and sodium bisulfite sequencing, molecular cloning as well as library construction for high-throughput sequencing. The stem cells work requires establishment and maintenance of mouse stem cells derived from different developmental cell population (ES, TS, Xen, EG, EpiSC) and the developmental of appropriate differentiation protocols. The developmental work includes collection of mouse litters at different developmental stages, the preparation of embryonic and extraembryonic samples for molecular analysis (genotyping, DNA methylation analyses) as well as expression studies by ISH, IHC, IF, qRT-PCR. For the analysis of placental phenotypes, training in phenotype analysis as well as generation of vascular casts will be considered a major asset. Trains and supervises junior lab personnel and summer students. Responsible for establishing safety protocols in the lab. Manages the operations of the lab including inventory,



The University of British Columbia

Staff Job Postings

budgeting, payments to vendors, gathering quotations for equipment purchases, and reconciling purchase card purchases. Assists in writing ethics and grant applications, notably the preparation and editing of animal care and biosafety protocols. Prior experience with the UBC RiSE environment would be beneficial.

Supervision Received

Receives minimal supervision on management of lab operational matters. Will receive detailed instructions on the assignment of new duties and thereafter only on new or unusual problems. Performs experiments with general supervision only.

Supervision Given

May oversee and direct the work of one employee at lower classifications. Demonstrates laboratory techniques, and explain protocols to new lab members.

Consequence of Error/Judgement

All the experiments require a standard level of attention and precision. Errors will result in failure of the experiment, requiring that the protocol be repeated thereby costing time and reagents used. Errors in experiments would not impact on other projects.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. . Minimum of 4 years of related experience or the equivalent combination of education and experience. At least 6 years of related laboratory experience is required or an equivalent combination of education (graduate studies) and experience. A good knowledge of genetics, mouse developmental biology, and molecular biology techniques is required. Demonstrated laboratory abilities required: advance molecular biology techniques, mouse husbandry, mouse developmental studies, including phenotypic analyses, previous experience with mammalian tissue culture techniques is essential. Effective communication and organisational skills required. Working knowledge of computers, either PC and Mac platform. Some skills with the use of genomics tools on the internet, such as PubMed, ensemble, USCS browser, MGI, OMIM, geo databases would also be desirable.

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.