



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:26-NOV-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: 14450
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Clerk IV **Business Title:** Clerk IV
Department: UBCO - Facilities Management
Salary: \$ 19.13 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-03
Job End Date: 2014-02-28
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-11-26 **Available Openings:** 1

Job Summary

The Facilities Assistant will provide support to the Director and Managers of Facilities Management and to the staff of the department. This position will also provide Facilities operational support for Faculty, Staff, Students and general public. It will be responsible for the on-going administrative operations of the department, under the direction of the Director of Facilities Management including accounting functions, human resource management, records management, and special projects.

This position is responsible for the efficient and effective operation of the Facilities Management office. It will provide front line enquiry support for Faculty, Staff, and Students and administrative support to the Director and Managers of Facilities Management. It will ensure the operation of all office functions, from the complex to the routine, such as general enquiring for Facilities maintenance and organizing resources for Facilities Staff for complex events. It will also include, accounting functions for charge backs, coding invoices for payment, identifying invoices, and receiving, recording and depositing rent receipts. It will also include administration of security related functions such as access control and keeping key index current. Also coordinates extra janitorial requirements of institution with Janitorial Contractor.

Organizational Status

Reports to the Director of Facilities Management and works closely with all Staff, Faculties and Departments.

Work Performed

1. Responsible for the handling, processing and monitoring of work orders by:
 - Generating work orders for Facilities staff.
 - Receiving and prioritizing work order requests from Faculties, Departments, Staff and Students and generating charge back or invoices as required.
 - Acting as liaison with IT Services on Work Orders as required.
 - Identifying chargeback and forwarding to relevant departments.
 - Creating and maintaining accounts receivable register and invoices for chargebacks.
 - Following up on outstanding accounts and creating and maintaining filing system for paid invoices.
 - Preparing and completing deposits upon receiving payment for invoices according to University policy.
2. Maintains department web page by:



The University of British Columbia

Staff Job Postings

- Taking applicable Campus photos.
- Making necessary updates to web site.
- Collecting data and news stories to advertise on web site and newsletters.
- Keep up to date with social media such as face book and Twitter.
- Working with Customer Satisfaction Survey.

3. Assists with central dispatching by:

- Communicating with Facilities staff over radio as required.
- Receiving and distributing incident reports from Security.

4. Offers support in preparing financial documentation by:

- Processing time sheets, journal vouchers, travel claims and requisitions
- Acting as a liaison with Accounts Payable Clerk for salary, wages, and amendments.
- Printing, distributing and applying account codes to purchase card transactions. Forwards finalized documents to P-card coordinator for final review.
- Co-ordinating payment of invoices for work performed requisitioned by Purchase Orders.

5. Offers support in preparing and maintaining Staff records by:

- Recording and tracking sick, vacation time and other absences.
- Completing all types of staffing forms.
- Keeping up-to-date on changes on policy and procedure as set by the institution.

6. Providing other administration duties by:

- Maintaining inventory and ordering and distributing office equipment and supplies.
- Taking meeting minutes as required.
- Calling service providers for service requests and following up to ensure work has been completed.
- Generating reports as required for Facilities Manager(s).

7. Performs other related duties as required.

Supervision Received

This position reports to the Director of Facilities Management.

Supervision Given

This position does not directly supervise any staff.

Consequence of Error/Judgement

Errors in judgment could result in damage to buildings and or equipment unnecessary over time, delayed or cancelled events. Errors in dealing with security and or emergency calls could lead to increased risk of injury or property damage.

This position exercises extensive judgment and decision making with respect to daily operational matters such as prioritizing importance of Work Requests and allocating required work to Facilities Staff, prioritizing notification of incident reports to the Director, Facilities Management, and deciding who to call and developing content for web site news updates and stories. Within set policies, this position will also decides if work orders are chargeable.

Qualifications

Completion of Grade 12 or equivalent plus one year post-secondary training (Office Administration). Minimum of one to two years related experience. Ability to type at least 50wpm. Ability to effectively use Word, Excel, Outlook and Office at an



The University of British Columbia

Staff Job Postings

intermediate level. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to provide excellent customer service. Effective oral and written communication skills. Effective problem solving, interpersonal and organizational skills. Ability to maintain accuracy and attention to detail. Ability to work both independently and within a team environment. Ability to prioritize, multi-tasking and meet deadlines. Ability to exercise a high level of tact and discretion. Ability to exercise good judgement and diplomacy. Ability to independently apply a broad knowledge of policies and procedures. .

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Job Posting

Job ID: 14497
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116 (Cler/Sec/Bookstore)
Job Category: Clerical, CUPE 116
Classification Title: Sr Bookstore Assistant **Business Title:** Sr Bookstore Assistant - Course Materials
Department: Bookstore
Salary: \$37,272.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-12-02 **Available Openings:** 1

Job Summary

This position assists in the operation of the Course Materials Department. Duties include researching and purchasing course materials for resale.

Organizational Status

Reports to the Senior Course Materials Buyer. May supervise the work of junior staff.

Work Performed

- Buys course materials for assigned portfolio for resale;
- Searches market for books and or sources;
- Monitors consumer trends;
- Coordinates with the Section Heads and Senior Course Materials Buyer regarding book orders, inventory and maintenance;
- Assesses course material needs and anticipates demands through contact with faculty, students, university staff and the general public and by studying market trends;
- Liaises with salespersons as required;
- Responds to e-mail, telephone and in-person inquiries;
- Maintains inventory control, authorizing mark-downs of stock within designated portfolio based on well established guidelines;
- Authorizes returns of overstock to vendors, ensuring correct documentation;
- May assist in course material layout;
- Trains sales staff on product offerings as required;
- Assists customers;
- Authorizes and accounts for customer returns;
- Liaises and communicates changes in processes procedures with other Bookstore departments to ensure continuity and efficiency of standard procedures;
- Assists in the counting and documentation of annual inventory;
- Performs other related duties.

Supervision Received



The University of British Columbia

Staff Job Postings

Works with minimal supervision under the general direction of the Senior Course Materials Buyer. Carries out responsibilities within established guidelines and limits.

Supervision Given

Responsible for training and supervision of junior staff. Oversees and provides guidance to those employees in the performance of their work.

Consequence of Error/Judgement

The nature of this position requires responsibility for designated sections of the Bookstore. Exercises judgment based on a broad knowledge of procedures, guidelines and regulations. Participates in making decisions concerning the planning, organizing and utilization of staff. Works to ensure costs and margins are aligned with the Bookstore budget.

Qualifications

High School graduation and relevant post-secondary education for some positions may be required. Minimum of 2 years related experience or the equivalent combination of education and experience. Buying purchasing experience preferred. Computer experience required. Ability to communicate effectively verbally and in writing Ability to work effectively independently and in a team environment Ability to type and operate a normal range of office equipment.

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Job Posting

Job ID: 14492
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-Starbucks
Department: Food Services
Salary: \$ 16.41 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-01-02 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-12-02 **Available Openings:** 4

Job Summary

Positions in this classification serve customers, take payment and prepare food in food service restaurants, residences and retail outlets.

Organizational Status

Reports to unit Supervisor or Manager.

Work Performed

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

Supervision Received

Works under general supervision and independently as required.



The University of British Columbia

Staff Job Postings

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

Completion of Grade 10 and Food Safe Level 1 Certificate. 1 years relevant experience or the equivalent combination of education and experience. Must complete and pass specialized Starbucks training program.

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Job Posting

Job ID: 14493
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: \$ 16.41 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-01-02 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-12-02 **Available Openings:** 4

Retail sub-pool: Pacific Spirit Place

Job Summary

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

Organizational Status

Reports to Supervisor or Manager of unit

Work Performed

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

Supervision Received

Works independently under general supervision.



The University of British Columbia

Staff Job Postings

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 14488
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Psychology
Salary: \$ 19.07 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-12-03
Job End Date: 2013-12-01
Funding Type: Grant Funded
Other:
Date Closed: 2012-12-02 **Available Openings:** 1

Job Summary

Assists with the day-to-day running of the K.I.D. Studies Centre.

Organizational Status

Works under the direction of the Lab Director. Provides guidance to undergraduate students and volunteers working the lab.

Work Performed

Assists with running experiments involving undergraduates and young children, in the lab and in the local community (e.g. at local childcare centres). This typically involves administering questionnaires, telling participants a series of short stories (following a set script) and documenting their answers to a set series of questions.

Schedules appointments for research participants.

Some data entry involved using MS Excel or SPSS software. Training in data entry and relevant software provided.

Distributes work and provides initial training to undergraduate students and volunteers who are working with research participants.

Supervision Received

Direct supervision is provided by Lab Director and non-routine problems are brought to that person's attention.

Supervision Given

RA explains procedures to new lab members. May assign tasks and schedule their hours in the lab.

Consequence of Error/Judgement

Work is routine in nature and follows established protocols. Performance is monitored regularly by the Lab Director. RA is



expected to behave in a professional manner in carrying out all duties. Errors or faulty decisions may result in the loss of data and a waste of money used for participant payments as well as negatively impact the morale in the lab and the good will of participants.

Qualifications

High School graduation. University degree in Psychology or Science preferred. Minimum of 1 year of related experience or the equivalent combination of education and experience. Experience involving experimental research in a research laboratory setting with a focus on young children. Computer experience required. Ability to effectively manage multiple tasks and priorities. Ability to communicate effectively verbally and in writing. Ability to provide quality service to customers in a courteous, patient manner. Ability to work effectively independently and in a team environment. Ability to develop and maintain positive relationships with research participants (both children and adults) in the lab and in the community.

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Job Posting

Job ID: 14483
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Building Operations
Department: Building Ops - Custodial
Salary: \$34,500.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-10 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-12-02 **Available Openings:** 1

Full time; graveyard shift; Wednesday to Sunday, with Monday & Tuesdays off; 11:30 PM - 7:30 AM.

Job Summary

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

Organizational Status

Reports to the Assistant Supervisors - Head Service Worker.

Work Performed

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

Supervision Received

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



The University of British Columbia

Staff Job Postings

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service.

Qualifications

Completion of Grade 10. 1 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 14468
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 2 (Gr4) **Business Title:** Administrative Support 2 (Gr4)
Department: Language & Literacy Education
Salary: \$38,052.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-26 **Available Openings:** 1

Job Summary

Acts as Department receptionist and provides secretarial support to faculty members, sessional instructors, teaching assistants and department staff as required. Maintains the department website including departmental course descriptions and course outlines.

Provides clerical and administrative support to the French Language Appraisal (FLA) within the department. Acts as a backup to the Head's Secretary and Graduate Program Assistant as required.

Serves as a resource person for new sessional lecturers and visiting faculty members. Handles and distributes department mail and faxes. Maintains stationary supplies for the department and responsible for signing out and tracking office equipment.

Organizational Status

Reports to the Administrative Manager. Interacts constantly with students, faculty members and staff. Liaises with Plant Operations, Dean's Office, Teacher Education Office, Office of External Programs, Access Control, IT Services, Finance, Faculty Relations, and Carding Office as necessary.

Work Performed

1. Acts as receptionist for the department, including screening calls, being familiar with faculty members' schedules and passing messages to them, and disseminating information on department programs, services and procedures to faculty, sessional instructors, students and visiting professors. Maintains department database and website. Oversees room bookings in the department. Responsible for collecting, distributing and forwarding department mail, updating department mailboxes and faculty directory. Sends out courier packages for all faculty and students.

2. Provides a full range of services to faculty members including typing correspondence, reports, manuscripts, examinations, course outlines, and class handouts. Prepares materials for faculty and sessional lecturers as required. Assists faculty and sessional with room and equipment booking Composing routine correspondence requiring familiar information such as factual information on department programs, services and procedures.

3. Performs a variety of secretarial duties related to students such as providing information regarding course timetables, deadlines, and registration. Assists students with use of office equipment and handles student mail.



The University of British Columbia

Staff Job Postings

4. Provides support to the Administrative Manager to facilitate department finances including collecting cash and cheques; issuing receipts; depositing money on a daily basis; following up with student appointments and payroll issues as necessary.
5. Provides assistance and information on arrival of new sessional instructors and of visiting faculty members and arranges administrative set-up for them to function effectively (e.g. keys, copy codes, mail boxes, access to CWL, FSC etc.).
6. Updates and maintains the Department website. Ensures information is correct, edits web page as necessary, maintains templates for course outlines and department timetables; updates links; uploads documents as necessary.
7. For the French Language Appraisal (FLA): provides clerical support for the program, prepare materials, provides administrative support for testing, organizes room bookings, maintains the database, and responds to inquiries as necessary.
8. Assists with Head's calendar scheduling and phone coverage as back up to the Head's secretary where necessary.
9. Supports the Graduate Assistant in responding to admissions inquires and communications as necessary.
10. Serves as resource person for the department's photocopiers and fax machines; trouble-shooting operational problems; and replenishing of paper. Assists department members in use of scanner and keeps transaction records. Assigns pass codes for fax and photocopier machines. Photocopies materials for faculty members. Maintains the photocopy mailroom and coffee area in an orderly manner.
11. Maintains stationery supplies for the department and updates bulletin boards. Tracks them and maintains records. Maintains meetings information board. Collects and recycles unused materials from faculty offices and redistributes them for cost savings.
12. Performs other duties related to the qualifications and requirements of the job as required.

Supervision Received

Work is done under the Administrative Manager's general supervision. Performs most duties independently and in accordance with established procedures; consults with the Administrative Manager with reference to new or complex problems as they arise.

Supervision Given

None

Consequence of Error/Judgement

Exercises judgement and initiative in handling matters within well defined policies and procedures. This position is the first point of contact with faculty and prospective students, and the department relies heavily on the knowledge and judgement of the incumbent. Errors made would impact the flow and output of work as well as the professional image of the department.

Qualifications

High School graduation and one year of related training. 2 years of related experience or the equivalent combination of education and experience. Ability to perform word processing at 60 words per minute. Proficiency in the use of English grammar; spelling; and punctuation; and proficiency with professional terminology; technical or scientific vocabulary as required for the job. Ability to operate transcribing equipment and other office equipment as may be required in performing of duties; such as pc's, data entry systems; fax machines; calculators; scanners; photocopying machines. Ability to effectively manage multiple tasks and priorities in a fast-paced environment. Ability to communicate effectively and tactfully verbally and in writing with faculty, staff, students and the public in giving and obtaining information and in explaining practices and procedures. Ability to compose routine correspondence and reports. Ability to effectively use Outlook, MS Word, MS Excel, Mozilla, Filemaker Pro, MS



The University of British Columbia

Staff Job Postings

Access Database at an intermediate level. Knowledge of UBC systems including SISC, FSC, IT Management Suite preferred. Drupal and Dreamweaver an asset. Knowledge of French would be an asset.

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Job Posting

Job ID: 14495
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: Paediatrics
Salary: \$39,948.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-12-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-30 **Available Openings:** 1

Job Summary

The Administrative Assistant is responsible for the day-to-day administrative and operational support of the undergraduate and postgraduate education programs within the Department of Paediatrics. This position works to ensure that all phases of the programs match or exceed Faculty, department, and national accreditation standards. The position plays a supporting role in Education to ensure smooth delivery of the various Paediatric education programs. The main functions include organizing logistics for orientation sessions, taking Minutes at Education meetings, Academic Half Day planning and room bookings, assisting with OSCE exams, Clinical Skills support, and printing Education materials. It also includes data entry into WebEval, sending and maintenance of electronic teaching evaluations, and coordinating the tracking and payment of Clinical Teaching Faculty. Providing administrative support to the Associate Head Education, the Residency Program Director as well as the Manager, Education. The tasks include supporting and maintaining the annual education activities and assisting in ongoing projects for the undergraduate and postgraduate programs Use knowledge, discretion, tact, and judgment when dealing with trainees' requests and concerns.

Organizational Status

The incumbent reports directly to the Manager, Education and liaises daily with the Education Coordinator on operational issues. The incumbent is also expected to work closely with the Associate Head, Education, the Undergraduate Program Directors (Clinical Skills, Year 3 and Year 4 Clerkships), and the Postgraduate Program Co-Directors. The administrative office of UBC Department of Paediatrics is located at BC Children's Hospital in Vancouver. The Department is one of the largest and most complex within the Faculty of Medicine. Programs include the General Paediatric Residency, 17 Paediatric Subspecialty Divisions, Undergraduate Paediatric Clinical Skills, and the Core Year 3 and Year 4 Paediatric Clinical Clerkships. There are 65 Clinical Fellows, two Chief Residents, one Teaching Fellow, 47 Paediatric Residents, and over 300 medical students.

Work Performed

- Provides administrative support for the undergraduate and postgraduate education programs and ensuring academic material is available.
- Coordinates logistics for week long orientation sessions for Residents, Fellow's, Sub Speciality Residents, academic half day, Education meetings, Clinical Skills, OSCE and Exams. This includes room bookings, catering, printing materials, opening closing of seminar rooms, and room set-up as required.
- Coordinates nine annual Paediatric OSCEs. Recruit actors and patients; brief them. Ensure equipment is available and working.
- Enter data and coordinates complex call schedules and rotation schedules onto complex database, WebEval. Maintain WebEval for



The University of British Columbia

Staff Job Postings

undergraduate and postgraduate education programs. Distribute evaluations through WebEval. Responsible for pulling divisional evaluation reports from WebEval. Responsible for pulling evaluations of Academic Half Days and evaluations of the speakers. Responsible for the pulling evaluations of trainees. Setting up new users and sending out timely reminders. Responsible for distribution of reports and follow up to ensure evaluations are kept timely.

-Responsible for tracking of teaching payments. Ensuring all teachers have Clinical faculty Appointments and ensure current proper rank. Determining eligibility for payment using Access, FMS and HRMS databases. Ensuring vendor ID's are current and determining payment type. Ensuring all clinical teaching is documented appropriately.

-Schedules calendars meetings for Associate Head Education and Manager Education.

-Schedules meetings and logistics as directed (ie. CTU RTC Curriculum Meeting). Responsible for taking minutes for all education meetings.

-Update and maintain resident and student binders. Archive old education materials.

-Enter and update student resident faculty information.

-Printing of applications for trainees and other material.

-Administer National Board of Medical Examiners' Clinical Science Examination (NBME) to 3rd year undergraduate.

-Attend all monthly Pediatric Education Committee meetings, prepare Agenda and take Meeting Minutes.

-Provide administrative support to the Education Leadership Group which includes preparing letters, taking dictation, filing, and record archiving.

-Make travel arrangements and prepare packages of education material for Paediatric education visits to distributed sites across the province.

-Any other tasks or meetings as required.

Supervision Received

The Administrative Assistant reports to the Manager, Education and works closely with the Education Coordinator, the Associate Head, Education, the Postgraduate Program Co-Directors, the Undergraduate Clerkship Program Director(s), and the Teaching Fellow.

Supervision Given

Is not required to supervise; may explain work procedures to new or in experienced staff.

Consequence of Error/Judgement

This position requires effective organizational planning and management skills to provide ongoing improvements and upgrades to all aspects of undergraduate and postgraduate education delivered by the Department. Failure to represent the Department in a professional way would diminish the credibility of the Education program and the Department.

Qualifications

High School graduation and 1 year post-secondary education. Training in office procedures. 4 years related experience or the equivalent combination of education and experience. Minimum 3 years of related experience. Computer experience required (Access, Word, Excel, Powerpoint, Outlook preferred). Familiarity with an acute hospital setting or education environment would be an asset. Effective oral and written communication, interpersonal and organization skills are essential. Ability to work well independently and within a team. Experience in taking Meeting Minutes desired. Ability to approach issues with maturity, sensitivity, and discretion. Ability to exercise tact and discretion. Ability to apply high ethical standards to all interactions with and among staff, students, patients, and volunteers.

All positions in the Department of Paediatrics at BC Children's Hospital require a Criminal Record Check (CRC). A pre-employment CRC is required as part of the recruitment process and any offer of employment is contingent pending positive results of the CRC.



The University of British Columbia

Staff Job Postings

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Job Posting

Job ID: 14489
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr7) **Business Title:** Executive Coordinator
Department: Alumni Relations
Salary: \$41,244.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-29 **Available Openings:** 1

Job Summary

This position is responsible for the effective administration of the Alumni Affairs unit and to provide confidential administrative support to the Associate Vice President (AVP), Alumni Executive Director (ED) of the Alumni Association and Senior Director, Alumni Engagement. Primary contact for the Office of the AVP ED, liaising with the University community, various levels within and outside organizations on behalf of the AVP's Office, and fostering effective working relationships with the diverse alumni affairs team.

Organizational Status

The position involves interaction with senior level alumni volunteers, university executive offices, alumni affairs staff, members of the DAE Executive.

Work Performed

1. Administration Support

- Orchestrates the calendar and day to day schedule of the AVP ED working in collaboration with the Manager, Board Relations and Office of the AVP ED and to ensure effective use of time and resources.
- Plans all aspects of the AVP ED's travel schedule.
- Tracks and manages correspondence to ensure prompt, professional responses.
- Ensures the AVP ED is kept abreast on new developments as they occur related to various projects and meetings and that briefing information is provided in a timely manner;
- Provides Executive Coordinator support in areas such as determining access to the AVP ED Alumni, which information is brought to the AVP ED Alumni's attention for decision making. Maintains appropriate liaison between the AVP ED Alumni and senior level alumni volunteers, alumni affairs staff, wide variety of UBC offices, and the Development and Alumni Engagement portfolio. Determines appropriate course of action or referral of matters to the AVP ED Alumni;
- Primary point person for interaction with Vice President Development and Alumni Engagement office;
- Administrative support for the Senior Director, Alumni Engagement.

2. Alumni Affairs Office Coordination

- Oversees the day to day office coordination of the Alumni Affairs unit including front desk, office supplies, office moves and administrative support;



The University of British Columbia

Staff Job Postings

- Supervises one to two Administrative Support positions;
- Maintains office equipment and coordinates upgrades when required;
- Coordinates IT requests;
- Maintains personnel files for the unit;
- Trouble shoots and resolves issues as they arise;
- Ensures that the divisional office runs smoothly and efficiently.

3. Other

- Performs other related duties as required.

Supervision Received

Report to the Associate Vice President, Alumni Executive Director.

Supervision Given

The position supervises one to two administrative support positions.

Consequence of Error/Judgement

Errors may impact on the effectiveness of the office, image, reputation and credibility of the AVP ED, Alumni Association, Alumni Affairs and the University. The incumbent is expected to exercise judgment, diplomacy and tact in all interactions associated with the function of this position. The ability to meet deadlines and manage multiple priorities is critical. All information must be accurate and provided in a respectful, timely and supportive way. Errors could result in unnecessary expenditures which could cause financial hardship or missed opportunities for effective delivery of services to Alumni, students, faculty, and staff.

Qualifications

High School graduation and 1 year post-secondary education. 4 years related experience or the equivalent combination of education and experience. 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 effectively use software at an intermediate level. (e.g., Outlook, MS Word, MS Excel) 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 exercise tact and discretion. 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. Ability to communicate effectively verbally and in writing.

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Job Posting

Job ID: 14478
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr8) **Business Title:** Senior Administrative Assistant
Department: Payment and Procurement Svcs
Salary: \$42,576.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-28 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-27 **Available Openings:** 1

Job Summary

The Senior Administrative Assistant contributes to the achievement of Payment & Procurement Services (PPS) mission and strategic plan, through direct and indirect administrative support to the PPS Director, Administration Manager, and the PPS portfolio at large. The PPS portfolio is comprised of seven (7) operational units which include Administration, Strategic Sourcing, P2P Client Services, Travel, Financial Systems, Communications & Learning, and Payroll on both the UBC-V and UBC-O campuses. These units have direct responsibility for managing primary enterprise-wide procurement, payment and financial systems on behalf of the University presenting a significant operational and financial impact to both campuses.

Organizational Status

Reporting to the Administration Manager, the Senior Administrative Assistant provides confidential, tactical and executive level administrative support to the PPS Director, the Administration Manager and the portfolio's senior management team. The Senior Administrative Assistant contributes creativity, thoroughness, and exceptional attention to detail by providing executive level administrative support of a defined scope including stewardship of the Director's appointment calendar as well as filing and bring-forward systems; portfolio-wide operational infrastructure support; event planning and facilitation; attendance management support; and minor expense processing and tracking.

A member of the PPS portfolio Administration team and working for the most part independently, the Senior Administrative Assistant acts as the first point of contact provides first-level administration assistance for the Director's office and the Administration Manager. Working closely with the Administration Manager, the Senior Administrative Assistant supports all internal and external requests for administrative assistance, liaising with various executive and general campus departments (Comptroller's Office Treasury Building Operations, etc.) and with various University suppliers as and when required.

Work Performed

- Acts as a primary scheduling resource for the Director by determining managing schedules and availability; prioritizing actioning meeting requests, and by making, confirming and ensuring appropriate meeting arrangements and documentation are in order, and required travel arrangements are secured where appropriate.
- Provides senior confidential secretarial and administrative support to the Director and Administration Manager by maintaining multiple confidential soft and hard copy filing systems, and by composing and editing various routine as well as complex and or sensitive documents and reports as required.



- Provides stewardship and facilitation of the Director's Office expenses.
- Working closely with the Administration Manager, implements in-house administration policies and methodologies for the PPS portfolio ensuring they are adopted in compliance with approved UBC policies and procedures, and providing suggestions for workflow process improvements for same.
- Organizes the Administration Manager's portfolio-wide bring-forward system, ensuring all administration action items are attended to in a timely and effective manner.
- Ensuring confidentiality, processes human resources functions (where appropriate) including the tracking and reporting of staff professional development; maintenance of the portfolio's staff attendance and vacation management systems; and preparation of various attendance related Key Performance Indicator (KPI) statistics. Utilizes the University's eRecruit system as and when required.
- Ensures all internal and external administration enquiries are responded to in an informed, friendly and expeditious manner.
- Interprets and communicates University and portfolio-specific policies and procedures to faculty, staff, and the general public providing problem resolution and re-direction where appropriate.
- Is FMS certified and provides minor FMS support through preparation and processing of operational expense payments as required, and by accurately maintaining the archival of supporting financial documentation and tracking of financial functions (Qreq, Journal Voucher, Cash Deposits, etc.).
- Assists in the organization and production of annual and portfolio special events such as Supply Management's annual supplier tradeshows, leadership retreats, and portfolio-wide social events. Manages related scheduling and invitation response systems, related databases and accounts receivable payables functions; researches secures event venues, goods, and services as required; and assists with the preparation and archival of all event related documents and materials.
- Works with the Administration Manager and the Director to carry out strategic project work as and when required.
- Supports maintenance of the portfolio's goods and services supplies inventories (stationary, coffee & water requirements, etc.), ensuring adequate supplies are tracked and maintained at all times.
- Acts as the first point of contact for staff physical plant and in-house equipment service requests such as Building Operations trouble calls, requests for machine service from suppliers, etc.
- Acts as absence relief and provides assistance, technical support and guidance to the Administration Clerks as and when required.
- Researches, plans, implements and facilitates projects as assigned by the Administration Manager on an adhoc basis

Supervision Received

Works independently under direction from the Administration Manager. Work is routinely reviewed in terms of effectiveness within established departmental protocols and guidelines.

Supervision Given

Trains and oversees the work of students and temporary staff as required.

Consequence of Error/Judgement

This position requires a thorough understanding of the meticulous methodologies necessary in providing stewardship of a University executive's schedule, as well as overall knowledge of PPS functionality and University protocols. Additionally, this position has access to highly sensitive and confidential information thus requiring discretion, good judgment, the ability to organize and work independently in a complex fast paced environment, a high level of interpersonal and communication skills, and the ability to respond efficiently, effectively, and with tact and sensitivity.

Failure to uphold and exemplify Payment & Procurement Services' mission and ethical principles could result in a loss of confidence in PPS leadership within the University community. Errors in judgment or dissemination of misinformation could result in serious financial, legal and or reputation losses for the Director's office and the University at large.

The incumbent must be an effective and efficient self-starter able to consistently plan and organize activities to ensure that the Director and Administration Manager are well informed and prepared, and that the University's needs are satisfied and risks are mitigated. Quick but logical thinking must be exemplified. Moreover, the incumbent must employ flexibility and the ability to



The University of British Columbia

Staff Job Postings

prioritize multiple and often conflicting deadlines to successfully complete assignments and responsibilities on time. Creative thinking is also required as issues may occasionally arise where no template solution is available.

Qualifications

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Solid proven experience in administrative practices and office procedures. Effective interpersonal and oral and written communication skills. Proven ability to take initiative, problem solve and multi-task. Excellent organizational skills required with demonstrated ability to work with conflicting demands and to exercise judgment in establishing priorities and meeting deadlines. Ability to work both independently with minimal supervision and within a team atmosphere. Intermediate to advanced computer experience - Peoplesoft, MS Office Suite, UBC internal systems (UBC HRMS, UBC eRecruit, and UBC ePaf preferred). Ability to input financial data (UBC FMS Journal Vouchers, Travel Requisitions, Requisitions for Payment, etc) with accuracy and speed. Working knowledge of TRS (Time Record System). Ability to accurately maintain appointment calendars and minimize conflicting schedules. Ability to plan, and coordinate meetings and events including catering and venue arrangements. Ability to maintain a high level of accuracy and attention to detail. Ability to exercise a high level of tact, diplomacy and discretion when handling sensitive and or confidential matters. Ability to relate to the concerns of others when resolving difficulties. Working knowledge of UBC specific policies and procedures. Working knowledge of Payment & Procurement Services functionality and processes.

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Job Posting

Job ID: 14456
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr8) **Business Title:** Administrative Support 4 (Gr8)
Department: Surgery
Salary: \$42,576.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-11-26 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2012-11-26 **Available Openings:** 1

Job Summary

The Department of Surgery's Research Administrative Assistant identifies and facilitates acquisition of research grants and establishment of collaborations that will foster the Department's advancement of knowledge and innovations in health care for the Centre for Surgical Research ("Research Centre"), provides administrative support for the Canadian Institute of Health Research (CIHR) Transplantation Training Program ("Tx Program") program by organizing the yearly schedule of academic activities, and supports the delivery of the Department's Masters of Surgery program.

Organizational Status

The Research Administrative Assistant reports on a day-to-day basis to the Research Centre's Co-Directors and the Transplant Program co-Directors as appropriate. The Department's Director of Administration provides overall management of, and direction to, this position regarding work performance. The Research Administrative Assistant is liaison between the central CIHR program administrator and the Faculty of Graduate studies as needed and also interacts and collaborates with the University's faculty, staff, and students.

Work Performed

WORK PERFORMED

For the Centre for Surgical Research

1. In tandem with UBC's VP Research Office, UBC's Office of Research Services, and the Faculty of Medicine's Research office, assists Department's members in obtaining information related to current and potential funding opportunities, administration of their research applications and ethics approvals.
2. Assists MSc course director with administration of MSc in Surgery courses. Provides information to prospective MSc Surgery students related to application requirements. Assists with surveys and evaluations to gather feedback from students on various aspects of the programs; summarizes information and reports back to the team.
3. Assists with the planning, scheduling, organization, conduct, and reporting of presentations, seminars, the annual W.B. & M.H.



The University of British Columbia

Staff Job Postings

Chung Lectureship, and other events which the Research Centre conducts.

4. Coordinates preparation and delivery of reports and other communications to internal and external communities concerning the Department's research endeavors.

For the Canadian Institute of Health Research (CIHR) Transplantation Training Program ("Tx Program")

1. Provides support in organizing the academic activities of the program. Activities include weekly lectures from September to May. An annual research day and an annual Ethics Forum in December. Support includes: booking rooms, confirming lecturers and ordering catering.

2. Organizes the annual Tx Program trainee scholarship program. This includes: sending out the call for applications, receiving the applications, and organizing the applications into a CD to provide to the Trainee selection committee. Once the trainees are selected, the Research Administrative Assistant will contact applicants with the competition results.

3. Liaises with UBC academic departments to set up the appointment and salaries of the selected trainees.

4. Provides support for the academic curriculum. This includes: ensuring students are registered in the required SURG 548 course, uploading grades to the online grades system, and scheduling the visits to the Transplant clinics and operating room for the trainees.

5. Coordinates preparation and delivery of reports and other communications to internal and external communities concerning the Tx program research and academic endeavors.

Miscellaneous

1. Assists with monthly webcasts of Department of Surgery Grand Rounds.

2. Provides up-to-date Research content for Departmental websites and databases.

3. Performs other responsibilities, as required.

Supervision Received

The Research Administrative Assistant works independently and reports to the Research Centre's Co-Directors and Transplant Program's Co-Directors in determining, planning and completing activities to further the Research Centre's and Transplant Program objectives. The Department's Director of Administration provides overall management of, and direction to, this position in accountability for work performance.

Supervision Given

None

Consequence of Error/Judgement

Errors in judgment and in timeliness and completion of service delivery may adversely affect the funding, reliability, credibility, and continuity of the Department's research activities and graduate programs and Transplant program's educational goals, may compromise the trajectory of students' academic pursuits, and may diminish the reputation of the Department and University. Breaches of confidentiality and security may result in serious clinical and academic consequences.

Qualifications



The University of British Columbia

Staff Job Postings

High School graduation and two year post-secondary diploma. Undergraduate degree in a relevant discipline is preferred. 4 years related experience or the equivalent combination of education and experience. At least 4 years' experience in administering research and education programs. Demonstrated knowledge and experience in successful research grant applications, facilitation and administration in non-profit or academic sectors. Ability to initiate and conduct research projects. Ability to work effectively independently and in a team environment. Ability to prepare effective grant applications. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively in writing. Ability to develop and deliver effective presentations and workshops. Ability to exercise tact and discretion. Ability to effectively use computer applications (e.g., Outlook, MS Word, MS Excel). Ability to work a flexible schedule and occasionally additional hours during evenings and early mornings, as required. Demonstrated knowledge and experience in successful research grant applications, facilitation and administration in non-profit or academic sectors.

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Job Posting

Job ID: 14429
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 4 (Gr5) **Business Title:** Financial Proc. Spec 4 (Gr5)
Department: Chemistry
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-03-01
Job End Date: 2014-03-31
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-11-27 **Available Openings:** 1

Job Summary

Under general supervision, provides financial support to the department and the Financial Manager. Responsible for the preparation, accuracy and processing of financial documents, including payment requisitions, journal vouchers, and travel claims. Coordinates and processes internal shared services billing and P-Card reconciliation and procedures. Provides financial backup during the Financial Manager's absence. Approximately 10% of the position involves acting as back up for reception.

Organizational Status

This position reports to the Financial Manager and the Administrative Director.

Work Performed

- prepares and process account payables; inputs requisitions, journal vouchers and vendor adjustments into FMS
- ensures compliance with UBC and granting agencies policies and procedures: authorization signatures; supporting documents; GST PST assessment; self assessment of taxes if necessary
- tracks accounts receiveables; initiates collection of outstanding A R, follows up to resolve problem accounts and maintains related databases
- monitors collect of funds for contract and grant accounts for sponsored research and specific purpose funds; initiates and follows up on collect of funds, monitors deposits and inactivates project grants
- ensures correct allocation of funds to PGs
- maintain financial database; financial records of contracts and grants
- oversees petty cash
- reconciles yearly undergraduate lab manual sales
- handles cash receipts; assist with bank reconciliations
- monitors and reconciles complex accounts and handles complex queries
- checks and corrects errors in ledgers of project grants that require invoices
- reconciles vendor account statements (P-cards)
- prepares reviews PO invoices to ensure compliance with contract terms and adequacy of supporting material and works with Supply Management to resolve discrepancies
- coordinates and provides training and support, and participates in the finance certification internal audits of department managers, administrators and researchers



The University of British Columbia

Staff Job Postings

- prepares invoices for sponsoring agencies or employees in accordance with terms and conditions of the agency, UBC policies procedures, and union agreements
- interprets and resolves ambiguities in contract terms related to invoicing
- extracts data and prepares financial and statistical data and materials for reports
- provides training to faculty and staff on finance related policies and procedures

Supervision Received

Works independently under the general supervision of the Financial Manager.

Supervision Given

This position has no supervisory responsibility.

Consequence of Error/Judgement

This position is financially important to the department. Errors in judgement, decisions and communication may result in monetary loss to the department or grant holder.

Qualifications

High School graduation and two-year post-secondary diploma in accounting. Ability to work independently under general supervision; ability to work within a team environment when required

Work is performed in accordance with established procedures and accepted practices. Effective oral and written communication skills. Ability to read and interpret financial statements and reports. 3 years of related experience or the equivalent combination of education and experience. Preference given to candidates with FMS on-line training and certification.

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Job Posting

Job ID: 14461
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: Electrical&ComputerEngineering
Salary: \$39,948.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-01
Job End Date: 2014-02-15
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-11-26 **Available Openings:** 1

Job Summary

Provides front-line assistance and information to current and prospective graduate students in the Department of Electrical and Computer Engineering. Assists the Graduate Student Coordinator with issues related to Graduate Student program management. Duties include: providing information and assistance to prospective students, applicants, current students, faculty, and staff; booking advising appointments; report and presentation preparation; data entry; typing routine correspondence; financial duties such as account reconciliation and accounts payable; and maintaining and ordering office supplies equipment.

Organizational Status

Reports to the Administration and Student Services Manager. Day to day work is coordinated by Graduate Student Coordinator.

Work Performed

Provides detailed information and advice and interprets policy to telephone, email, and in-person inquiries from prospective graduate students, applicants, faculty, and staff on issues such as admissions policies, procedures and status of application to various academic programs.

Advises prospective students on requirements and eligibility for admission

Screens all prospective inquiries before booking advising appointments for admission advisors and academic advisors.

Deals with and resolves problems regarding customer student complaints.

Communicates unfavourable information in person and in writing in a sensitive and diplomatic manner. Uses judgment to determine when to escalate a difficult situation to the supervisor.

Responsible for the professional image of the reception area and maintaining the integrity of private academic documentation, while ensuring student applicant accessibility to necessary materials.

Monitors office communications and provides updates and recommendations for improvement.

Responsible for organizing and mailing promotional material, admission packages, pre-registration materials and academic guides.

Prepares and updates materials for recruiting activities and information sessions.

Coordinates the planning of recruitment events such as information sessions and graduate fairs.

Regularly updates websites upon review for accuracy and current information.

Inputs requests for admission materials and admission supporting documents in the Admissions Database System.

Responsible for receiving, opening, sorting and disseminating a high volume of office mail, facsimiles, and emails.

Responds to general office correspondence of a complex nature.



The University of British Columbia

Staff Job Postings

Proofreads promotional brochures, admissions materials and office handouts.
Composes and updates email auto-replies, voicemail recordings, and office signage.
Updates website content & event notices
Performs other duties related to the qualifications and requirements of the job.

Admissions Processing

Assists with admissions data inputs, TOEFL IELTS results, work experience and other general information on the admissions database is accurate. Corresponds with applicants on status of application and follows up on missing documentation. Updates all admission letters and general correspondence when required.

Files admissions documents as they arrive in the office.

Develops ideas to make moderate changes to existing admissions procedures, practices, standards and services to improve and streamline admissions processing.

Determines admissibility by evaluating transcripts for North American and International candidates according to guidelines, including performing GPA calculations for academic degree programs as stipulated by the Faculty of Graduate Studies for admission requirements and ensuring that candidates meet minimum academic criteria.

Assessing authenticity of official academic transcripts and reference letters

Provides back up and overflow assistance to Graduate Student Coordinator in maintaining records for current graduate students.

Provides back up and overflow assistance to Financial Clerk by preparing financial documents and performing accurate and timely data entry of financial documents (cash deposits, journal vouchers, invoices, travel claims and purchasing requisitions) directly into the online system

Performs other related tasks consistent with classification.

Uses a web-based "trouble ticket" system to manage work requests

Supervision Received

Reports to the Manager. Receives detailed instructions on new assignments, but is required to complete recurring assignments independently and use judgment to determine which of many methods are applicable in any given situation. Complex technical problems and policy matters are referred to the supervisor.

Supervision Given

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Consequence of Error/Judgement

Consequences of error is high and include providing incorrect information to prospective students, applicants, faculty and staff; double booking advising appointments; and making data entry errors. Misinformation to applicants may result in their inability to gain program admission. Misinformation to students may result in their inability to complete the program or graduate. A non-professional demeanor, poor level of service or misinformation may damage the reputation of the Department of Electrical and Computer Engineering.

Qualifications

High School graduation and two year post-secondary diploma. Preferred Bachelor's degree. 3 years of related experience or the equivalent combination of education and experience. Prefer related university experience. Computer proficiency required (Word, Excel, Outlook, Power Point). Knowledge of UBC policies and procedures an asset. Effective oral and written communication, interpersonal, customer service 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, database and electronic mail applications at an intermediate level.



Ability to maintain accuracy and strong attention to detail. Ability to work independently under minimal supervision. Ability to perform work in accordance with established procedures and practices requiring initiative to plan and complete recurring assignments independently. Ability to maintain accuracy and attention to detail. Ability to effectively use software at an advanced level (e.g., Outlook, MS Word, MS Excel). Ability to anticipate problems and issues and plan ahead. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to accurately create and maintain records. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to review, analyze, and synthesize complex information into summaries and reports. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to interpret and apply complex legislation, policies, regulations, and technical information. Ability to understand and apply policies, procedures, and instructions. Ability to communicate effectively verbally and in writing. Ability to exercise sound judgment. Ability to effectively perform accounts payable and accounts receivable related duties. Ability to assist clients in identifying appropriate courses of action. Ability to analyze and redesign work flow processes to make them more efficient and effective. Experience with UBC financial systems and FMIS preferred. Ability to effectively manage multiple tasks and priorities. Eligibility for certification for on-line data entry into the FMS system. Ability to create and accurately maintain record and filing systems. Ability to perform basic arithmetic.

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Job Posting

Job ID: 14472
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:** Undergraduate Medical Education Program Assistant
Department: Psychiatry
Salary: \$38,712.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-10 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-27 **Available Openings:** 1

Job Summary

The position primarily provides administrative support to the Undergraduate Education (UGE) Program and Continuing Professional Development (CPD) Program in the Department of Psychiatry. Working in conjunction with the part-time UGE Program Assistant to support the UGE Program, this position: coordinates and invigilates exams and exam marking; inputs and maintains on-line rotation workflow for seminars, presenters, attendees, students; prepares and submits payment tracking sheets related to Clinical Faculty compensation for UGE program teaching; and provides administrative support to the UGE Program Director and Year 3 and Year 4 Directors in support of their UGE Program responsibilities. This position coordinates CPD events and provides support to CPD Director in support of her his CPD responsibilities and assists the Senior Education Programs Manager in UGE Program and PGE Program assignments, projects and initiatives. As a member of the Department's Education Program team, this position also provides assistance and coverage as needed in the three (3) Education Programs (UGE, PGE and CPD) to meet the various Education Programs timelines and deadlines.

Organizational Status

Reports directly to the Senior Education Program Manager. Receives work direction from the Senior Education Program Manager and the UGE Program Director, Year 3 Director and Year 4 Director, as well as the CPD Director. Works closely with the part-time UGE Program Assistant to ensure an efficient and effective functioning of the UGE program. Works closely with PGE Program Assistant and Manager to ensure an understanding of the PGE Program to effectively assist as required. Liaises frequently with the Office of Clinical Faculty Affairs and the personnel in the Dean's Medical Program Offices to maintain the program's adherence to the evolving policies and procedures of the UGE medical program. Interacts on a routine basis with students, faculty and administrators at teaching sites in the Vancouver-Fraser Medical Program (VFMP), Island Medical Program (IMP), Northern Medical Program (NMP) and Southern Medical Program (SMP).

Work Performed

Inputs and maintains on line rotation workflow (using one45) for seminars, presenters, attendees, students, absences and reports to the Year 3 Director and the MD Dean's Office.
 Gathers and compiles data related to clerkship schedules; Prepares and submits payment tracking sheets for didactic teaching and electives for Years 3 and Years 3 & 4 Clinical Teaching Combined with Patient Care and Year 3 Didactic Teaching to the Office of Clinical Faculty Affairs quarterly; uses nQuery to investigate status of payments to clinicians
 Distributes, invigilates and collects End of Rotation exams from all sites (NMP, IMP, SMP and Integrated Longitude Programs)



The University of British Columbia

Staff Job Postings

Liaises with all sites across the program to gather exams and report grades from sites to meet Dean's Office reporting deadlines for grade submissions; ensures exam and report grades are calculated; reviews grades with Senior Programs Manager to confirm accuracy and submits grades by required deadline

Collects and reviews student reports (MiniCEXs, evaluations and exams), which students are required to file immediately after each rotation to pass. Flags any concerns to Senior Program Manager, Year 3 & 4 Directors

Maintains student files

Maintains email and mailing lists

Arranges and attends monthly UG Education Committee meeting; prepares agendas and takes minutes; takes action and or assists Directors or Senior Education Program Manager with carrying out action items as required

Attends other meetings as appropriate (ie: Program Assistant meetings, Education team meetings)

Coordinates arrangements for meetings, retreats, workshops and special events such as catering, facility bookings, AV equipment, travel, accommodation and handout material; liaises with Department Finance and Facilities Manager regarding venue or other contracts and financial related processes

Participates in developing and implementing various UGE Program initiatives;

Assist Senior Education Program Manager on special projects or initiatives for the three (3) Programs

Answers general inquiries and communicates with students and faculty across all sites and connects them to proper resources as appropriate.

Provides program support to colleagues in the UGE and PGE office during absence and or busy periods to ensure deadlines are met

Maintains an up-to-date, detailed site-specific operations manual for this position.

Performs other related duties as required.

Assists UGE Program Director and Year 3 and Year 4 Directors as needed to support their UGE Program responsibilities

Acts of point of contact for other Department members to assist with room bookings, video-conferencing etc. at the Diamond Centre site

Places orders for office supplies for Education Programs through the Department Administration Office and advises on the Program to be expensed

Continuing Professional Development Specific:

Provides administrative support to CPD Director in coordinating and carrying out Departmental CPD activities

First point of contact for and responds to inquiries for Department CPD

Liaises with CPD coordinators at teaching hospitals and UBC CPD office for joint CPD activities as appropriate

Prepares posters, announcements, registration forms, etc. for CPD events

Assists with development, implementation and management of Department of Psychiatry CPD conferences; books venues, prepares budgets, reconciles expenses, prepares CPD certificates, arranges catering, books travel and accommodation guest(s); attends event, registers participants, provides receipts, etc.; liaises with Department Finance and Facilities Manager regarding venue or other contracts and financial related processes

Updates CPD webpages on Department website (i.e. posting Grand Round activities; educational activities, etc.) as appropriate, obtaining approval from CPD Director for new or unusual posting requests.

Supervision Received

Work is done under general supervision of the Senior Education Program Manager.

Supervision Given

None.

Consequence of Error/Judgement

Impact of error is considerable as the incumbent is dealing with confidential information that is widely distributed. Lack of attention to detail in organizing meetings and events could result in a waste of resources (clinician and staff time), poor participation and a negative image of the Department. Lack of follow upon for proper documentation to support clinical faculty teaching activities, invoices and payments could impact payments to clinicians for teaching and the Faculty of Medicine's ability



to pay. Any errors in decision making or data could have repercussions for faculty and students and the image of the department as a whole.

Qualifications

High School graduation and 1 year post-secondary education. Training in secretarial skills, office procedures and practices

Relevant UBC experience preferred 3 years of related experience or the equivalent combination of education and experience.

Knowledge of university financial systems and processes an asset; understanding of basic accounting concepts desirable

Ability to maintain accuracy and attention to detail including performing general math tasks accurately (i.e. multiplication using fractions and spreadsheet formulas)

Ability to take initiative, and work effectively and cooperatively within a team environment

Excellent organizational and interpersonal skills

Effective and professional oral and written communication skills

Ability to work effectively under pressure

Ability to prioritize work, multi-task, work efficiently and be adaptable.

Intermediate level knowledge in use of MS Outlook and Office including Word, Excel and PowerPoint, as well as knowledge of the Internet.

Competence with online database and running reports

Ability to type 60 wpm and to operate a normal range of office equipment.

Ability to exercise tact and discretion.

Ability to take and transcribe minutes.

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Job Posting

Job ID: 14475
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Student Info Support
Classification Title: Student Info Support 4 (Gr7) **Business Title:** Student Financial Processing Specialist
Department: Student Financial Services
Salary: \$41,244.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-10 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-27 **Available Openings:** 1

Job Summary

The Student Financial Processing Specialist independently provides complex information and direction to various clients including students, faculties, departments, and other staff members throughout the Enrolment Services organization regarding awards and financial assistance for post-secondary studies, tuition and UBC loans payments and collections. Main duties include the support and administration of merit-based and need-based programs, such as, but are not limited to: Recommended Awards, Affiliation and Entrance Scholarships and Bursaries, Winter and Summer Bursaries, UBC Loans, and External Awards; accurately applying payments to student tuition and loan accounts, approving tuition refund requests, initiates collection of outstanding tuition and student loan accounts to a collection agency, works with students who are in arrears on payment plans, communicates with students, parents, the UBC community, and external community regarding student tuition and fees, UBC loans, and awards.

Organizational Status

This position reports to the Coordinator, Student Financial Services, and may also report to a Manager in the unit. The individual interacts with all other functional areas in the unit and within Enrolment Services as well as with faculty members, department heads, Faculty Scholarship Chairs, administrative personnel, collection agencies, donors, external agencies, Development Office, University Counsel, and other UBC departments as required.

Work Performed

Awards Administration:

- Evaluates award recommendations submitted by Faculty Scholarship Chairs, only bringing forward complex exceptions to senior staff for decisions.
- Accesses student data, such as course load, program of study and fee payments, in order to determine eligibility for various award programs and for specific awards.
- Acts as a primary resource for new and continuing Scholarship Chairs and assists them in understanding the University's policies and procedures for identifying candidates, awarding and disbursing funds to students.
- Liaises with Faculty regarding award recommendations and student eligibility, requesting alternate recommendations in some cases or rationales, where appropriate.
- Researches donor agreements and other legal documents and assists Scholarship Chairs in interpreting Senate regulations, award criteria and other specifics related to award adjudication and disbursement.
- Synthesizes and disseminates award information to accurately inform Scholarship Chairs of the awards, their status and funds



The University of British Columbia

Staff Job Postings

available in their programs to ensure that the University is making every effort to give out all awards to students on an annual basis.

- Processes external awards, including assignment, amendments, cancellations and refunds.
- Synthesizes information provided in essays, reference letters and on applications into student biographies for receptions, phone offers and publications.
- Fields complex queries regarding external awards.
- Evaluates applications for completeness and determines whether students meet preliminary eligibility criteria for programs.
- Routinely modifies and creates award records and payments on the Student Information System (SIS).
- Verifies and monitors student enrolment to ensure students are eligible for merit funding offered by governments and other external agencies.
- Produces student notices of awards and donor letters.
- Answers inquiries by faculty and donors regarding award recommendations, calendar descriptions, and cheque production procedures.
- Processes bulk assignments for some merit-based and need-based programs, such as, but not limited to Trek Scholarships, Go Global, Affiliation and Entrance Scholarships and Bursaries.
- Reviews various award error reports, such as, but not limited to those in PEND state, WTRA state, failing restrictions after being offered, and disbursement errors.

Tuition Administration:

- Provides information about fee assessments; exercises judgment and makes decisions to defer fees and or remove late charges assessed to a student's account.
- Investigates, analyzes and resolves complex problems related to fee appeals, fee assessment errors, payment errors, rejected student payments, and student instalment and tuition plans.
- Provides expertise and assistance in troubleshooting difficult fee related questions and student account irregularities via phone and email.
- Communicates with all students who are in arrears and about to be sent to collection.
- Reviews and verifies outstanding accounts to be sent to collection, communicates to students, and arranges repayment plans with students within guidelines and works with the collection agency to collect the outstanding balance, and updates student accounts accordingly.
- Communicates with faculties and departments regarding students' who have been forwarded to a Collection Agency.
- Accurately applies tuition and fee payments into SIS (some of the payments include, but are not limited to: debit and credit card, EFT, cheque, Passport to Education, Teacher Certificates, wires, faculty and staff waivers, upload and download bank tapes).
- Prepares cheques for daily courier to HSBC; including reconciling cheques and payment slips and contacting any students with payment errors and organizing shipment.
- Reviews, confirms eligibility or payment, and reconciles Passport to Education scholarships, and invoices the Ministry of Education for payment, and organizes shipment to the Ministry in a timely fashion. Monitors, tracks, and follows up as required on the collection of payment from the Ministry.
- Verifies Teacher Certificate tuition amount prior to applying it to the student's account. Informs the Education department of any changes in registration or discrepancies that may affect the removal of the certificate. Adjusts student accounts and T4As accordingly.
- Monitors Staff and Faculty Tuition Fee waiver reports. Ensures that the number of credits requested on the staff faculty waiver report is correct based on the information on Student Information System (SIS). Notifies Finance of adjustments to be made due to any changes in registration.
- Process USD cheques for deposit, and when needed, makes the required entry on the Financial Management System (FMS).
- Processes and adjusts student accounts regarding all tuition NSF cheques and assesses NSF charge for each student.
- Verifies and ensures JVs from Departments are accurately processed. Liaises with Departments notifying them of the appropriate payment amounts.
- Responsible for approving and processing all refunds on SIS and Consolidated Billing Module (CBM).

UBC Loans Administration:

- Accepts cash and cheques for UBC loan payments, and issues receipts.



The University of British Columbia

Staff Job Postings

- Communicates with students and their respective guarantors who are in arrears and about to be sent to collection.
- Reviews and verifies outstanding accounts to be sent to collection, works with the collection agency to collect the outstanding balance, and updates student loan accounts accordingly.
- Accurately applies UBC loan and advance payments into SIS (some of the payments include, but are not limited to: Interac, EFT, cheque, bank draft, cash).
- Prepares cheques for daily courier to HSBC; including reconciling cheques and payment slips and contacting any students with payment errors and organizing shipment.
- Processes and adjusts student loan accounts regarding all loan NSF cheques and assesses NSF charges.

Other Related Duties:

- Performs T4A reconciliation between FMS and SIS for awards and tuition waivers. Prepares amended T4A slips to reflect award and tuition waiver adjustments where required. Answers inquiries and provides information and assistance to students and parents regarding issues about T4As.
- Reviews, understands and communicates accurately complex regulations in the UBC calendar and other Enrolment Services publications.
- Audits and or prepares financial documentation for data entry into FMS PeopleSoft including verification of account coding, signing authorities, appropriateness of expenditures, and adherence to University policies.
- Performs efficient and accurate FMS data entry of financial documents including cash receipts, journal vouchers, domestic and international travel claims, purchase requisitions and requisitions for payment. Ensures timely processing of these payments and transfers.
- Coordinates event and workshop organization including booking rooms, maintaining registrant lists and fielding questions, contacting speakers, calling for synopses, scheduling, creating handout packages and nametags, working out logistics, etc.
- Identifies and makes recommendations for improving processes.
- Provides training and assessment of new staff, student assistants, and temporary staff.
- Assists with special and ongoing projects.
- Supervises temporary staff and Work Study staff as required.
- Answers routine correspondence received by mail, fax and e-mail.
- Receives, opens, and distributes incoming mail to appropriate staff.
- Performs other duties in keeping with the qualifications and requirements of the job.

Supervision Received

Reports to the Coordinator, Student Financial Services. Works independently within established policies, procedures and accepted practices.

Supervision Given

May oversee and direct the work of student staff or temporary 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

Judgment is exercised based on thorough knowledge and interpretation of established University policies and procedures for the administration of merit and need-based programs. Failure to follow award criteria may result in donor dissatisfaction, loss of donations, and cancellations of donor agreements with the University and may also lead to legal proceedings against the University. A combination of experience and good judgment is required to be intuitive as to whether things are correct or not (e.g. working on core duties or on projects). Judgment is essential to determine whether they have all the facts required before making a decision or a recommendation (e.g. deciding on eligibility for awards).

Attention to detail and thorough knowledge of UBC policies and procedures is critical. This position is responsible for ensuring that tuition fee assessments and payments and award assignments are entered correctly on SIS. Errors could result in incorrect processing of student assessments and payments resulting in significant financial implications for the University as well as late



The University of British Columbia

Staff Job Postings

charges interest charges being assessed incorrectly to student tuition accounts.

This position interacts with various departments, faculties, and other Enrolment Services units and is responsible for responding to diverse questions concerning University and office policy and procedures on fee payments, assessments and awards processing. All information must be accurate and provided in a respectful, timely and supportive manner. Failure to provide service that meets these standards affects public perception of Enrolment Services and the University.

Qualifications

High School graduation and two year post-secondary diploma. High School graduation, CGA CMA Level 2, two-year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. 4 years related experience or the equivalent combination of education and experience. Strong analytical and problem solving skills. Ability to interpret, apply, and make decisions within complex guidelines and regulations. 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 and student 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), and Student Information Systems (SIS). 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. Ability to type 60 w.p.m. and to operate normal range of operating equipment. Demonstrated experience in performing detailed reconciliations. Proficient understanding of accounting principles.

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Job Posting

Job ID:	14466		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Tech Service Library		
Classification Title:	Tech Svc Library Asst 2 (Gr3)	Business Title:	Tech Svc Library Asst 2 (Gr3)
Department:	Library - Rare Books & Spcl Col		
Salary:	\$37,404.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-12-10	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:	Leave Replacement		
Date Closed:	2012-11-26	Available Openings:	1

Job Summary

The Archives Assistant creates, updates and converts archival descriptions and inventories and carries out physical processing including refolding, reboxing and labeling of archival material. Inventories collections to improve findability of hidden collections. Reorders and re-shelves archival material in control number order, including audio visual material and boxed material. Provides conservation and preservations services for the archival collections. Provides public service at the Rare Books and Special Collections circulation desk.

Organizational Status

Works under the general direction of the Rare Books and Special Collections Librarian. Works under the direct supervision of the Rare Books and Special Collections Senior Library Assistant and works closely with and takes direction from the RBSC Archivist.

Work Performed

1. Updates and converts inventories and lists of archival materials through finding aids and other databases as appropriate. Compares archival finding aids to Voyager records and reports discrepancies. Updates Voyager records with archival control numbers.
2. Assists in basic physical processing of archival material by unpacking and conducting a preliminary sort of incoming material, labeling folders and boxes and participating in the preparation of the finding aid.
3. Refolders, reboxes and labels archival material including textual documents, audiovisual items, photographs, and architectural plans.
4. Carries out basic preservation activities for archival materials and identifies items in need of special treatment or reformatting.
5. Affixes barcodes to archival boxes and enters data in preparation for storage in the ASRS. Reorders archival material stored in the vault and provides inventories of material stored in backlog by creating file lists
6. Develops an inventory of B.C. Historical Photograph Collection by converting descriptions from Voyager records to ICA-Atom



The University of British Columbia

Staff Job Postings

database. Physically rehouses photographs in appropriate archival storage.

7. Assists with development of exhibitions utilizing images from the photographic collection and other archival material. Helps maintain the Chung Collection Exhibition space.
8. Works with the Senior Library Assistant and Rare Books and Special Collections Archivist to help coordinate the transfer of archival material from third party vendors and donors.
9. Provides Circulation services including charging and discharging, verifying patron ID, issuing Community Rare Books library cards, and changing addresses. Transacts renewals if required. Handles cash transactions at the circulation desk, makes change, processes credit debit card transactions. Clears hold shelf of expired requests. Provides assistance or access to disabled users, couriers, and plant operations personnel. Assists in opening and closing the library.
10. Assists library users over the telephone and in person at the circulation desk by providing directional information and orienting them to the various online catalogues and print finding aids. Refers reference questions to the professional staff as required. Retrieves materials from the closed stacks, ASRS and reference area.
11. Assists with branch acquisitions activities by bibliographic and or price searching of the Library catalogue, booksellers catalogues, sales catalogues, journal book reviews and bibliographies.
12. Provides backup to the primary document reproduction assistant during vacation or busy periods to copy RBSC documents according to specific timelines, calculates cost, produces invoices and processes payments for photocopy and digital reproduction services and alerts primary document reproduction assistant regarding patron requests for digital reproduction services.
13. Follows RBSC security protocols and monitors patrons using RBSC materials in the reading room; reports security concerns to RBSC Librarian.
14. Performs other duties related to the qualifications and requirements of the job and backs-up other library assistants as required. May receive direction from the RBSC Librarian, Archivist, and Reference Librarian, as workload permits, in consultation with the RBSC Senior Assistant.

Supervision Received

Reports to the Rare Books and Special Collections Librarian and receives supervision from the Rare Books and Special Collections Archivist and the Senior Library Assistant.

Supervision Given

No direct supervision given but may provide assistance or explain work procedures to employees in areas of specialty or when requested.

Consequence of Error/Judgement

Applies established guidelines and procedures in establishing priorities and carrying tasks through to completion. Carries out familiar phases of the work independently under general supervision. Resolves problems by choosing within defined standards, information and procedures. Refers complex or unusual problems to senior staff. Work is monitored on a to ensure adherence to established work procedures and the accomplishment of work goals. . Consequence of error could lead to short term reduction of service to the public, adverse client relations, damage deterioration loss of rare materials and or time spent by senior staff correcting the error. Work is subject to checking by the RBSC Archivist and the Senior Library Assistant.

Qualifications



High School graduation. 2 years relevant experience or the equivalent combination of education and experience. Experience handling archival materials preferred. Knowledge of UBC Library policies, procedures and integrated library systems. Knowledge and experience with computers, scanning software and hardware. Ability to effectively use e-mail, word processing, spreadsheet, and integrated library systems applications at an advanced level (MS Office, Acrobat and Voyager preferred) Ability to communicate effectively verbally and in writing. Ability to effectively manage multiple tasks and priorities. Ability to provide quality service to customers in a courteous, patient manner. Ability to develop and maintain cooperative and productive working relationships. Ability to maintain accuracy and attention to detail. Ability to operate the normal range of office, and library equipment, and audio-visual playback equipment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to lift and move up to 20 kgs of boxed materials and equipment. Ability to climb 5' rolling ladders and push fully loaded book trucks. Ability to handle fragile and rare materials in the appropriate manner. Ability to work a five day work week. May be required to work evenings, and weekends, as required.

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Job Posting

Job ID: 14498
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Theatre
Classification Title: Costume Specialist (Gr10) **Business Title:** Costume Specialist (Gr10)
Department: Theatre and Film
Salary: \$46,656.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-03
Job End Date: 2013-03-29
Funding Type: Budget Funded
Other: Sessional
Date Closed: 2012-11-30 **Available Openings:** 1

Job Summary

This position is responsible for the planning, acquisition, preparation, construction and maintenance of theatrical costumes required for activities within the Department of Theatre and Film.

Organizational Status

Reports to the Administrator, Department of Theatre and Film.

Dotted Line Reports to Manager of Technical Theatre Production, Department of Theatre and Film.

The position interacts with professional and student stage managers, faculty, professional, undergraduate and graduate designers in areas of construction and design for costumes.

Work Performed

Provides costume support and supervision for departmental productions and classes as required.

Facilitates costume planning by contributing creative ideas and solutions to design problems.

Determines costume needs for productions with pattern drafting, draping, sewing and assembling, altering, fitting, dying, again and breakdown. Ability to read and create costumes from design renderings.

Searches for and acquires through purchase, rent or loan, costumes for productions as needed.

Maintains financial records for production expenditures including petty cash and costume shop supplies for production and course activities, including makeup and cleaning supplies.

Provides input into labour and material estimates for production.

Supervises, workstudy positions.

Shops for clothing and fabric needs for production.



The University of British Columbia

Staff Job Postings

Maintains costume inventory storage, use and maintenance, including cleaning and repair.

Demonstrates critical aspects of costume construction, including use of sewing equipment, dye, measurements, research techniques, and assembly.

Provides practical advice on backstage duties with respect to dresser, hair and makeup positions. The position coordinates costume schedule needs during technical weekends, along with students.

Works closely with faculty in design instruction.

Manages limited costume rentals with help of workstudy students.

Performs other duties as required.

Supervision Received

The Costume Specialist works under general supervision of the Manager of Technical Theatre Production.

Supervision Given

Supervises two workstudy positions. Oversees students assigned to work in the costume shop area.

Consequence of Error/Judgement

The Costume Specialist is required to make decisions on a wide variety of topics that have educational and financial impact.

The impact of a poor decision would adversely affect the reputation of the program, department and the University.

Qualifications

High School graduation and Undergraduate degree in a relevant discipline. 5 years relevant experience or the equivalent combination of education and experience. Minimum of 3 years experience in a professional theatre shop, or equivalent education and experience. Work experience in an educational facility would be considered an asset. Work experience as a costume designer would be considered an asset. Effective communication, interpersonal, and organizational skills are necessary as well as the ability to demonstrate creativity and innovation. The ability to work independently and in a team environment is required. The ability to meet the physical requirements of a sewer. Ability to read and interpret costume renderings. Ability to maintain accuracy and attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to accurately maintain appointment calendars, and schedule appropriate appointments. Ability to efficiently and effectively coordinate tasks. Ability to gather, record, and organize information. Ability to effectively use Photoshop at an intermediate level in addition to Microsoft Office, Email, Outlook, Filemaker. Ability to operate job-related equipment (e.g., sewing machines, surgers, glue gun,). Ability to effectively manage multiple tasks and priorities. Ability to respond appropriately to inquiries in person, on phone, and in writing, and make appropriate referrals. 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 analyze and interpret data, determine implications, and provide recommendations. 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 understand and apply policies, procedures, and instructions. Valid Class 5 Drivers License. Ability to communicate effectively verbally and in writing. Ability to communicate in a clear, attentive, and polite manner. Ability to effectively facilitate groups to achieve appropriate outcome. Ability to listen actively and attentively, and obtain clarification as required. Ability to read and comprehend technical material. Ability to communicate effectively verbally. Ability to make decisions and recommendations involving highly complex issues. Ability to recognize potentially dangerous situations and take appropriate action. Ability to remain calm, decisive, effective, and safe in emergency or crisis situations. Ability to determine the nature and urgency of inquiries and issues, and triage appropriately. Ability to assess situations and make decisions that



The University of British Columbia

Staff Job Postings

fall outside the scope of established policy. Ability to exercise sound judgment. Ability to prepare cost estimates projections. Ability to analyze and reconcile accounts. Ability to learn new software programs. Ability to effectively deal with difficult people. Ability to assist clients in identifying appropriate courses of action. Ability to address and moderate interpersonal conflict by confronting issues and taking appropriate action. Ability to deal with people in a courteous, calm manner. Ability to deal effectively with a diversity of people. Ability to provide effective and appropriate guidance and counsel (e.g., consulting on period props, best practices with regard to construction). Ability to work effectively with minimal supervision. Ability to effectively liaise with students, guest directors, faculty, suppliers. Ability to exercise tact and discretion. Ability to explain, assign, and monitor work that students staff are performing Ability to identify, obtain, and effectively manage organizational resources (e.g., people, materials, assets, budgets). Ability to perform basic arithmetic. Physical ability to perform the duties of the job. (e.g., dexterity, sewing) Ability to resolve technical problems in an innovative manner. Ability to design and fabricate experimental materials. Ability to locate required information using a variety of methods (e.g., online information sources, manuals, expert sources). Ability to clearly describe and explain complex prop construction techniques, Comprehensive knowledge of costume building materials, suppliers,. Ability to estimate labour and material costs. Ability to fabricate. Ability to read, interpret, and understand job-related technical drawings. (e.g., renderings, work sketches)

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The University of British Columbia

Staff Job Postings

quarterly union management meetings. Meets with the PD Fund Manager, Lead Consultant and Director to brief them on issues prior to meetings with Employee Groups executives. Uses knowledge and judgment to analyze and track fund usage and distribution, reviewing significant patterns with PD Fund Manager and Director.

May be required to provide vacation and sick leave coverage for other PD fund related positions in ODL.

Performs other duties and projects as assigned.

Supervision Received

Work is performed under limited supervision and most duties are performed independently, consulting the section staff on related matters as required. Most duties are performed independently or with support from the PD Fund Manager.

Supervision Given

None.

Consequence of Error/Judgement

The position handles the processing of approximately \$1 million in PD funds annually. Exercises judgement and initiative in handling matters of a non-routine nature. Inappropriate or inaccurate processing of applications may result in the filing of grievances, arbitration processes, or the initiation of litigation. Any of these outcomes may have significant financial consequences for client Departments, may have a negative impact on the University's relationship with unions and associations and or may contribute to an unfavourable public image of the University. Failure to deliver services to Departments in a timely manner may result in a disruption of client department operations.

The position is responsible for carrying out the administrative clerical functions of PD fund programs, maintaining an accurate and current database which ensures fair application of guidelines and reconciliation of program funds. The position provides Director, Lead Consultant, and PD Fund Manager with briefing on data interpretation prior to Employee groups management meetings and presents reports to Employee Groups Executives. Error in judgement could result in embarrassment to the unit and impact on the credibility of Human Resources.

Qualifications

High School graduation and 1 year post-secondary education. One year post-secondary education with training in office procedures. 4 years related experience or the equivalent combination of education and experience. FMIS Certification an asset. Ability to communicate effectively verbally and in writing. Ability to exercise tact and discretion. Ability to effectively use word processing, spreadsheet, and database, applications at an intermediate level. (e.g., Outlook, MS Word, MS Excel). Ability to perform word processing at 60 words per minute. 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.

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Job Posting

Job ID: 14422
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Maintenance Engineer **Business Title:** Maintenance Engineer
Department: Building Ops - Mech Maint
Salary: \$58,140.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-30 **Available Openings:** 1

The successful Millwright candidate will be involved in the maintenance, repair, replacement and installation of various pieces of mechanical equipment including fans, compressors, pumps, HVAC and other associated and miscellaneous system components. Suitable candidates must hold a BC Trades Qualification as a Millwright or an Inter-Provincial Trades Qualification as a Millwright.

Job Summary

Under supervision of Head Maintenance Engineer or Sub-Head Maintenance Engineer I, performs skilled work in the maintenance and repair of mechanical service equipment used throughout the University including heating, refrigeration, ventilating and air-conditioning of laboratories and buildings.

Organizational Status

Reports to Head Maintenance Engineer or Sub-Head Maintenance Engineer.

Work Performed

1. Maintains, repairs, replaces, installs and checks fans, compressors, pumps, refrigerator units, and associated equipment used for climatic control in University offices and classrooms, and for controlled research environments by:
 - a. Machining and making up parts and components as required.
 - b. Checking, repairing and recharging refrigerator systems with gas, brine, or other refrigerants.
 - c. Complete overhauling or rebuilding and installation of compressors and mechanical equipment.
 - d. Welding and soldering cooling systems, frameworks, mountings and equipment associated with refrigeration, air-conditioning, ventilation, and heating.
2. Operates machine shop equipment and gas and electric welding equipment in the performance of maintenance and repair duties.
3. Maintains, overhauls, and installs ice rink equipment, insures safe operation of equipment e.g. pressure switches, etc.; testings, lubing, oil changes and adjusting thermostats are duties of the Operator.
4. Conducts periodic inspections and routine checking of equipment performance and condition by using flow meters, speed indicators, and other test equipment.
5. Reports on the maintenance requirements of equipment and machinery.
6. Utilizes the Building Management System to identify malfunctions in noted equipment where appropriate and to stop and start remote equipment as appropriate.
7. May be required to perform other duties related to the qualifications and requirements of the classification.

Supervision Received



The University of British Columbia

Staff Job Postings

Reports to Head Maintenance Engineer or Sub-Head Maintenance Engineer.

Supervision Given

None.

Consequence of Error/Judgement

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

Qualifications

BC Fourth Class Power Engineer. Formal training and considerable experience in refrigeration and or air-conditioning and or mechanical maintenance. BC Trades Qualification or Inter-Provincial Trades Qualification certificate as a Refrigeration Mechanic, Millwright or other related trade. Skill in operating a metal turning lathe, machine tools, and skill in welding and brazing of ferrous and non-ferrous metals using oxyacetylene and electric welding equipment are required.

A certificate of competency as a B.C. Power Engineer and a B.C. Trades Qualification as a Refrigeration Mechanic, Millwright or other related trade.

A tradesman may be hired without a BC Power Engineer 4th Class Certificate but will be encouraged and expected to obtain this Certificate within three (3) years.

UBC will sponsor the applicant for the cost of course materials, tuition fees, exam costs and the ability to gain firing time.

Any employee who does not obtain a BC Power Engineer 4th Class Certificate within three (3) years shall have their hourly wage rate reduced by five (5%) until the employee does obtain the Certificate.

NOTE: It is agreed and understood that where a Trades Qualified individual is required and is hired, their duties and responsibilities shall primarily be concerned with the maintenance of equipment covered under their Trades Qualification. This shall not, however, restrict the University from utilizing the individual for other duties in order to keep them gainfully employed. .

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: 14417
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level A **Business Title:** Financial Manager
Department: Chemistry
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-01
Job End Date: 2014-03-31
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-11-27 **Available Openings:** 1

Job Summary

Working under the direction of the Administrative Director, is responsible for implementing and coordinating the day to day financial operations for the Department of Chemistry. Implements practices to improve the quality and efficiency of departmental financial services, including department policies and procedures on financial practices. Major responsibilities include: oversees inputting of departmental financial transactions onto the online FMS system; management of Research Funds; manages accounts payable and accounts receivables; monitors operating accounts; develops and produces financial reports of a specialized nature; assists with variance reports; generates and reviews balance sheets; acts as a liaison with Financial Services, Purchasing, Office of Research Services and UILO; provides training for financial processes and systems; advises faculty and staff on financial policies and procedures; departmental P-Card Coordinator; manages the P-Card program; supervises Finance Clerk.

Organizational Status

Works independently; receives direction from the Administrative Director on unusual situations or circumstances; reports to the Administrative Director.

The Finance Manager provides financial advice to interdisciplinary support units, faculty members and researchers; liaises with Financial Officers in Research Services, UILO, Financial Services, Supply Management and other central University agencies; This position communicates as required with outside funding agencies (e.g. NSERC, CFI) or other contracted parties.

Work Performed

Financial Management:

- Provides recommendations to researchers and faculty members in the management of research grant and contract accounts.
- Develops methods as required to identify, analyze and address problems for financial analysis and for proposal and report preparation, using complex FMS tools such as PS nQuery and nVision.
- Provides advice for overall financial planning and assesses impact of surpluses deficits and reviews variances; ensures cost effectiveness of expenditures.
- Manages the research grants on behalf of the department, including tracking commitments and incoming funds, monitoring balances.
- Manages internal transfers and reconciliation of title accounts against expenses for departmental shared services.
- Responsible for closing of year end books.
- Interprets and monitors financial policies and procedures established by UBC and the granting agencies that affect the use of



The University of British Columbia

Staff Job Postings

- grant funds, and determines if payments to contractors are in compliance with Revenue Canada and the University's regulations.
- Manages FMS on-line processing (corrects internal control issues, processes financial transactions); implements new financial processes and internal controls to improve efficiency of financial workflow within the finance unit; final authorization on FMS transactions to enable cheque production.
 - Prepares and reviews interim financial statements for expenditures and ensures account holders are expending funds in compliance with funding guidelines; works closely with researchers to ensure that NSERC (and other agency funding) are properly accounted for and that budget anomalies are brought to their attention with guidance for resolution; monitors financial progress of research and contract accounts to ensure funds are expended during the contractual agreements.
 - Coordinates year end reconciliation of all contract and research accounts.
 - Provides financial information to internal and external auditors.
 - Ensures financial transfers from UBC and other universities' administrative units are received and processed and that all revenues payable through ancillary operations are received.
 - Oversees contractual agreements between granting agencies and researchers; produces variance reports and advises Administrative Director of impending problems inconsistencies.
 - Authorizes expenditures on accounts; consults with Administrative Director on unusual expenditures;
 - Prepare and review annual financial reports for grant and contracts.
 - Prepares and checks invoices for external users of departmental supplies and services.
 - Oversees Petty Cash (\$2500); responsible for administering cash revenues (\$245K); processes data input and reports for cash receipts and bank deposits.
 - Reconciles yearly Undergraduate Lab Manual sales, up to \$25,000.

Other:

- Department P-Card Coordinator: provides training and manages the P-Card program for 40 VISA AmEx card holders; reconciles all department cardholder statements; verifies expenditures. Chemistry spends \$1.7 million annually on P-Card purchases.
- Works with Administrative Director in designing, developing, identifying and implementing streamlining financial processes.
- Oversees departmental financial policies and procedures manual.
- Provides advice on the Freedom of Information and Privacy Act as related to financial matters.
- Performs other related duties and responsibilities as required.
- Financial backup to Administrative Director during vacation.

Supervision Received

Works independently with goals and objectives developed in conjunction with the Administrative Director. Responsible for coordinating projects based on the goals of the department or service unit. Reports administratively to the Administrative Director.

Supervision Given

Provides supervision and oversees work of Finance Clerk, including training, instruction of processes, overseeing accuracy, taking part in human resources issues. Consults with Administrative Director as required.

Consequence of Error/Judgement

Work is expected to be at a high level of accuracy. Effective management of all financial processes is critical to the success of Chemistry and its ability to deliver its programs. Errors could affect the financial position of the department and of individual faculty members, harming relationships with industrial partners and government funding organizations. Errors in judgment would have serious affects on the Department Head's ability to carry out his mission and function. Failure to provide timely and accurate accounts reports would make it impossible to effectively manage the department and its projects. Work requires diplomacy, confidentiality, and an understanding of multi-interdisciplinary research projects and political climates.

Qualifications



Undergraduate degree in a relevant discipline and Completion of one year in an accredited accounting program (CGA or CMA or CA). A degree in business administration or a combination of appropriate education, training and experience with an emphasis on accounting and business practices. Minimum of two years experience or the equivalent combination of education and experience. Preferably within a university environment focusing on academic unit financial management, research grant and contract financial management; a thorough knowledge of University policies, procedures, and documentation preferred; excellent knowledge of UBC's systems including FMS and PeopleSoft on-line systems preferred.

Financial and budgetary; records management; organizational; proven ability to analyze and resolve financial issues; demonstrated ability to work independently and under pressure to meet competing deadlines; excellent interpersonal, oral and written communication skills; ability to effectively maintain relationships with all levels of faculty, staff and students, University officials, Industry and other government organizations; ability to work independently and within a team environment; ability to exercise tact, discretion and good judgment; proficiency in a PC based computer environment, including word processing, spreadsheet, accounting and telecommunications software within a University or large, complex organization. .

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: 13969 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level C **Business Title:** Assistant Manager, Payroll
Department: Payroll
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-24 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-29 **Available Openings:** 1

Payroll is a division of Payment & Procurement Services.

Job Summary

The Assistant Manager, Payroll is responsible for managing the daily operations of the payroll department, and is accountable for preparing and executing appropriately in a timely manner the semi-monthly payroll for the entire University of British Columbia. The incumbent will have an eye for improvements and a talent for people development and will assume responsibility for the coaching, mentoring and development of a team of 12 staff in addition to implementing process improvements and efficiencies. The Assistant Manager, Payroll oversees payroll processing in accordance with tax laws, federal provincial regulations and numerous collective agreements which cover multiple unions, associations, excluded terms and conditions and University policy. Prepares complex reports and payroll accounting transactions, analyze and reconcile asset and liability accounts to the General Ledger. This position will perform project work relating to planning, testing and implementation of new system products, PeopleSoft HRMS update releases, system change requests and facilitate and or oversee the creation of various business project deliverables: business requirements gathering, specifications design, build, testing, change management & training deployment, stabilization, project closure.

Organizational Status

The Assistant Manager, Payroll will report to the Payroll Manager. The incumbent will interact with faculty, staff and students across the entire University campus.

Work Performed

- The assistant payroll manager handles the daily operations of the payroll department including the financial administration and coordination of work activities for Payroll operations.
- Ensure accurate payment and reporting of all employee benefits, in compliance with Federal and Provincial legislation and regulations, union agreements and University policies and respond to legal requests, special agreements and other payroll related issues.
- Responsible for the hiring, training, coaching mentoring and performance management of the team by interviewing and making selection decisions, scheduling staff, coordinating work assignments, evaluating employee performance. Actively manages absenteeism, discipline, and grievances.
- Motivate employees to achieve peak productivity and performance and encourage participation in professional development activities.
- Effective communication skills and ability to convey information to colleagues in other departments and at all levels of the



The University of British Columbia

Staff Job Postings

University administration and outside agencies to ensure accuracy and adherence to payroll policies and legislative requirements.

- Audit and analyze payroll accounting functions. Ensuring that all payroll transactions and payroll commitments are posted to the PeopleSoft Finance System promptly and accurately. Analyze and reconcile asset and liability accounts to the general ledger.
- Develop and monitor internal controls to ensure accuracy and consistency of all payroll processes, and protection of highly confidential information.
- Oversees completion of year-end requirements, including preparation, reconciliation and government filing of the annual T4's.
- Responsible for the completion and reconciliation of the Financial Information Act (FIA).
- Review payroll-related schedules and supporting financial notes for the year-end financial audit. Communicate with internal and external auditors, and ensure all audit queries are promptly resolved to fulfill year-end audit requirements.
- Responsible for running standard queries and SQR's.
- Monitors and reports regularly on the status of payroll operations; recommends and implements improvements as appropriate.
- Ensure Payroll systems and procedures are clearly documented and maintained.
- Research, interpret and ensure compliance with provincial and federal regulations for complex income tax, WCB and other pay benefits issues.
- Maintains knowledge of current legislation, Collective Agreements, and system requirements pertaining to earnings and deductions.
- Initiate and implement continuous improvements in payroll workflow and processes, ensuring the integrity and security of all payroll information
- Test changes to PeopleSoft system by setting up test cases, simulating pay runs etc
- Provide coaching and expert knowledge on PeopleSoft system set-up and payroll processing to Payroll administrators, management and clients.
- Prepare business requirements documents for changes to PeopleSoft systems and or Payroll processes.
- Verify and evaluate payroll program specifications created by programmers. May provide work direction to programmers.
- Facilitate and or oversee the creation of various business project deliverables: business requirements gathering, specifications design, build, testing, change management & training deployment, stabilization, project closure.
- Participates in major projects, PeopleSoft HRMS Upgrades, system testing, and consolidation of information for system errors and analyzing error reports.
- Gathers monthly statistics and key performance indicators (KPI's). Participates in the campus wide orientation every other month.
- Responsible for liaising with and monitoring the processing of overpayments collections.
- Performs other duties related to the qualifications and requirements of the position.

Supervision Received

The Assistant Manager, Payroll reports to the Payroll Manager. The Assistant Manager, Payroll is expected to work independently while under the general direction and guidance of the Manager of payroll.

Supervision Given

The Assistant Manager, Payroll manages 12 Payroll clerical staff. Is responsible for the hiring and manages the training, performance, development and evaluation of staff. Adopts a coaching mentoring approach and develops team skills to foster a cooperative and respectful working environment.

Consequence of Error/Judgement

Failure to detect and correct errors could result in serious consequences such as a breach of a collective agreement, financial penalties from Canada Customs and Revenue Agency, fines pursuant to the Employment Insurance commission Act and Employment Standards Act, law suits from employees and fines and penalties. Errors could result in poor financial decisions and misallocation of resources. As this position advises the University campus faculties and departments, errors could have a significant impact throughout the University.

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



The University of British Columbia

Staff Job Postings

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). Completion of the Canadian Certified Payroll Manager Certification (CPM) preferred Minimum of five years experience or the equivalent combination of education and experience. Demonstrated administrative and leadership skills. Comprehensive knowledge of accounting principles including internal control and audit requirements as well as legislation, regulations, practices and guidelines. Ability to administer and provide leadership to others. Effective verbal and written communication skills. Demonstrated analytical and problem solving skills. Ability to utilize a customer service approach to staff and clients. Demonstrated knowledge of collective agreements, applicable legislation and regulations. Thorough knowledge of information systems relevant to payroll including Peoplesoft. Ability to set priorities, manage own work activities and delegate tasks to achieve maximum efficiency. Knowledge and understanding of the functional complexities of an integrated, multi-faceted Human Resource, Payroll and Benefits system. Broad knowledge and experience in payroll and benefits practices and related business processes. The ability to work under pressure with changing priorities and to meet deadlines. Ability to maintain accuracy and attention to detail.

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: 14420
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level D **Business Title:** Senior Internal Auditor
Department: Internal Audit
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-26 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-12-06 **Available Openings:** 1

Job Summary

The position plays a key role in the University's accountability mechanisms in collaboration with Senior Audit Managers. Reviews and evaluates financial and administrative activities, in particular, internal controls used by management to manage risks. Prepares draft reports on the adequacy of internal controls and the efficiency and effectiveness of operations.

Organizational Status

The Senior Internal Auditor will deal directly with department heads and directors as well as supervisory and other staff. Assignments frequently involve access to confidential information. The auditor must use tact in obtaining information and must use professional judgment in maintaining confidentiality.

Reports to the Associate Director. Works in collaboration with Senior Audit Managers.

Work Performed

- Participates with the Senior Audit Managers in planning the scope and objectives of internal audits.
- Determines detailed audit procedures and techniques to be used to meet the objectives of the audit.
- Reviews and documents assigned organization and function activities in University departments.
- Performs the audit in a professional manner and in accordance with the adequate standards of internal control and sound business practice.
- Evaluates the efficiency of systems and the effectiveness of operations, as well as the adequacy of internal controls. Obtains and analyzes evidence as a basis for objective opinions in the audit report.
- Ensures working paper files provide adequate documentation to support audit reports.
- Prepares and reviews audit procedures, working papers and files to ensure high professional standards are followed. Participates in evaluating overall results of audits.
- Prepares draft audit reports detailing audit findings on controls, efficiency and effectiveness, and makes practical recommendations for improvement.
- Discusses draft audit reports with the auditee.
- Appraises the adequacy of corrective action taken to improve deficient conditions.
- Conducts special investigations as determined by the Associate Director or a Senior Audit Manager.



The University of British Columbia

Staff Job Postings

Supervision Received

Audit assignments are planned and approved by the Associate Director. The Senior Internal Auditor is expected to collaborate with a Senior Audit Manager to develop an audit program and to carry out the field work, with minimum supervision, including the drafting of audit reports. Audit programs, working papers, files and reports are reviewed by the Associate Director.

Supervision Given

None.

Consequence of Error/Judgement

Detail work is not checked. Errors or incorrect audit work could result in the failure to detect or prevent University financial errors, inefficiencies, inadequate internal controls, or frauds. Internal Audit provides information directly to senior management and the Board. Inaccurate audit information could result in errors in management decisions and University governance.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). A minimum of 7 years of experience or the equivalent combination of education and experience. Audit experience including internal control reviews of different types of large and small business operations and the preparation of audit reports evaluating internal controls and efficiencies. Knowledge of internal control frameworks (CoCo, COSO) and risk assessment methodologies. Effective oral and written communication skills.

Ability to bring a questioning attitude and constructive approach to problem solving. Ability to work well with others and to demonstrate respect, dignity and integrity in interpersonal relationships. Ability to deal with sensitive and confidential issues using developed discretion and judgment, while maintaining independence and objectivity under all circumstances.

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: 14470
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level H **Business Title:** Assistant Dean, Finance
Department: Arts, Dean's Office
Salary: \$87,264.00 - \$109,080.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-28 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-26 **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

A senior leadership position in the Faculty of Arts and the Comptroller's Office, the Assistant Dean Finance provides comprehensive strategic financial management for the Faculty of Arts. This position has Faculty-wide impact, contributing to strategic direction, plans and objectives by identifying issues and opportunities, evaluating organizational impact and introducing innovative initiatives to move the strategic plans forward. At the same time, the Assistant Dean is a conduit for influence and information sharing between the Comptroller's Office and the Faculty. The Assistant Dean provides leadership and direction in establishing innovative practices and programs. Further provides authoritative advice on financial issues. The incumbent must be aware of both the external and internal political and economic environment within which the University functions and foster relationships with key contacts.

The Assistant Dean Finance provides leadership in the strategic management of the financial plans, activities and effective administration of financial policies of the Faculty of Arts and the University. The position also provides leadership for the financial corporate management of major university funds; tuition and government operating grant dollars, as well as fee for service, endowment and research funds for major university facilities such as the Museum of Anthropology. With approximately \$120 million of operating funds under management

The Assistant Dean Finance, working with the Dean of Arts, provides leadership and guidance to a team of over 50 Administrators, Associate Deans, Directors, Heads and Program Chairs.

The Faculty is a core unit, one of the largest in the University, it provides instruction to one-third (1/3rd) of the total university student population and employs nearly 25% of total institutional complement of full-time faculty members. The tuition fees under management within the Faculty represent approximately 30% of the entire university's tuition base. The Faculty also instructs 50% of the university's international students. The Faculty has three major fee-for-service generating facilities: the Department of Theatre and Film, the Chan Centre for the Performing Arts and Museum of Anthropology. It is also holds a lease that primarily serves the Opera Program at the off campus site at Great Northern Way. It also oversees the accounting of funds derived from one time capital projects funded through the Canadian Foundation for Innovation, the BC Knowledge Development Fund, other funders and major fundraising efforts.

Organizational Status



The University of British Columbia

Staff Job Postings

This position reports jointly to the Dean of the Faculty of Arts and to the University Comptroller. From a practical point of view, the Assistant Dean will take day to day direction from the Dean while meeting with and updating the Comptroller during bi-weekly review meetings. The incumbent has regular contact with Senior Management in central service offices, e.g. VP-Academic & Provost Office, Financial Services, Budget Office, Research Services, UILO, Faculty Relations, Treasury, Legal Affairs, etc., as well as with senior management in other faculties. Internally represents the Faculties in financial and or other administrative matters, while at the same time supporting the Comptroller's Office. This position works closely with the Assistant Dean, Facilities and Human Resources, the Executive Coordinator to the Dean and the Associate Deans regarding the financial administration of the faculty - along with the Dean these make up the senior leadership team in the Faculty of Arts.

Work Performed

- Key contributor in setting the overall strategic plan within the Faculty including working with the Dean, Comptroller, Associate Assistant Deans and Department Heads Directors to specify objectives, develop policies and plans to achieve these objectives and allocate resources to implement the plans.
- Provides comprehensive strategic financial management for the Faculty of Arts.
- Responsible for directing the financial planning (including budgeting, forecasting, analysis, reporting, accounting, and business processes).
- Develops short and long-range strategic financial plans for the Faculty of Arts.
- Provides leadership in the financial management of major University funds - tuition and government operating grant, fee for service, research and endowment funds.
- Provides leadership, strategic advice, interpretation and guidance on financial policies issues and decisions to the Dean, Associate and Assistant Deans, Heads, Directors, Program Chairs and administrators.
- Leads the review and establishment of management reporting within the faculty
- Leads Continuous Improvement (CI) initiatives to improve business processes at UBC.
- Serves on strategic university planning committees in advisory role on economic sustainability, financial systems, accounting education and training, policy development.
- Meets regularly and collaborates with the University Comptroller on development of institutional financial policies and direction of accounting activities for the Faculty of Arts in relation to the University.
- Represents the Faculty of Arts on several university committees (such as Committee of Faculty Business Administrators, Member of Purchase and Payment Simplification Steering Committee and IT Transformation Advisory Group, Member of FMS Systems Advisory Group, Integrated Reporting Working Group, Hyperion System Working Group, R&S PG Review Working Group.).
- Is a key member of several internal Faculty of Arts committees (such as Chair, FMS Working Committee, Chair, Photocopying Duplicating Committee, Member of Faculty of Arts Administrators Group).
- Leads in the development and implementation of innovative financial practices for the Faculty of Arts.
- Develops and implements financial policies in the Faculty of Arts.
- Serves as a liaison between the Faculty of Arts and Comptroller's Office encompassing areas such as: Financial Reporting and Budgeting and Payment and Procurement Services Offices. Works with these units in setting financial policy and procedure for the University, developing and improving financial systems.
- Serves as the Faculty representative for financial matters on the E-Strategy initiatives led by IT Services.

Supervision Received

Works under general direction of Dean and University Comptroller.

Supervision Given

Responsible for overseeing the financial work of managers and clerks in approximately 45 individual departments, units and programs and in the Dean's Office. The position supervises the financial and budget-related tasks of the staff in the Dean's Office and the Departments.



The University of British Columbia

Staff Job Postings

Consequence of Error/Judgement

Given the considerable financial footprint of the Faculty of Arts within the University, errors in assessment could materially impact not only the Faculty of Arts but also have a significant on the University's overall finances and its ability to effectively distribute resources. Errors of judgment or procedure would lead to serious financial problems for the Faculty of Arts departments, units and programs and the Dean's Office. Failure to provide sound strategic advice and effective leadership on financial policy and systems along with timely and accurate financial information would make it impossible for the Dean to represent the Faculty effectively to the University, and would interfere seriously in decision-making and resource allocations. Failure to provide adequate short and long term strategic financial planning documents would undermine the Faculty's ability to set and implement priorities for allocation of resources, resulting in an inability to achieve the educational and research mandate for the Faculty and in a loss of stature and credibility to the University and the public. Failure to represent the Faculty of Arts' interests throughout the Faculty and the University would undermine confidence and credibility of the Dean and the Finance division. Failure to oversee budgetary procedures in individual departments would make it impossible for the Faculty to monitor its overall budgetary situation and would lead to a lack of accountability

Qualifications

Postgraduate degree in Finance or Business Administration and a professional accounting designation (CGA preferred). . Over ten years' experience at a senior finance level in a complex organization, with several years' senior financial planning, systems development, business process reengineering, and budgeting and control experience.

Expertise of financial and records management systems, knowledge of UBC financial systems and related information technology systems and IT departments that provide service to faculties.

Expertise in spreadsheets, databases and relational databases required.

Effective communication and interpersonal skills and strong problem solving and organizational abilities.

Ability to work under pressure and meet deadlines.

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Job Posting

Job ID: 14487
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Manager, Board Relations&Exec Director/AVP Office
Department: Alumni Association
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-29 **Available Openings:** 1

Job Summary

This position is responsible to steward the relationship of the UBC Alumni Association Board, Past Board, and other senior level UBC alumni volunteer as well as the organization and administration of the Board, organizational governance, and compliance. Additionally the position is responsible for ensuring the office of the AVP ED functions smoothly and productively on a daily basis.

Organizational Status

Reports to the AVP ED. The position involves interaction with senior level alumni volunteers including officers and members of the Board of Directors, UBC executives and their offices, Development and Alumni Engagement Executive team, and alumni affairs team across the University on both campuses.

Work Performed

1. Board of Directors, Past Board, and Senior Level Alumni Stewardship
 - Serves as the liaison for all Alumni Association Board matters, providing professional support to the Board as well as the Governance, Nominating, and Executive and other committees as needed;
 - o Prioritizes and determines meeting agendas and schedule of meetings. Provides guidance to the Board as well as the Governance, Nominating, and Executive and other committees on process. Researches and provides background material for the meetings; establishes agendas; ensures decisions and activities are in compliance; follows up on action items; and coordinates implementation of decisions;
 - Leads ongoing administration of the Alumni Association Board;
 - Manages the nomination process for Alumni Association Board of Directors which includes: coordinating the communication plan, managing and filling Board vacancies in collaboration with the Nominating Committee and the Board of Directors; Manages the Governance Committee which includes: researching and summarizing background material, establishing agendas with the chair, following up on action items, and managing the implementation of decisions;
 - Coordinates the Chancellor and Board of Governors nomination processes working with the Nominating Committee of the board of directors. Responsibilities include working with the board and nominating committee chair to organize committees and processes, establishing agendas and timelines, facilitating communication with various UBC stakeholders and administrative offices, ensuring policies are properly followed, and keeping processes on schedule;
 - Manages the Annual General Meeting for the Alumni Association and the Past President's Dinner including coordinating with the



Events team to ensure quality of the events;

- Write speaking notes for AVP ED Alumni and UBCAA Board members as well as complex and confidential reports for presentations to the Alumni Association Board of Directors;
- Manages orientation for all new Alumni Association Board members and updates the Board of Directors policy manual with regards to coordinating the policy content as necessary as necessary;
- Facilitates participation of Board and other senior alumni volunteers in a range of University and alumni activities;
- Establishes regular communications and opportunities for board chair and or ED AVP to update past members of the officers of the board of directors.
- Works with the Board of Governors office as needed to coordinate Alumni Association responsibilities for the UBC;
- Coordinate Alumni Affairs reports to the Board of Directors and the UBC Board of Governors;
- Provides support and direction to ensure that Board is highly functioning in driving recruitment, orientation, succession planning and ongoing stewardship.

2. Office of the AVP Executive Director

- Responsible for a variety of projects to ensure the efficient administration, organization, and operation of the office of the AVP Executive Director;
- Ensure AVP ED is efficiently utilizing time to maximize organizational impact and is well briefed in advance of meetings and alumni programs;
- Plan all meetings of the leadership and management teams including the identification of agenda items and tracking of follow-up steps between meetings.
- Build strong rapport and working relationships with other Alumni Affairs team members to ensure consistent, pro-active, and clear communication
- Provides daily direction to the Executive Coordinator
- Maintains records on LINKS database.

3. Other

- Maintains records of all Association meetings and events for statistical reports;
- Performs other related duties as required.

Supervision Received

Report to the Associate Vice President, Alumni Executive Director.

Supervision Given

Provide daily direction to the Executive Coordinator.

Consequence of Error/Judgement

Errors may impact on the effectiveness of the office, image, reputation and credibility of the AVP ED, Alumni Association, Alumni Affairs and the University. The incumbent is expected to exercise judgment, diplomacy and tact in all interactions associated with the function of this position. The ability to meet deadlines and manage multiple priorities is critical. All information must be accurate and provided in a respectful, timely and supportive way. Errors could result in unnecessary expenditures which could cause financial hardship or missed opportunities for effective delivery of services to Alumni, students, faculty, and staff.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Prior board and or volunteer management experience desired. Advanced computer skills with Windows XP, Office XP Pro, Internet Publishing, email and internet. Highly effective oral and written communication, interpersonal, and organizational skills. Ability to type 60 w.p.m. and to operate the normal range of office equipment. Ability to work both independently and within a team environment. Ability to compose correspondence and reports. Ability to handle confidential and sensitive material



The University of British Columbia

Staff Job Postings

and to exercise a high level of tact and discretion. Ability to "think around corners" and anticipate needs that may emerge. Good political and social "radar" in dealing with high-level administrators, volunteers, and staff. Positive demeanour and service-orientation toward both colleagues and external audiences. Can-do attitude, as required in highly dynamic environment. Position has periods of high demand and requires flexibility.

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Job Posting

Job ID: 14484
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B **Business Title:** Executive Coordinator
Department: Medicine - Dean's Office
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-12-09 **Available Openings:** 1

Job Summary

This position is responsible for the strategic, operational and administrative organization of the office of the Dean of Medicine Vice Provost Health. The incumbent manages commitments, requests for information, issues and meetings involving groups such as the senior leadership of the Faculty of Medicine's, BC's Health Authorities, Provincial Government, and UBC Central Administration and makes the appropriate linkages with the Dean's Executive Team. This position also provides operational leadership to four CUPE 2950 staff responsible for supporting other members of the Dean's Executive Team and Dean's Office reception at two sites.

This position is based on the Point Grey campus in the Woodward IRC building, but will be required to work in the Diamond Health Care Centre (DHCC) as well.

Organizational Status

The faculty recruitment and appointments in the Faculty of Medicine create a high volume of work and data (e.g. there has been an increase every year in the last ten years, with a 14% increase in faculty appointments from 2011 to 2012) and are often complex with many partners and multiple funding sources.

The largest of the 12 faculties at the University, the Faculty of Medicine (FOM) is composed of 19 academic basic science and or clinical departments, 2 schools and a number of research centres and institutes. The Faculty's annual consolidated budget is over \$600 million including operating, research, special purpose, endowment and trust funds. The Faculty has approximately 1500 secretarial clerical support, management and professional staff, as well as over 700 full-time academic and over 5000 clinical faculty. Together with its partners including BC's six Health Authorities and their affiliated teaching hospitals, the Faculty provides innovative programs in the areas of health and life sciences through a province-wide delivery model with learners, faculty and staff located throughout British Columbia.

Work Performed

Analyses, strategically manages, and provides guidance to staff on the Dean's commitments with respect to complex & or significant issues, and assesses requests for non-routine meetings (e.g. with the Provincial Government, UBC President, Health Authority CEOs, significant donors) exercising judgment as to the best use of the Dean's time, based on the incumbent's knowledge of current Faculty priorities.



The University of British Columbia

Staff Job Postings

- Researches, prioritizes and determines the appropriate course of action, referral, or response on a variety of complex matters.
- Directs a variety of concurrent projects and a high volume of meetings with the Provincial Government, BC's six Health Authorities and UBC Central Administration. Tracks and manages issues for discussion regarding strategic and operational matters.
- Manages the monthly meetings of two significant governance committees of Faculty: the Faculty Executive and Committee of Department Heads School Directors using the incumbent's knowledge of policies, procedures and best practices. Develops agendas, prepares appropriate materials presentations as required, attends all meetings, acts as Secretary, and is responsible for ensuring follow-up actions from the meetings are completed.
- Develops and implements communication plans for the Dean's Executive Team and Department Heads including the creation and maintenance of two SharePoint sites.
- Mentors and provides operational leadership to four CUPE 2950 staff. Ensures the efficient administration, organization and integration of their activities - executive administrative support and Dean's Office reception. Evaluates the activities to ensure alignment with the mission, vision and values of the organization and adjusts as appropriate. Responsible for hiring, performance reviews, discipline and termination. Establishes and maintains performance standards by setting goals, evaluating performance and providing feedback.
- Ensures a customer focused environment at the Dean's Office reception locations at the Diamond Health Care Centre and the Point Grey campus and the efficient administration of the associated activities.
- Manages the Faculty Affairs records retention management system documents in compliance with the Faculty and University's records retention management system. Promotes records management best practices to Departments, Schools, Centres and other units within the Dean's Office.
- Manages all Faculty documents on surveys, reviews and questionnaires from both external and internal agencies.
- Performs additional duties as required.

Supervision Received

Reports to the Director, Faculty Affairs. Works independently under broad directives and minimum guidance. Works in close collaboration with the Dean's Executive Team.

Supervision Given

Directs and manages the activities of 4 CUPE 2950 staff.

Consequence of Error/Judgement

This position requires judgment, tact, discretion and initiative to an outstanding degree. Errors in judgment with internal or external constituents could have negative impact on the Dean's Office and the University resulting in legal action, negative public relations, financial costs, and loss of credibility.

Qualifications

Undergraduate degree in a relevant discipline. Experience in managing staff and working with executives. Minimum of three years experience or the equivalent combination of education and experience. Computer experience required. (Microsoft Word, Excel, PowerPoint, SharePoint, experience with databases). Effective interpersonal and leadership skills at senior levels and in complex environments such as health care organizations or universities. Ability to exercise a high level of diplomacy, tact and discretion when working with information of a confidential and or sensitive nature and in dealing with various levels of senior



administration and external agencies. Ability to develop, implement and evaluate project and communications plans. Ability to diagnose problems, identify underlying issues and effectively resolve the issues. Ability to mentor and coach staff, establish standards and goals, evaluate performance, provide feedback and take corrective action. Ability to manage projects that involve a variety of stakeholders. Ability to maintain accuracy and attention to detail. Ability to adapt to changing priorities, set work priorities, work under pressure and meet deadlines within allocated time and resources. Ability to consistently foster collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goals. Ability to work strategically and cooperatively in a team environment with all levels of professional, technical and administrative staff and thereby integrating resources in timely and organized basis. Knowledge of University & Faculty of Medicine policies, procedures, governance and administrative systems. Excellent oral and written communication and public relations skills.

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Job Posting

Job ID: 14441
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B **Business Title:** Business Analyst
Department: Financial Systems
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-29 **Available Openings:** 1

Financial Systems is a division of Payment and Procurement Services.

Job Summary

The Business Analyst performs a variety of analyses (business process, needs assessments, cost benefit etc) to support the alignment of procure-to-pay business initiatives, the ongoing enhancements to the Finance Management Systems (FMS) and a variety of complementary technology solutions. This position works closely with the function owners, Information Technology department, internal departments and vendors to guide the department and make recommendations on how capabilities of automated systems can be used and optimized to improve business processes and solve business problems to support the short-and-long-term direction of procure-to-pay operations. The Analyst participates in project planning, may lead procure-to-pay initiatives, conducts ongoing business process review, mapping and implementation as well as providing training on Financial Systems to internal and external users. This role acts as primary liaison between the Financial Systems unit within Payment and Procurement Services and technical teams within the University including application support, system administration and data management as well as external technical consultant to sustain and enhance procure-to-pay functions in FMS and other custom applications. The Business Analyst plays a major role in managing the integration of the workflow within the major applications of UBC's online payment tool (OPT), future instance of E procurement (E pro) and document imaging system (ImageNow)

Organizational Status

The Business Analyst reports to the Financial Systems Manager.

Work Performed

- Conducts on-going business and systems analysis and studies of emerging trends for systems software enhancements, integrations and new development which aligns to the University's goal to be operational efficient. Makes recommendations on usage of new functionality, takes an active role in project design and acts as functional project lead during implementation stage.
- Participates in FMS upgrade projects by mapping the existing business processes to the vanilla release, evaluates release capabilities to determine if they meet current and or future business needs, investigates custom solutions if release does not meet business requirements and acts as the primary tester during user acceptance testing phase.
- Collects requirements for custom workflows, troubleshoot workflow issues and provide functional and technical guidance to the OPT users in supporting workflow processes.
- Monitors workflow logs, performs pro-active checking of the key workflow routing data, analyzes each failed workflow, and escalates technical issues that are causing workflow processes to fail.
- Works closely with users on a day-to-day basis regarding systems management issues specific to the functional modules, as well as



The University of British Columbia

Staff Job Postings

participating in major process, module or version changes.

- Takes ownership of production issues fixes, from initial investigation to complete production release. Responsible for assessing and prioritizing FMS updates and fixes and recommending implementation of required updates and or fixes to systems support group. Responsible for ensuring each update or fix is thoroughly tested in UBC's test and production environments prior to implementation.
- Work with technical support and functional owners to fix data issues or to re-assign responsibilities for approval
- Gathers and defines user requirements, develops functional specifications, conducts feasibility and cost benefit studies, documenting the development work from start to finish.
- Plans and identifies systems issues which require analysis; determines and recommends priority.
- Perform extensive functional and quality testing and provides final user acceptance sign-off.
- Compiles, analyzes and interprets data. Designs reports and analysis of varying complexity. Extracts data using SQL from FMS and produces cyclical and ad hoc reports for both internal and external clients.
- Acts as the interdepartmental interface between the user, systems support staff, and HRMS counterparts to ensure seamless integration.
- Develops and provides systems group with detailed system specifications of varying complexity for all user requests, mandated or cyclical system updates. Liaises with production systems support staff to determine effort and priority.
- Designs prototype FMS screens for custom system enhancements using PeopleTools. Works with systems group on implementation of prototype.
- Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems and improve data integrity.
- Ensures current and emerging trends of PeopleSoft and other systems (ImageNow and Gideon Taylor) features, enhancements align with financial management systems.
- Responsible for all FMS AP and purchasing table maintenance.
- Conducts in-house FMS training sessions for new users within PPS and distributed users.
- Produces technical documentation, including operations and support procedures relating to FMS and custom applications for internal and external consumption, including central IT support.
- Monitors and improves security of accounts.
- Performs other duties as required.

Supervision Received

The Business Analyst works independently under broad directives from the Financial Systems Manager. Work is reviewed in terms of service provided to the PPS team and other UBC units, soundness of judgment, adherence to deadlines, achievement of objectives, and overall effectiveness of analytical and problem-solving skills demonstrated.

Supervision Given

Provides functional advice and technical direction to PPS and distributed users regarding procure-to-pay applications and workflow. Serves as a point of contact for project and team members.

Consequence of Error/Judgement

This is a technical and administrative position responsible for overall functionality and availability of systems within PPS. This position collects requirements of users, ensures data integrity and accuracy, tests that functionality meets requirements as developed with stakeholders and ensures the enforcement of financial policies. Errors in design, systems recommendations, interpretation or analysis of information could result in financial loss to the University, inefficient resource allocation, and may affect the accountability of the Payment and Procurement Services Department.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Familiarity with university systems (Crystal reports, SQL Oracle, PeopleSoft FMS, PeopleTools, etc.) an asset.



Ability to communicate effectively both verbally and in writing. Able to liaise between technical staff and end users effectively. Knowledge of data mining. Ability to write reports and extract data using SQL, Crystal Reports and other end-user reporting tools. Advanced level computer experience required including Excel, Access, PowerPoint, and Word. Demonstrated ability to evaluate project proposals to determine technical feasibility and schedule, prioritizes and manages multiple projects simultaneously. Basic project management skills desirable. Demonstrated interpersonal, organization and problem-solving skills. Proven ability to adapt and to work effectively in a dynamic and rapidly evolving environment under pressure with high volume and critical deadlines. Ability to take initiative, to work both independently and within a team environment.

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The University of British Columbia

Staff Job Postings

- Develops organizational and project budgets, financial statements, forecasts and reports (according to agreed schedule) for PS Director and other senior staff
- Maintains ongoing monitoring of revenue and expenses for all grants held by Project Seahorse, including shadow ledgers and any other necessary systems.
- Has departmental signing authority and is responsible for ensuring that internal controls are developed and adhered to, including best practices around separation of duties, fixed asset inventory management, signature over signature policy, audit paper trails, and security of assets
- Supports international PS people and partners on financial matters, ensuring smooth and integrated administration of the entire team
- Maintains financial records, resolving discrepancies and authorizing the transfer of funds
- Establishes and updates PS procedures and practices for all aspects of financial activities

Development

- Identifies fund raising opportunities and plays a lead role in PS grant applications
- Oversees the Project's research grants, initiates new project grants, ensures accurate financial distributions, processing and recording, maintains annual budget for funding submission to granting agencies
- Ensures that donors are recognised for their contributions and are kept informed of PS progress
- Ensures the processing of all financial & payroll documents and the maintenance of internal records, trouble shooting as need be
- Ensures adherence with UBC and Science Internal Control Policies and Procedures, in addition to those of any collaborating institutions partners grantors

Administrative

- Develops and manages processes for the efficient administration, organization and operation of the unit.
- Manages information and records management functions including basic databases on team, activities and collaborations including an online contact database and donor database.
- Maintains equipment inventory and insurance coverage for PS, inclusive of all field and satellite operations; Authorizes the acquisition of all supplies, equipment, and services for the administrative functions
- Ensures that all team members complete and update ethics protocols (animal behavioural) as required.
- Maintains databases on team, its activities and its collaborators.
- Co-ordinates and maintains central information for PS including staff lists and contact details.
- Maintains office equipment and supplies.
- Establishes, reviews, modifies and trouble shoots as appropriate the policies and procedures on the use of PS facilities and equipment; ensuring all UBC and Faculty of Science policies are adhered to.

Human Resources

- Coordinates staff recruitment, induction, performance management, staff development, dispute resolution, discipline processes, and termination processes of support staff and student employees
- Develops job descriptions for staff and student employees; Recruits, trains, supervises, reviews performance, disciplines and in consultation with the Director, terminates support staff and student employees.
- Upon approval of new positions by PS Director, identifies and sets up budget, logistic and administrative support.
- Maintains current emergency contact information for all team members .
- Supports new and visiting team members
- Performs other general PS related duties as required.

Supervision Received

Reports to the Director. S he will be required to work independently and to display initiative, sound judgment, and decision-making. S he will make recommendations regarding administrative, budgetary and planning decisions to the Director.

Supervision Given

May supervise short term contract staff if deemed necessary by the PS Director. Participates in the selection and administrative



The University of British Columbia

Staff Job Postings

supervision of research and technical staff including research assistants, graduate students and work-study students.

Consequence of Error/Judgement

The Operations Manager will be responsible, with the PS Director and Associate Director, for the effective administration of the PS international strategic plan. Progress in meeting academic and conservation priorities rest on his/her performance.

Project Seahorse requires the work of the Operations Manager to be completed to a high level of accuracy. Following agreement of the budget, only expenditures relating to major equipment purchases or extraordinary expenses are referred to the Director. The failure to prepare timely and accurate budget reports would make it impossible for the Director to effectively manage the Project. Financial or other errors in administration of activities could cause hardship and damage the reputation of Project Seahorse.

Must exercise judgment based upon thorough knowledge of procedures, guidelines and regulations. Perform routine duties independently. Exercises initiative, tact and judgment in handling matters of a routine and non-routine nature. Works with conflicting demands and determines priorities. Is in frequent contact with senior members of donor and partner organizations. Errors, incorrect work or decisions, or poor judgment could result in lost opportunities and delays for other staff or embarrassment to Project Seahorse.

Qualifications

Undergraduate degree in a relevant discipline. Additional Education and Experience Preferences

- Undergraduate degree (Masters preferred) in business administration, financial management, human resources management or other related field. Minimum of three years experience or the equivalent combination of education and experience.
- Minimum of 3 years related experience in Financial Management, Human Resources, and or Operations
- Minimum of 1 year managerial experience which includes supervision of staff
- Proven ability to manage complex financial arrangements and to prepare and effectively monitor budgets essential
- Thorough knowledge of accounting principles and practices, financial processes and general business practices
- Thorough knowledge of administrative policies, procedures, guidelines and mission and role of interdisciplinary research institutes
- Experience in non-governmental organizations and developing countries is highly desirable
- Commitment to conservation and sustainable use.
- Ability to work independently under minimal direction and exercise sound judgment and decision-making
- Excellent interpersonal skills and ability to interact with a variety of people
- Financial management skills including planning, forecasting, budgeting and report preparation;
- Strong organizational skills and problem solving ability
- Ability to take initiative, lead, delegate and allocate duties, collaborate in a team environment
- Ability to work effectively under pressure, and manage multiple deadlines;
- Ability to maintain accuracy and strong attention to detail skills
- Excellent oral and written communications skills with proficiency in the use of English grammar, spelling and punctuation
- Foreign language skills an asset
- Must be willing and prepared to render assistance after hours if required, especially given the international nature of the work

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Job Posting

Job ID: 14443
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Project Coordinator
Department: MedIT
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-17 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-29 **Available Openings:** 1

Job Summary

The Project Coordinator provides assistance with project management activities including gathering information from users and a variety of other sources and contributing to the entire project lifecycle.

The incumbent will work with the project team, tracking progress, managing communications, conducting analyses, and other associated project tasks.

Organizational Status

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

This position reports to the Team Lead, Program Controls and accountable to the Senior Project Manager, Capital Infrastructure of MedIT PMO.

Work Performed

Specific Duties:

- Coordinate with program and project managers to report on the scope, schedule and financial status of Capital Infrastructure Program
- Provide guidance on project procurement and administration processes
- Support the Senior Project Manager to perform program controls on Capital Infrastructure programs and associated projects
- Facilitate project meetings, project communications and status reporting
- Provide guidance to other project team members on project management tools and processes

Core Duties:

- Gathers information from users and a variety of other sources, refines project requirements, and develops small modules of larger project plans with support of senior members of the team.



The University of British Columbia

Staff Job Postings

- Assists in the preparation of budget estimates and staffing requirements for project plan,
- Compiles information for the development of schedules and timelines.
- Assists with the allocation of resources to projects according to project plans and resource availability.
- Provides orientation and work direction to project team members as assigned by Project Manager.
- Maintains project documentation including logs and schedules and notifies Project Managers of variances from project plan.
- May coordinate some activities as directed by Project Manager.- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works with complete latitude within general policies and an administrative framework. Work is reviewed in terms of achievement of specific objectives. Performance is reviewed by the Team Lead, Program Controls, Senior Project Manager, Capital Infrastructure and the Senior Manager, Strategic Programs, with feedback from project and program managers.

Supervision Given

Manages and coordinates the work of project team members and other staff.

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. A degree in Business, Computer Science or Management Information Systems is preferred. Minimum of two years experience or the equivalent combination of education and experience. Experience with project coordination and management is preferred.

Comfort in working in a technical environment is mandatory.

Experience working in an academic environment would be an asset.

Collaboration - Takes initiative to actively participate in team interactions. Without waiting to be asked, constructively expresses own point of view or concerns, even when it may be unpopular. Ensures that the limited time available for collaboration adds significant customer value and business results.

Communication for Results - Converses with, and writes to, peers in ways that support transactional and administrative activities. Seeks and shares information and opinions. Explains the immediate context of the situation, asks questions with follow-ups, and solicits advice prior to taking action.

Problem Solving - Asks questions and looks for data that helps to identify and differentiate the symptoms and root causes of every day, defined problems. Suggests remedies that meet the needs of the situation and those directly affected. Resolves problems and escalates issues appropriately.

Accountability - Checks assumptions about mutual expectations and clarifies standards of overall performance. Checks the scope of responsibilities of self and others. Monitors day-to-day performance and takes corrective action when needed to ensure desired performance is achieved.

Analytical Thinking - Collates and reports information. Identifies trends and exceptions. Investigates to define problems more accurately. Sorts information in order of importance. Identifies relationships and linkages between components. Identifies



The University of British Columbia

Staff Job Postings

variable potential causes and effects. Solicits guidance to define criteria and assign values of importance and urgency. Escalates issues of an exceptional nature.

Business Enterprise Knowledge - Inquires about the relationship of technology to the business as it pertains to assigned area of responsibility and related projects. Seeks out relevant information from available sources including supervisors, peers, clients, intranet Internet, and documentation.

Self-directed and willing to take initiative in relation to carrying out assigned tasks.

Ability to work independently, under pressure and meet deadlines.

Excellent time management, organizational and coordination skills.

Excellent interpersonal and team skills.

Proficiency in MS Outlook, Word, PowerPoint, Excel, Project and use of online resources.

Excellent written and oral communication skills.

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Job Posting

Job ID: 14316 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** SAUP Intermediate .NET Developer
Department: Fisheries Centre
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-01
Job End Date: 2013-05-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-11-30 **Available Openings:** 1

Job Summary

The .NET Developer will have two main areas of responsibilities: a) take charge of Sea Around Us Web assets [applications and databases], and b) design various Web or Windows based prototypes applications which may be utilised in other core or support systems, as defined by the senior project management. The successful candidate will participate in design meetings with various team members and will work closely with our senior developer.

Organizational Status

Our office is located on the UBC campus in Vancouver. The work environment is academic and un-corporate. You will be contributing to an environmental project. Our mission statement can be found here: <http://www.seaaroundus.org/help/missionstatement.aspx>

Work Performed

Key responsibilities

- Design, develop, test, document, review, maintain and support custom applications and websites for our Web presence;
- Design, develop, test, document, review, maintain and support custom applications for other non-Web systems as defined by management;
- Perform quality assurance testing, including product quality checks to ensure consistency between scientific conceptualization, scientific results, and web-representation of outputs;
- Develop, test, document, review and support Web Windows user interfaces;
- Consult with senior project staff on complex design and presentation issues;
- Maintain, backup, and ensure that the web-portal and associated databases are preserved and operational at near 100% up-time;
- Diagnose, troubleshoot and resolve technical problems;
- Generate technical documentation relating to new and existing systems and products, in collaboration with senior project staff and the overseeing PI;
- Engage in other project related tasks, as needed and defined by senior project leadership.

Supervision Received

Reports to Dirk Zeller



Supervision Given

The incumbent may, on occasion, be required to supervise other staff associated with web-portal development, as determined by the PI.

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Relevant working experience, with emphasis on the following:

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

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Job Posting

Job ID: 14476
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level B **Business Title:** Senior Education Programs Manager
Department: Psychiatry
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-27 **Available Openings:** 1

Job Summary

As a member of the Department of Psychiatry Administrative team and working closely with the Education Program Directors, the Senior Education Programs Manager is responsible for the operational management of the Department of Psychiatry's Education Programs including the Undergraduate Education Program (UGE), and Continuing Professional Development (CPD). This position also provides senior level operational oversight for the Post Graduate Program. Situated in the Department's Education office at the Diamond Centre, VGH campus, this position is responsible for the implementation and evaluation of new initiatives in the Education Programs, both those required by the Faculty of Medicine (FoM) Education Dean's Offices and those identified and appropriately evaluated through participation in various Department and (FoM) Undergraduate and Postgraduate Education Program meetings and committees. This position is expected to manage a variety of ongoing, annual and one-time projects and activities within the Department's Education Programs.

Organizational Status

Work direction is provided by the three (3) Program Directors (UGE, PGE and CPD) and Education Program Committees. As a member of the Department of Psychiatry administrative team, the position reports to both the Associate Head, Education and to the Director of Administration, who is located in the Department Administration office on Point Grey campus.

The Senior Education Programs Manager is required to work autonomously with minimal managerial direction in the Undergraduate, Postgraduate and CPD Programs and is expected to work as part of the Department's Administrative team, liaising on administrative matters.

This position liaises with Department Education Program leaders, Department Administration office, Dean's Education Offices and health authority administration staff for all Education Programs to address issues, communicate updates, etc.

Work Performed

Leadership and Supervision:

- Provides management and leadership to the Education Office staff team ensuring appropriate support in resolving new or unusual problems and creating a team-oriented work environment where members of the team have the required knowledge and training for their primary duties.
- ensure that the Education office staff assist and provide adequate coverage in the case of vacations, illness, etc. in the Education Programs office
- Ensures all Education program deliverables are met by the staff; this includes but is not limited to: the CaRMS matching



process, scheduling, exam invigilation and marking, grade submissions, curricula matters, clerkships and reporting of activities to the Faculty of Medicine offices as required.

- Responsible for hiring, training, supervision, evaluation, development and discipline of Education Programs staff
- Ensures appropriate delegation of workload amongst the Education Programs team to maximize efficiency and skills while meeting various deadlines, timelines and program requirements; updates job descriptions as required
- Coordinates workflow, appropriate cross training, and ensures Education office staff work effectively as a team to meet each education program's deliverables, timelines, deadlines, goals and objectives
- Ensures appropriate policies, procedures and protocols for administering the programs are developed, implemented and communicated

Education Programs - Planning and Implementation:

- Develops and implements education program resources, courses, assignments, systems, tools and appropriate policies and procedures related to the Department's Education Office and Education Programs ensuring alignment with Department, Faculty of Medicine and UBC policies and procedures.
 - Investigates Education Program issues, options, tools, etc. and analyzes options, recommending solutions and implementing as appropriate.
 - Specifically undertakes all Undergraduate Program management responsibilities; delegates Postgraduate Program management responsibilities to Post Graduate Program Manager as appropriate;
 - Plans, implements, and evaluates departmental educational programs and activities
 - Participates in long-term strategic planning and decision-making through participation in the Department's Postgraduate and Undergraduate Committees, Clinical Teaching Support Allocation and Accountability Committee (related Postgraduate funding) and other appropriate Department and Faculty of Medicine committees and meetings; attends meetings on behalf of Program Directors when required
 - Develops operational linkages and facilitates communication with various teaching sites including the Island Medical Program, Northern Medical Program, Southern Medical Program, Vancouver Fraser Medical Program and Integrated Continuous Clerkship Programs;
 - Liaises with teaching sites throughout the province as needed to address issues or concerns and to enhance relationships; when necessary, makes site visits to address issues, improve understanding of challenges, attend meetings, etc.
 - Develops program assessment and evaluation tools; analyzes assessments and makes recommendations on program improvements Ensures that tools available to support the Education Programs are fully utilized (i.e One-45); investigates and analyzes other tools identified for implementation to meet program needs and or improve program efficiencies quality
 - Ensures that the department's educational programs match or exceed faculty and national accreditation standards and curriculum guidelines.
 - Responsible for the development of administrative systems to ensure the smooth delivery of educational services.
 - Responsible for developing and ensuring adherence to education program policies and procedures, orientation manuals, and program manuals for staff, medical students, instructors and residents
 - Ensures on-line resources and information (i.e. Medicol, Wikipages, program website information, etc.) are appropriate and relevant, and facilitates the development of other resources as identified; ensures appropriate orientation sessions are organized for residents, students, faculty and staff
 - Ensures appropriate education program communications including website information and preparation of various reports for the Department, Faculty of Medicine and for accreditation purposes.
 - Works with the Department's Finance Manager, Human Resources Manager and the Dean's Office, monitors list of DSSL's, site leaders and other clinicians appointed to educational leadership roles within the Department's Programs; works with the Department's Administration Office on improving communications, workflows, etc. between the Administration and Education Offices
 - Provides information and advice to medical students on situations that can't be resolved by the Program assistants; may need to intervene and resolve placement or scheduling issues for students, requiring liaising with other programs, institutions, health authorities and clinicians throughout the province.
 - Reviews data analysis reports that are compiled by the FoM Evaluation Unit for undergraduate medical student feedback
 - Advises Undergraduate Director of students who may be in academic difficulty for appropriate action
 - Liaises with Psychiatry Interest Student Groups (VFMP, IMP, NMP, SMP) to promote Psychiatry
- General Administration
- Working in collaboration with the Department's Finance Manager, Dean's Office and or Department Administrator ensures appropriate finance related procedures, documentation, etc. are in place related to clinician compensation, Education Program



The University of British Columbia

Staff Job Postings

expenses, funding allocations, CPD activities, etc.

- Networks and liaises with other FoM Education Programs, Dean's Office and other internal and external units as appropriate
- Attends and participates in Post Graduate Education Committee, Undergraduate Education Committee, Clinical Teaching Support Allocation and Accountability Committee as well as other committee meetings as required
- Performs other duties as required.

Supervision Received

Works under general direction of the Program Directors. Work is reviewed for overall effectiveness and achievement of program objectives. The position reports to both the Associate Head, Education and the Director of Administration.

Supervision Given

Directly supervises the Postgraduate Program Manager and two Undergraduate Program Assistants. Indirectly supervises the Postgraduate Program Assistant and work study student.

Consequence of Error/Judgement

The Senior Education Programs Manager is required to act independently and make executive decisions on a daily basis often outside clearly defined terms of reference. Lack of judgement, inappropriate decisions or inadequate monitoring of Departmental Education Programs could result in needless administrative burdens for the Program Directors and have a negative impact on the delivery of the education programs, students, Residents and the Departments accreditation standing. Inaction on initiatives or issues could result in lost opportunities and or reduced quality in the education programs and or damage to important relationships and networks.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. - Experience in a University environment, experience with unionized environment

- Experience building and working with teams desired
- Experience with educational programming program coordination desirable
- Experience with UBC and Faculty of Medicine policies and procedures an asset
- Finance experience desirable. - Strong analytical, organizational and problem solving skills
- Effective communication skills
- Ability to deal with a diversity of people in a calm, courteous, and effective manner; willingness and ability to investigate and resolve conflict and issues in a professional manner
- Ability to handle sensitive issues in a tactful and confidential manner.
- Proven ability to exercise excellent judgment
- Ability to integrate educational technology within the programs; Ability to effectively use word processing and MS Office (PowerPoint, Excel, Access) and ability to learn new technologies and apply them
- Highly motivated with an ability to take initiative

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Job Posting

Job ID: 14446
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level A **Business Title:** Community Engagement Coordinator
Department: Human Early Learning Partnrshp
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-01
Job End Date: 2013-06-30
Funding Type: Grant Funded
Other:
Date Closed: 2012-12-01 **Available Openings:** 1

Job Summary

The Community Engagement Coordinator is responsible for developing, implementing, managing and evaluating the Knowledge Mobilization Plan for the HELP Family Policy (Gen Squeeze) project. The Coordinator will be responsible for researching, compiling, analyzing and reporting on information provided by f interested groups and individuals, and liaison with same. Will work with the PI and Senior Researcher to engage the public both on-line (through the execution of a comprehensive social media plan) and at a range of face-to-face events, and will respond to public and media requests for information. The Coordinator provides expert advice and feedback to the Gen Squeeze team regarding the effectiveness of the strategy as it unfolds and proposes refinements that respond to the evolving context.

Organizational Status

The incumbent reports directly to the Senior Researcher of the project and collaborates regularly with the PI of the project. She he may interact with members of the HELP Knowledge Management Team.

Work Performed

Contact Development and Management:

- Researches, compiles, analyzes and reports on information from interested committed individuals and organizations - the Gen Squeeze constituency.
- Monitors, grows and improves the effectiveness of the contact database, incorporating data collected through direct contact as well as events and volunteers.
- Performs user testing and list segmentation analytics, revising the database as required to improve response rates and engagement..

On-Line Leadership (Web, Social Media)

- Research, identify and prioritize online and social media opportunities for promoting HELP's Gen Squeeze project.
- Recommends and Implements asocial media strategy, adapting and innovating to enhance and amplify public awareness and engagement. This includes:
 - Writing content for websites, writing content and posting tweets on Twitter, posting links and stories on Facebook and analyzing the impact and reach of social media and online engagement.
 - Overseeing the social media presence, driving online engagement and developing the Gen Squeeze organizational and social network



The University of British Columbia

Staff Job Postings

presence and outreach.

- Develops and executes day-to-day social media posts to increase engagement, grow communities and help drive communities to action.
- Managing the on-line conversations to expand the Gen Squeeze dialogue and outreach.
- Managing web site, suggesting and overseeing new content and structural improvements as required.
- Monitoring and analyzing social media metrics, providing advice to team regarding ways to optimize on-line engagement (e.g. new research and analysis priorities).

Face-to Face: Creative and Strategic Convening, Event Management

- Providing volunteers with training on the Community Engagement Tool Kit, and supporting their implementation efforts.
- Working with the HELP Family Policy (Gen Squeeze) team, partners and volunteers to develop new opportunities to engage users around content, events, participation.
- Creative convening, face to face mobilization, engagement and dialogue including collecting Gen Squeeze stories and responsibility for all aspects of event management, such as: planning, participant recruitment, media relations, videoing, etc.

Supervision Received

The incumbent works under the general supervision of the Senior Researcher overseeing the Gen Squeeze project. The project team meets regularly to review the work in terms of conformance to established objectives and workplan.

Supervision Given

From time to time, the incumbent may supervise project volunteers, contractors and or support staff.

Consequence of Error/Judgement

Works within a well-defined strategy and related workplan. Expected to exercise initiative and good judgement when establishing priorities, completing tasks and adapting to the evolving context. Significant changes or unusual problems should be referred to her his supervisor.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Proven ability in database maintenance and management. Completely at ease with technology, including basic HTML, CSS and image manipulation. Experience with database software (i.e., Salesforce, RaisersEdge, Nation Builder, Salsa, MySQL). Demonstrated ability to write compelling online copy, with an understanding of what makes some emails, posts and updates more effective at generating action than others. Know best practices in list segmentation, message personalization, and email response tracking. Know online best organizing practices, including social network and blogger outreach including demonstrated facility with Twitter, Facebook, YouTube, Instagram and Pinterest. Comfortable engaging with community - you love being with people! Experienced working within a team, with volunteers, and with partner organizations. Ability to prioritize, handle a variety of tasks and be self-directed. Superior organizational skills; excellent communication and writing skills. Strong interpersonal and speaking skills; disciplined, detail oriented, and accountable. Ability to problem solve and make decisions individually and or within a team. Willing to travel, and has valid driver's license.

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Job Posting

Job ID: 14469
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level A **Business Title:** Junior Staff Writer
Department: Arts, Dean's Office
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-01
Job End Date: 2013-10-01
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-26 **Available Openings:** 1

Job Summary

The Faculty of Arts at the University of British Columbia has an immediate opening for a Junior Staff Writer. This person would join UBC's largest faculty in a 10-month project to write and create content for as well as enhance its online properties.

Organizational Status

The position reports to the Manager, Arts Communications. The role, on occasion, will also require direct interactions with faculty and staff. The position will rely on the establishment of effective relationships with staff within Arts Communications and the various Arts departments and schools. Performance evaluation will be undertaken by the Manager for Arts Communications.

Work Performed

- Participates in the ideation of website design and information architecture.
- Translates thoughts and ideas into compelling words.
- Writes press releases, blog posts and brand support materials
- Edits and proofs materials during all project phases.
- Ensures a consistent brand presence is maintained across all projects
- Contributes new ideas and solutions appropriate for diverse departments, evolving technologies, and current trends.
- Liases with departments regarding content and message and in discussing organizational and content structures within the departmental sites.

Supervision Received

Reports to the Manager, Arts Communications regarding assignments and service delivery. Works within a group but under minimal supervision; receives defined assignments in the context of projects, but is expected to show initiative and creativity in reaching set goals. Work is subject to periodic review in progress and subject to approval by client(s) upon completion.

Supervision Given

None



The University of British Columbia

Staff Job Postings

Consequence of Error/Judgement

Errors in performance of this position compromise the Faculty's ability to communicate with its students, faculty, alumni, and staff. Errors in judgment and accuracy can also seriously impact credibility throughout the university and beyond, affecting the image and reputation of individuals and the Faculty.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree required and Masters degree in relevant discipline an asset.

A combination of education and experience (minimum 4 years) will be considered.

Education or training in advertising, design, journalism or other creative field.

A background in the Social Sciences an asset. Minimum of four years experience or the equivalent combination of education and experience. A portfolio showcasing writing and or design work.

Experience working with academic content for an external audience an asset. - Proficiency with Wordpress.

- Demonstrated proficiency in the craft of writing.
- Demonstrated presentation skills: writing presentations as well as presenting internally and to clients.
- Strong communication skills: verbal, written, interpersonal and inter-departmental.
- Strong professionalism and mature presence in aspects of team and client relationship building.
- Working knowledge of related technology including Microsoft Office (Word, Powerpoint, etc.) and social media (Twitter, Facebook) as required.
- Up-to-date on advancements in the fields of writing, communications and marketing.
- Able to write with speed, consistency, accuracy and creative flair.
- Able to respond positively to feedback from stakeholders and re-draft copy to meet their comments, while retaining the impact of the copy.
- Demonstrates excellent grammatical and spelling skills, with minimal amends from proofreading.
- Self-motivated, hard working, well-organized, and resilient to ever-changing timelines, requests, and deliverables.

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Job Posting

Job ID: 14451
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Writer, Proposal Development
Department: Development Office
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-12-07 **Available Openings:** 1

Job Summary

Is responsible for developing and delivering a full range of communications programs in support of the University's fundraising objectives, including writing correspondence and fundraising proposals for UBC largest donors, including Presidential accounts. Provides strategic input on communications projects undertaken by Development units, directs internal and external individuals to ensure the completeness, accuracy and consistency of messaging and content, and oversees the successful creation of Development communications.

Organizational Status

Reports to the Manager of Proposal Development, Operations.

Work Performed

Develop and deliver a full range of communications programs in support of the University's fundraising objectives.

Provide strategic input on communications projects undertaken by Development units.

Direct internal and external individuals to ensure the completeness, accuracy and consistency of messaging and content.

Oversee the successful creation of Development communications.

Write donor prospect solicitation materials and correspondence.

Draft fundraising proposals for senior management

Research, write and edit a variety of communications materials, including letters, case statements, reports, speeches and other fundraising materials.

Prepare and manage timelines and work plans on communications projects.

Ensure multiple, overlapping deadlines are met.



The University of British Columbia

Staff Job Postings

Assist other Development units in all aspects of Presidential communication.

May interact with key university donors to ensure accuracy of content and messaging in relevant communications programs.

Problem-solve on communications projects.

Perform other related duties.

Supervision Received

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

Supervision Given

None

Consequence of Error/Judgement

Expected to function within a team environment, working under broad guidelines. Makes decisions requiring judgement in analyzing, organizing and presenting complex information. Makes recommendations on appropriate communications vehicles to achieve stated goals.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of five years experience or the equivalent combination of education and experience. This includes experience writing marketing copy or fundraising copy. Demonstrated experience in developing, writing and designing proposals and case statements. Highly effective written communications and page layout skills. Strong writing, editing and proofreading skills. Ability to write for various audiences, settings, and tones. Background in fundraising communications preferred. A grammar expert. Understands the value of having their work edited and working with multiple individuals to complete written project. Works well in a team based environment. Ability to be thorough, accurate, and have a high level of attention to detail. Strong organizational, and interpersonal skills. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to effectively use job-specific software at an intermediate level. (e.g., Outlook, MS Word, MS Excel) Ability to synthesize concepts and ideas into clear, concise and compelling written documents. Ability to use HTML is an asset. Knowledge of a fundraising environment is an asset. Ability to deal with a diversity of people in a calm, courteous, and effective manner.

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Job Posting

Job ID: 14486
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Writer, Proposal Development
Department: UBCO - Development
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-10 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-29 **Available Openings:** 1

Job Summary

Is responsible for developing and delivering a full range of communications programs in support of the University's fundraising objectives, including writing correspondence and fundraising proposals for UBC largest donors, including Presidential accounts. Provides strategic input on communications projects undertaken by Development units, directs internal and external individuals to ensure the completeness, accuracy and consistency of messaging and content, and oversees the successful creation of Development communications.

Organizational Status

Reports to the Director of Development.

Work Performed

- Develop and deliver a full range of communications programs in support of the University's fundraising objectives.
- Provide strategic input on communications projects undertaken by Development units.
- Direct internal and external individuals to ensure the completeness, accuracy and consistency of messaging and content.
- Oversee the successful creation of Development communications.
- Write donor prospect solicitation materials and correspondence.
- Draft fundraising proposals for senior management
- Research, write and edit a variety of communications materials, including letters, case statements, reports, speeches and other fundraising materials.
- Prepare and manage timelines and work plans on communications projects.



The University of British Columbia

Staff Job Postings

- Ensure multiple, overlapping deadlines are met.
- Assist other Development units in all aspects of Presidential communication.
- May interact with key university donors to ensure accuracy of content and messaging in relevant communications programs.
- Problem-solve on communications projects.

Perform other related duties.

Supervision Received

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

Supervision Given

None

Consequence of Error/Judgement

Expected to function within a team environment, working under broad guidelines. Makes decisions requiring judgement in analyzing, organizing and presenting complex information. Makes recommendations on appropriate communications vehicles to achieve stated goals.

Qualifications

- Undergraduate degree in a relevant discipline; minimum of five years experience or the equivalent combination of education and experience. This includes experience writing marketing copy or fundraising copy.
- Demonstrated experience in developing, writing and designing proposals and case statements.
- Highly effective written communications and page layout skills. Strong writing, editing and proofreading skills.
- Ability to write for various audiences, settings, and tones.
- Background in fundraising communications preferred.
- Ability to be thorough, accurate, and have a high level of attention to detail.
- Strong organizational, and interpersonal skills.
- Ability to analyze and interpret data, determine implications, and provide recommendations.
- Ability to effectively use software at an intermediate level. (e.g., Outlook, MS Word, MS Excel)
- Ability to deal with a diversity of people in a calm, courteous, and effective manner.
- Ability to use HTML is an asset.
- Knowledge of a fundraising environment as asset.
- Ability to synthesize concepts and ideas into clear, concise and compelling written documents.

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The University of British Columbia

Staff Job Postings

persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 14480
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level A **Business Title:** Clinical Research Nurse
Department: Neurology Division
Salary: \$ 28.01 - \$ 33.63 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-12-03
Job End Date: 2013-12-02
Funding Type: Grant Funded
Other: Leave Replacement
Date Closed: 2012-11-28 **Available Openings:** 1

Job Summary

The Clinical Research Nurses will administer study treatments to research subjects via intravenous infusion and monitor the subject's course thereafter in clinical trials for the UBC Clinic for Alzheimer Disease and Related Disorders research group. The clinical trials are generally international and multicentre and involve novel treatments for Alzheimer Disease.

Organizational Status

- Reports directly to the Principal Investigator of the research unit.
- Interacts and works closely with research subjects and their caregivers as part of the clinical trial.
- Interacts and works closely with the study coordinator, clinicians and staff members of the UBC Division of Neurology and Clinic for Alzheimer Disease and Related Disorders.
- Ensures the implementation of the study protocols among the UBC facilities.

Work Performed

- Implements study procedures in accordance with research protocols (must be well versed with the study protocol).
- Writes and maintains detailed source documentation for each subject visit.
- Provides subject education on study procedures as necessary.
- Organizes and participates in the assessment of study participants, including physical examinations, under the direction of the Principal Investigator and according to the protocol.
- Ensures accurate and timely data collection and troubleshoots data collection issues.
- Performs venipuncture, sets up IV's and gives IV infusions.
- Takes 12 lead electrocardiograms.
- Sets up and monitors continuous cardiac telemetry.
- Takes vital signs and assesses subjects for any adverse events.
- Reports to the Principal Investigator with any concerns or problems with a study subject.
- Responsible for administering investigational drug or treatments.
- Participates in study start-up meetings and site initiation meeting.
- Provides assistance as required to the study sponsors and their monitors.
- Provides in-service to other hospital departments (wards or diagnostic areas) to ensure that the study protocol is adhered to and that all protocol-related diagnostics are conducted correctly.



The University of British Columbia

Staff Job Postings

· The infusion unit is on the first floor of the Koerner Pavilion in the UBC Hospital with both natural and fluorescent lighting. There are routine hazards associated with working on a medical ward.

Supervision Received

· Reports directly to the Principal Investigator.
· The Principal Investigator will oversee performance and results of the study and will provide supervision and direction as required; however, in general the Research Nurses must be able to work independently.

Supervision Given

· None.

Consequence of Error/Judgement

· The Research Nurses must be able to exercise good judgment. An error or incorrect decision within the realm of a drug study may not only result in a protocol violation; it may also expose the study participant to unnecessary or added risk.
· It is expected that the Research Nurses, although expected to work independently, will also work within his/her level of knowledge, expertise and qualifications. The Nurses must recognize when the Investigator or appropriate medical personal should be consulted or advised of a finding or concern, whether or not it is related to the investigation treatment or procedures
· Study may be jeopardized if not conducted according to ethical requirements as laid out by the University and by regulatory authorities
· Study files must be kept secured to ensure that patient confidentiality is not compromised
· An error within the realm of a research study may result in biased or incomplete data and skewed study results
· Any procedure or data record as part of the project must be accurate and must accurately reflect the work performed
· All research sites and their records are subject to audits by the regulatory authorities (such as Health Canada and the FDA), internal audits by the study sponsor and audits by the UBC Clinical Research Ethics Boards. All of these authorities have the ability to close or censure a research site for non-compliance to a protocol or a breach in Federal guidelines.

Qualifications

Registered Nurse Certificate. Bachelor of Science degree in Nursing. Minimum of one year experience. Minimum one year of related clinical experience. Experience with 12 lead ECG's, venipuncture, IV infusions and cardiac monitoring. Experience with, and knowledge about, special populations such as patients with dementia. Experience with the conduct of clinical trials. Working knowledge of research methodology and design. Appropriate knowledge of medical ethics. Ability to effectively use computers and computer software. Ability to communicate effectively verbally. Ability to communicate effectively in writing. Ability to gather, record, and organize information. Ability to exercise sound judgment. Ability to make thoughtful, informed, and thorough decisions. Ability to work independently with minimal supervision. Ability to work in a team environment.

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Job Posting

Job ID: 14106 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level B2 **Business Title:** HR Project Specialist
Department: Operations
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-05 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-30 **Available Openings:** 1

Job Summary

In support of the DAE HR strategic goals the Project Specialist develops and implements new and or existing HR initiatives, programs, processes such as employee engagement, performance management, professional development, employee recognition, recruitment, and compensation. Provides consultation, advice and support, in change management, communications, and organization effectiveness and project planning as it relates to assigned projects.

Organizational Status

Reports to with the Director, DAE HR and C&P, and works closely DAE HR Team, Management Team and employees in the DAE and C&P Portfolios and independently on assigned projects. Develops strategic partnerships and coordinates initiatives with required stakeholders for the purpose of aligning interests and developing synergies. Also works closely with Human Resource staff in Central HR.

Work Performed

1. Manages various projects such as employee engagement, performance management, succession planning, career pathing and professional development, workforce planning, and staff recognition initiatives within the context of the DAE Portfolio goals and objectives and DAE HR Unit Plan. This includes:
 - Developing project plans
 - Identifying appropriate topic experts and stakeholders,
 - Conducting research,
 - Developing materials
 - Designing implementation and communication plans
 - Collaborating on and participating in training of managers

2. Conducts assessments, prepares reports and analyses, makes recommendations for change initiates and evaluates opportunities for developing tools and resources. Assess methods to determine the value effectiveness of programs tools implemented. Works closely with the DAE HR Team to acquire support and buy-in prior to implementation.

3. Provides recommendations to and acquires input from HR Team on change management project initiatives and fosters quality improvement. Identifies strengths and weaknesses that may impact on successful implementation of change efforts and provides



The University of British Columbia

Staff Job Postings

recommendations to HR Team.

4. Contributes to the development and manages components of the implementation of strategic communication plans. Develops communication materials. Manages and updates the HR intranet webpage and participates in decisions relating to DAE HR presence on Start an Evolution website.
5. Conducts needs gap analysis on HR programs and processes, provides advice on options to address gaps and supports implementation of appropriate intervention, including facilitation, program design, materials development and performance analysis as required.
6. Manages components of the development and implementation of learning and development initiatives and practices to meet business goals. This includes the development of web-based communication and mixed-mode learning initiatives
7. Documents current and participates in development of desired future state HR business processes. Supports implementation of changes. Works closely with the DAE HR Team to acquire input and buy-in prior to implementation.
8. Develops methods to identify areas of performance improvement. Provides advice on areas to focus on in support of employee development including identifying learning needs, identifying and evaluating tools for independent learning, training evaluations, training support to internal trainers, and related activities as required
9. Identifies and develops relationships with key people re: training and organizational needs to support professional development for Management and Professional Staff.
10. Maintains up-to-date knowledge of change management, communications and instructional design and delivery, principles and practices, quality improvement, multi-media instructional technology, performance improvement, succession planning, employee engagement, staff recognition, and organizational learning theory and practice.
11. Identifies the need for, and the sourcing, evaluating and making recommendations about third-party learning and development programs and or works with Central HR resources to identify and leverage existing learning and development opportunities.

Supervision Received

Works under the general supervision of the Director, HR and in accordance with established principles and methods. Receives guidance from HR Advisors and works with HR Advisors and HR Coordinators. Work is performed independently and collaboratively with other team members. Emphasis is given to communication and team work towards common goals. Keeps the Director, HR informed of actions through reports and discussions and brings items requiring policy decisions to their attention.

Supervision Given

No direct supervision, may delegate work to HR Assistants.

Consequence of Error/Judgement

Failure to perform the above effectively would cause significant loss of support for and credibility from program participants, managers and senior administration. Error in judgment in determining kinds of resources and techniques needed could result in high costs to the unit, would affect the quality and success of the projects, and credibility of programs that have both strategic and operational impact.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in business administration, organizational development and human resources management and 4 to 5 years of related experience or an equivalent combination of education and experience Minimum



of 4 to 5 years of related experience or the equivalent combination of education and experience. Relevant human resources, change management, organization development, and communications project experience. Advanced working knowledge of Power Point, Word, Excel, and Visio. Experience with MS Project an asset. Thorough knowledge of current Human Resource Management best practices. Knowledge of provincial and federal legislation governing employers Human Resources practices. Previous project management experience an asset. Ability to meet deadlines, work independently and exercise sound judgment where there is ambiguity. Proven ability to develop appropriate project timelines and meet deadlines. Ability to leverage technology for effective communication such as, intranet, electronic newsletters, and web communications. Effective oral and written presentation and communication skills and the ability to develop and deliver presentations and workshops. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to analyze problems, identify key information and issues, and effectively resolve. Proven ability to establish and maintain supportive working relationships. Demonstrated ability to support the development and implementation of strategies to meet the needs of the DAE HR Team and DAE clients. Ability to influence and gain support to implement change and to work collaboratively in a team. Demonstrated commitment to continuous improvement. Demonstrated ability to anticipate future trends consequences and recommend innovative strategies and flexible plans.

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Job Posting

Job ID: 14464
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Project Manager, mDAWN
Department: eHealth Strategy Office
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-03
Job End Date: 2013-12-02 **Possibility of Extension:** Yes
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-11-26 **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

Responsible for the planning, management, and day-to-day execution of the Mobile Digital Access to a Web-Enhanced Network (mDAWN) for Diabetes Management research project. mDAWN is a design-based intervention feasibility study to develop and evaluate the potential benefits of using smartphone-enabled technologies in diabetes management for both patients and their caregivers. The project seeks to extend the work of the interCultural Online Health Network, a community-based eHealth program serving Chinese and South Asian populations in British Columbia.

Organizational Status

Reports to the Assistant Director of Research. Works closely with the Research Coordinator under whose portfolio this project falls, as well as with other project managers working on other related projects in the portfolio. Interacts with various project stakeholders including health professionals (e.g., physicians and pharmacists), Program Administrators, and community organizations. Will be required to work with UBC stakeholders (e.g. Office of Research Services, University-Industry Liaison Office, Library, etc.), project team members (internal and external to UBC), and other staff (research and technology teams, communications and education staff) of the eHealth Strategy Office.

Work Performed

Assumes the role of Project Manager for a Research project. The Project Manager:

Is responsible for all of the procedural and administrative aspects of the project including monitoring of the budget;

Serves as the designated point-of-contact for program participants;

Develops a project plan and critical path for successful completion of the projects and the project deliverables;

Develops and implements systems for data administration and analysis across the project;

Provides alternative solutions in the event of roadblocks problems and streamlines program processes as appropriate;



The University of British Columbia

Staff Job Postings

Liaises with principal co-investigators as well as Steering and Advisory Committees;

Responsible for monitoring the use of the interactive website: approves password access to website for program participants and updates content;

Provides reports regarding ongoing project operations, monitors the day-to-day progress of the program and provides weekly updates;

Provides ongoing team communications, updates, and reports;

Determines deliverables;

Drafts sections of grant applications and works collaboratively with investigators to write and submit funding proposals;

Conducts surveys, interviews, focus groups as well as analysis and write-up, etc;

Analyzes results and conducts preliminary analyses under the direction of the Research Coordinator, who may delegate the oversight of research assistants and students to the Project Manager;

Procures and negotiates service contracts and invoices as needed;

Manages registration for special events and overall program membership;

Works independently or in a team for determining project specifications;

Oversees the work of Research Assistants, students, and volunteer participation in the program;

Performs other related project duties.

Supervision Received

Reports to the Assistant Director of Research at the eHealth Strategy Office.

Supervision Given

Oversees collection, organization, and analysis of data by Project Assistants, Research Assistants, students, and volunteers.

Consequence of Error/Judgement

The project manager is expected to maintain a close working relationship with the Research Coordinator, Assistant Director of Research, Principal Investigators and project stakeholders, in order to ensure the quality and timeliness of outcomes as well as adherence to resource allocations.

The progress of the Project Manager's work will be discussed at weekly meetings with the Research Coordinator and Assistant Director of Research. The Project Manager may also be required to provide regular updates to stakeholder groups.

This position requires working effectively within an organizational structure. The Project Manager will be required to exercise good judgment and make sound decisions as these have the potential to impact the eHealth Strategy Office's reputation, program viability, and the opportunity for future partnerships.

Qualifications



The University of British Columbia

Staff Job Postings

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Preference will be given to candidates with experience in the health sciences or education sectors. Experience or aptitude for new and emerging technologies (i.e. online communities, web conferencing) an asset. Ability to communicate effectively verbally and in writing. Excellent customer service skills. Excellent interpersonal skills. Excellent analytical skills. Ability to effectively manage multiple tasks. Ability to prioritize and work effectively under pressure to meet deadlines without compromising the quality of outcomes. Ability to work effectively independently and in a team environment. Ability to show initiative and exercise sound judgment. Demonstrated analytical, written and presentation skills applicable to preparing strategic and operational plans, reports, submissions and briefings regarding complex strategic and operational issues. Superior negotiation and consultation skills along with the proven ability to develop and maintain strategic alliances and partnerships and liaise effectively with stakeholders and clients.

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: 14500
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level C **Business Title:** Research Coordinator
Department: UBCO - Nursing
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-02
Job End Date: 2013-12-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-11-30 **Available Openings:** 1

The location for this position is - Prince George, BC

Job Summary

This research position will be responsible for coordinating all activities related to the development, coordination, implementation, and refinement of two research projects focusing on diverse cancer prevention strategies. This is an advanced, multifaceted research position that combines administrative responsibilities with research activities to: a) support a coordinated and harmonized approach involving a multi-sectoral partnership to strengthen cancer prevention initiatives in Northern British Columbia communities, and b) support two research teams in the development, coordination and implementation of research projects to evaluate these initiatives, and develop a framework to guide the Canadian Cancer Society in working with other regional health authorities and provincial cancer agencies to deliver meaningful prevention services for northern and rural communities.

Organizational Status

The position will report directly to Principal Investigator, Dr. Joan Bottorff or her designates.

Work Performed

1. Supports the Principal Investigator Co-Principal Investigators and two research teams by:
 - Providing leadership in the development and refinement of research protocols to meet study objectives, ensuring data quality, and maintaining ethical requirements.
 - Collaborating with the PI Co-PIs in the development of strategic work plans and the setting of priorities and goals.
 - Coordinating all activities related to the development, implementation, and refinement of two cancer prevention initiatives in multiple settings to meet project timelines.
 - Assisting in design of collaborative framework for Canadian Cancer Society, provincial cancer agencies, and regional health authorities to deliver harmonized cancer prevention and risk reduction programming in Canada's northern and rural communities.
 - Completing applications to obtain ethical approval from relevant ethical review boards; including liaising with study sites and sponsoring organizations to obtain the appropriate approvals and letters of support for access to potential research sites and subjects.



The University of British Columbia

Staff Job Postings

- Coordinating, training, and supervising research assistants in data collection, data management, and data analysis in two overlapping research projects.
- Overseeing workflow, data collection, and data entry to ensure study integrity and data quality.
- Preparing regular progress reports on the two research projects to the PI Co-PIs and respective research teams, and making recommendations for enhancing coordinated efforts and project success.
- Contributing to and coordinating the development and execution of a knowledge exchange plan (using diverse strategies- e.g., project website, social media, local media, meetings with partnering organizations, etc.) tailored to the focus of the two research projects to promote dissemination of research activities, evidence, and recommendations for harmonizing community-based cancer prevention.
- Preparing annual reports, presentations and reports of research findings and their dissemination.
- Building effective working relationships with partner organizations, other stakeholders and communities involved in the two projects.

2. Designs and facilitates processes for communication and collaboration to support the two research project teams and the Harmonization team as a whole by:

- Establishing effective communications and linkages among PI Co-PIs, co-investigators, partner organizations, and research staff.
- Developing strong relationships with community-based team members, co-operating agencies, health providers, and collaborators to support the implementation and evaluation of the cancer prevention initiatives.
- Participating in all team meetings and project meetings.
- Preparing comprehensive reports for publication, presentations, and website.
- Ensuring timely notification to PI Co-PIs of issues or problems.
- Organizing and leading education and research training sessions for research staff, co-investigators, partner organizations, and students.
- Responding to inquiries from research participants related to on-going research.

3. Oversees general office management with respect to the assigned research projects by:

- Monitoring research budgets.
- Managing staffing requirements (e.g., writing job descriptions, screening applications, participating in candidate selection, conducting performance appraisals, etc.).
- Ensuring project files are maintained.

4. Performs other related duties as required.

Supervision Received

The Research Coordinator position will work under the broad directives of the PI and Co-PIs, in conjunction with the investigative team. It is imperative that the Research Coordinator work collaboratively and with minimal supervision. S he will act independently in performing defined duties from broad objectives and will alert the PI Co-PIs to any unusual situations, and will keep them advised of problems as they arise or as anticipated.

Supervision Given

The Research Coordinator will be responsible for directing and supervising up to 5 staff including research assistants,



The University of British Columbia

Staff Job Postings

transcribing secretary, and technicians. Regular audits of work completed will be done and performance appraisal offered.

Consequence of Error/Judgement

The work of the Research Coordinator will be monitored by the Principal Investigators and Co-PIs. Errors or incorrect decisions could seriously compromise the quality of the cancer prevention initiatives and the research, and result in delays in completing this project. Additionally, serious compromises to the quality of the program and research will jeopardize future funding opportunities. Failure to clearly represent and communicate the work of the research team could result in severed relationships with collaborators. The work of the Research Coordinator must be completed at a high level of accuracy and efficiency.

Qualifications

- Post-graduate degree in a relevant discipline, PhD preferred, in Health or Social Sciences; a minimum of four years of related experience including supervision, or an equivalent combination of education and experience.
- Experience with successfully managing teams and large-scale research projects in a fast paced multidisciplinary environment through to completion.
- Experience in collaborative, community-based, multi-site research projects an asset.
- Knowledge of qualitative and quantitative research methods applicable to health behaviour research.
- Knowledge of health promotion and cancer prevention strategies including smoking cessation, healthy eating and active living is required.
- Computer and data analysis skills (e.g., Word processing, EXCEL, NVivo, SPSS, Desktop publishing) required.
- Effective oral and written communication, interpersonal and organizational skills.
- Ability to use web-based technologies to disseminate research findings and support uptake.
- Ability to adapt to changing priorities, multi-task, and to meet deadlines, while maintaining accuracy and attention to detail.
- Ability to work both independently and within a team environment.
- Ability to manage, supervise and train research staff.
- Ability to exercise initiative and be resourceful and innovative.
- Must be a non-smoker.
- Ability to travel.

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Job Posting

Job ID: 14477
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Cooperative Education
Classification Title: Coop.Education, Level B **Business Title:** Co-op Coordinator
Department: Arts Co-op
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-01
Job End Date: 2014-01-30
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-11-27 **Available Openings:** 1

Job Summary

The coordinator is responsible for the development, implementation, coordination and evaluation of the SLAIS graduate co-op program in the Faculty of Arts. Tasks include designing and implementing strategies to market the program to employers nationally and internationally, recruiting students and providing counseling to students to prepare for work experience placements one-on-one and in groups, monitoring student placements and addressing any workplace issues that students encounter, providing evaluation and analysis of placement and student success each term, collaborating with other co-op professionals at UBC and throughout the province, and the day-to-day administration of the program. The coordinator will work primarily with the School of Library, Archival, and Information Studies co-op program and assist with other tasks in the co-op office, including working with undergraduate co-op students, as required.

Organizational Status

Reports to the Director of the Arts Co-op Program. The coordinator is responsible for contacting industry representatives and liaising with faculty members and students involved in the co-op program. Assists the Director in supervising the co-op support staff.

Work Performed

1. The coordinator is responsible for the development, implementation, coordination and evaluation of the SLAIS graduate co-op program in the Faculty of Arts. Tasks include designing and implementing strategies to market the program to employers nationally and internationally, recruiting students and providing counseling to students to prepare for work experience placements one-on-one and in groups, monitoring student placements and addressing any workplace issues that students encounter, providing evaluation and analysis of placement and student success each term, collaborating with other co-op professionals at UBC and throughout the province, and the day-to-day administration of the program.
2. Researches and identifies job opportunities for co-op work term placements. Contacts employers by telephone, office visits, and presentations.
3. Establishes and maintains effective relationships with employers and develops new employer contacts. Participates in trade shows, career fairs and other employment related events.
4. Works with employers to develop appropriate co-op placements consistent with academic guidelines set by faculty members and the Director.
5. Coordinates the selection of students for the co-op program. Liaises with faculty co-op advisors and the Director of Arts Co-op



to apply appropriate selection criteria.

6. Liaises with other career professionals within the university to promote the effective functioning of the program and to ensure that standards are maintained in communicating internally and externally.
7. Develops and implements a marketing plan for the co-op program in conjunction with the Director. Designs and edits marketing materials for the co-op education program.
8. Assists in providing a program of pre-employment training for students prior to their first work term. Contributes to the development of training material along with the Director and other UBC Co-op staff. Teaches a series of pre-employment workshops.
9. Conducts sessions in career counselling either individually or in groups to prepare students for employment.
10. Responsible for recruiting, evaluating, disciplining, and terminating staff.
11. Oversees the keeping of records on student placements, work term reports, site visits and evaluations. Liaises with the Dean's Office, School of Library, Archival, and Information Studies, Arts Academic Advising, and the Registrar to ensure that information is accurately reported for the students' academic records.
12. Conducts employer visits and feedback sessions to assess overall Co-op program delivery, effectiveness, and relevance to employers, and future employer requirements.
13. With the Director deals with workplace safety concerns, employment issues (including harassment and employment equity), intellectual property rights and confidentiality concerns raised by students and or employers.
14. Participates in the development and management of the budget for the Arts Co-op Program. Prepares reports on student placements for submission to outside agencies in conjunction with the Director.
15. Develops the appropriate forms for application to the co-op program and for students' progress through the program.
16. Performs other related duties as required.

DECISION MAKING:

The coordinator assists the Director in areas of strategic planning and operational procedures for the program. Exercises individual judgment in organizing work, dealing with students and faculty and other external agencies. Exercises judgment in dealing with employers, faculty members and students.

Supervision Received

Reports to the Director, Arts Co-op. Works under general direction. Work subject to review in relation to program goals.

Supervision Given

Supervises the work of the Co-op Secretary, in conjunction with the Director. Also supervises other staff working for the program, including students.

Consequence of Error/Judgement

Makes decisions in collaboration with the Director of Arts Co-op and also independently. Incorrect decisions would adversely affect the reputation of the Arts Co-op program, which would prevent it from achieving its targets. The reputation of other UBC co-op programs and of the Faculty and the university generally would also be harmed by poor decisions. Failure to deliver effective and timely service to employers could result in a loss of industry support, which would seriously damage the effectiveness of this new co-op program. Failure to equip students for the workplace and to give sound advice could lead to problems during co-op placements

Qualifications

Undergraduate degree in a relevant discipline. A minimum of an undergraduate degree in an Arts-related discipline; Master's degree from UBC School of Library, Archival, and Information Studies with Co-operative Education experience preferred. Minimum of four years experience or the equivalent combination of education and experience. Several years' experience working in a business or professional environment. Excellent oral and written communications skills, and exceptional organizational skills. A passion for Arts education and a demonstrated ability to take initiative and work independently as well as with a team is



The University of British Columbia

Staff Job Postings

essential.

Ability to act with tact, diplomacy, and discretion. Experience with career counseling and curriculum development preferred.

Computer experience with Microsoft Office required. Fluency in a second language and experience with international work programs an asset.

Must have access to private vehicle for local travel.

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: 14490
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Graphic Design & Illustration
Classification Title: GraphicDesig&Illustr, Level A **Business Title:** Communications Officer: Print Design/Web Design
Department: Alumni Association
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-29 **Available Openings:** 1

Job Summary

Delivers graphic design services to Alumni Affairs, in both web and print. Incumbent is responsible for establishing and maintaining the graphic standards of UBC's Alumni Affairs unit and keeping the organization's brand relevant in a rapidly changing environment, in consultation with unit staff and management. Designs and produces press-ready files for Trek Magazine (a 56-page publication distributed two times annually) as well as layout and graphics for Trek Online, distributed 4-6 times annually. Works with web coordinator and communications coordinator to execute digital strategy, designing and producing web pages, mass e-mails, and content for social media and other web sites as required. Designs and produces materials to support Alumni Affairs programming, including promotional materials, collateral, online intellectual content, event packages, invitations, certificates, letterhead, and other advertising materials as required. Consults with program officers to determine targeting and project scheduling.

Organizational Status

Reports to the Manager of Communications and Marketing. Works closely with members of the Communications team other Alumni Affairs teams. Position requires interaction with faculty representatives, departmental staff and external suppliers.

Work Performed

Design and Production Responsibilities

- Designs and produces 56-page print issues of Trek Magazine twice annually.
- With Web Coordinator, designs and produces Trek Online 4-6 times annually.
- With Web Coordinator, handles UI UX Design for web and mobile for www.alumni.ubc.ca, other sub-sites, e-publications, and mobile apps.
- Assists in creative solutions for presentation of UBC's intellectual content online
- Prepares graphics and produces text for www.alumni.ubc.ca as well as social media sites. Prepares and uploads web pages. Prepares website material submitted from other departments such as photos from past events, information about new events and services, and intellectual content.
- Designs and produces communications material in support of Alumni Affairs programs, events and other activities.
- Designs all print and web collateral materials for Alumni Affairs, maintaining responsibility for consistent application of brand.
- Working in consultation with program officers, identifies and produces appropriate print and web content for Alumni Affairs



activities. Involves being aware of various aspects of Alumni Affairs functions, and sensitive to the needs of those functions.

Ability to set priorities and express them to co-workers.

- Liaises directly with external suppliers in web, multimedia and print.
- Develops and maintains photo storage and retrieval system for current and archived images.

Supervision Received

Reports to Manager of Communications and Marketing. Develops concepts for design in consultation with the Communications team and other Alumni Affairs units. Works independently to produce communications materials.

Supervision Given

N A

Consequence of Error/Judgement

Works with members of other university units to ensure common university messaging. Works independently to produce materials.

Damage to the reputation of the Alumni Association and or the university would be a consequence of inappropriate judgment, as well as alienation of alumni members and volunteers, university faculty members and officials.

Qualifications

Three year Graphic Design program. Minimum of two years experience or the equivalent combination of education and experience.

Ability to communicate effectively verbally and in writing. Excellent design, typography, and layout skills, for web and print.

Excellent skills in design for web user interface. Ability to use word processing, page layout and design and web publishing software. Good knowledge of computer hardware configurations. Working knowledge of print production. Mastery of Adobe CS, Word, Dreamweaver, HTML, CSS. Ability to work effectively independently and in a team environment.

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



Job Posting

Job ID: 14482
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Manager of Admissions & Student Recruitment
Department: The Sauder School of Business
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-03 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-11-28 **Available Openings:** 1

Job Summary

The MBA & ECM Programs Office at the Robert H. Lee Graduate School, Sauder School of Business (formerly known as the Faculty of Commerce & Business Administration) consists of a full-time staff compliment of 9 M&P and 7 CUPE staff members in two locations. The unit administers professional graduate degree programs in business plus the academic exchanges and international visitors to the programs. The unit also administers awards and scholarships and provides academic student service support to approximately 500 professional graduate degree students enrolled in the various program categories. The unit manages all aspects of the professional graduate degree business programs including recruiting, admissions, awards, academic services, academic policies, graduation approvals, disciplinary incidents, program scheduling, completely independent from the Faculty of Graduate Studies at UBC.

The last decade has seen significant renewal for the Sauder School of Business, including the creation of the Robert H. Lee Graduate School entity. Moving forward in a competitive landscape of business schools around the world, we are placing special emphasis on the student experience, a strong service culture and growth of programs through enhanced global recognition and impact.

The Manager of Admissions & Recruitment is responsible for the development, implementation, and assessment of marketing strategies, recruitment activities and admissions policies, processes and systems all designed to attract applicants and yield high-calibre students to the business school's flagship degree programs, the MBA and the MM, which are critical to the school's reputation, resource generation and success. The position is directly tied to annual revenue generation for the university.

Organizational Status

The incumbent works with initiative and considerable autonomy under general supervision, but also collaboratively with other managers in the unit. The incumbent will work with other Sauder units including Marketing & Communications, IT Services, Office Administration, executive members of the Student Societies and staff at central UBC (particularly positions in Enrolment Services, Student Housing and MBA House).

Work Performed

Student Recruitment
Researches and analyses the market and the MBA (full-time and part-time) and MM-ECM applicant pool to identify, develop and



implement appropriate recruitment policies, tactics and activities to achieve enrolment goals.

Develops, organizes and conducts large-scale, multi-faceted recruiting events in-person and online. Represents the business school at recruiting events both internationally and nationally. This requires in-depth knowledge of the various academic program offerings, admissions policies and procedures, and program services.

Initiates and completes one-on-one advising sessions and follow-up sessions on the features and benefits of the programs to attract high calibre applicants and students. This requires thorough knowledge of the competitive marketplace and the features promoted by business schools nationally and internationally.

Explains unfavourable decisions and university policies to applicants who have been refused admission programs. Advises them of alternate educational opportunities and approaches to take for future admission to the business school.

Advises prospective applicants and candidates of various financial aid vehicles used for program access. Liaises with the Academic Services team and external agencies to update information given to prospective students regarding awards and financial aid. Develops relationships with banks to negotiate special loan packages for student groups.

Researches and selects appropriate companies and organizations at which to conduct visits to deliver informational presentations about the program offerings and to foster relationships for business development opportunities.

Assesses effectiveness of recruitment activities and makes strategic recommendations for improvement.

Actively participates in the development and implementation of student recruitment plans for any new professional graduate degree programs in business.

MARKETING & PROMOTIONS

Designs and implements strategic integrated marketing plans to attract high calibre applicants to programs and to increase the overall profile of the UBC MBA and UBC MM brands and their recognition.

Leads the development of print and multimedia promotional material aimed at recruiting qualified applicants. Aids in the development of integrated advertising campaigns.

Develops databases for targeted marketing for programs. Develops correspondence and materials for direct marketing.

Establishes and maintains external relations with companies and organizations for fostering future applicants and students.

Develops submissions for student and alumni profiles both in print and on web for program promotion. Evaluates effectiveness and makes recommendations on participation of various publication guides.

Conducts competitive analyzes with competitor programs locally, nationally, and internationally, and prepares summary reports as required.

Implements promotional plans and communication aimed at attracting high quality applicants. Surveys and analyses data to evaluate the effectiveness of various marketing tools used to attract applicants to programs. Monitors and evaluates effectiveness of advertising mechanisms, improving as required each cycle.

MANAGEMENT OF ADMISSIONS

Manages the day-to-day operational requirements of admissions processing and makes enhancement recommendations and implements new policies and procedures. Ensures the provision of smooth daily operations and outstanding customer service to applicants.

Hires, trains and supervises Admissions Officers in the processing of files.

Hires, trains and supervises a team of Admissions File Readers to score broad-based applications in an accurate, consistent and fair manner; creates rubrics for use in assessing files; responsible for administering and monitoring the processing and evaluation of applications including analyzing admissions data, setting team priorities for the processing and evaluation of personal profiles, and motivating the team members to achieve goals, to facilitate timeliness in making admissions decisions.

Provides on-going review and input into the development of admissions systems and reports. Works with external service providers of a purchased admissions software system to ensure the system meets our needs.

Conducts research into educational systems, grading and credit systems, courses and credentials, and educational financing within Canada and around the world in an effort to understand and interpret how these affect applications to programs.

Conducts mandatory admissions interviews and English assessments of individuals. Conducts periodic reviews of references and employment records to ensure integrity of applicant files.

Evaluates complex applications and documentation. Assesses academic and non-academic factors pertaining to the evaluation and admission of domestic and international applicants. Exercises professional judgment in assessing circumstances that require special consideration.

Participates in the admissions decision for candidates by reviewing files. Assesses candidates for scholarship consideration.



The University of British Columbia

Staff Job Postings

Assesses appropriateness of visiting MBA students via interviews and reviewing of student files.
Monitors and ensures consistent application of University policies regarding admission assessment of both domestic and international applicants. Is fully informed on all University Senate regulations and policies as they affect admission policy.
Conducts surveys to understand admitted students' choices to attend school or decline offer of admission. Makes recommendations and implements improvements to increase yield rates.
Analyzes admissions survey results and prepares admissions summary reports as required for rankings and publications.
Analyzes data in order to assess the admission criteria suitability; reviews and recommends changes to admission policies, procedures and rubrics in order to achieve goals.
Has authority to make decisions that are legally binding on the University.
Designs and implements all yield activities to ensure admitted students attend programs.

INFORMATION SYSTEMS

Manages the admissions and CRM systems, working with external vendors, IT Services and central UBC.
Participates in the ongoing development and improvement of admissions and CRM systems, such as new reporting tools and dashboards.
Reviews and adopts new systems as required to meet the goals of the unit.

RECEPTION MANAGEMENT

Responsible for the general management of reception services, ensuring a welcoming and professional reception for all visitors including prospective students, current students, alumni or corporate representatives.
Hires, trains and supervises two office receptionists; prepares work schedules to ensure coverage at all times. Coordinates any necessary office closures.

PERSONNEL ADMINISTRATION

Supervises four CUPE staff, including two Receptionists and two Admissions Officers, as well as a contracted team of Admissions File Evaluators who work part-time off-site. Indirectly supervises three to four student workers. Hires, trains, develops, disciplines, terminates and conducts performance appraisals for staff support team members.
Delegates, supervises and assesses staff workload and work assignments. Recommends and implements modifications to meet operational requirements.
Identifies team training requirements and implements training and development sessions where appropriate.
Regularly reviews the organizational structure for the Admissions & Recruitment team; makes recommendations for new staffing requirements, develops new job descriptions as required.

GENERAL DUTIES

Contributes directly to the development of policy and priorities of the unit as a member of the M&P team.
Develops and enhances relations with faculty and staff in numerous campus departments and within the Sauder School of Business.
Acts as a resource for Sauder and University staff in terms of graduate evaluation criteria and worldwide educational systems.
Represents the Sauder School of Business at public functions. Participates on relevant committees at the university or on external organizations that facilitate the goals of the unit.
Assumes responsibility for special projects assigned by Directors, Assistant Deans or the Dean's office.
Performs other related duties as required.

Supervision Received

Position reports directly to the Director of Business Acquisition & Development. Incumbent may receive guidance from the Assistant Dean or Associate Dean of Professional Graduate Degree Programs on specific work projects as assigned.

Supervision Given

Acts as member of the management team within the unit. Directly supervises 4 clerical staff and contracted Admissions File Evaluators. Incumbent may be required to assume supervisory responsibilities for projects that are carried out by others, including faculty, staff, students or alumni volunteers who are not directly supervised by this position.



Consequence of Error/Judgement

Makes recommendations and decisions regarding the design, management and effective delivery of student recruitment and admissions activities to ensure enrolment objectives are met. Inability to work cooperatively with applicants, students, alumni, staff and faculty would jeopardize the effective provision of recruitment activities and admissions services to applicants. Poor management of staff or volunteers may lead to inefficiency, discontent or grievances. Poor decision-making or judgement would compromise the integrity of the UBC MBA and MM programs as well as jeopardize the reputation of the Sauder School of Business and UBC. The incumbent manages relationships within a multi-cultural and ethnically diverse applicant pool. This position has the complex task of coordinating and balancing the distinct objectives of various stakeholders, often with conflicting interests. Decisions must be in line with school goals and integrate with the vision and direction of the university.

Poor decisions will have a long-term negative effect on the marketability of the programs and adversely impact the reputation of the Sauder School of Business and the Robert H. Lee Graduate School. Errors in judgement and failure to enrol a high-calibre student body may negatively impact the overall image of the school as an institute for superior management educations and or loss of exceptional students to competitor schools. Failure to provide sound decisions could result in a loss of confidence of the school and undermine the Dean's efforts to raise the school's global ranking and reputation to ensure sustained access to resources and success of the school in the long run.

Decision-making is based on a thorough knowledge of the policies and procedures of the University and the Sauder School of Business. The incumbent exercises considerable judgement and must demonstrate tact and discretion.

Admission decisions greatly affect the life and the livelihood of the applicants and students. An incorrect decision would negatively affect the reputation of the University. Consequence of error is high and poor judgment would compromise the integrity of the programs as well as jeopardize the reputation of the Sauder School of Business and UBC.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Minimum of 4 years related administrative experience with demonstrated supervisory abilities of union personnel. Excellent client service attitude. Familiarity with the competitive nature of business schools and MBA programs. Extensive training and experience with domestic and international credential assessment for university graduate admissions. Experience in marketing and student recruitment in a post-secondary setting. Ability to interpret and apply sophisticated admissions policy in a consistent and equitable manner. Experience in analytical work, excellent oral and written communications, judgment and interpersonal skills are a must. Strong organizational and administrative skills to manage complex workloads. Ability to exercise tact and diplomacy under stressful situations. Requires an individual who can make decisions independently, is tactful and articulate dealing with faculty, students, alumni and staff. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Cross cultural experience an asset. This position requires the ability to thrive in a complex, interrelated organizational setting. Technical proficiency in using management computer software is required. Domestic and international travel is required. Attendance at some evening and weekend events can be expected. Some overtime can be expected during busy periods.

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: 14479
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Go Global Study and Research Abroad Advisor
Department: Go Global: Internl Lrng Prog
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-01
Job End Date: 2013-04-30 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-28 **Available Openings:** 1

Job Summary

Go Global, a systems-wide program, provides international learning opportunities for UBC and partner university students. UBC graduate and undergraduate students have the opportunity to study, research, complete internships, co-op placements and service learning placements around the world and learn from incoming partner students at UBC. Partner university students have an opportunity to studies and or research at UBC via student mobility partnerships. Working with UBC academic programs, Go Global creates partnerships with post-secondary organizations, non-government agencies and communities to provide these opportunities. Go Global SARA Advisor manages established learning opportunities with UBC academic programs through partner universities, develops learning curriculum, facilitates co-curricular workshops and advises students participating in international study, research and co-op, clinical or practicum placements. The SARA Advisor specializes in working with either incoming or outgoing students or with both populations. In addition the SARA Advisor represents Go Global on university project teams and committees. The SARA Advisor will have strong project management and educator skills, and be an exceptional communicator in a complex network of partners and UBC faculties.

Office at International House (UBC V) or University Centre (UBC O). Evening and weekend work, and international travel may be required.

Organizational Status

The Go Global SARA Advisor is a member of the Go Global: International Learning Programs unit in Student Development and Services. The incumbent interacts closely with UBC faculty, UBC students and students from partner universities, departmental and academic advising staff, enrollment services and student affairs staff at both campuses as well as student mobility and academic staff at partner universities.

Work Performed

1. Program Development and Management

- Works with UBC academic units to identify academic pathways to integrate study and research abroad learning experiences into UBC academic programs; determining opportunity, approach and process.
- Works with UBC academic units to establish the value and viability of international learning experiences for students.
- Provides annual review and assessment of student needs, learning outcomes and general trends to the program partners and stakeholders.
- Participates in the evaluation of UBC policy impacting international learning programs.



- Makes decisions with and recommendations to UBC academic programs and Student Development and Services units about international learning opportunities and support to students

- Provides information to Manager and academic units on the on-going suitability of university partners based on experience with partner and students

- Develops network within Faculties and across campus units to ensure that students get consistent and accurate information about study and overall learning experience

2. Curriculum Development

- Development of co-curricular modules for pre-learning sessions, mid-point and return programs with coordinated collaboration of all project stakeholders

- Development of student leadership, learning and transition, transfer of academic or co-curricular credit programs

- Facilitation of co-curricular sessions and works with UBC Faculty, as appropriate, in courses.

- Assessment of learning outcomes through the delivered curriculum

- Establishing learning objectives for each program

- Facilitation of assessment and evaluation tools for students, UBC staff and faculty.

- Ongoing communication with all stakeholders regarding the logistical and learning program elements

- Negotiation and follow through on key dates and timelines

- Working with student-led approach to programming

3. Advising:

- Advises students on suitability of program options in consideration of their academic program focus and learning goals

- Supports students prior, during and post exchange vis-a-vis learning goals, safety, wellness, citizenship and culture.

- Documents opportunities for students, including partner and discipline-specific information, awards, scholarships, health insurance, immigration, housing and safety.

- Ensures that information about the program is current and appropriately positioned to the different audiences including faculty, staff and students at UBC and partner universities

- Assist students in crisis and or facing complex situations including appeals, problems with cultural transition, mental health, family emergencies, accessing health care and insurance, academic concession; and refers as appropriate.

- Liaises and advocates with UBC staff, faculty and partner universities on behalf of students.

- Recruits potential participants through presentations, information fairs and marketing materials

4. Admissions and Course Program Registration:

- Manages selection and admission process for incoming students according to UBC admissions policy and UBC department capacity and policy

- Manages selection and acceptance process for outgoing students according to Go Global, UBC academic program and partner universities admission policies.

- Negotiation of space and registration of students into courses with limited capacity; and the documentation of program and faculty restrictions. Advises partners and students accordingly.

- Leads annual review of exchange admissions procedures and makes recommendations on current policy to the Manager and academic units.

- Reports annually on student activity and performance in program.

5. Coordination of Awards and Financial Support

- Liaison with Student Financial Assistance and Awards and external funding agencies

- Participate in adjudication committees in the selection of students for awards

- Maintenance of information on financial awards and assistance available through the programs

6. Administration

- Supervision of student staff: priorities, schedules, defines student roles and hires student staff

- Management of student participant and program opportunity information on the Go Global database.

- Creation and maintenance of operational manual for SARA procedures

- Development and tracking of project-specific budgets

- Represents Go Global SARA on university project teams and committees

Supervision Received

Reports to Manager, Study and Research Abroad. The incumbent exercises judgment and innovation in advising, working with partners



The University of British Columbia

Staff Job Postings

and UBC community and in student development programming.

Supervision Given

Will manage student staff and volunteers on various projects. Works collaboratively with other Go Global staff and Advisors within the university. Responsible for timely evaluation of student staff. Provides direction to Student and International Programs Support staff. Will provide input into evaluation of Go Global staff.

Consequence of Error/Judgement

Error will have a strong negative effect on student experience, faculty partnerships and UBC's ability to maintain high performance international relationships with outstanding universities. Incorrect or incomplete information and or inappropriate communication with UBC departments will significantly damage Go Global: International Learning Programs, capacity to meet UBC strategic targets for international engagement and student learning and student opportunity, including student finances and delay of graduation.

Qualifications

Undergraduate degree in a relevant discipline. Preferably completion of a degree in International Education or equivalent. A Master's degree

would be considered an asset. Minimum of four years experience or the equivalent combination of education and experience. -Four years of experience in an educational setting or the equivalent.

-Demonstrated experience developing student programs in partnership with academic units and providing advice to students required. Experience in student mobility would be considered an asset.

-Demonstrated experience in project management with strong administrative and office management skills.

-Demonstrated curriculum development and facilitation skills.

-Knowledge of learning outcomes and ability to analyze and report on program data.

-Knowledge of computer office and educational software and willingness to learn to use new systems.

-Proficiency in more than one language would be considered an asset. Interpersonal skills and cross cultural sensitivity.

Ability to use these skills and sensitivity in working with students, staff, faculty and university partners throughout all stages of the program. Communication skills (listening, written and verbal), to effect positive student 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. Excellent judgment and decisionmaking skills to allow the assessment of needs, available resources and capabilities to resolve issues. Excellent computer skills and willingness to learn to use new systems. 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. Critical thinking and analytical skills. Understanding of the pedagogical value, theoretical and practical issues involved in international learning placements; ability to apply this understanding in the placement context. Proven expertise in designing and delivering educational workshops and information sessions. Ability to work as part of a team on projects as a member who will take initiative and support others in their initiatives.

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



Job Posting

Job ID: 14481
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Manager of Admissions & Student Recruitment
Department: The Sauder School of Business
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-03 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-11-28 **Available Openings:** 2

These two positions are expected to be filled by promotion reassignment and are included here to inform you of their vacancy at the University.

Job Summary

The MBA & ECM Programs Office at the Robert H. Lee Graduate School, Sauder School of Business (formerly known as the Faculty of Commerce & Business Administration) consists of a full-time staff compliment of 9 M&P and 7 CUPE staff members in two locations. The unit administers professional graduate degree programs in business plus the academic exchanges and international visitors to the programs. The unit also administers awards and scholarships and provides academic student service support to approximately 500 professional graduate degree students enrolled in the various program categories. The unit manages all aspects of the professional graduate degree business programs including recruiting, admissions, awards, academic services, academic policies, graduation approvals, disciplinary incidents, program scheduling, completely independent from the Faculty of Graduate Studies at UBC.

The last decade has seen significant renewal for the Sauder School of Business, including the creation of the Robert H. Lee Graduate School entity. Moving forward in a competitive landscape of business schools around the world, we are placing special emphasis on the student experience, a strong service culture and growth of programs through enhanced global recognition and impact.

The Manager of Admissions & Recruitment is responsible for the development, implementation, and assessment of marketing strategies, recruitment activities and admissions policies, processes and systems all designed to attract applicants and yield high-calibre students to the business school's flagship degree programs, the MBA and the MM, which are critical to the school's reputation, resource generation and success. The position is directly tied to annual revenue generation for the university.

Organizational Status

The incumbent works with initiative and considerable autonomy under general supervision, but also collaboratively with other managers in the unit. The incumbent will work with other Sauder units including Marketing & Communications, IT Services, Office Administration, executive members of the Student Societies and staff at central UBC (particularly positions in Enrolment Services, Student Housing and MBA House).

Work Performed

Student Recruitment



Researches and analyses the market and the MBA (full-time and part-time) and MM-ECM applicant pool to identify, develop and implement appropriate recruitment policies, tactics and activities to achieve enrolment goals.

Develops, organizes and conducts large-scale, multi-faceted recruiting events in-person and online. Represents the business school at recruiting events both internationally and nationally. This requires in-depth knowledge of the various academic program offerings, admissions policies and procedures, and program services.

Initiates and completes one-on-one advising sessions and follow-up sessions on the features and benefits of the programs to attract high calibre applicants and students. This requires thorough knowledge of the competitive marketplace and the features promoted by business schools nationally and internationally.

Explains unfavourable decisions and university policies to applicants who have been refused admission programs. Advises them of alternate educational opportunities and approaches to take for future admission to the business school.

Advises prospective applicants and candidates of various financial aid vehicles used for program access. Liaises with the Academic Services team and external agencies to update information given to prospective students regarding awards and financial aid. Develops relationships with banks to negotiate special loan packages for student groups.

Researches and selects appropriate companies and organizations at which to conduct visits to deliver informational presentations about the program offerings and to foster relationships for business development opportunities.

Assesses effectiveness of recruitment activities and makes strategic recommendations for improvement.

Actively participates in the development and implementation of student recruitment plans for any new professional graduate degree programs in business.

MARKETING & PROMOTIONS

Designs and implements strategic integrated marketing plans to attract high calibre applicants to programs and to increase the overall profile of the UBC MBA and UBC MM brands and their recognition.

Leads the development of print and multimedia promotional material aimed at recruiting qualified applicants. Aids in the development of integrated advertising campaigns.

Develops databases for targeted marketing for programs. Develops correspondence and materials for direct marketing.

Establishes and maintains external relations with companies and organizations for fostering future applicants and students.

Develops submissions for student and alumni profiles both in print and on web for program promotion. Evaluates effectiveness and makes recommendations on participation of various publication guides.

Conducts competitive analyzes with competitor programs locally, nationally, and internationally, and prepares summary reports as required.

Implements promotional plans and communication aimed at attracting high quality applicants. Surveys and analyses data to evaluate the effectiveness of various marketing tools used to attract applicants to programs. Monitors and evaluates effectiveness of advertising mechanisms, improving as required each cycle.

MANAGEMENT OF ADMISSIONS

Manages the day-to-day operational requirements of admissions processing and makes enhancement recommendations and implements new policies and procedures. Ensures the provision of smooth daily operations and outstanding customer service to applicants.

Hires, trains and supervises Admissions Officers in the processing of files.

Hires, trains and supervises a team of Admissions File Readers to score broad-based applications in an accurate, consistent and fair manner; creates rubrics for use in assessing files; responsible for administering and monitoring the processing and evaluation of applications including analyzing admissions data, setting team priorities for the processing and evaluation of personal profiles, and motivating the team members to achieve goals, to facilitate timeliness in making admissions decisions.

Provides on-going review and input into the development of admissions systems and reports. Works with external service providers of a purchased admissions software system to ensure the system meets our needs.

Conducts research into educational systems, grading and credit systems, courses and credentials, and educational financing within Canada and around the world in an effort to understand and interpret how these affect applications to programs.

Conducts mandatory admissions interviews and English assessments of individuals. Conducts periodic reviews of references and employment records to ensure integrity of applicant files.

Evaluates complex applications and documentation. Assesses academic and non-academic factors pertaining to the evaluation and admission of domestic and international applicants. Exercises professional judgment in assessing circumstances that require special consideration.



The University of British Columbia

Staff Job Postings

Participates in the admissions decision for candidates by reviewing files. Assesses candidates for scholarship consideration. Assesses appropriateness of visiting MBA students via interviews and reviewing of student files. Monitors and ensures consistent application of University policies regarding admission assessment of both domestic and international applicants. Is fully informed on all University Senate regulations and policies as they affect admission policy. Conducts surveys to understand admitted students' choices to attend school or decline offer of admission. Makes recommendations and implements improvements to increase yield rates. Analyzes admissions survey results and prepares admissions summary reports as required for rankings and publications. Analyzes data in order to assess the admission criteria suitability; reviews and recommends changes to admission policies, procedures and rubrics in order to achieve goals. Has authority to make decisions that are legally binding on the University. Designs and implements all yield activities to ensure admitted students attend programs.

INFORMATION SYSTEMS

Manages the admissions and CRM systems, working with external vendors, IT Services and central UBC. Participates in the ongoing development and improvement of admissions and CRM systems, such as new reporting tools and dashboards. Reviews and adopts new systems as required to meet the goals of the unit.

RECEPTION MANAGEMENT

Responsible for the general management of reception services, ensuring a welcoming and professional reception for all visitors including prospective students, current students, alumni or corporate representatives. Hires, trains and supervises two office receptionists; prepares work schedules to ensure coverage at all times. Coordinates any necessary office closures.

PERSONNEL ADMINISTRATION

Supervises four CUPE staff, including two Receptionists and two Admissions Officers, as well as a contracted team of Admissions File Evaluators who work part-time off-site. Indirectly supervises three to four student workers. Hires, trains, develops, disciplines, terminates and conducts performance appraisals for staff support team members. Delegates, supervises and assesses staff workload and work assignments. Recommends and implements modifications to meet operational requirements. Identifies team training requirements and implements training and development sessions where appropriate. Regularly reviews the organizational structure for the Admissions & Recruitment team; makes recommendations for new staffing requirements, develops new job descriptions as required.

GENERAL DUTIES

Contributes directly to the development of policy and priorities of the unit as a member of the M&P team. Develops and enhances relations with faculty and staff in numerous campus departments and within the Sauder School of Business. Acts as a resource for Sauder and University staff in terms of graduate evaluation criteria and worldwide educational systems. Represents the Sauder School of Business at public functions. Participates on relevant committees at the university or on external organizations that facilitate the goals of the unit. Assumes responsibility for special projects assigned by Directors, Assistant Deans or the Dean's office. Performs other related duties as required.

Supervision Received

Position reports directly to the Director of Business Acquisition & Development. Incumbent may receive guidance from the Assistant Dean or Associate Dean of Professional Graduate Degree Programs on specific work projects as assigned.

Supervision Given

Acts as member of the management team within the unit. Directly supervises 4 clerical staff and contracted Admissions File Evaluators. Incumbent may be required to assume supervisory responsibilities for projects that are carried out by others,



The University of British Columbia

Staff Job Postings

including faculty, staff, students or alumni volunteers who are not directly supervised by this position.

Consequence of Error/Judgement

Makes recommendations and decisions regarding the design, management and effective delivery of student recruitment and admissions activities to ensure enrolment objectives are met. Inability to work cooperatively with applicants, students, alumni, staff and faculty would jeopardize the effective provision of recruitment activities and admissions services to applicants. Poor management of staff or volunteers may lead to inefficiency, discontent or grievances. Poor decision-making or judgement would compromise the integrity of the UBC MBA and MM programs as well as jeopardize the reputation of the Sauder School of Business and UBC. The incumbent manages relationships within a multi-cultural and ethnically diverse applicant pool. This position has the complex task of coordinating and balancing the distinct objectives of various stakeholders, often with conflicting interests. Decisions must be in line with school goals and integrate with the vision and direction of the university.

Poor decisions will have a long-term negative effect on the marketability of the programs and adversely impact the reputation of the Sauder School of Business and the Robert H. Lee Graduate School. Errors in judgement and failure to enrol a high-calibre student body may negatively impact the overall image of the school as an institute for superior management educations and or loss of exceptional students to competitor schools. Failure to provide sound decisions could result in a loss of confidence of the school and undermine the Dean's efforts to raise the school's global ranking and reputation to ensure sustained access to resources and success of the school in the long run.

Decision-making is based on a thorough knowledge of the policies and procedures of the University and the Sauder School of Business. The incumbent exercises considerable judgement and must demonstrate tact and discretion.

Admission decisions greatly affect the life and the livelihood of the applicants and students. An incorrect decision would negatively affect the reputation of the University. Consequence of error is high and poor judgment would compromise the integrity of the programs as well as jeopardize the reputation of the Sauder School of Business and UBC.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Minimum of 4 years related administrative experience with demonstrated supervisory abilities of union personnel. Excellent client service attitude. Familiarity with the competitive nature of business schools and MBA programs. Extensive training and experience with domestic and international credential assessment for university graduate admissions. Experience in marketing and student recruitment in a post-secondary setting. Ability to interpret and apply sophisticated admissions policy in a consistent and equitable manner. Experience in analytical work, excellent oral and written communications, judgment and interpersonal skills are a must. Strong organizational and administrative skills to manage complex workloads. Ability to exercise tact and diplomacy under stressful situations. Requires an individual who can make decisions independently, is tactful and articulate dealing with faculty, students, alumni and staff. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Cross cultural experience an asset. This position requires the ability to thrive in a complex, interrelated organizational setting. Technical proficiency in using management computer software is required. Domestic and international travel is required. Attendance at some evening and weekend events can be expected. Some overtime can be expected during busy periods.

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: 14463
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Go Global Advisor, Study & Research Abroad (SARA)
Department: Go Global: Internl Lrng Prog
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-11-26 **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

Go Global, a systems-wide program, provides international learning opportunities for UBC and partner university students. UBC graduate and undergraduate students have the opportunity to study, research, complete internships, co-op placements and service learning placements around the world and learn from incoming partner students at UBC. Partner university students have an opportunity to studies and or research at UBC via student mobility partnerships. Working with UBC academic programs, Go Global creates partnerships with post-secondary organizations, non-government agencies and communities to provide these opportunities. Go Global SARA Advisor manages established learning opportunities with UBC academic programs through partner universities, develops learning curriculum, facilitates co-curricular workshops and advises students participating in international study, research and co-op, clinical or practicum placements. The SARA Advisor specializes in working with either incoming or outgoing students or with both populations. In addition the SARA Advisor represents Go Global on university project teams and committees. The SARA Advisor will have strong project management and educator skills, and be an exceptional communicator in a complex network of partners and UBC faculties. Office at International House (UBC V) or University Centre (UBC O). Evening and weekend work, and international travel may be required.

Organizational Status

The Go Global SARA Advisor is a member of the Go Global: International Learning Programs unit in Student Development and Services. The incumbent interacts closely with UBC faculty, UBC students and students from partner universities, departmental and academic advising staff, enrollment services and student affairs staff at both campuses as well as student mobility and academic staff at partner universities.

Work Performed

1. Program Development and Management
 - Works with UBC academic units to identify academic pathways to integrate study and research abroad learning experiences into UBC academic programs; determining opportunity, approach and process.
 - Works with UBC academic units to establish the value and viability of international learning experiences for students.
 - Provides annual review and assessment of student needs, learning outcomes and general trends to the program partners and stakeholders.



- Participates in the evaluation of UBC policy impacting international learning programs.
- Makes decisions with and recommendations to UBC academic programs and Student Development and Services units about international learning opportunities and support to students
- Provides information to Manager and academic units on the on-going suitability of university partners based on experience with partner and students
- Develops network within Faculties and across campus units to ensure that students get consistent and accurate information about study and overall learning experience

2. Curriculum Development

- Development of co-curricular modules for pre-learning sessions, mid-point and return programs with coordinated collaboration of all project stakeholders
- Development of student leadership, learning and transition, transfer of academic or co-curricular credit programs
- Facilitation of co-curricular sessions and works with UBC Faculty, as appropriate, in courses.
- Assessment of learning outcomes through the delivered curriculum
- Establishing learning objectives for each program
- Facilitation of assessment and evaluation tools for students, UBC staff and faculty.
- Ongoing communication with all stakeholders regarding the logistical and learning program elements
- Negotiation and follow through on key dates and timelines
- Working with student-led approach to programming

3. Advising:

- Advises students on suitability of program options in consideration of their academic program focus and learning goals
- Supports students prior, during and post exchange vis-a-vis learning goals, safety, wellness, citizenship and culture.
- Documents opportunities for students, including partner and discipline-specific information, awards, scholarships, health insurance, immigration, housing and safety.
- Ensures that information about the program is current and appropriately positioned to the different audiences including faculty, staff and students at UBC and partner universities
- Assist students in crisis and or facing complex situations including appeals, problems with cultural transition, mental health, family emergencies, accessing health care and insurance, academic concession; and refers as appropriate.
- Liaises and advocates with UBC staff, faculty and partner universities on behalf of students.
- Recruits potential participants through presentations, information fairs and marketing materials

4. Admissions and Course Program Registration:

- Manages selection and admission process for incoming students according to UBC admissions policy and UBC department capacity and policy
- Manages selection and acceptance process for outgoing students according to Go Global, UBC academic program and partner universities admission policies.
- Negotiation of space and registration of students into courses with limited capacity; and the documentation of program and faculty restrictions. Advises partners and students accordingly.
- Leads annual review of exchange admissions procedures and makes recommendations on current policy to the Manager and academic units.
- Reports annually on student activity and performance in program.

5. Coordination of Awards and Financial Support

- Liaison with Student Financial Assistance and Awards and external funding agencies
- Participate in adjudication committees in the selection of students for awards
- Maintenance of information on financial awards and assistance available through the programs

6. Administration

- Supervision of student staff: priorities, schedules, defines student roles and hires student staff
- Management of student participant and program opportunity information on the Go Global database.
- Creation and maintenance of operational manual for SARA procedures
- Development and tracking of project-specific budgets
- Represents Go Global SARA on university project teams and committees

Supervision Received



The University of British Columbia

Staff Job Postings

Reports to Manager, Study and Research Abroad. The incumbent exercises judgment and innovation in advising, working with partners and UBC community and in student development programming.

Supervision Given

Will manage student staff and volunteers on various projects. Works collaboratively with other Go Global staff and Advisors within the university. Responsible for timely evaluation of student staff. Provides direction to Student and International Programs Support staff. Will provide input into evaluation of Go Global staff.

Consequence of Error/Judgement

Error will have a strong negative effect on student experience, faculty partnerships and UBC's ability to maintain high performance international relationships with outstanding universities. Incorrect or incomplete information and or inappropriate communication with UBC departments will significantly damage Go Global: International Learning Programs, capacity to meet UBC strategic targets for international engagement and student learning and student opportunity, including student finances and delay of graduation.

Qualifications

Undergraduate degree in a relevant discipline. Preferably completion of a degree in International Education or equivalent. A Master's degree would be considered an asset. Minimum of four years experience or the equivalent combination of education and experience. -Four years of experience in an educational setting or the equivalent.

-Demonstrated experience developing student programs in partnership with academic units and providing advice to students required. Experience in student mobility would be considered an asset.

-Demonstrated experience in project management with strong administrative and office management skills.

-Demonstrated curriculum development and facilitation skills.

-Knowledge of learning outcomes and ability to analyze and report on program data.

-Knowledge of computer office and educational software and willingness to learn to use new systems.

-Proficiency in more than one language would be considered an asset. Interpersonal skills and cross cultural sensitivity.

Ability to use these skills and sensitivity in working with students, staff, faculty and university partners throughout all stages of the program. Communication skills (listening, written and verbal), to effect positive student 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. Excellent judgment and decisionmaking skills to allow the assessment of needs, available resources and capabilities to resolve issues. Excellent computer skills and willingness to learn to use new systems. 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. Critical thinking and analytical skills. Understanding of the pedagogical value, theoretical and practical issues involved in international learning placements; ability to apply this understanding in the placement context. Proven expertise in designing and delivering educational workshops and information sessions. Ability to work as part of a team on projects as a member who will take initiative and support others in their initiatives.

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



Job Posting

Job ID: 14485
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: iCORD
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-03
Job End Date: 2013-12-02
Funding Type: Grant Funded
Other:
Date Closed: 2012-11-29 **Available Openings:** 1

Job Summary

Assists in research activities particularly concerned with the bi-directional process of translational research for spinal cord injury (SCI) - both "bench to bedside" and "bedside back to bench".

Organizational Status

ICORD is an interdisciplinary Spinal Cord Injury (SCI) research group in the Faculty of Medicine. ICORD researchers are based at the Blusson Spinal Cord Centre, UBC Point Grey Campus, Vancouver General Hospital, GF Strong Rehabilitation Centre, and other sites in Greater Vancouver and across Canada.

The RA Tech2 reports to Principal Investigator of the research group but may receive instruction from the senior Research Associate as required during specific research tasks.

Work Performed

Assists with laboratory research activities including:

1. Animal care (including receiving animals when they are delivered to the lab, feeding, cleaning cages, enriching their environments, monitoring health)
2. Animal behaviour (including filming animals while they perform certain activities such as rearing, catwalk, over ground locomotion; performing analysis of the video by digital measuring on a video screen or by descriptive observation and scoring)
3. Performing experiments using histological and molecular in vivo and in vitro techniques. Histological procedures include cryostat-sectioning, staining and immunohistochemistry done to identify different cell types. Molecular procedures include Enzyme-linked immunosorbent assay (ELISA), and Fluorescence-activated cell sorting (FACS).
4. Necropsy;
5. Microscopy;
6. Preparing and maintaining media, buffer, reagents, solutions, and related material for routine laboratory use.
7. Data analysis using digital imaging, Photoshop, Sigma Scan, Excel, etc.
8. Image analysis, including quantification of lesion area, spared tissue, and axon density in the spinal cord.

Performs other related duties as required.

Supervision Received



The University of British Columbia

Staff Job Postings

The Tech 2 will work independently from day to day, and will attend monthly lab meetings. Depending on specific research task assigned, work may be checked daily, weekly or infrequently by the Principal Investigator or by senior Research Associate on behalf of the PI.

Supervision Given

Although the Tech 2 does not actually supervise any other staff on a regular basis, he/she may act as a resource for undergraduate work study and directed studies students.

Consequence of Error/Judgement

Carelessness during the performance of research duties could reduce the quality of research conducted in the lab and jeopardize the lab's ability to secure future funding by competing for research grants.

Qualifications

High School graduation. Bachelor of Science degree with coursework involving neurobiology, developmental neurobiology or neuroanatomy is an asset. Successful completion of UBC Chemical and Biohazard Safety Courses an asset. Minimum of 2 years related experience or the equivalent combination of education and experience. Demonstrated experience in animal handling and research is required. Computer experience required; experience in data analysis, particularly using SPSS statistical software, is an asset. Demonstrated knowledge of MS Office, Sigma Scan, Sigma Plot, and Photoshop.

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Job Posting

Job ID: 14471
Location: Vancouver - Other
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Ctr-Molecular Med&Therapeutics
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-28
Job End Date: 2013-11-27
Funding Type: Grant Funded
Other:
Date Closed: 2012-11-27 **Available Openings:** 1

Job Summary

This position's primary purpose in the lab will be to provide technical research support for molecular biology projects related to the delineation of the molecular targets of a potential therapeutic in Huntington disease models including primary neuronal cultures and neuron-astrocyte co-cultures. Tissue culture, specifically with primary neurons, and previous experience with western blotting, immunohistochemistry, and microscopy is preferred.

Organizational Status

This position will play a role in the Hayden lab, and will be reporting directly to the research fellows who lead the project, Drs. Amber Southwell, and Dagmar Ehrnhoefer and Ms. Shaun Sanders. Ultimately the position will report to Dr. Michael Hayden who is the primary investigator of the laboratory.

Work Performed

- . Assisting with planning and designing of experiments;
- . Conducting experiments, analyzing and compiling data in study report preparation;
- . Performing tissue culture with both cell lines and primary culture;
- . Performing animal procedures including micro dissection of the brain and setting up primary neuronal and astrocyte cultures;
- . Treating cultures with stressors and potential therapeutics;
- . FACS analysis of treated cells
- . Fixation, immunohistochemistry, and microscopy;
- . Protein extraction and RNA extraxction;
- . Performing gene expression analysis by qRT-PCR;
- . Performing protein expression analyses by Western blotting;
- . Designing and writing standard operating procedures for developed methodology;
- . Troubleshooting and optimizing experiments for specific projects;
- . Analyzing results and providing recommendations to supervisor on reasons for variances problems issues;
- Performing other related duties.

Supervision Received



The University of British Columbia

Staff Job Postings

This position works independently, reporting to the research fellows in the lab.

Supervision Given

This position will not be supervising anyone.

Consequence of Error/Judgement

Several situations could arise requiring the employee to make decisions that may have impact on experiments. Almost all of the situations will involve decisions on experimental procedure and organization of the procedural requirements to fit into the work week. This level of decision making will be left to the employee. Work performed will be checked by a post-doctoral fellow, and progress will be brought to the attention of the group by the employee during weekly lab meetings. Repeated inappropriate judgment will result in intervention by the supervisor.

The incumbent will make decisions affecting the functioning of the lab. Incompetence or incorrect decisions could jeopardize research progress, collaborations, finances and employee safety, and adversely impact future project objectives and personnel.

Qualifications

High School graduation. University degree in Science or related discipline preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. At least 3 years related experience and cell culture techniques preferred.

Extensive knowledge of Molecular Biology and genetics 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) Ability to perform research-related procedures (e.g., prepare solutions) (e.g., dissecting) (e.g., prepare specimens).

Knowledge of general laboratory techniques Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines.

Proven ability to multi-task in a deadline oriented environment with minimal supervision. Ability to communicate effectively verbally and in writing.

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Job Posting

Job ID: 14079 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Animal Care Services
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-24 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-11-29 **Available Openings:** 1

Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. This position will be responsible for providing: skilled technical services and assistance; and daily care and maintenance required for the health and cleanliness of research animals and their housing facilities in containment level 1, 2 or 3 as assigned. 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; the incumbent will also provide skilled technical services and assistance and Interact with technical staff, UBC researchers, and veterinarians.

Duties include:

- Maintaining breeding colonies (under general supervision)
- Performing minor surgeries and techniques, including:
 - Tissue and organ collection, e.g. ear notching, organ collection in necropsy,
 - Blood collection
 - Surgical implantations, e.g. Microchip implantation
 - Tumour implantations, e.g. Cancer cell injection
 - Injections
 - Embryo manipulations, e.g. pipette work, Transferring eggs for preservation implantation
 - Vessel cannulation , e.g. placing a catheter
- Performing laboratory techniques such as media preparation, cell culture, and hormone preparation as required
- Surgical assistance: e.g. anesthetic induction, maintenance, recovery, preparation of surgical instruments, preparing an



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Staff Job Postings

animal for surgery such as clipping fur and monitoring animal during surgery

- Identify, report and treat sick animals
- Demonstrating and explaining T2 duties and tasks
- Assisting CDM Staff and Users
- 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
- Cleaning and general facility upkeep
- Assemble clean caging units
- Perform minor maintenance tasks on facility related equipment
- Performing other related duties

Supervision Received

Receives instructions during orientation, on subsequent new assignments, on changes in procedures, and on unusual problems or matters which are not covered under established SOP's and policies. Carries out familiar duties and responsibilities under general supervision.

Supervision Given

The incumbent may distribute work assignments to employees at lower classification levels and initiate new employees into routines, procedures, and operation of equipment. They will be expected to share expert technical knowledge and occasionally teach 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, however there is room for innovative thinking to improve upon existing protocols and provide input into the direction of the project. CDM Tech 2's are 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. Incorrect decisions could result in deterioration of animal health and or disruption or ruination of a research study.

Qualifications

High School graduation. Minimum of 2 years related experience or the equivalent combination of education and experience. AHT or VT Preferred. Knowledge in the Canadian Council on Animal Care Guidelines mandatory. CALAS Registered Laboratory Animal Technician (RLAT or ARLAT) level certification preferred. Experience in an animal care facility required. 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



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Staff Job Postings

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: 14467
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: Cellular&PhysiologicalSciences
Salary: \$40,190.00 - \$43,829.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-17
Job End Date: 2013-12-16 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-11-26 **Available Openings:** 1

Job Summary

To carry out experiments as a member of a team. Emphasis for this position will be to conduct cell transplants to treat diabetes in mice and to provide follow-up care to help maintain the health of research animals in the Centre for Disease Modeling.

Organizational Status

Interact with all common laboratory personnel, other faculty, staff and students on a daily basis as well as other Departments within and outside the University.

Work Performed

Participating in design of experiments; conducting experiments independently; caring for animals; performing data analysis; maintaining records; maintaining equipment; teaching techniques to students; presenting results formally at lab meetings; to collect blood samples, isolate tissues and cells from rodents, to perform survival surgeries and transplants in rodents, and to perform various assessments of glucose homeostasis in rodents, including glucose and insulin tolerance testing. The candidate will also be responsible for conducting various assays, such as ELISAs, on collected samples and performing other related tasks.

Supervision Received

Reports directly to the Principal Investigator.

Supervision Given

None

Consequence of Error/Judgement

Work checked by lab supervisors. Directly responsible for errors in work; reports and corrects errors.

Qualifications



The University of British Columbia

Staff Job Postings

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. M.Sc. degree in a biological sciences or minimum of three years of related experience in a biomedical laboratory. Completion of UBC training courses in Biohazard safety and CCAC Certification. Minimum of 3 years related experience or the equivalent combination of education and experience. Must have significant relevant direct experience working with rodents. Computer experience required. Effective oral and written communication, analytical, interpersonal, record keeping and organizational skills required. Must have the ability to work both independently and within a team environment. Accuracy and attention to detail required.

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