



# The University of British Columbia

## Staff Job Postings

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THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:03-DEC-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](http://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](http://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:** 14539  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** BCGEU UBC-Okanagan  
**Job Category:** Library Technicians - BCGEU  
**Classification Title:** Library Technician I **Business Title:** Library Technician I - AUXILLIARY  
**Department:** UBCO - Library  
**Salary:** \$ 19.51 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-01-02  
**Job End Date:** 2013-04-30  
**Funding Type:** Budget Funded  
**Other:** BCGEU (UBCO) - Auxiliary  
**Date Closed:** 2012-12-10 **Available Openings:** 1

The FTE for this position is 20% and On-Call.

### Job Summary

Under the general supervision of the Reference Coordinator, is responsible for answering directional and reference questions, and referring to Librarian questions which are complex or require group instruction. May be assigned collection maintenance tasks as necessary.

Works with other members of the UBC Okanagan campus Library staff as well as the public. Participates in team activities such as meetings, training and skills-building events.

### Organizational Status

Under the general supervision of the Reference Coordinator.

### Work Performed

1. Provides assistance to students, faculty, staff and the public by:
  - Answering reference questions using the UBC Okanagan campus Library resources including the catalogue, on-line databases, electronic resources as well as the print reference collection.
  - Referring questions to subject specialists or allied campus resources as appropriate.
  - Answering questions concerning library resources and services.
  - Providing assistance with the Learning Commons equipment, explaining library policies and procedures, and reporting problems to designated individuals or departments.
  - Assisting Learning Services librarians with orientation or instructional sessions.
  - Preparing support or instructional materials for students and faculty as directed and completing reference projects as assigned.
  - Participating in reference team meetings, including training sessions as available.
2. Performs other related duties as assigned.

### Supervision Received



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Direct supervision received from the Reference Coordinator.

### **Supervision Given**

This position does not supervise staff.

### **Consequence of Error/Judgement**

Errors of judgment, untimely or inaccurate advice, and inappropriate decisions on procedures or policies could reflect negatively on Learning Services.

### **Qualifications**

Library Technician diploma or equivalent in experience and education (such as a Bachelor's degree). A minimum of one year recent experience in an academic library environment is preferred. Experience using standard workplace software such as MS Office is an asset. Excellent oral communication skills; effective written communication, customer-service, multi-tasking and organizational skills. Ability to work in a team environment, as well as under limited supervision. Ability to exercise tact, courtesy, discretion and sound judgement. Ability to work flexible hours and evenings and weekends.

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## Job Posting

**Job ID:** 14536  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** BCGEU UBC-Okanagan  
**Job Category:** Research/Technical - BCGEU  
**Classification Title:** Technician IV **Business Title:** Tech IV, Laboratory Assistant  
**Department:** UBCO - Southern Medical Program  
**Salary:** \$ 23.18 (Hourly)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-01-02  
**Job End Date:** 2013-12-31 **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-10 **Available Openings:** 1

### Job Summary

This position is responsible for maintaining all aspects of the Gross Anatomy and Multi-Purpose Laboratories, and other teaching areas on behalf of the Anatomy Instructor. The incumbent creates functional lab spaces for medical students to learn and study. The Lab Assistant will be responsible for providing technical assistance in planning and execution of teaching sessions, creating inventories of materials, supplies and equipment, ordering supplies and equipment, managing protocols, developing and or maintaining safety standards. This position ensures environmental policies are enforced. Within the scope of responsibilities, the work will involve handling chemicals and biological hazards, which will require the appropriate safety precautions.

Until the full four-year curriculum has been implemented, this position is in a state of evolution whereby duties may be added or removed as operational requirements are developed and refined. This position will require an individual who is comfortable in an atmosphere of ambiguity while systems and processes are being established.

### Organizational Status

The incumbent reports to the Anatomy Instructor. The incumbent will communicate and work effectively with faculty, staff and students, and individuals throughout the University of British Columbia Vancouver and Okanagan campuses and its communities, and with representatives of the partner universities (UNBC and UVic). The incumbent will liaise with representatives of other external organizations (e.g., suppliers) as required.

### Work Performed

Gross Anatomy and Multi-Purpose Laboratories (70%):

1. Provides laboratory maintenance and administration support by:

- Managing and maintaining Gross Anatomy and Multi-Purpose laboratory spaces, morgue, storage and dissecting areas to the operational standards required by the Anatomy Instructor, following all applicable policies and procedures.
- Maintaining administrative and operational continuity across these laboratories in the SMP by providing a consistent point of contact between the Anatomy Instructor, faculty, staff and students.



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- Setting up laboratory spaces for the Anatomy Instructor, faculty and students; including moving cadavers into coolers and onto dissecting tables; moving dissecting tables and other lab equipment.
- Ensuring spaces are cleaned to the standard appropriate to the teaching activities, including cleaning cadaver trays, counters, sinks, commodes and laboratory floors as required; washing instruments; tidying rooms; replacing and organizing supplies; putting away specimens; preparing solutions.
- Locating and ordering materials, chemicals, supplies and equipment relevant to the activities occurring within these laboratories and other teaching areas.
- Coordinating routine maintenance and repair of equipment; performing minor maintenance in the lab, as required.
- Repairing skeletons and anatomical models, maintaining and organizing student bones collection and prosected specimens; cataloguing these collections.
- Preparing solutions and maintaining laboratory chemical documentation in accordance with UBC Chemical and Biosafety policies and procedures.
- Following all guidelines as outlined by UBC's Health, Safety and Environment Office; updating MSDS (Material Safety Data Sheets) and Safety requirements, WHMIS (Workplace Hazardous Materials Information System); disposing of supplies, solutions and other lab materials appropriately and in accordance with these policies and procedures.
- Enforcing standards and training others in appropriate protocols within the laboratories.
- Assisting with anatomy instruction during scheduled anatomy and or histology laboratory periods, interacting with students, teaching and presenting curricular objectives, working within a team educational environment.
- Assisting Anatomy Instructor with prosections and plastinated materials, as required.
- Assisting instructors during student laboratory sessions and external workshops.
- Supporting Histology teaching in the Multi-Purpose Laboratory as required.
- Performing other duties as required in the Gross Anatomy and Multi-Purpose Laboratories.

Other Duties (30%):

2. Provides general administrative support by:

- Researching products, materials and equipment.
- Procuring products, materials and equipment through approved mechanisms.
- Preparing a comprehensive inventory of products, materials and equipment and tracking re-orders, expiries, warranties, etc. Consultation with the Anatomy Instructor will only be required for new systems, processes or protocols or when unique or unusual circumstances arise. When the Anatomy Instructor is away, this position will be the most senior resource counsel for problem solving.
- Generating reports as required.
- Researching documents, articles and other materials pertinent to the operation of the Gross Anatomy and Multi-Purpose Laboratories in collaboration with the Anatomy Instructor.
- Contributing to operation of the Gross Anatomy and Multi-Purpose Laboratories using knowledge and expertise gained through academic preparation.
- Solving day-to-day problems.
- Assisting AV technicians with minor duties in the lab and lecture theatres, as required.
- Participating in committees, as required.



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- Providing valuable and informed opinion and consultation to the Anatomy Instructor in the process of hiring graduate and or senior undergraduate Teaching Assistants.
- Performing other duties in the teaching areas as may be required by the SMP.

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

### **Supervision Received**

Daily duties are carried out with autonomy, but having regard to UBC Medical Program Policies and Anatomy Lab Rules; unusual problems are referred to the Anatomy Instructor. New work procedures will result in greater supervision until processes are streamlined.

### **Supervision Given**

This position is senior to students in the laboratories.

### **Consequence of Error/Judgement**

Work is directed by the Anatomy Instructor. This is a key position to the Gross Anatomy and Multi-Purpose Laboratories. Although responsibilities, procedures and protocols will be clearly defined by the Anatomy Instructor, significant independent decision-making and problem solving will be required. The incumbent must be able to set priorities and understand the complex environment and the need to work to important deadlines with accuracy. Good judgment must be exercised in the sensitivity of the Gross Anatomy Lab and in working with teaching staff as well as students.

### **Qualifications**

Appropriate undergraduate degree or Masters, e.g., Bachelor of Science. Master of Science in Anatomy degree preferred. Minimum of three years of related experience or equivalent combination of education, training and experience. In-depth knowledge of gross anatomy and anatomical terminology, a knowledge and familiarity of medical school curriculum (specifically laboratory components), and an understanding of how laboratory curriculum relates to clinical medical practice. Honours level knowledge of Histology preferred and or strong motivation to learn Histology. Demonstrated ability to carry out moderately complex procedures without supervision. Superior skills in verbal and written communication. Ability to exercise high level of tact and discretion and be diplomatic in stressful situations while maintaining confidentiality in dealing with students and faculty. Ability to exercise discretion in dealing with the Gross Anatomy and UBC Neuroanatomy Body Donor Program. Demonstrated strong interpersonal, planning, independent problem-solving and organizational skills. Demonstrated ability to take initiative and to work under pressure to meet constant deadlines. Attention to high level detail must be maintained. Ability to work independently and within a team environment. Flexible, comfortable working in ambiguity, and high action orientation and invigorated by change. Comfortable learning new technologies. Ability to use MS Office Suite (Word, Excel, PowerPoint), FileMaker Pro, web browsers, MS Outlook. Experience with audiovisual videoconference equipment. Ability to work after regular hours as required.

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## Job Posting

**Job ID:** 14540  
**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:** Forest Sciences  
**Salary:** \$ 19.07 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-01-01  
**Job End Date:** 2013-02-28  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-12-09                      **Available Openings:** 1

### Job Summary

Assistant will provide laboratory assistance with culturing various fungal strains and perform basic molecular work in the laboratory.

### Organizational Status

The technician reports to faculty members and Lab Manager. He She is not responsible for any supervision.

### Work Performed

- Assist in culturing of fungal strains and creating long term storage of cultures.
- Preparation of media and buffer.
- Under direct supervision, performs DNA extractions and PCR reactions to detect the presence of plant pathogens.
- Other technical assistance such as field collections

### Supervision Received

Employee will be supervised by the professor, Research Associates Post Doctoral Fellows and lab manager.

### Supervision Given

None

### Consequence of Error/Judgement

Work is assessed on an ongoing basis by supervisor. There are a number of quality control procedures in place in our laboratory. Errors might result in samples being lost requiring repeating parts of the research. Consequences would be delays in producing scientific reports that are expected by the funding agency.

### Qualifications



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

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### Job Posting

**Job ID:** 14531  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Mail Sorter **Business Title:** Mail Sorter  
**Department:** Campus Mailing Services  
**Salary:** \$32,640.00 (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

Campus Mail Sorters are responsible for sorting all incoming mail and parcels received by Campus Mail for distribution to the University community.

### Organizational Status

The Campus Mail Sorter reports to the Mail Distribution Coordinator.

### Work Performed

Campus Mail Sorter duties include:

- Sorting all incoming mail and parcels and preparing them for distribution
- Assembling and bundling mail into the delivery zones
- Assisting with loading vans with mail racks and bins
- Assisting Mail Truck Drivers with deliveries as necessary
- Obtaining signatures for mail picked up by customers
- Responding to general enquiries in relation to Campus Mail
- Carrying out any other related duties as necessary in keeping with the qualifications and requirements of the position.

### Supervision Received

Works under the general supervision of the Campus Mail Distribution Coordinator.

### Supervision Given

None but may explain work sequences to others.

### Consequence of Error/Judgement

Errors in mail sorting can cause service delays and adversely impact the campus community due to late or lost mail.



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### Qualifications

High School graduation. the equivalent combination of education and experience. Six months experience in a large automated mailing service is an asset. Ability to provide quality service to customers in a courteous, patient manner. Ability work effectively under pressure to meet deadlines. Ability to organize work allotment in an efficient manner. Physical ability to perform the duties of the job and lift up to thirty (30) kilograms. Ability to maintain accuracy and attention to detail. Ability to work effectively as a member of a team.

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## Job Posting

**Job ID:** 14526  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Trades - CUPE 116  
**Classification Title:** Utility Worker **Business Title:** Utility Worker  
**Department:** Housing-Facilities,Tbird Res.  
**Salary:** \$ 19.26 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-01-02 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2012-12-09 **Available Openings:** 1

Must be available to work flexible hours.

### Job Summary

Performs minor maintenance and repairs to buildings and equipment.

### Organizational Status

Reports to the Building Services Manager. Interacts with department staff, trade staff and contractors.

### Work Performed

Performs minor maintenance and repairs related to electrical, plumbing and building systems, reflected in typical duties as follows:

Troubleshoots and repairs various equipment, such as, floor polishers, ride-on cleaning equipment, vacuums, appliance cords.

Replaces lamps and bulbs for a variety of regular and specialized lighting within and outside campus buildings, including underwater in the pool area; work is performed at various heights up to approximately 50 ft., some of which is performed using large specialized equipment, such as, genies and man-lifts.

Replaces or repairs other non-wiring related components throughout electrical systems, such as, cover plates, and lens covers.

Conducts minor maintenance on plumbing systems, such as, replacing washers and cartridges in waterless urinals, clearing plugged toilets and drains, making temporary leak repairs, maintaining bio-degradable sewage systems, and providing emergency shut off of water supply service.

Repairs, maintains, and makes adjustments to building systems and related parts, such as, flooring, base, doors, windows, glazing, blinds, ceiling tiles, flashing, roofs, parapets, and skylights, including utilizing the minor application of sealants, caulking and other waterproofing compounds; cleans and repairs eavestroughing, down pipes, and catch basins; performs minor plaster and wallboard repairs; performs minor painting and paint repairs; lubricates locks, closers, hinges, etc.; replaces dispensing equipment in various areas; and changing batteries on audible alarms or other equipment.

Dusts cleans ceiling areas, high beams, etc.

Removes animal feces from occupied areas.

Assists other staff when clean up is required, such as, floods, wiping of equipment, and snow removal.

Assists trade staff in performing trade and maintenance tasks.

Works in conjunction with contractors in performing assigned duties.

Participates with other departments in event setups.

Maintains records of repairs and notes additional repairs required.



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Utilizes a variety of hand and power tools and large specialized equipment, such as genies and man-lifts in the performance of duties.

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, receiving detailed instructions during orientation and subsequent new assignments or changes in procedures.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Works within well defined guidelines and procedures but is expected to exercise judgement in carrying tasks through to completion; poor work practices or failure to report problems could result in damage to university property and could result in safety concerns for other staff and or clients as most work is completed in public areas.

### **Qualifications**

High School graduation. Minimum of two years experience or the equivalent combination of education and experience. Successful completion of facility maintenance course or similar courses in building maintenance or courses related to building systems, including carpentry, small appliance repairs, or an equivalent combination of training and experience.

Working knowledge of equipment and tools associated with building maintenance and repair and building systems. Certificate in building maintenance preferred. Proficiency in computer software and work order systems required.

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

Ability to work at heights and lift heavy objects.

Ability to operate related equipment.

Valid BC driver's license.

Must be bondable.

Ability to work afternoon evening and weekend shifts.

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## Job Posting

**Job ID:** 14516  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 4 (Gr7)      **Business Title:** Administrative Support 4 (Gr7)  
**Department:** Family Practice  
**Salary:** \$41,244.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-12-03      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-05      **Available Openings:** 1

### Job Summary

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

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

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

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

### Organizational Status

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

### Work Performed

Acts as personal and confidential Administrative Assistant to the Department Head. Screens all incoming materials; referring matters for reply or additional information and prioritising for the attention of the Department Head.  
 Maintains the Department Head's complex appointment calendar to maximize efficient and effective use of Head's time. Responds to oral and written meeting requests; screens requests and enquiries; determines priorities.  
 Communicates internally with members of the Executive Team, Department members and other leaders within the Department.  
 Communicates externally with Ministry and government agencies, external organizations, other health care authority representatives, legal representatives, members of the general public and visitors to the organization to provide and or receive information.



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

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

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

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

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

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

Assists Administrator with special projects and events.

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

Arranges national and international teleconference calls.

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

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

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

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

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

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

Deals with general inquiries.

Assist with Department Event Planning.

Maintain the Department contacts database.

Update the Department organizational chart.

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

Ordering phones & requesting phone lines.

Preparing key requests through UBC Key Access.

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

Organizing annual Faculty reviews for Dept. Head.

Performs other related tasks.

### **Supervision Received**

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

### **Supervision Given**

N A.

### **Consequence of Error/Judgement**

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



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### Qualifications

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

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### Job Posting

**Job ID:** 14198 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 4 (Gr8)      **Business Title:** Administrative Support 4 (Gr8)  
**Department:** Medicine - Dean's Office  
**Salary:** \$42,576.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-11-05      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-08      **Available Openings:** 1

### Job Summary

To provide confidential and complex administrative and secretarial support to the Executive Associate Dean, Research. The incumbent will provide a high level of understanding and initiative in all administrative areas with a strong emphasis on meeting and electronic calendar management.

### Organizational Status

Receives work assignments from the Executive Associate Dean, Research and Director, Research. This position will liaise with the senior administration at UBC including Executive Associate Deans and Associate Deans within the Faculty of Medicine. External to the Faculty of Medicine, this individual will work closely with the President's Office, UBC Faculties, Provincial Health Authorities, BC Universities, and the Associate Dean's Research at the Academic hospitals as well as other organizations with whom UBC is developing research collaborations.

### Work Performed

Acts as personal and confidential secretary to the Executive Associate Dean, Research. Maintains an accurate calendar, resolving conflicts in scheduling, makes appointments and coordinates materials for meetings; books rooms and arranges audio visual equipment and catering as required. May be asked to take minutes of meetings for the EAD as needed.

Demonstrates a high level of understanding and initiative to act on changing priorities in scheduling and managing the Executive Associate Dean, Research electronic calendar. Appropriately screens requests for appointments and exercises tact and discretion in prioritizing requests for appointments.

Screens and prioritizes incoming calls and mail, exercising judgment as to whether matters require urgent attention and or whether background information must be acquired immediately. Works closely and effectively to resolve scheduling conflicts.

Coordinates, assembles and maintains bring-forward materials from a variety of sources for meetings involving the Executive Associate Dean, Research. Assists in preparing and distributing agendas, minutes and other meeting materials. Takes, transcribes, edits and distributes minutes.

Prepares in final format a variety of documents, many of which are sensitive and confidential: maintains filing and bring forward





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systems and drafts correspondence as required.

Conducts research and compiles data as required.

Develops a broad depth of knowledge of the Research Centres, Institutes and initiatives and assists in setting up and scheduling meetings, reviews, search committees, related to Centers and Institutes, Acts as secretary to committees chaired by the Executive Associate Dean, Research as required: schedules committee meetings, prepares materials for distribution, takes minutes and prepares action tracking reports. Provides follow up for action items as required.

Organizes and compiles various materials and data as required, often project related.

Coordinates and maintains the Research record management system including e-filing, creating maintaining files, culling existing files and packaging files for archiving.

Draft confidential correspondence, reports and other documents.

Coordinates all travel arrangements for the Executive Associate Dean, Research. Liaising with other parties to book hotels, visas, ground transportation, and conference registration; ensure that all travel is entered into calendars, preparing all necessary documentation for travel; travel arrangements may require coordination with external stakeholders and gaining approval for costs.

Arranges reimbursement requests for complex expenses often involving various currencies and conversion rates. Maintain an expenses spreadsheet of expenses for the calendar year; monitor pending reimbursements and liaise with the Finance Department and external organizations as required. Is responsible for the monthly payment and reconciliation of the EAD UBC American Express card to ensure timely and not accruing additional interest expenses.

Prepares financial requisitions and journal vouchers.

Screens incoming telephone calls, faxes and mail, exercising judgment as to whether matters require urgent attention and or whether background information must be acquired immediately. This may include triaging calls from the Alzheimer Clinic and or patient related calls matters and understanding how to handle emergency calls.

Responds to e-mail, telephone and in-person inquiries.

Deals with faculty members, staff, and others in a professional manner on behalf of the Executive Associate Dean, Research by phone, e-mail and in person. Consistent with the Faculty's Professional Standards document, the Faculty is committed to the highest level of professionalism in all interactions.

Ensure goals and timelines are met.

Works under pressure and to deadlines.

Performs other related duties as required.

### **Supervision Received**

Working closely with the Executive Associate Dean, Research, this individual will be expected to work independently in accordance with established objectives; and exercise initiative and judgment in performing all work related functions. This position reports to the Director, Research.

### **Supervision Given**

Formally trains new staff on work procedures, and or oversees work of students and or temporary staff



### **Consequence of Error/Judgement**

The incumbent must be able to work independently and within a team and exercise considerable judgment on a daily basis. Errors in performance of the above-related duties could have a significant impact on the effectiveness, image, and reputation of the Faculty of Medicine. There are time sensitive matters with deadlines that must be met in the office and missing such deadlines could have quite negative effects on faculty and opportunities being pursued.

### **Qualifications**

High School graduation and two year post-secondary diploma. Training in administrative secretarial skills and training in office procedures and practices 4 years related experience or the equivalent combination of education and experience. Three years relevant UBC experience preferred. Strong ability to accurately maintain electronic calendars, reconcile scheduling conflicts, coordinate meetings with a large number of attendees and schedule the days activities appropriately. Must have intermediate skills in Microsoft Office programs. Strong ability to manage Outlook, related electronic platforms (doodle polls), PowerPoint, Excel and Word. Excellent knowledge of internet applications and tools. Highly effective oral and written communication. Highly effective interpersonal and organizational skills. Ability to deal with a diverse group of people in a calm, courteous and effective manner. Ability to type 60 wpm. Ability to use the normal range of office equipment. Ability to prioritize work, multi-task, work under pressure and meet deadlines. Ability to maintain accuracy and attention to detail. Ability to compose correspondence, reports, presentations and other written materials using clear and concise business English. Ability to determine the nature and urgency of inquiries and issues and triage appropriately. Ability to research and compile information drawn from various sources. Ability to anticipate problems and issues and to plan ahead. Ability to work independently and demonstrate initiative. Ability to develop and maintain cooperative and productive working relationships. Ability to take effective minutes. Ability to transcribe minutes from handwritten notes and various electronic mediums. Ability to plan, schedule and organize a variety of complex events. Demonstrated ability to work unsupervised and within a team environment. Ability to exercise judgment, tact, discretion and diplomacy. Proven ability to adapt to and work effectively in a multi-tasked environment. Able to work under pressure in a fast paced, high volume environment with critical deadlines.

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## Job Posting

**Job ID:** 14514  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Editorial & Marketg  
**Classification Title:** Marketing & Comm Asst (Gr5)      **Business Title:** Marketing & Comm Asst (Gr5)  
**Department:** Pacific Affairs  
**Salary:** \$38,712.00 (Annual)  
**Full/Part Time:** Part-Time (30%)  
**Desired Start Date:** 2012-12-17  
**Job End Date:** 2013-12-09  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2012-12-04      **Available Openings:** 1

### Job Summary

Provide secretarial and administrative support to the Journal Editor of Pacific Affairs, an independently published journal. Maintain physical and electronic filing systems.

### Organizational Status

Reports to Journal Editor of Pacific Affairs

### Work Performed

1. The Editorial Assistant is responsible for managing the processing and flow of submitted manuscripts and reviews from initial author contact and submission, through Associate Editor assignment, review, revision, editorial decision, and transfer to the Managing Editor for production. Proofreading final copy is also required. The Editorial Assistant must provide prompt and efficient customer service to authors, reviewers, Associate and International Editors, and production staff.
2. The Editorial Assistant must have significant computer and database management proficiency. In addition, superior written and oral communication skills are required.
3. The Editorial Assistant makes independent decisions on all matters related to the receipt, processing, assignment, and review of manuscripts, coordination of manuscript handling with Associate and International Editors, and composing the content of communications with Editors, authors, and reviewers, and coordinates with Managing Editor on setting closing date for each issue.
4. Miscellaneous other duties include: collecting copyright license forms from authors; preparing reports of journal statistics for Editor; writing a brief description of each issue for the home page and assisting with data compilation for the SSHRC grant application

### Supervision Received

Work would typically be checked by the Journal Editor.

### Supervision Given

None



# The University of British Columbia

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### **Consequence of Error/Judgement**

The Editorial Assistant will work with some degree of independence, under the supervision of the Editor. Many job tasks, particularly relating to the handling of submitted manuscripts and correspondence with authors and reviewers, will be relatively standardized, with some freedom to select actions and methods within an established framework of procedures and accepted practices (under the direction of the Editor). The incumbent must exercise sound judgment in all administrative areas and maintain positive relations both with respect to the internal operations of the journal (editors, editorial assistant(s), production staff, departmental colleagues) and external stakeholders (editorial advisory board, reviewers, authors). The incumbent is required to alert the Editor in the event of any unusual or problematic situation that may affect the journal's operations or reputation. Close attention to detail, appreciation for accuracy and professionalism, and ability to work to deadlines are essential.

### **Qualifications**

High School graduation and two years post-secondary education. 3 years of related experience or the equivalent combination of education and experience. Track record of working independently within established protocols and procedures, some understanding of library systems and bibliometrics, are also required. Ability to work efficiently within tight deadlines while maintaining accuracy is crucial. Also required is an ability to work in a collaborative environment. Excellent interpersonal and communication skills; an ability to sustain positive professional relationships with editors, authors, and reviewers, production and administrative staff are desired. Familiarity with Excel, Word, Firefox and other widely used software packages; Mac OS X operating environment.

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## Job Posting

**Job ID:** 14503  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Human Resources  
**Classification Title:** HR Admin Clerk 4 (Gr7) **Business Title:** Faculty HR Assistant  
**Department:** Medicine - Dean's Office  
**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:** 2012-12-03 **Available Openings:** 1

### Job Summary

This position provides administrative support to the Faculty Appointments & Recruitment Management (FARM) Team. This position also supports the administrative needs of the Faculty Affairs unit of the Dean's Office, which may include specific projects in alignment with the operational direction of the unit.

### Organizational Status

The largest of the 12 faculties at the University, the Faculty of Medicine (FOM) is composed of 19 academic basic science and or clinical departments and a number of schools, 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 1800 administrative support, technical research and 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.

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.

### Work Performed

Faculty Appointments and Recruitment Management Team

- Processes and approves non-clinical honorary appointments, referring complex cases to Assistant Manager, Appointments & Recruitment.
- Provides information to faculty and staff on the housing allowance program.
- Responsible for coordinating housing allowance documentation, including eligibility checks, the tracking of applications, and liaising with Treasury and or Departments where appropriate.
- Prepares various reports and analyses relating to faculty, departments, appointments, housing and recruitment
- Responsible for the maintenance of information on MedNet including updating templates, checklists, documents, and workshop information
- Initiates posting of senior leadership positions on eRecruit and FoM website.



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- Assists with the planning, development and updating of Faculty of Medicine procedures and templates ensuring information is current, relevant and accessible to Departments
- Prepares various requisitions for payment.
- Logs, sorts, photocopies and scans incoming and outgoing FARM mail as required
- Prepares documents and records new and reappointed Associate Memberships
- File creation, culling, archiving, records retention, etc., (both electronic and hard copy) of confidential faculty personnel files.
- Completes timesheet forms for Faculty Affairs work study students.

### Promotion & Tenure Responsibilities

- Maintains the tracking lists of the Faculty's Promotion & Tenure cases (60 year)
- Provides advice and assistance Answers on promotion tenure enquiries as per the collective agreement, UBC policies and the Guide to Reappointment, Promotion and Tenure Procedures at UBC referring more complex promotion tenure queries to the Promotion & Tenure Manager
- Reviews promotion & tenure dossiers for initial documentation and publication check, identifies missing documentation or anomalies and brings to the attention of the Manager, Promotion & Tenure
- Assists with the planning of the Faculty APT Committee meetings including coordinating with the Dean's Assistant Vice Dean's Assistant Committee Members schedules as well as meeting room video conference availability. Also includes planning ad hoc meetings during peak periods to ensure the high volume of promotion dossiers are reviewed by the Committee.
- Supports the Faculty APT Committee including answering general enquiries, sending agenda and e-files, documenting member attendance and file voting
- Assists with the planning, development and organization of the promotion and tenure process within the Dean's Office, looking at innovative ways to optimize the process and procedures.
- Responsible for tracking cases in the Streamlined Appointment Process including providing a quarterly metric report on the process.
- Prepares various letters to Departments Faculty on behalf of the Dean or Senior Appointments Committee, documenting due dates of information
- Responsible for the scanning and upkeep of all documentation related to the promotion and tenure e-files
- Prepares appointment promotion dossiers for Senior Appointments Committee and ensures that dossiers are prepared in order to meet the SAC deadlines
- Monitors timelines in appointment and promotion process and follows-up where appropriate with Departments Schools Administrators and or Faculty Relations
- Responsible for producing reports and analyses from promotion and tenure data.
- Tracks candidate promotion and tenure periodic review schedules for all full-time faculty members in the Faculty of Medicine
- Records Senior Appointment Committee queries on promotion files and provides an analysis of the nature of the queries
- Coordinates workshop events including meeting room bookings, video conferencing, and attendance

### Other

- Acts as the daily backup for the Receptionist, Dean's Office
- Perform other related duties as required.

### Supervision Received

Reports to the Manager, Faculty Promotion and Tenure. Receives direction from the Manager, Faculty Appointments and Recruitment. May also receive specific tasks from the Director, Human Resources and other senior leadership in the portfolio of Faculty Affairs.

### Supervision Given

None required.

### Consequence of Error/Judgement



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This position requires judgment, tact, discretion and initiative to an outstanding degree. This position handles sensitive and highly confidential matters involving questions of ethics, appeals, conflict of interest, donors, standard, government relations, personnel questions, etc. Errors could have a negative impact on the Dean's Office resulting in legal action, negative public relations, financial costs, and loss of credibility.

### **Qualifications**

High School graduation and two year post-secondary diploma. 4 years relevant experience or the equivalent combination of education and experience. Relevant UBC experience preferred.

Experience with SharePoint preferred. Must have intermediate skills in Microsoft Office programs including Word, Excel, PowerPoint, Outlook and database programs. Strong ability to manage Outlook and related electronic platforms (doodle polls). Ability to use internet applications and tools at an intermediate level. Ability to type 60 wpm and operate a normal range of office equipment. Ability to use initiative, interpretation and or ingenuity to identify potential or actual problems, investigate cases and resolve problems. Ability to develop ideas resulting in moderate changes to existing procedures, practices, standards, specifications, services or projects. Ability to prioritize work, multi-task, work under pressure and with interruptions, and meet deadlines. Highly effective verbal and written communication skills. Ability to politely screen calls and direct as appropriate. Ability to compose correspondence, reports, presentations and other written materials using clear concise business English. Ability to research and compile information from various sources, and to review, analyze and synthesize complex information into summaries and reports. Ability to exercise tact and discretion with confidential matters. Actively listens and probes for further information to ascertain complexity of request and make thoughtful, informed and thorough decisions. Ability to verify, explain, and or exchange detailed specialized information. Ability to effectively resolve client concerns in a calm, non-confrontational manner by analyzing problems and identifying key information and issues. Ability to determine the nature and urgency of inquiries and issues and triage appropriately. Ability to develop and maintain cooperative and productive working relationships. Highly effective organizational and interpersonal skills. Ability to adapt to, and work effectively, under pressure and meet deadlines in an environment that is fast paced, with high volume and critical deadlines.

Ability to be thorough and maintain accuracy and high level of attention to detail. Ability to work both independently and participate as an effective member in a team environment. Knowledge of UBC Policies and Procedures.

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### Job Posting

**Job ID:** 14525  
**Location:** Robson Square  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Reception  
**Classification Title:** Front Counter 1 (Gr1) **Business Title:** Receptionist  
**Department:** The Sauder School of Business  
**Salary:** \$29,472.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-12-10 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Funded by Multiple Sources  
**Other:**  
**Date Closed:** 2012-12-06 **Available Openings:** 1

### Job Summary

Provides front desk coverage and reception duties to the Executive Education and Development and Alumni Engagement business units of the Sauder School of Business at UBC Robson Square.

Presents to the public the first impression and image of the Sauder School of Business in a professional, competent and service oriented manner.

### Organizational Status

Reports to the Operations Managers for both Executive Education and DAE units.

### Work Performed

Presents to the public the first impression and image of the Faculty in a professional, competent and service oriented manner.

This may include greeting high profile stakeholders and guests for meetings and events at Robson Square.

2. Exercises discretion and tact in the evaluation of request for information and in the responses to the public on behalf of the Faculty both on the telephone and in person at the desk. Responds to incoming phone calls to Exec Ed and DAE and transfers calls to the appropriate contact as needed. Takes accurate messages and relays them in a timely manner.

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

5. Ensures authorized paperwork is produced for key requisitions, security access cards access codes and telecommunication requests for all faculty, staff and students. Responsible for inventory of key allocations and security codes.

6. Orders and maintains inventory of office supplies.

7. Responsible for incoming outgoing courier packages. Ensures accurate coding and detailed records are maintained. Receives, sorts and processes all incoming outgoing mail, receives over the counter packages and messages; organizes, co-ordinates and controls daily distribution of all incoming documents, packages and information directed to Exec Ed and DAE. Redirects mail to the appropriate area and or personnel.

8. Troubleshoots any repairs of office equipment (telephone, fax, copiers, fridges, coffee machine) and oversees inventory of office supplies.

9. Responsible for general maintenance of both Exec Ed and DAE offices and shared spaces (including kitchens). This includes running the dishwasher, unloading it etc, buying kitchen supplies, making coffee or tea for guests).





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10. Responsible for keeping the front desk procedures manual up-to-date.
11. Performs other duties as requested related to the qualifications and requirements of the job.

### **Supervision Received**

Works under general supervision of the Operations Managers for Exec Ed and DAE units.

### **Supervision Given**

none

### **Consequence of Error/Judgement**

Errors in completing work and relaying accurate information may result in unnecessary expenditures, inconvenience and or embarrassment to participants. Enquiries that lack courtesy and proactive support will impact negatively on the delivery to the Faculty's commitment to customer service. Errors may result in embarrassing situations with clients, faculty, staff, etc. The Faculty's image and public relations will be adversely affected.

### **Qualifications**

High School graduation. 1 years relevant experience or the equivalent combination of education and experience. Computer experience required, Microsoft Office (e.g. Word, Excel, etc.), and electronic mail preferred. Effective customer service skills required. Effective oral and written communication, interpersonal, organizational and problem-solving skills. Ability to type 50 w.p.m. and to operate the normal range of office equipment. Ability to use word processing, spreadsheet and database applications. Ability to prioritize work from multiple stakeholders, work independently and meet deadlines in a fast-paced environment. Ability to exercise judgement and discretion. Ability to exercise a high level of tact when working with information of a confidential and or sensitive nature. Familiarity with the Sauder School of Business and UBC would be an asset.

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## Job Posting

**Job ID:** 14528  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Reception  
**Classification Title:** Front Counter 3 (Gr4)      **Business Title:** Front Counter 3 (Gr4)  
**Department:** Geography  
**Salary:** \$38,052.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-01-02      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-07      **Available Openings:** 1

### Job Summary

This position is responsible for providing secretarial and financial accounting support; communications - both internally and externally by coordinating departmental newsletter, blogs, Facebook, Twitter and website; and providing receptionist support to the department.

### Organizational Status

Supervised by Office Manager. Reports to Administrator.

### Work Performed

- Processing journal vouchers, cash receipts, requisitions, travel claims and advances
- Inputting data on FMS Live
- Maintaining filing system for financial records
- Operating cash register in the main office, inputting online cash receipts and deposits
- Responsible for communications in the department by producing departmental newsletter by collecting information, writing articles, formatting newsletter and distributing information via our website, Facebook, Twitter and blogs;
- Distributes current information using these platforms on a regular basis;
- Gathers information for display on our HDTV hall displays;
- Responsible for an annual Geogramme sent to all alumni and others
- Processing mail, couriers, deliveries and facsimilies
- Photocopying confidential materials
- Typing, formatting and editing drafts of manuscripts, CVs and publications records, research documents, grant applications and proposals
- Maintaining alumni database and recording donation information
- Acting as receptionist to the Main office by answering phone, handling counter enquiries, using cash register for sales of photocopy printing transparencies, etc.
- Performing any other duties related to the qualifications and requirements of the job

### Supervision Received



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Performs most duties independently. Exercises judgment and initiative in handling matters of a non-routine nature, in planning sequence of duties and action to be taken. Work related to financial matters is subject to check by Administrator.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Errors made would have impact on the flow and output of work as well as the professional image of the department.

### **Qualifications**

High School graduation and one year of related post-secondary education. 3 years relevant experience or the equivalent combination of education and experience. Computer experience required (Word, Excel, SIS, FSC, FMS and Peoplesoft preferred). Ability to work with blogs, Facebook, Twitter and some knowledge of HTML to work on dept website.

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## Job Posting

**Job ID:** 14513  
**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 3 (Gr6)      **Business Title:** Monograph/Serials Order Assistant  
**Department:** Library - Technical Services  
**Salary:** \$39,948.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-01-14      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-11      **Available Openings:** 1

### Job Summary

Acquisitions activities and include performing a range of complex duties relating to acquisitions, ordering, receiving and metadata or cataloguing functions.

### Organizational Status

As required and in consultation with the Monograph Acquisitions Coordinator, Serials Coordinator, or their designates: Liaises with branch staff and librarians regarding orders. Works with other members of Technical Services and provides information and assistance to them on orders. Liases with staff in the Collections Accounting and Budget unit regarding invoice and billing issues. Contacts vendors regarding orders.

### Work Performed

1. Receives and verifies order requests and notification of library monographic materials from branch Library staff.
2. Checks for error reports on vendor record imports, resolves routine problems and refers others to supervisor for further investigation.
3. Locates monographic pending purchase orders in the Acquisitions client. Checks for completeness & assigns vendor numbers. Verifies ordering information, fund number, location and price. Investigates and resolves anomalies. Places completed pending orders
4. Sends purchase orders to vendors.
5. Notifies fund managers when orders are blocked from being placed due to lack of funds. Monitors these orders to ensure that they are resolved by fund managers and takes appropriate action.
6. Receives and invoices incoming materials.
7. Monitors the approval book shipments and coordinates examination of the shipments by the appropriate bibliographers. Makes necessary changes to funds and locations in acquisitions records.



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8. Identifies and resolves shipment snags, communicates with vendors and returns books that are rejected by library staff, or received damaged or defective.
9. Assists in the maintenance of the Library's acquisitions files, including record maintenance for outstanding orders and invoices, vendor and format changes. Identifies, investigates and resolves records discrepancies.
10. Performs derived cataloguing at point of receipt to English Language books that come with full source records and full vendor MARC records. May exclude some classifications.
11. Edits selected fields of the MARC records.
12. Updates holdings and item records for added copies and volumes.
13. Compiles statistics.
14. Performs other related duties.

### **Supervision Received**

Reports to the Head of Technical Services. Receives daily supervision from the Monograph Acquisition Coordinator and Serials Coordinator. Performance reviews conducted by Head Technical Services with input from Monograph Acquisition Coordinator and Serials Coordinator.

### **Supervision Given**

Provides training to new staff on work procedures.

### **Consequence of Error/Judgement**

Works independently under the general direction of the Monograph Acquisitions Coordinator and Serials Coordinator following established acquisitions and serials policies and procedures. Failure to follow established acquisitions policies and procedures and promptly process orders impacts the public's ability to access materials as well as fund commitments not being kept up-to-date. Failure to deal with order problems could result in the Library being overcharged for material or duplicating material. Derivative cataloguing requires judgment and knowledge to select the appropriate bibliographic record and apply relevant cataloguing policies and procedures to ensure consistency in providing access in the online catalogue. Errors made during this process results in books that may never be accessed or located.

### **Qualifications**

High School graduation and two year Library Technician diploma. 3 years relevant experience or the equivalent combination of education and experience. Knowledge of library policies, and procedures and integrated library systems. Demonstrated understanding of acquisitions and serials policies and procedures. Experience in ordering receiving and invoicing and performing cataloguing functions in an ILS client. Knowledge of the MARC formats for bibliographic and holding records. Ability to understand bibliographic records and to apply online searching strategies in library databases at an advanced level. Knowledge of one or more bibliographic formats, in addition to the print monograph format an asset. Knowledge of French or at least one Western European Language is an asset. Ability to communicate effectively verbally and in writing. Ability to develop and maintain cooperative and productive working relationships. Ability to effectively manage multiple tasks and priorities. Ability to operate the normal range of library equipment. Ability to use word processing, spreadsheet and library database applications at an advanced level (MS Office and Voyager preferred). Ability to maintain accuracy and attention to detail. Ability to work effectively independently and within a team environment. Ability to work a five day work week.



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All work is subject to check by the Faculty Relations Manager. Documentation may be prepared for the approval of the Vice President Academic and Provost or the Vice President Human Resources. Responds to routine oral and written enquiries, but refers complex or non-routine matters to Faculty Relations Manager, Senior Managers or Director.

### **Qualifications**

High School graduation and one year of related training. 2 years of related experience or the equivalent combination of education and experience. Knowledge of UBC policies and procedures preferred. Ability to perform word processing at 50 words per minute. Ability to operate job-related equipment (e.g., multi-line phone switchboard) (e.g., fax machine, photocopier). Word processing computer experience required (Word for Windows, Excel, PeopleSoft and database programs preferred). Ability to exercise tact and discretion in dealing with confidential and sensitive matters. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to prioritize and work effectively under pressure to meet deadlines.

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## 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.



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### **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:** 14510  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level I **Business Title:** Financial Director, VP Research and International  
**Department:** Finance & Operatinl Strategies  
**Salary:** \$95,120.00 - \$118,898.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-12-04 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-04 **Available Openings:** 1

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

### Job Summary

The Financial Director, Vice President Research and International (VPRI) portfolio is accountable to the Executive Director, Finance & Operational Strategies (FOS) for financial strategies, budget, management reporting and capital planning within the VPRI portfolio. The FOS Leadership Team is comprised of the Director of Strategic and Decision Support and five portfolio Finance Directors who are responsible for the financial strategies and operations of six Vice President portfolios: Vice President Finance Resources and Operations, Vice President Students, Vice President Academic, Vice President Research and International, Vice President, Development and Alumni Engagement, and Vice President Communications and Community Partnerships, and Office of the University Counsel.

#### VPRI

This position is also accountable to the AVP Research and International for supporting the attainment of UBC's mission by providing financial leadership, vision and direction to the units within the VPRI portfolio. The Finance Director is responsible for providing strategic financial leadership as member of the various senior management teams within the VPRI portfolio. The position also manages the operations and performance effectiveness of the finance units within the portfolio. The scope includes: 1) Animal Care Centre 2) Institutional Programs Office 3) Office of Research Service 4) University-Industry Liaison Office 5) Strategic Partnership Office 6) Ethics 7) Research & Trust Accounting Department 8) UBC Press and 9) International Office. 10) VPRI office. 11) Peter Wall Institute. 12) University Sustainability Office. This position is responsible for approximately 35 staff members.

UBC is a major research-intensive university in Canada with over \$1 billion dollars in research infrastructure funding and an annual research budget of over \$500 million. Vice President, Research & International portfolio oversees UBC's research infrastructure, strategy and international engagement, a central component of the UBC's mandate as a public university. The total VPRI Finance Director's portfolio consists of approximately 35 staff.

### Organizational Status

Reports to the Executive Director, Finance and Operational Strategies along with a dotted line to the VP and AVP, Research & International. Is a member of the senior management teams in each of the units within the portfolio and provides strategic financial, business planning and reporting expertise.



# The University of British Columbia

## Staff Job Postings

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Work is done in collaboration with VPs, Treasury, Budget and Management Reporting, Payments and Procurement Services, Financial Reporting, Internal Audit, IT Services, other Portfolio Directors and external agencies, internal external auditors, provincial and federal governments, and others as required.

### Work Performed

1. Integral member of the senior leadership team(s) within the diverse and complex units of the VPRI portfolio
2. Key contributor in setting the overall strategic plan within each unit, including working with the VPRI executive team to specify the business unit's objectives, develop policies and plans to achieve these objectives and allocate resources to implement the plans
3. Responsible for directing the financial planning (including budgeting, forecasting, analysis, reporting, accounting, and business processes) for the operating business units within the VPRI portfolio
4. Leads strategic planning, direction, leadership and management related to the finance units within the VPRI portfolio
5. In charge of reviewing and establishing management reporting within the units to ensure effective presentation of key data required for operational management
6. Coordinates the annual budgeting process to ensure best practices are followed
7. Provides a leadership role in establishing improved work processes & customer service
8. Manages finance resources staff to deliver timely and efficient financial advice and support pertaining to the VPRI portfolio units
9. Directs the financial operations in such a way as to capitalize on business opportunities and challenges and positions the VPRI units for success and institutional effectiveness
10. Leads Continuous Improvement (CI) initiatives to improve business processes at UBC
11. Provides direction to the Institutional Programs office regarding processes for the management and controls of Research infrastructure grants, and major research projects. Oversees the budgeting, financial reporting, and audit processes regarding these projects
12. Provides leadership and direction to the Research & Trust Accounting group in developing efficient and effective processes for the management of research grants for the university
13. Liaises with federal funding agencies such as Canada Foundation for Innovation(CFI), Tri Councils (CIHR NSERC SSHRC), Western Economic Diversification (WD), and provincial government regarding CFI KDF WD and Tri Council awards
14. Keeps abreast of changes updates to legal issues involving accounting standards and is current in terms of changes or new directions affecting the accounting profession
15. Understands and promotes consistent application of the University's finance and purchasing policies and procedures
16. Represents VPRI interests in negotiations concerning financial management and resource allocations
17. Leads discussions regarding financial matters pertaining to VPRI units including rate setting, cost recovery strategies and charges
18. Manages debt repayments, debt restructuring and debt review for VPRI units



# The University of British Columbia

## Staff Job Postings

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19. Ensures adequate controls are in place to safeguard the University's assets

20. Liaises with internal and external auditors from major funding agencies.

21. Other duties as required.

### **Supervision Received**

Works with a high degree of independence under the broad direction of the Executive Director, Finance and Operational Strategies and also operates with a dotted line to the VP and AVP, Research & International.

### **Supervision Given**

Responsible for the overall management of the Finance units within VP, Research & International portfolio comprised of approximately 35 finance staff.

### **Consequence of Error/Judgement**

This position has direct influence on the strategic and operating decisions made by the units within the VPRI portfolio. The level of complexity is increased by the number of different operating units within the portfolio. Errors in judgment, decision making and financial plans will have serious impacts on the financial viability of the operating units as well as have significant impacts on the operating budget of the University, thereby affecting the campus community. Errors could result in financial losses and damage the reputation of the University. A high degree of judgment, technical expertise and strategic thinking is required.

### **Qualifications**

- Undergraduate degree in a relevant discipline and or completion of an accredited Accounting program (CA, CGA or CMA). . Minimum 10 years of related experience including experience in management, technology systems development, design and implementation and accounting, auditing, budgeting and financial planning, (preferably in a unionized environment in a large private organization or the public sector) or the equivalent combination of education and experience. 3 years experience in a related senior financial role with similar scope and accountability.
- Excellent written and verbal communication.
- Ability to work creatively, resourcefully and effectively with a strong leadership group
- Ability to identify as well as resolve problems and to take initiative in improving the work and reputation of VPRI and UBC
- Ability to effectively lead other finance and administrative staff
- Skill in conflict resolution an asset
- Extensive skill-set and understanding of multiple business models and budgeting processes is required
- Ability to interpret financial data at a high level and to present findings developed from a compilation of complex and possibly disparate financial data is desired.
- Strong strategic planning and leadership skills is desired
- Ability to exercise tact and discretion as required in implementing new policies and solutions to sensitive problems.
- Ability to influence others to choose the most beneficial option when several exist is an asset.
- Strong organizational skills, ability to manage and prioritize the work of others and adhere to schedules.
- Ability to work and communicate effectively with colleagues in other departments and at all levels of the University administration as well as with external clients.
- Ability to work under pressure and meet deadlines.

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



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



## Job Posting

**Job ID:** 14509  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level J **Business Title:** Financial Director, Provost and VP Academic  
**Department:** Finance & Operatinl Strategies  
**Salary:** \$103,680.00 - \$129,597.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-12-04 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-04 **Available Openings:** 1

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

### Job Summary

The Financial Director, Provost and Vice President Academic portfolio is accountable to the Executive Director, Finance & Operational Strategies (FOS) for financial strategies, budget, management reporting and capital planning within the areas of the Provost and Vice President Academic portfolios. The FOS Leadership Team is comprised of the Director of Strategic and Decision Support and five portfolio Finance Directors who are responsible for the financial strategies and operations of six Vice President portfolios: Vice President Finance Resources and Operations, Vice President Students, Provost and Vice President Academic, Vice President Research and International, Vice President, Development and Alumni Engagement, and Vice President Communications and Community Partnerships, and Office of the University Counsel.

This position is also accountable to the Provost and Vice President Academic for supporting the attainment of UBC's mission by providing financial leadership, vision and direction to the units within the Provost and Vice President Academic portfolio. The Finance Director is responsible for providing strategic financial leadership as member of the various senior management teams within the Provost and Vice President Academic portfolio. The position also manages the operations and performance effectiveness of the finance units within the portfolio. The scope includes major academic support units such as: 1) IT Services, 2) Enrolment Services, 3) Library Services, 4) Center of Teaching and Learning, 5) Continuing Studies and 6) Faculty of Grad Studies, which are some of the major units that make up the Provost portfolio. The portfolio has an approximate annual budget of over \$100M. This position is responsible for approximately 30 staff members.

The Office of the Provost and Vice President Academic is responsible for the academic mandate of the University's Vancouver campuses. The Office provides leadership in planning, policy development and management of resources to ensure the fulfillment of the University's mission through the achievement of strategic goals. The Provost is the Senior Vice President and serves as Acting President in the absence of the President. The total funding of the academic and support units under the office is over \$1B. The VPA Portfolio Finance Director oversees approximately 30 staff across multiple departments.

### Organizational Status

Reports to the Executive Director, Finance and Operational Strategies along with a dotted line to the Provost and Vice President Academic. Is a member of the senior management teams in each of the units within the portfolio and provides strategic financial, business planning and reporting expertise.



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Works in collaboration with the Vice Provosts, Associate Vice Presidents, Deans Principals Unit Directors and their Financial Officers. Acts as a resource for the Provost and Vice President Academic with other units such as Budget Office, Strategic Decision Support, Human Resources, Building Operations, Treasury, and other Portfolio Directors and external agencies, internal external auditors, provincial and federal governments, and others as required.

### Work Performed

1. Integral member of the senior leadership team(s) within the diverse and complex units of the Provost and Vice President Academic portfolio
2. Key contributor in setting the overall strategic plan within each unit, including working with the Provost and Vice President Academic executive team to specify the business unit's objectives, develop policies and plans to achieve these objectives and allocate resources to implement the plans
3. Responsible for directing the financial planning (including budgeting, forecasting, analysis, reporting, accounting, and business processes) for the operating business units within the Provost and Vice President Academic portfolio
4. Leads strategic planning, direction, leadership and management related to the finance units within the Provost and Vice President Academic portfolio
5. In charge of reviewing and establishing management reporting within the units to ensure effective presentation of key data required for operational management
6. Coordinates the annual budgeting process to ensure best practices are followed
7. Provides a leadership role in establishing improved work processes & customer service
8. Manages finance resources staff to deliver timely and efficient financial advice and support pertaining to the Provost and Vice President Academic portfolio units
9. Directs the financial operations in such a way as to capitalize on business opportunities and challenges and positions the Provost and Vice President Academic units for success and institutional effectiveness
10. Leads Continuous Improvement (CI) initiatives to improve business processes at UBC
11. Provides direction to Deans' Offices regarding processes for awarding CRC's, CERC's and LEEF Chairs and oversees analysis and funding of complex criteria in managing finances pertaining to awards and endowments.
12. Prepares and authorizes annual reports to the Canada Research Chairs (CRC) Secretariat in Ottawa, Killam Program and the Leading Edge Endowment Fund (LEEF), including Report to the Board of Governors.
13. Keeps abreast of changes updates to legal issues involving accounting standards and is current in terms of changes or new directions affecting the accounting profession
14. Understands and promotes consistent application of the University's finance and purchasing policies and procedures
15. Represents Provost and Vice President Academic interests in negotiations concerning financial management and resource allocations
16. Leads discussions regarding financial matters pertaining to Provost and Vice President Academic units including rate setting, cost recovery strategies and charges





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17. Manages debt repayments, debt restructuring and debt review for Provost and Vice President Academic units
18. Review and recommend on budget models, costing models, and summarized reports for the units within the Provost and Vice President Academic portfolio which include options and recommendations with respect to new and ongoing academic initiatives through the use of costing models for specific projects, assess reasonableness of scenario modeling through the use of simulation modeling techniques.
19. Oversees the development of accurate annual financial statements and multi-year business plans for the presentation to the Board of Governors.
20. Ensures adequate controls are in place to safeguard the University's assets
21. Other duties as required.

### **Supervision Received**

Works independently with broad parameters set out by the Provost and Vice President Academic.

### **Supervision Given**

The Director of Finance will supervise the work of the Senior Finance Manager, Provost Office and will work closely with the Unit Directors and their Finance Officers in each of the individual academic support units in the Provost portfolio.

### **Consequence of Error/Judgement**

Given the importance of assessment and advice of the financial impact and viability of programs established or being considered by the Provost Office, errors in assessment could materially impact the support provided by the Provost Office to the Faculties and academic support units in the Provost portfolio. Failure to provide sound strategic advice and effective leadership on financial policy and systems together with timely and accurate financial information would make it difficult for the Office of the Provost and Vice President Academic to effectively represent the University and would interfere in decision-making and resource allocations. Failure to provide adequate short and long term strategic financial planning documents would undermine the ability of the Office of the Provost and Vice President Academic to set and implement priorities for allocation of resources, making it difficult to achieve the educational and research mandate of the University. Failure to oversee budgetary procedures in individual academic support units would make it difficult to monitor the overall budgetary situation and would lead to a lack of accountability.

### **Qualifications**

- Undergraduate degree in a relevant discipline and or completion of an accredited Accounting program (CA, CGA or CMA). . -
- Minimum of ten years of experience with more than 3 years in a related senior financial role or the equivalent combination of education and experience. Experience in a university environment and or private public sector.
- Knowledge in financial and records management systems and in spreadsheet analysis methods. Thorough knowledge of UBC financial systems and related information technology systems is required.
- Excellent written and verbal communication.
- Ability to work creatively, resourcefully and effectively with a strong leadership group
- Ability to identify as well as resolve problems and to take initiative in improving the work and reputation of the Office of the Provost and Vice President Academic
- Ability to effectively lead other finance and administrative staff
- Skill in conflict resolution an asset
- Extensive skill-set and understanding of multiple business models and budgeting processes is required
- Ability to interpret financial data at a high level and to present findings developed from a compilation of complex and possibly disparate financial data is desired.



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## Staff Job Postings

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- Strong strategic planning and leadership skills is desired
- Ability to exercise tact and discretion as required in implementing new policies and solutions to sensitive problems.
- Ability to influence others to choose the most beneficial option when several exist is an asset.
- Strong organizational skills, ability to manage and prioritize the work of others and adhere to schedules.
- Ability to work and communicate effectively with colleagues in other departments and at all levels of the University administration as well as with external clients.
- Ability to work under pressure and meet deadlines.

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.





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- 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.

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:** 14538  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level D **Business Title:** Director, Faculty Affairs  
**Department:** Medicine - Dean's Office  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-01-01 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-07 **Available Openings:** 1

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

### Job Summary

This position provides operational leadership and direction in the Faculty Affairs Office and Dean's Office of the Faculty of Medicine with respect to executive coordination, governance, searches, reviews, orientation, events, records management, policies, committees, organizational structure, and recognition activities.

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 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.

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.

### Work Performed

Provides operational leadership and direction within Faculty Affairs, the Dean's Office and the Faculty of Medicine with respect to executive coordination, governance, searches, reviews, orientation, events, records management, policies, committees, organizational structure, and recognition activities.

Leads continuous improvement initiatives within the Faculty Affairs portfolio, including the review of best practices and integration of operations that impact the experiences of Faculty of Medicine faculty, staff and students as well as external



stakeholders such as the Health Authorities, Ministry of Health and Ministry of Advanced Education. Ensures integration with other Dean's Office units including MedIT, Communications, Finance, Research, and Education.

Identifies, develops, leads, implements and is responsible for, the timely completion of a variety of concurrent projects and emerging issues resulting from the Provincial government, 6 Health Authorities and UBC Central Administration to ensure efficient administration, organization and operations in support of the Dean of Medicine Vice Provost Health.

Provides strategic and operational advice on a highly sensitive and complex internal and external matters to the Dean's Executive Team, Departments, Schools, Centres and other units within the Dean's Office.

Manages staff at multiple organizational levels. Identifies and plans development and mentoring activities for a functional area in alignment with the mission, vision, and values of the organization.

Directs the searches and onboarding of new academic leaders in the Dean's Office, Departments, Schools and Centres.

Develops and directs the workflow regarding the creation of new units and the reviews of units within the Faculty of Medicine.

Provides strategic direction for Faculty of Medicine recognition initiatives and events to ensure they align with the "Investment in People and Partnerships" commitment of the Faculty's strategic plan.

Coordinates the bi-monthly meeting of Faculty Executive, the monthly meeting of Department Heads and School Directors, the weekly Dean's Executive Meeting and the twice yearly Faculty Meetings. Prepares agendas, attends meetings as appropriate, and writes meeting minutes. Compiles background materials and ensures actions resulting from these meetings are brought forward and implemented as required and in accordance with Faculty and University policies.

Directs and determine the reviews of all Faculty standing committees to ensure the purpose and value of each committee aligns with the Faculty's Strategic Direction. Ensures appropriate representation from the Faculty of Medicine on other significant external and internal committees.

Develops and reviews policies, procedures, and guidelines for the Faculty of Medicine and for the Dean's Office as appropriate. Develops approval processes for new and revised policies and procedures are met by Faculty Executive, Faculty, and Senate. Develops communication plans for new policies and procedures. Responsible for ensuring policies and guidelines are implemented and evaluated.

Writes progress reports for the People and Partnerships Commitment within the Faculty of Medicine Strategic Plan. Proactively follow-up with the leads to ensure things are progressing as planned and facilitate action as appropriate.

Strategically sets direction the Faculty Affairs records retention management system and ensures compliance with provincial legislation and UBC retention requirements. Liaises with UBC Archivists as required to ensure compliance with UBC records management and retention processes. Promotes records management best practices to Departments, Schools, Centres and other units within the Dean's Office.

Develops and coordinates the preparation of accreditation material with respect to Faculty and Dean's Office affairs.

Directs the preparation of responses on behalf of the Faculty for information such as surveys, reviews and questionnaires from both external and internal agencies.

Acts as the Dean's Office and Faculty of Medicine Information and Privacy Coordinator, working closely with the UBC Freedom of Information Office.

Researches, prioritizes and directs the appropriate course of action, referral, or response on a variety of complex matters.



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## Staff Job Postings

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Serves on Dean's Office, Faculty and University committees as needed.

Performs additional duties as required.

### **Supervision Received**

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

### **Supervision Given**

Directs the activities of two M&P staff directly and six CUPE 2950 staff indirectly.

### **Consequence of Error/Judgement**

This position makes decisions regarding the development and implementation of comprehensive policies, procedures and systems having broad impact across the Dean's Office, Departments, Schools and Centres. This position has significant influence on the quality and effectiveness of services and practices followed within Faculty Affairs as well as within the Departments, Schools and Centres. Errors could involve legal liability for the University and could have a damaging impact on the reputation of the Dean, the Dean's Office, Faculty, or the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. Masters degree in a relevant discipline preferred. A minimum of 7 years of experience or the equivalent combination of education and experience. Managerial experience required. 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 lead process improvement and change management initiatives. Ability to diagnose problems, identify underlying issues and effectively resolve the issues. Ability to mentor and coach staff. 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.

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:** 14474  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level D **Business Title:** Systems Analyst II  
**Department:** UBC IT - HR & Payroll Systems  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-12-03 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-20 **Available Openings:** 1

This role is best suited for a PeopleSoft HRMS expert. This role will work primarily with the PeopleSoft HRMS System, for UBC - and perform analysis, development and sustainment on cyclical support, small and medium sized process improvements, upgrades and implementations. If you have experience in this system and would like a challenge, please consider the following position.

### Job Summary

The Systems Analyst II implements, integrates and supports complex or campus-wide vendor supplied applications. In addition he she designs custom computer application solutions for complex or campus-wide enterprise computer systems.

### Organizational Status

Applications Group is responsible for the life cycle management (develop, enhance, implement and maintain) of its portfolio of software systems that support core UBC business services.

Systems Analyst II reports to the Applications Manager, Team Lead or Senior Systems Analyst. The incumbent liaises with all staff in UBC IT and with technical and functional staff from user departments and other Universities. The incumbent may liaise with technical staff from external federal, provincial and local government agencies, granting agencies and business partners to facilitate effective business solutions and to meet regulatory requirements.

### Work Performed

#### Specific Duties:

- Designs, develops and programs custom software, defines detailed application specifications, standards, and diagrams and develops coding logic flowcharts.
- Develops overall systems design.
- Packages in house developed applications for production or integrates vendor supplied applications.
- Develops or modifies software application design and specific modules.
- Conducts testing of new or customized application modules to ensure application meets specifications.
- Documents functions and changes to new or modified modules, tests activities results, error handling and backup recovery procedures.
- Provides ongoing maintenance and operational support for applications.

#### Core Duties:

- Researches and evaluates vendor supplied applications, develops recommendations, and implements accordingly.
- Analyzes and reviews existing or proposed system features and integration, security,



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## Staff Job Postings

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scalability and performance requirements with clients, business analysts, and team members.

- Manages production and non-production application environments.
- Maintains core application infrastructure, including virtual servers, networks and firewalls.
- Plans and performs global configuration changes or module deployments for enterprise or complex applications.
- Integrates vendor supplied applications with existing infrastructure and applications through custom interfaces and components.
- Manages small to medium sized projects and related budgets.
- Provides technical expertise, training, and consultation to other staff.
- Develops or modifies software code to meet specifications or facilitate integration.
- Conducts testing of new or customized application modules to ensure application meets specifications.
- Develops application documentation requirements for functions, modifications, backups and operating procedures. Provides ongoing maintenance and operational support for applications.
- Supports application lifecycle and applies and follows appropriate change management methodologies and best practices.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools and provides input to strategies for ongoing support and upgrade of these systems.
- Builds and maintains good working relationships and collaborates with others to achieve client objectives.
- Performs other related duties as required.

### **Supervision Received**

Works under the guidance of the immediate supervisor (Manager, Project Manager, Team Lead or Senior Systems Analyst) within the agreed objectives and work plan. Within assigned areas of responsibility, carries work through to completion, keeping supervisor informed of the status of work in progress and seeking guidance on unusual problems.

### **Supervision Given**

Manages directly and indirectly through subordinates.

### **Consequence of Error/Judgement**

Decisions and actions taken by the Systems Analyst II will have a direct impact on how efficiently and effectively the applications will perform and function. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect on the business area.

Unreliable systems or failure to meet Service Levels Commitments for performance and availability will damage the reputation of Information Technology and UBC. This could adversely impact the University community, including the large majority of students, faculty and staff, and could cause significant losses in productivity, funding and revenue.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science preferred. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. In-depth knowledge and experience of applications and the business requirements supporting them.



# The University of British Columbia

## Staff Job Postings

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Ability to effectively facilitate groups to achieve appropriate outcome.

Experience and ability to effectively use relevant development tools, specific application and system architecture.

Experience with data analysis and modeling; relevant development tools, specific application and system architecture.

Ability to effectively manage multiple tasks and priorities and work on mission-critical situations in a demanding environment.

Experience interacting with both technical and non-technical clients.

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

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

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

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

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

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

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



## Job Posting

**Job ID:** 14473  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level D **Business Title:** Systems Analyst II  
**Department:** UBC IT - HR & Payroll Systems  
**Salary:** \$64,369.00 - \$77,274.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-12-03  
**Job End Date:** 2014-12-05  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-20 **Available Openings:** 1

This role is best suited for a PeopleSoft HRMS expert. This role will work primarily with the PeopleSoft HRMS System, for UBC - and perform analysis, development and sustainment on cyclical support, small and medium sized process improvements, upgrades and implementations. If you have experience in this system and would like a challenge, please consider the following position.

### Job Summary

The Systems Analyst II implements, integrates and supports complex or campus-wide vendor supplied applications. In addition he she designs custom computer application solutions for complex or campus-wide enterprise computer systems.

### Organizational Status

Applications Group is responsible for the life cycle management (develop, enhance, implement and maintain) of its portfolio of software systems that support core UBC business services.

Systems Analyst II reports to the Applications Manager, Team Lead or Senior Systems Analyst. The incumbent liaises with all staff in UBC IT and with technical and functional staff from user departments and other Universities. The incumbent may liaise with technical staff from external federal, provincial and local government agencies, granting agencies and business partners to facilitate effective business solutions and to meet regulatory requirements.

### Work Performed

#### Specific Duties:

- Designs, develops and programs custom software, defines detailed application specifications, standards, and diagrams and develops coding logic flowcharts.
- Develops overall systems design.
- Packages in house developed applications for production or integrates vendor supplied applications.
- Develops or modifies software application design and specific modules.
- Conducts testing of new or customized application modules to ensure application meets specifications.
- Documents functions and changes to new or modified modules, tests activities results, error handling and backup recovery procedures.
- Provides ongoing maintenance and operational support for applications.

#### Core Duties:

- Researches and evaluates vendor supplied applications, develops recommendations, and implements accordingly.
- Analyzes and reviews existing or proposed system features and integration, security,



# The University of British Columbia

## Staff Job Postings

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scalability and performance requirements with clients, business analysts, and team members.

- Manages production and non-production application environments.
- Maintains core application infrastructure, including virtual servers, networks and firewalls.
- Plans and performs global configuration changes or module deployments for enterprise or complex applications.
- Integrates vendor supplied applications with existing infrastructure and applications through custom interfaces and components.
- Manages small to medium sized projects and related budgets.
- Provides technical expertise, training, and consultation to other staff.
- Develops or modifies software code to meet specifications or facilitate integration.
- Conducts testing of new or customized application modules to ensure application meets specifications.
- Develops application documentation requirements for functions, modifications, backups and operating procedures. Provides ongoing maintenance and operational support for applications.
- Supports application lifecycle and applies and follows appropriate change management methodologies and best practices.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools and provides input to strategies for ongoing support and upgrade of these systems.
- Builds and maintains good working relationships and collaborates with others to achieve client objectives.
- Performs other related duties as required.

### **Supervision Received**

Works under the guidance of the immediate supervisor (Manager, Project Manager, Team Lead or Senior Systems Analyst) within the agreed objectives and work plan. Within assigned areas of responsibility, carries work through to completion, keeping supervisor informed of the status of work in progress and seeking guidance on unusual problems.

### **Supervision Given**

Manages directly and indirectly through subordinates.

### **Consequence of Error/Judgement**

Decisions and actions taken by the Systems Analyst II will have a direct impact on how efficiently and effectively the applications will perform and function. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect on the business area.

Unreliable systems or failure to meet Service Levels Commitments for performance and availability will damage the reputation of Information Technology and UBC. This could adversely impact the University community, including the large majority of students, faculty and staff, and could cause significant losses in productivity, funding and revenue.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science preferred. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. In-depth knowledge and experience of applications and the business requirements supporting them.



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Ability to effectively facilitate groups to achieve appropriate outcome.

Ability to develop and deliver effective presentations and workshops.

Experience and ability to effectively use relevant development tools, specific application and system architecture.

Experience with data analysis and modeling; relevant development tools, specific application and system architecture.

Ability to effectively manage multiple tasks and priorities and work on mission-critical situations in a demanding environment.

Experience interacting with both technical and non-technical clients.

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

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

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

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

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

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### Job Posting

**Job ID:** 14529  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B                      **Business Title:** Evaluation Associate  
**Department:** Evaluation Studies Unit  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-12-01                      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-06                      **Available Openings:** 1

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

### Job Summary

The Evaluation Associate is, in collaboration with the Associate Director, responsible for planning, designing, implementing, and communicating the evaluation of programs and curricula for the undergraduate and postgraduate medical program within the Faculty of Medicine (FoM). This will include provision of support to decision-makers, faculty, and staff actively involved or affected by evaluation activities, working with collaborators, and strategizing and coordinating activities of the multi-site, multidisciplinary evaluation.

### Organizational Status

The Evaluation Studies Unit (ESU) was established by the UBC Faculty of Medicine (FoM) in 2004. ESU provides comprehensive, rigorous and objective data to assist stakeholders in the on-going development and improvement of programs. It is organizationally placed within the Education portfolio of the FoM Dean's Office. Its mandate is to evaluate the effectiveness, quality, comparability, and impact of the MD Undergraduate and Postgraduate programs and provide supporting data for accreditation. The Unit also performs evaluations that support decision-making and social accountability across a broad range of other FoM programs.

The Evaluation Associate will report to the Associate Director. She he will interact and work closely with the Operations Manager on issues related to work plans, personnel, and evaluation resources. She he will also interact regularly work closely with other members of the ESU, faculty and staff from the Faculty of Medicine (FoM). The Evaluation Associate will attend, participate and act as a representative of ESU in committees, working groups, and planning meetings, as assigned.

### Work Performed

The Evaluation Associate will perform the following required duties with the input and guidance of the Associate Director as required:

- Develop, coordinate, and implement the evaluation strategy and project plans for assigned work
- Develop evaluation plans (including logic models) and program evaluation design and methods for program and instructional initiatives
- Manage evaluation projects in terms of allocating time and resources in order to meet deadlines
- Manage relationships with internal and external stakeholders who implement programs and or initiatives



- Conduct literature reviews to ensure evaluations incorporate established theories and external evidence in areas of study
- Oversee the preparation of ethics applications
- Develop data collection instruments and procedures to measure implementation and outcomes of programs
- Contribute to the development and improvement of processes/procedures for the implementation of evaluation activities
- Oversee the collection of a range of data (e.g. surveys, focus groups, interviews, administrative data) from multiple sources
- Ensure evaluation activities are implemented in compliance with ethical requirements
- Conduct and oversee the execution of qualitative (e.g. thematic) and quantitative (e.g. descriptive, inferential) data analysis
- Interpret results and write evaluation reports and recommendations, memos, and summaries for use by policy and decision makers
- Contribute to annual reports and other public documents related to evaluation activities
- Monitor the uptake of recommendations and facilitate the use of evaluation findings for planning and improvement
- Prepare and implement communications plans to guide dissemination of evaluation findings to stakeholders
- Prepare and deliver presentations for decision makers (e.g. committees, planning meetings, etc.) and professional and lay meetings
- Write and submit manuscripts, reports, etc. for external publication in collaboration with ESU and FoM colleagues
- Troubleshoot issues and respond to student, staff and faculty inquiries related to assigned evaluation work
- Supervise the work completed by Evaluation Assistants
- Coordinate and/or contribute to work groups and/or projects aimed at increasing the efficiency and effectiveness of ESU
- Perform other duties as required to ensure the successful completion of evaluation projects

### **Supervision Received**

The Evaluation Associate will work under general direction of the Associate Director. Work will be reviewed for overall effectiveness and achievement of Unit goals.

### **Supervision Given**

The Evaluation Associate will supervise the work of Evaluation Assistant(s) and is responsible for providing feedback for discipline and evaluation.

### **Consequence of Error/Judgement**

The Evaluation Associate is responsible for the planning, design, and implementation of evaluation activities in collaboration with members of the FoM. Poor decisions and errors in judgment could result in delayed completion of projects or inappropriate planning, result in financial loss, and damage the reputation of the Evaluation Studies Unit, the Faculty of Medicine and the University of British Columbia. In addition, the impact, if an error occurred, would be misinterpretation of results in information disseminated to decision-makers, the public, and academic audiences. The consequences could lead to inappropriate policy and decision-making related to medical education.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Professional experience in program evaluation required. Canadian Credentialed Evaluator (CE) designation or ability to work toward meeting CE qualification requirements preferred. Familiarity with medical education and health services an asset. Experience in qualitative and quantitative research evaluation methods required. Computer experience and competency with Microsoft Office and data analysis (e.g., SPSS, NVivo) is also required. Excellent command of the English language with a strong ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with stakeholders or clients. Knowledge of research evaluation methodology, statistics, and program evaluation. Strong ability to compose correspondence, reports, presentations, and other written materials using clear and concise business English. Effective presentation skills and ability to communicate information in a way that is understandable to non-evaluation trained audiences. Proven skills in project management. Ability to effectively use MS Word, Outlook, PowerPoint and Excel at an advanced level. Ability to effectively use SPSS, and NVivo at an intermediate level. - High level of thoroughness, accuracy, and attention to detail Ability to analyze and interpret quantitative and qualitative data, determine implications, and provide recommendations.





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Ability to effectively manage multiple tasks and priorities. Proven ability to plan, prioritize and work effectively under pressure to meet difficult deadlines. Ability to review, critique, and synthesize literature and information from various sources. Ability to exercise tact and discretion. Ability to exercise sound judgment. Ability to anticipate problems and issues and to plan ahead. Ability to work independently and demonstrate high level of initiative and self-directedness. Ability to work in a fast-paced team environment.

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**Job Posting**

**Job ID:** 14527  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B **Business Title:** Community Animator  
**Department:** UBC Learning Exchange  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-01-01  
**Job End Date:** 2013-12-31  
**Funding Type:** Funded by Multiple Sources  
**Other:**  
**Date Closed:** 2012-12-06 **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**

**BACKGROUND:**

The UBC Learning Exchange is one of the key components of Place and Promise, UBC's strategic plan. The initiative aims to provide educational opportunities to people in the Downtown Eastside and other inner-city communities, to develop UBC's students' understanding of society through first-hand volunteer work in the community, and to offer UBC's resources and expertise to inner-city communities in the Vancouver region.

The Learning Exchange is a Canadian leader in the fields of community-university engagement. The Learning Exchange is a signature program for the portfolio of VP Communications and Community Partnership.

UBC Learning Exchange patrons generally participate in at least one of three well-established programs, two of which offer structured training as well as requiring considerable volunteer commitment, and one of which offers welcoming, barrier-free and informal engagement. This position is intended to support meaningful participation in and development of sustainable new programs which meet the identified demand for an intermediate level of volunteer opportunity, leadership and challenge.

**JOB SUMMARY:**

The Community Animator will work intentionally with patrons, students, faculty and campus partners to develop, test and build a solid range of 'middle space' educational activities that are appropriately scaled to support people to move past their comfort zones, without too much pressure, while inspiring them to be on their learning edge. These activities will, in terms of commitment and leadership opportunity, fit between the ESL Conversation and Contributing Through Computers Programs (which run for three months at a time, with formal volunteer training workshops once a week) and the Computer Drop-in program (which is informal, welcoming and low pressure). Examples based on data collection to date, could include: a math club to allow for further inquiry and sharing of ideas, a new writing circle that supports creative writing development, workshops on economic literacy, a First Nations carving program, a First Nations native language circle, and discussion groups relating to Canadian history, film or art.

Commitment to using processes that build and encourage commitment from marginalized residents and diverse stakeholders and a strong commitment to community development principles values and collaborative partnerships are key to the Community Animator's role and responsibilities. Participants in programs must be fully involved at every stage of development of new ideas, and must have 'ownership' of new activities. The Community Animator will aim to support the establishment of activities that will run as



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## Staff Job Postings

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independently as possible, led by participants (patrons, students etc?). The Community Animator will both support workshop leaders and encourage involvement of sufficient numbers of participants (again, are we meaning only patrons, or students as well).

About 30% of the people who attend the Computer Drop-In are Aboriginal and have expressed interest in participating in activities that honour their cultural heritage. The Community Animator will be mindful of this by developing new culturally relevant activities that engage Aboriginal people in taking a leadership role with each other, and with non-Aboriginals.

### **Organizational Status**

Reports to the Manger, Community Programs. Works with UBC Learning Exchange management, program staff, UBC students, and program participants.

### **Work Performed**

- Facilitate, encourage and support the establishment of sustainable new educational activities (as outlined above).
- Identify appropriate participants for the project, drawing from current Learning Exchange program participants and student volunteers; works with rest of Learning Exchange team to involve faculty and their students, community partners, and campus partners
- Clarify and describe the issues involved in creating the project, agree on detailed objectives and plan logistics for the project. Trouble-shoot and adapt plans on an ongoing basis.
- Clarify and further define the scope and responsibilities of the "Community Animator" role.
- Ensure the project remains within its budget.
- Support, coach and collaborate with workshop leaders, enabling them to develop their own workshops
- Publicise new activities effectively, encouraging participation in sufficient numbers to promote success for workshop leaders
- Liaise with other agencies in the neighbourhood, to identify opportunities for collaboration and to ensure an appropriate diversity of participation in the program. In particular, strive for sufficient Aboriginal representation and leadership in the program.
- Plan withdrawal from the project at the end of the three years, with the intention that the various activities will continue with reduced support from paid staff, based on community development approaches
- Evaluate and report on the project, helping to ensure that the funder is kept informed about its progress.
- Other duties as required.

### **Supervision Received**

This position functions with regular direction from the Community Programs Manager and according to established objectives. Work is reviewed for achievement of university goals, and soundness of advice and judgment.

### **Supervision Given**

N A

### **Consequence of Error/Judgement**

Must exercise tact and diplomacy in interacting with students, staff, alumni and faculty from UBC, staff at schools and community organizations, and individual community members. The Learning Exchange has a high profile in the community and engages program participants in situations that may be new. All program staff must be aware of the need to minimize risk to participants and maximize the perceived and actual sensitivity of the program and the university to community issues. As the department is handling confidential information, must understand and respect the principle of confidentiality. Errors in judgment or the disclosure of confidential information could have very public consequences, affecting the reputation of the Learning Exchange and or resulting in embarrassment to the University of British Columbia and its senior administration.

### **Qualifications**



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Undergraduate degree in a relevant discipline. Undergraduate degree Minimum of four years experience or the equivalent combination of education and experience. .

- Minimum of 4 years of related experience, or the equivalent combination of education and experience
- Experience in community development, and in asset-based approaches to community development
- Experience in alternative approaches to adult education
- Demonstrated experience in facilitating meetings and workshops
- Experience working with economically, socially and or educationally marginalized communities and individuals
- Experience publicising, creating interest in and encouraging sustainable participation in activities
- Experience working in a university, public school, and or non-profit organization setting is an asset. Commitment to UBC's Place & Promise vision. Ability to support volunteers and promote their success. Ability to make connections between the day to day and the longer term goals of the unit, annually, and towards its vision. Excellent communication skills, both verbal and written. Ability to meet deadlines and work well under pressure. Ability to conceive innovative approaches, while being both goal and process oriented. Ability to elicit input from a variety of different stakeholders, and facilitate understanding between diverse groups. Excellent interpersonal skills. Knowledge of community development principles and strong interest in finding ways to build social capital amongst all stakeholders. Knowledge of adult education principles. Knowledge of and sensitivity to inner-city issues. Computer skills (Proficient in MS Word, PowerPoint, Excel); proficient use of internet (e.g. performing searches); proficient use of email.

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### Job Posting

**Job ID:** 14502  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level A      **Business Title:** Assistant Communications Coordinator  
**Department:** UBCO - University Relations  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-02-01  
**Job End Date:** 2014-01-31  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2012-12-14      **Available Openings:** 1

### Job Summary

Performs a wide variety of media relations and public relations tasks designed to publicize and promote the university's activities, facilities, services, goals and objectives to external audiences at the local, regional, provincial, national and international level.

### Organizational Status

Reports to the Manager, Public Affairs.

### Work Performed

1. Publicizes and promotes the University's activities by:

- Monitoring media pick-up and following major trends and issues affecting the University.
- Researching and writing articles for UBC Reports and internal and external newsletters.
- Researching and writing media releases, and publicity materials such as brochures.
- Helping to compile Experts' Guide and media contact lists.
- Handling inquiries from the public.
- Providing photography for publicity materials.

2. Provides support to the Manager, Public Affairs by:

- Assisting the Manager with media contacts, event support, article approvals and other duties.
- Acting as liaison with deans, department heads, faculty, staff, students and members of the media, under the direction of the Director of Alumni and University Relations and the Manager of Public Affairs, referring them to experts or other sources of information, providing factual background information and actively promoting story ideas.
- Working with the Manager to provide briefings and media training workshops to departments about public and media relations.
- Assisting Manager to organize and coordinate news conferences and other events as required and in conjunction with senior University administrators, faculty and outside



# The University of British Columbia

## Staff Job Postings

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organizations, including government.

- Assisting in the development of media plans and communications strategies to meet the University's objectives.
- Assisting in planning and implementing of crisis and issuing response strategies.

3. Performs others related duties as required.

### **Supervision Received**

Reports to the Manager, Public Affairs. Works under broad guidelines established by the Director of Alumni & University Relations and the Manager with minimal technical guidance.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

The Assistant Communications Coordinator is expected to function in a team setting with a degree of autonomy and independence, working under broad guidelines. The consequence of error in this area could be very serious for the university as it concerns the public image and profile of the UBC Okanagan campus on a provincial, national and international level. Incorrect or insufficient information and advice subsequently passed on to the senior administration could have grave consequences.

### **Qualifications**

Undergraduate degree in a relevant discipline; minimum of four years experience or the equivalent combination of education and experience. A minimum one year experience in the communications field, with print and or broadcast journalism or public relations skills preferred.

- Strong writing skills and the ability to adapt writing styles for various purposes (promotional to research) and for different media requirements.
- Ability to work effectively with all levels of University personnel, including senior administration.
- Excellent knowledge of the journalistic requirements of regional, national and international news media organizations.
- Excellent English oral and written communication skills and internet-based archival research skills.
- Proven ability to write in news style under deadline pressures on several projects simultaneously. Excellent knowledge of the University of British Columbia Okanagan.
- Exceptional organizational and multitasking skills.
- Proven experience with Microsoft Office applications, especially Outlook as a contact database application.
- Dreamweaver or equivalent HTML experience preferred.
- Photography experience would be an asset.

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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.



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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.

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:** 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:** 2012-12-07      **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 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.



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- 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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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:** 14517  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Nursing  
**Classification Title:** Nursing, Level B  
**Business Title:** Research Nurse  
**Department:** Devlpmtl Neurosci&Child Health  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Part-Time (90%)  
**Desired Start Date:** 2013-01-07  
**Job End Date:** 2014-01-06  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-12-05  
**Available Openings:** 1

### Job Summary

The primary focus of the candidate is to plan, coordinate, implement and manage the conduct of clinical research activities of the Healthy Starts Program in the Developmental Neurosciences & Child Health. The Healthy Starts Program conducts research studies on the infants and children whose growth and development may be complicated by factors to which they were exposed before and or after their births.

The Research Nurse will participate as a member of an interdisciplinary clinical research team and be responsible for providing clinical and research support to the Principle Investigator, and performing research activities as delegated by the Research Manager. In this position, the Research Nurse will work independently recruiting, screening and enrolling subjects, complete case report forms via subject interview and chart extraction, monitor and interpret results of research subjects' clinical evaluations, coordinate collection of clinical specimens, and inform investigator of the clinical progress of study subjects. In addition, the Research Nurse will coordinate patient study visits in the hospital, provide clinical care for patients participating in the program and manage of all aspects of data collection and source documentation, as per ICH GCP guidelines.

### Organizational Status

The Research Nurse reports directly to the Healthy Starts Program Research Manager and Principle Investigator, liases with staff physicians, staff nurses, laboratory personnel, allied health professionals of (Psychology, Physiotherapy, Occupational Therapy) and research personnel.

### Work Performed

#### Patient Care Responsibilities

- Independently plan, coordinate and conduct subject recruitment, screening, and enroll suitable subjects into the study
- Obtain subject informed consent as per GCP (Good Clinical Practice)
- Educate and counsel study participants regarding project background, accepted study procedures, medication (if applicable) and potential benefits and risks
- Conduct study visits with mothers in hospital
- Monitor subject progress after delivery to discharge: Identifies, problem-solves, monitors and assesses subjects for adverse events and adherence to protocol under direction of the Research Manager; inform Research Manager and document adverse reactions events



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- Respond to and answer subject questions, concerns, and problems (general and health related)

### Plan and Conduct Clinical Research

- Plan the clinical management of the study program
- Ensure study conduct is with adherence to GCP guidelines
- Ensure accurate and timely collection of appropriate subject data as per study protocol
- Design, develop and manage data collection methodologies and database around type of sample (blood, placenta, umbilical cord)
- Conduct preliminary data analysis on program database
- Identify participants from patient chart review at delivery
- Conduct blood draws
- Coordinate sample collection with labour and delivery personnel (blood, placenta, umbilical cord)
- Coordinate recruitment with psychiatrists in reproductive mental health and doctors in family practice
- Administer clinical mental health assessments
- Manage proper documentation, storage and shipment of study specimens
- Manage study patient files in accordance to the standards of the UBC Ethics Committee
- Maintain comprehensive data storage of study data

### Communication and Reporting

- Provide liaison between staff nurses and physicians as to study activities
- Regularly report on progress and chart reviews to Principle Investigator while participant is in hospital
- Communicate concerns, difficulties or problems to Research Manager
- Liaise with Laboratory Technologists involved in study activities
- Generate progress and interim reports for presentation
- Assist research team with preparation of presentation materials (slides, posters, training seminars)
- Maintain communication records of all collaborative activities

### Supervision Received

The incumbent will work with minimal supervision in collaboration with the Research Manager and physicians involved in the various programmes of research. He She will report directly to the Healthy Starts Program Research Manager.

### Supervision Given

The incumbent will train and manage members of the research team, including research assistants and medical students. The candidate will coordinate allied staff from other departments participating within his her programme of research.

### Consequence of Error/Judgement

The incumbent is required to conduct all research activities in an ethical manner, suited to the proper activities of the University of British Columbia and to the professional organizations governing all other research activities under the Principal Investigator. Any procedures or data recorded as part of any trial or research protocol must be accurate and must accurately reflect the work performed. Strict confidentiality of all study participants must be adhered to. All activities involving participants are accountable to the Principal Investigator, the Department Head, and the incumbent's governing professional organization. Failure to exercise proper judgement and decision-making may negatively affect the ability to procure grants and to compromise the credibility of the PI.

### Qualifications

Research Nurses require R.N. Certificate. Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, RN Certificate. Nurse Practitioner Clinical Associates require post-graduate degree in Nursing and Nursing Licensure in British Columbia. Clinical and or research knowledge of perinatology is an asset. Knowledge of research design, implementation and outcome assessment is required. Research Nurses require 3 years of nursing and administrative experience. Clinical Associates



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require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse Practitioner experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to effectively recruit, train, supervise, and motivate employees. Excellent computer literacy and unique software packages mandatory. Excellent organizational skills and high degree of motivation, enthusiasm and initiative. Flexible hours may be required.

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and related positions; provides interpretation of legislation governing employment practices at the University (e.g. Employment Standards, Human Rights Code and Freedom of Information). Develops effective working relationships with Faculty Association representatives. Provides advice and guidance to the Faculty Relations Manager in matters relating to labour relations practice; performs other related duties as required.

### **Supervision Received**

Reports to the Director of Faculty Relations. Assigned work directly by the Director of Faculty Relations and the Senior Manager of Faculty Relations. Some latitude for the exercise of independent judgement in problem solution. Performance evaluated in terms of attainment of set objectives.

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

Poorly conceived recommendations provided to Director of Faculty Relations may have a negative impact on the development of sound labour relations strategies and policies.

Inadequate preparation for collective bargaining may undermine the University's success in meeting its objective to achieve a satisfactory collective agreement.

Failure to provide satisfactory labour relations advisory support to Faculty Relations Manager or Assistant Managers or to provide timely advice to client Departments may result in a disruption of operations in client Departments. Unsatisfactory advisory support may result in an increase in the frequency of grievances and arbitration and consequently an increase in the financial commitment of client Departments.

All of these errors would negatively impact on relations with the Faculty Association or faculty and or contribute to an unfavourable public image of the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. University degree with a specialization in labour relations preferred. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years of related human resources or labour relations. Human resources or labour relations in a complex, unionized environment. Experience working in an educational environment preferred. Thorough knowledge of current Human Resource Management practices and Skills, & specifically those pertaining to labour relations. Thorough knowledge of provincial and federal legislation governing employers' Human Resource practices. Personal integrity and commitment, is flexible, innovative and creative, intuitive, confident, self-motivated and has the ability to influence others. Ability to communicate effectively verbally and in writing. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to develop and maintain cooperative and productive working relationships with client departments and with the Faculty Association. Ability to develop and implement strategies to meet the needs of client Departments.

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## Job Posting

**Job ID:** 14500 (Repost)  
**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:** 2012-12-09      **Available Openings:** 1

The Research Coordinator is based in 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.



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- 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,



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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:** 14522  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level B      **Business Title:** Development Coordinator, Faculty of Law  
**Department:** Development Office  
**Salary:** \$47,315.00 - \$56,799.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-01-07      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-13      **Available Openings:** 1

**Job Summary**

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

**Organizational Status**

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

Works with: UBC faculty and staff involved in fundraising

Contacts: Donors, outside community groups and organizations.

Supervises: No supervisory responsibilities

**Work Performed**

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



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- Participates in on-going fundraising planning and practice and process development;
- Needs to accommodate flexible hours, attending events;
- Performs other related duties as required.

### **Supervision Received**

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

### **Supervision Given**

None.

### **Consequence of Error/Judgement**

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

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of one year experience or the equivalent combination of education and experience. Excellent verbal and written communication skills. Strong organizational, analytical and interpersonal skills. Effective computer skills. Proven ability to interact effectively and positively with staff, managers and donors.

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## Job Posting

**Job ID:** 14511  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level D      **Business Title:** Development Officer  
**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:** 2012-12-13      **Available Openings:** 1

### Job Summary

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

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

### Organizational Status

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

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

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

### Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the unit;
- Develops and implements a plan for identifying, cultivating, soliciting, and stewarding major gift prospects and donors;
- Develops and implements strategies for closing major gift solicitations and coordinates staffing for major gift solicitations;
- Develops and manages a portfolio of major gift prospects (75-125) making face-to-face visits (100-125 annually) for the purpose of discovery, cultivation and solicitation strategies for major gift prospects (a major gift is defined as a donation of \$25,000 or more); or is responsible for supporting development related activities of senior university administration by managing complex relationships with multi-unit stakeholders;
- Develops proposals and works with donors to generate gifts for priority projects, with an expectation to make solicitations (20-25 annually) at the major gift level; or administering fundraising programs, conducting research, developing strategies and



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preparing proposals;

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

### **Supervision Received**

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

### **Supervision Given**

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

### **Consequence of Error/Judgement**

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

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

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

### **Qualifications**

Undergraduate degree in a relevant discipline. A degree in commerce, marketing or economics would be an asset. Minimum of three years experience or the equivalent combination of education and experience. Requires UBC wide knowledge and understanding of priorities, projects and opportunities. Thorough knowledge of the university environment and academic structure is preferred. Ability to work independently while exercising good judgement at all times. Computer experience required; MS Windows environment, Microsoft Office preferred. Experience working with a centralized fundraising system an asset. Ability to plan, co-ordinate and supervise the work of others, execute a variety of complex projects, and meet imposed deadlines. Strong verbal and written communication skills, both verbal and written. The ability to communicate appropriately and effectively with donors, co-workers and other campus departments.

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### Job Posting

**Job ID:** 14512  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Graphic Design & Illustration  
**Classification Title:** GraphicDesig&Illustr, Level B      **Business Title:** Senior Graphic Designer  
**Department:** Arts ISIT  
**Salary:** \$51,099.00 - \$61,343.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-12-01  
**Job End Date:** 2013-12-31  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2012-12-04      **Available Openings:** 1

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

#### Job Summary

The position will manage upper level graphic design initiatives, interact with clients, and develop branding strategies under the guidance of the Manager, Instructional Development and Manager, Communications in the Faculty of Arts at the University of British Columbia. The position will be responsible for leading broader creative activities, such as the Arts brand development and external identity development, design mockups (comps) for websites, educational resources and various promotional materials. The role will also interact directly with clients to interpret and execute the needs of the department school and faculty. Additionally, the role will assist with the creation of UX wireframes and product prototypes. The position also requires the flexibility and capacity to work with other design mediums such as print- and PDF-based graphic design services.

#### Organizational Status

The position reports to both the Manager, Arts Instructional Development and Manager, Arts Communications. The role requires direct interactions with the Dean's Office, Heads Directors, faculty and staff. The position will rely on the establishment of effective relationships with Arts communications and Departmental Communications Teams as well as Arts ISIT. Performance evaluation will be undertaken by the Manager for Instructional Development and the Manager for Arts Communications.

#### Work Performed

- Develop Arts branding strategies for both an external and internal audience
- Creation of identity guidelines for Arts websites, eNewsletters, Digital Signage, print publications, etc
- Responsible for the design and execution of Arts standardized website templates
- Develop 3rd level Arts branded sites such as blogs, wikis, resource pages, per departmental needs
- Develop unique departmental identities to align with the Arts corporate brand
- Design Arts-branded wireframes (prototypes) of web-based user interfaces for the Faculty of Arts.
- Help convert mockups to HTML CSS JavaScript with ArtsISIT development team.
- Provide document workflow process per project in conjunction with client requirements
- Dictate graphic design and UX decisions.
- Desktop publishing tasks (on occasion) such as external newspaper ads, posters, annual reports, yearbooks
- Supervise and delegate to a junior designer
- Quality assurance of visual work in Arts - late approval stage





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- Present on current Arts branding initiatives when required
- Provide evaluations of junior designer

### **Supervision Received**

Reports to both the Manager for Instructional Development (Arts ISIT) and Manager Arts Marketing and Communications regarding assignments and service delivery. Works under minimal supervision; receives defined assignments in the context of larger scope projects, but is expected to show initiative and creativity in reaching set goals. Expected to establish and manage project priorities, delegating tasks and following up on completion as required.

### **Supervision Given**

May supervise and provide graphic design UX training to staff. Supervision of junior design.

### **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. UX design or web development preferred. Minimum of three years experience or the equivalent combination of education and experience. A strong portfolio of high-quality web graphic design and layout samples. Demonstrated knowledge of and competence in use of graphic design tools, such as tools for graphic design, web page graphics and layout and photography skills. Digital video photography experience with a good range of Internet, graphics and office software an asset. Excellent production skills related to multimedia presentations, strategic planning, leadership and project management skills. Effective oral and written communication and problem solving skills. Ability to work effectively under pressure to meet deadlines and respond to client requests. Good interpersonal skills to establish and maintain communication with academic clients, administrators and staff. Excellent business and well developed written and verbal communication skills are required. Creative thought and an understanding of both an external and internal University audience.

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:** 14518  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level B      **Business Title:** Student Development Coordinator  
**Department:** Student Development  
**Salary:** \$43,809.00 - \$52,592.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2013-01-01  
**Job End Date:** 2013-04-30  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-05      **Available Openings:** 1

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

#### Job Summary

The Student Development Coordinator, Programs will be responsible for program development, implementation, and evaluation and for working in partnership with, and for students to contribute to a positive living and learning environment at the University of British Columbia. The Student Development Coordinator, Programs will be expected to be instrumental in the delivery of programs and services designed to support a culture of learning, leadership, involvement, and service for students. The Student Development Coordinator, Programs will work with students, staff, and faculty in student organizations, student government (AMS GSS), faculty departments, and with other student service areas to support the Student Orientation and Transition, Student Learning, Leadership Development, and Student Involvement. The Student Development Coordinator, Programs will be expected to work in strong collaboration across the Student Development team, to both lead and support teams of student staff and volunteers, and to work independently to complete assigned duties.

#### Organizational Status

The Student Development Coordinator position is a member of the Student Development staff team and will be supervised by a Student Development Officer.

#### Work Performed

The Coordinator position will be responsible for assisting with the delivery of programs and services in the areas of Student Orientation and Transition, Student Learning, Leadership Development and Involvement that support and enhance student engagement. Responsibilities include:

1. Coordinate current student development programs and services designed to bridge students' curricular and co-curricular experiences. Programs may include aspects of Imagine UBC, GALA International Student Orientation, Parent Orientation, UBC Student Leadership Conference, Vice President, Students' Emerging Leaders Program, Student Leader Recognition Event, Peer Programs or other student development programs. Responsibilities may include: marketing; maintaining and enhancing collaboration with partners; developing system requirements and managing aspects of logistical planning; developing action plans to achieve program targets and outcomes; and making recommendations to improve future programs and services.

2. Coordinate all aspects of the delivery of peer led programs and activities designed to enhance the student experience. Focus on



# The University of British Columbia

## Staff Job Postings

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supporting student leaders and identifying ways to remove obstacles for student leaders in the development of sustainable student development programs.

3. Assist in building resources and program supports (both online and face to face) to support student engagement. Identify current gaps in the provision of resources and program supports and develop solutions.
4. Assist in identifying programmatic areas, student life issues, and initiatives where programs and services would support and enhance student engagement. Assist in the development and delivery of new programs and services.
5. Support and assist student leaders as they design and deliver programs and services.
6. Participate on cross campus committees charged with responsibility for programs or initiatives to support student engagement. Representing the views and perspective of the unit of Student Development in a thoughtful and clear way.
7. Provide clear communication to students, staff, faculty, parents and departments on the web and in print about Student Development programs and services.
8. Remain current in the literature and research in the field of Student Development.
9. Perform other responsibilities as required.

### Working Conditions:

Evening and weekend work will be required.

### Supervision Received

Working under the direction of a Student Development Officer, and as a member of the Student Development team, the incumbent exercises resourcefulness in the coordination and delivery of Student Development Programs. This position is expected to function within clearly articulated priorities and objectives. Work is reviewed for quality and effectiveness of results.

### Supervision Given

May supervise student or volunteer staff in the coordination and delivery of Student Development programs.

### Consequence of Error/Judgement

Errors in judgment may cause serious results and identifiable deterioration to faculty and student relations; reduce services; cause embarrassment; increase event and program costs; and impact negatively the department's reputation and accountability with organizations, students, faculty and staff. Decisions have an impact on the development of relationships both within the university and in external communities. Decisions affect the credibility of the Student Development programs, and hence the success of these initiatives university and community-wide.

### Qualifications

Undergraduate degree in a relevant discipline. Masters degree preferred. Minimum of two years experience or the equivalent combination of education and experience. Minimum two years related experience working either professionally or as a student in a post-secondary environment in event management, program development or an equivalent combination of education and experience required. Experience in designing and delivering training and developmental or skill building workshops. Experience in a Windows-based environment, good knowledge of Internet and social media technologies and willingness to learn to use new systems. Knowledge of the field of student development and related literature and research an asset. Ability to plan ahead, anticipate problems, and meet deadlines efficiently. Ability to communicate effectively verbally and in writing. Ability to communicate well



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in a cross-cultural environment. Ability to lead others and to function as an effective team member. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Demonstrated ability to work collaboratively with a variety of different stakeholders. A highly motivated, creative person with outstanding critical thinking. Ability to analyze problems, identify key information and issues, and effectively resolve. Proven ability to envision and implement innovative programs and initiatives. Proven ability to organize events, lead promotion activities, and coordinate and support student development programs. Ability to work flexible hours, including evenings and weekends.

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



## Job Posting

**Job ID:** 14508  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level D      **Business Title:** International Academic Advisor  
**Department:** Arts Academic Advising  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-01-02      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-04      **Available Openings:** 1

### Job Summary

Academic Advisors are responsible for developing, providing, evaluating and assessing academic advising services, programs and projects for the Faculty of Arts in order to support the academic success, personal development and retention of approximately 12,000 domestic and international students enrolled in two undergraduate degree, four diploma, three certificate programs.

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

### Organizational Status

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

### Work Performed

Primary responsibilities are sub-divided into several areas: 1) General Global, 2) Academic Advising, 3) Recruitment and Outreach, 4) Transition and Retention 5) Promotion, 6) Information Technology and 7) Administration.

#### 1) GENERAL-GLOBAL RESPONSIBILITIES

Arts Academic Advisors participate fully in the strategic planning and evaluation of Arts Academic Advising for fulfilling, developing and honing its mandate. To this end they:

- Evaluate and make strategic recommendations for areas of potential improvement and growth in student advising services and develop programs and policies to suit.
- Conduct research and prepare briefs, data and reports related to advising services and the development and application of information technologies.
- Maintain current knowledge of academic advising standards and best practice by attending and presenting at conferences and workshops and maintaining membership in academic advising organisations.



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## Staff Job Postings

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- Develop and maintain a knowledge base of worldwide educational systems in order to advise students participating in exchange programs or considering taking courses outside of UBC and to advise students coming from other global educational systems.
- Collaborate on student development projects with other campus units.
- Research and implement liaison initiatives between the Faculty of Arts and other Faculties and campus units.
- Perform other tasks related to the support and development of student advising and the operation of the Arts Academic Advising unit.

### 2) ACADEMIC ADVISING

Arts Academic Advising consists of program planning with students, evaluation of students' academic performance, conferring academic concessions and career planning. The Academic Advisor's primary advising duties are to:

#### a) Program Plan

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

#### b) Evaluate

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

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

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

#### d) Career Planning

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

### 3) RECRUITMENT OUTREACH

Arts Academic Advisors participate in the recruitment and retention of students to UBC, outreach planning, implementation and follow up.



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### a) Recruitment

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

### b) Admission

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

### c) International Student Initiative

- Work collaboratively with the Arts International Student Services Recruiter-Advisor in supporting the UBC Trek vision to recruit, retain, and promote the academic success of international students.

### 4) TRANSITION & RETENTION OF INTERNATIONAL STUDENTS

Arts Academic Advisors assist in the transition of newly admitted students to UBC. Advisors also participate and create retention strategies to retain international students in the Faculty of Arts.

- Conducts research, recommends, develops and implements new transition and retention projects for international students, ensuring that programs are culturally sensitive.
- Evaluates transition and retention programs, makes recommendations and implements changes for improvement and growth of the programs.
- Works cooperatively with other UBC depts. (International Student Development, International Student Recruitment and the International Student Retention working group) in developing and providing orientation programs for Arts International students.
- Performs other tasks related to the support and development of student transition and retention programs: creating promotional materials, surveys, forms, etc.
- Responsible for supervising student staff (coop and work study students) and overseeing budgets associated with transition and retention programs within the Arts Academic Services Dept.
- Serves on Faculty and University Committees (e.g., Arts Academic Appeals Committee) where needed or assigned.

### 5) PROMOTION OF UBC FACULTY OF ARTS

Arts Academic Advisors participate fully in the strategic planning and preparation of promotional materials to support the Faculty of Arts promotional strategy. To this end, they

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

### **Supervision Received**

International Advisors work independently under the general direction of Director of Arts Academic Advising Services.

### **Supervision Given**

This position may supervise clerical staff and or student workers (peer advisors, co-op students, and work-study students). Other Arts Academic Advising staff regularly consult the Academic Advisors.

### **Consequence of Error/Judgement**

Misinterpretation of University and Faculty policies could cause students serious difficulty in attaining their educational objectives. Advising decisions directly affect the quality of student undergraduate experience. Poor performance in this position would contribute to inefficient operation and low quality service being provided by the Arts Academic Advising. This in



turn affects the reputation and credibility of the Faculty of Arts and the University thereby affecting the recruitment and retention of students. Not considering the intercultural aspects of communication with and commitment to students can adversely affect the advisor's ability to function in a culturally diverse arena. Errors affect the quality of published materials and have negative financial implications.

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

### **Qualifications**

Undergraduate degree in a relevant discipline. University undergraduate degree: BA, BFA, BMUS or related field required. Minimum of four years experience or the equivalent combination of education and experience. experience in post-secondary advising or counselling and administration (UBC experience preferred) or an equivalent combination of education and experience. Ability to speak more than one language an asset

Must be able to travel outside of Canada

Exceptional interpersonal skills (creative, diplomatic, inter-culturally sensitive, patient, tactful, etc.).

Exceptional communication skills (oral and written).

Excellent time management and organisational skills.

Excellent analytical and problem-solving skills.

Good decision-making abilities.

Ability to work independently (with initiative) and within a team environment.

Ability to handle stress within a multi-faceted work environment.

Information technology skills, including word processing, accounting, desk-top publishing, spreadsheets, report design, web design technologies, communications (e.g. WWW and email).

Accounting budgeting experience.

Knowledge of SIS SISC an asset.

Experience working with international students an asset.

Valid BC Driver's License

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:** 14507  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level D      **Business Title:** Graduate Student Relationship Mgr  
**Department:** The Sauder School of Business  
**Salary:** \$55,187.00 - \$66,252.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-12-05      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2012-12-04      **Available Openings:** 4

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

### Job Summary

The Hari B. Varshney Business Career Centre at the Robert H. Lee Graduate School, Sauder School of Business consists of a full-time staff compliment of 20 M&P and 3 CUPE staff members in two locations. The unit administers professional career and relationship management programs for approximately 3500 Sauder School of Business students. The unit is involved in all aspects of the of the professional graduate degree business programs including recruiting, admissions, academic services, academic policies, co-curricular programs, employment, disciplinary incidents, and alumni engagement.

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, increased employment outcomes, and a strong service culture and growth of programs through enhanced global recognition and impact.

The Graduate Student Relationship Manager has operational leadership, independent of the Faculty of Graduate Studies, for the graduate students in the FT and PT MBA programs and the MM-ECM program, with an annual student enrolment of more than 500 students, and is also responsible for alumni engagement three years after graduation.

### Position Summary:

Graduate Student Relationship Manager for the Sauder School of Business plays a pivotal role in managing customer experience, from acquisition, to retention, to migration, and specifically for providing leadership, opportunities, and services that strengthen and enrich graduate students' and alumni's learning, experiences, and employment.

Graduate Student Relationship Manager responds to the needs of Sauder domestic and international graduate students and alumni and develops, delivers, and evaluates an innovative, responsive, and professional suite of career programming and strategic relationship management.

A pivotal role, the Graduate Student Relationship Manager provides life-long relationship and learning experiences to Sauder graduates, extending the learning experience beyond enrollment and helping to enrich their intellectual and employment interests for at least three years after graduation. In addition, this role develops, delivers, and evaluates services and processes in the



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area of career development.

The quality of the graduate student and alumni relationships contribute directly to the graduate's ongoing opportunities for applied learning and continued attachment to the Sauder School of Business. The role also directly impacts the status and reputation of the Sauder School of Business in the business school rankings in the Financial Times and Business Week publications.

### **Organizational Status**

Graduate Student Relationship Manager reports to Director, Graduate Careers, Business Career Centre. Regularly plans and collaborates with the Assistant Dean & Director of Masters' Programs Office. The incumbent works closely as a member of the management team, and liaises with numerous Sauder School of Business departments such as Development and Alumni Engagement, Sauder Faculty, International Programs, Learning Services, Canaccord Learning Commons, David Lam Library, MBA Program Office. Works closely and collaboratively with senior-level managers in the Sauder School of Business, the Associate Dean for Graduate Professional Degree Programs, and other members of the Dean's Office and Undergraduate Programs Office, with respect to achieving Faculty-wide goals. Works closely with executive members of the MBA Student Society and MM Student Society to ensure a stellar student experience.

### **Work Performed**

#### Student Relationship Management

Develop and deliver comprehensive world-class career programs and coaching responsive to the needs of Sauder School of Business graduate students, a particularly varied and over-achieving customer base. Services include one-on-one coaching on all aspects of career development, skill-inventory and development, self-assessment, personal career planning, skill-building workshops, networking events, and ongoing support.

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

Regularly assess and report on program goals and student outcomes to stakeholders across the university, especially the central and Dean's office, Programs Office, and Alumni office.

Actively develop strong personal relationships with the students, working with them on self-assessment, leadership development, employment opportunities, and volunteer activities when they become alumni.

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

#### Strategic Reputation Building

Maintain and develop strong personal relationship with target alumni to ensure active and positive contribution to business school surveys.

Drive positive outcomes for Sauder School of Business in various business school rankings, including the Financial Times

Manage student outcomes to rankings strategy

Collect and analyze employment data



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Implement targeted communication strategy for graduate students one-three years after graduation.

Work is based on campus, but also involves travel (local and national) to meet with employers, alumni, attend meetings, conferences, workshops, networking events and other employment-related events throughout the year. Ability to incorporate a varied workday (evening and weekends).

### Student Acquisition

Assess select candidates via personal interview to determine suitability of application to the Robert H. Lee Graduate School.

Promote the program and experience to high quality candidates, actively encouraging top candidates to accept offer to attend the school.

Represent the professional development careers component of the program at student acquisition events

### Employer Business Development

Responsible for job placement of 500+ graduate students and alumni in both internship and permanent MBA-level positions with local, national, and global employers, including direct matches with senior decision makers.

Develop and manage ongoing relationships with alumni and hiring representatives within top tier employers through client needs assessment, face-to-face meetings, outbound calling, and networking events. Proactively make connections with external employers, manage existing business relationships, and outreach to new alumni to increase the size and value of the overall community to Sauder graduate students.

Gather feedback from employer organizations on competitive skill requirements and labor market trends, and distributes such information to Sauder curriculum program designers, with a goal of influencing the curriculum that makes our students highly competitive in the marketplace

Conduct market analysis on growth industries and geographic regions, hiring trends, and competitive skills requirements to identify new opportunities for student and alumni employment.

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

### Alumni Relations Management

Maintain and develop strong personal relationship with target alumni to facilitate continued engagement with the Sauder School of Business.

Engage and attract alumni for volunteer and employment opportunities.

Promote and cultivate employment and mentorship opportunities within the alumni community.

Provide strategic career management support as alumni progress through their careers.

Work is based on campus, but also involves travel (local and national) to meet with employers, alumni, attend meetings, conferences, workshops, networking events and other employment-related events throughout the year. Ability to incorporate a varied workday (evening and weekends).

### Supervision Received

Reports to the Director, Graduate Careers Programming, Business Career Centre. Works autonomously under very broad guidelines and a high level of accountability. The Manager takes on leadership roles in cross-functional team projects, including Development and Alumni Offices, and may hire and manage student interns seeking to develop work experience.



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### **Supervision Given**

The Manager supervises external consultants, support staff, and works cooperatively with other managers in career centre. Responsible for ongoing evaluation of professional and student staff.

### **Consequence of Error/Judgement**

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

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

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

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

### **Qualifications**

Undergraduate degree in a relevant discipline. Prefer MBA Minimum of four years experience or the equivalent combination of education and experience. For client acceptability the individual needs 5 years of experience.

Must possess significant experience working with management to executive level business people in one or more of the areas of career coaching, career services delivery, outplacement, executive search or career counselling or internal human resources management with a strong background in talent management and transition recruitment. Must have strong relationship management experience and skills in sales and business development.

Demonstrated knowledge of Human Resource practices and systems, Employment Standards Act, Employment Equity principles.

Knowledge of self-assessment tools and programs (Myers Brings, Strength Finder, Career Leader) an asset.

Excellent presentation, communication and organization skills. Computer skills required. Must have experience with MS Office applications including advanced Word and Powerpoint skills as well as intermediate Excel skills. Must have hands-on knowledge of online content delivery and management (blog and or website management). Working knowledge of databases and contact management systems also important. Valid BC driver's license required.

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:** 14496  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level E      **Business Title:** Program Director, Graduate Career Development  
**Department:** Ctr Stud Involmnt & Careers  
**Salary:** \$59,602.00 - \$71,550.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-12-01  
**Job End Date:** 2013-03-31      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-03      **Available Openings:** 1

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

### Job Summary

The Program Director, Graduate Career Development will research, develop, and implement an operational plan that complements the initiatives of academic departments to support graduate students to acquire career building skills and experiences that will prepare them for work within academia, business, government, non-profit, and beyond. This model will build our capacity to provide career-related services to graduate students and will include practical and relevant programming and services that promote career exploration, workplace readiness, professional development, and community connections. This model will support graduate students to align their knowledge and values with their work and academic experiences before, during, and after their study at UBC. In-person and online program-delivery will include career assessments, alumni mentorship, career planning and job search strategies, professional and employability skills, and graduate advisory programs.

The incumbent will also work in close collaboration with the Director, Centre for Student Involvement & Careers to enhance the capacity for career integrated learning within the faculties, AMS GSS and student groups, and departments units both within the Vice President, Students portfolio and across the University. The incumbent will provide leadership to major Centre for Student Involvement and Careers projects and initiatives that have a significant impact on student's career development and the university's reputation as an innovator of career programs.

### Organizational Status

The Program Director works as a member of the Centre for Student Involvement & Careers team within the division of Student Development & Services. Reporting to the Director, Centre for Student Involvement and Careers, the incumbent supervises a team that may include professional staff, external consultants, student leaders, and volunteers.

To effectively deliver services that meet the learning and career development needs and aspirations of graduate students, the incumbent initiates, develops, and maintains excellent working relationships with colleagues in the Faculties, the Vice-President, Students Portfolio, Cooperative Education, Alumni Relations, the Development Office, and various Student Societies. The incumbent takes on leadership roles in cross-functional team projects.

Externally, the incumbent develops and maintains relationships with current and prospective employers that build resources and programs to support graduate career development and learning. Supervises and trains student staff and volunteers. Assists with training and supervision of support staff and training of new advisors, coordinators and consultants within Centre for Student



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Involvement & Careers.

### Work Performed

- . Develops, directs, delivers, and evaluates innovative and effective career-building experiences for UBC graduate students that align with the University's strategic plan and reflect the diverse needs of graduate students across the University.
- . Works with the Director, Centre for Student Involvement & Careers, in partnership with key stakeholders, to set strategic goals and targets for graduate career development.
- . Oversees all aspects of the program -
  - . Strategic development and implementation of the program;
  - . Curriculum development and oversight;
  - . Liaises with Associate Deans, Graduate Program Advisors, and or Professional Development Coordinators in the Faculties, including working closely with the Enhancing Graduate Career Services community of practice
  - . Partnership development with the Faculties, Graduate Pathways to Success (GPS) and other key campus partners; and,
  - . Assessment and evaluation.
- . Develops and oversees the production of career development curriculum for graduate student learning, which will include, but is not limited to, webinars, workshops and seminars, career-handbook, advisor training manual and initiatives, and other online material. Works in collaboration with Faculties, academic departments, and student leaders to create customized career content specific to graduate students' needs and specializations.
- . Oversees the design and collection of data on career development activities; creates detailed analysis of data and outcomes to guide strategic development of programs and services. Provides guidance to campus partners in areas pertaining to career assessment and development.
- . Assesses and evaluates current offerings and provides strategic recommendations regarding redesign of current programs and services, with particular emphasis on improving resources for career job seeking guidance and support for graduate students, as well as increasing opportunities for graduate students to explore different career options (involving alumni, industry representatives, and external consultants where appropriate).
- . Leads project management, including resource and budget management operations and program logistics. Directs project team, reports progress regularly and initiates action to ensure project objectives and schedules are met and work is performed within budget and according to specifications.
- . Researches and prepares relevant grant proposals to support graduate career education.
- . In cooperation with Communications Coordinator, provides direction for all communications to graduate students, staff and faculty, and the external community on the subject of career-building. Manages communications and relationships with numerous external partners including professional associations, alumni, employers, and post-secondary educational institutions.
- . Designs an evaluation framework to ensure graduate-student-focused career development conforms to established standards for delivery and practice. Work in strong partnership with faculties and units within the Vice-President, Students portfolio. Works collaboratively with the GSS and students, staff, faculty and units across the campus and alumni worldwide.
- . Manages, sets goals, and evaluates all programs and services in consideration of the VPS service standards: respectful, accurate, and responsive.
- . Works collaboratively with colleagues in Student Development & Service and Enrolment Services on programs and joint initiatives.
- . Prepares reports, publications, digital stories, and other written work and media documentation as required.
- . Other related duties as required.

### Supervision Received

Functions under the general direction of the Director, Centre for Student Involvement & Careers and in accordance with established objectives. Recommendations are normally accepted as accurate and feasible. Work is reviewed for achievement of university goals, and soundness of advice and judgment. The incumbent frequently acts independently and exercises considerable judgment and innovation in working with students, faculty, staff, alumni, and external stakeholders.

### Supervision Given



The incumbent will supervise a team of 3-5 professional staff and consultants, 10-12 graduate students, and build a community-of-practice responsible for enhancing career services for graduate students at UBC. She will also engage and manage consultants, guest speakers, and employers from the community.

### **Consequence of Error/Judgement**

Recent survey results show that less than 25% of UBC graduate students rate the career services available to them as excellent or very good, whereas the average across all G13 institutions is approximately 35%. Improved graduate student career development support is also frequently cited in UBC exit surveys as critical to improving the graduate student experience at the university. Failure to influence and build capacity within the campus community and external stakeholders regarding the importance of graduate career development may have a destructive impact on UBC's ability to recruit and retain students and has the potential to severely damage the university's international reputation. A lack of ability to perform as a positive change-agent that demonstrates a track record of customizing career development theories, resources and subject matter experts' research to reflect the unique needs and specializations of graduate students and their work within specific faculties, departments and programs could compromise the growth of graduate student career development at UBC.

### **Qualifications**

Undergraduate degree in a relevant discipline. Graduate degree strongly preferred. Minimum of five years experience or the equivalent combination of education and experience. - Sophisticated knowledge of local, regional, national, and global labour trends, with particular emphasis on how UBC graduate students can create opportunities within an evolving professional landscape. - Experience and education in the area of career development. Demonstrated understanding of theories of career development and ability to apply these to the career-building of UBC graduate students. - Demonstrated ability to research, design, and lead university-wide initiatives, or equivalent experience in a complex and distributed system. - Expertise in designing and delivering educational programs and services. Experience in program assessment and evaluation. - Excellent interpersonal skills and intercultural sensitivity. Ability to work effectively in teams and develop positive and productive working relationships with students, faculty, staff and community members. - Excellent writing and oral communication skills in English. Further language abilities an asset. - Demonstrated ability to direct and manage functions simultaneously. Proven ability to facilitate dialogue between diverse constituents and to develop creative solutions to complex issues with minimal resources. - Excellent technical literacy with particular ability to lead communications and learning through multiple social media channels, webinars and other online tools. - Demonstrated knowledge (presentations, publications, course curriculum) of career, employment and job search strategies used by graduate students and alumni. - Knowledge of professional associations of career practitioners and student affairs professionals, with particular emphasis on standards and guidelines for ethical recruitment. Familiarity with human rights, labour legislation and current human resources practices. - Ability to deliver results under pressure of critical deadlines. - Ability to build a sense of community and influence change within the complexity inherent to a multi-faceted work environment focused on broad outcomes for undergraduate and graduate students from numerous cultural and socioeconomic backgrounds. Valid BC Drivers License and own transportation required. Office provided within the Centre for Student Involvement & Careers on the UBC Vancouver campus with the expectation of working in flex-space and remotely as required. Ability to incorporate a varied workday (i.e. attend a variety of evening and weekend events year round).

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:** 14524  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Unassigned Athletic Coaches  
**Classification Title:** Soccer Coach **Business Title:** Head Coach Women's Soccer  
**Department:** Athletics and Recreation  
**Salary:**  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2012-12-15 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2012-12-07 **Available Openings:** 1

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

### Job Summary

The head coach is responsible for the coaching, management and coordination of the women's soccer program. The objectives are to provide opportunities for athletically talented soccer players and develop them to their fullest potential as student-athletes.

### Organizational Status

Reports to the Associate Director, Intercollegiate and High Performance Sport on a daily basis and is responsible to the Director of Athletics and Recreation.

### Work Performed

Responsible for the coaching, management and coordination of the women's soccer program.  
Responsible for the recruitment of highly skilled student-athletes.  
In conjunction with the Associate Director, Intercollegiate and High Performance Sport, responsible for orienting student-athletes to the policies and regulations of the University, Department of Athletics, Canada West and the CIS.  
Works with the Associate Director, Development in support of alumni relations and team fundraising initiatives.  
Ensure the participating student-athletes meet all necessary and required eligibility regulations as set out in the Canada West and CIS rules and regulations.  
Works with the Associate Director, Intercollegiate and High Performance Sport in game scheduling and budget preparation.  
Fiscally responsible for the women's soccer budget.  
Performs administrative duties in conjunction with the Varsity office in regards to travel arrangements, student-athlete financial awards, housing and eligibility requirements.  
Encourage student-athletes to maintain and develop good academic standing and monitors and assists student-athletes with academic progress.  
Cooperates with Sports Information Director in conducting interviews and player information for media guides and website.  
Supports department initiatives such as the Big Block Banquet and Hall of Fame as well as the Millennium Scholarship Breakfast.  
Attends department meetings and participates in the management of the department as required.  
Participation in provincial and national programs and community events is encouraged to enhance coaching ability and the overall program.  
Know and abide by CIS and Canada West rules, regulations and ethical guidelines.





# The University of British Columbia

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In conjunction with UBC Sports Camps, conducts summer soccer camps where appropriate.  
Other duties may be substituted as required.

### **Supervision Received**

Reports to the Associate Director, Intercollegiate and High Performance Sport on a daily basis and is responsible to the Director of Athletics and Recreation.

### **Supervision Given**

Part-time assistant coaches, student-trainers and student-athletes

### **Consequence of Error/Judgement**

This position represents the UBC Women's Soccer Program, the students and the University. Incorrect decisions judgment will directly affect the Department and UBC's reputation within the community at large. The women's soccer program must be managed with the utmost of integrity so as to positively impact not only the University but also the alumni who are associated with the women's soccer program.

### **Qualifications**

Bachelor's degree required. Master's degree beneficial.

Minimum Coaching Certification: B License.

Minimum of five years coaching experience preferably at the University or national level, or equivalent. . Excellent leadership skills and ability to recruit.

Knowledge of academic system at the University.

Ability to communicate effectively and efficiently.

Strong organizational, administrative and computer skills an asset.

A proven record of integrity, high principles, and demonstrated skill in developing motivating student-athletes both academically and athletically.

A pleasant personality together with a positive attitude is essential.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Ability to foster a cooperative work environment, get along and work well with members of the department, supervisors and other employees of the university .

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## Job Posting

**Job ID:** 14504  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Laboratory Assistant **Business Title:** Laboratory Assistant  
**Department:** Institute of Aboriginal Health  
**Salary:** \$ 15.32 - \$ 16.26 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-01-01  
**Job End Date:** 2013-06-30 **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-12-03 **Available Openings:** 1

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

### Job Summary

The aim of the IAH garden is to serve educational and research needs related to Indigenous food security while increasing knowledge of and access to both traditional and non-traditional plants. The garden represents a partnership between the Centre for Sustainable Food Systems (CSFS) at the UBC Farm, the Faculty of Land and Food Systems, the IAH and other Aboriginal programs at the Farm.

### Organizational Status

Reports to the Director, Institute for Aboriginal Health

### Work Performed

The logistical planning of the food and herbal garden  
 Purchasing seeds and seedlings, developing sprouts and plants  
 Maintaining the garden throughout the summer in accordance with the rules and regulations of the UBC farm  
 Maintaining liaisons with the other Indigenous gardens and their employees  
 Provide occasional talks and tours of the garden to visiting groups  
 Organizing student and community volunteers  
 Assisting with ongoing research projects in the garden  
 Harvesting and distributing herbs and plants to the Aboriginal community  
 Submission of a year end report

### Supervision Received

Works independently, periodically meeting with the Director.

### Supervision Given

None



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## Staff Job Postings

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### **Consequence of Error/Judgement**

Works with others to determine planning of the garden taking into account available resources. Failure to do so means projects undertaken may lack adequate resources.

### **Qualifications**

High School graduation or an equivalent combination of education and experience. .

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## Job Posting

**Job ID:** 14505  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 2                      **Business Title:** Neuroscience Research Asst/Tech 2  
**Department:** Medical Genetics  
**Salary:** \$38,116.00 - \$41,769.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2013-01-01  
**Job End Date:** 2013-12-31                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-12-03                      **Available Openings:** 1

### Job Summary

Dr. Vilarino-Guell, at the Brain Research Centre and within the Department of Medical Genetics at the University of British Columbia seeks applications for a Research Assistant Technician Level 2 position to study the genetics factors involved in neurological diseases. The position is for one year with possibility of extension.

The successful applicant will be joining a newly established team at UBC. The work and environment is fast-paced and exciting, at the cutting edge of molecular insights into neurological diseases. Work is focused on the identification and validation of novel genetic factors involved in multiple sclerosis through familial studies as well as large series of cases and control. In depth knowledge of basic genetic concepts is required. Experience with DNA sequencing (Sanger next gen), SNP genotyping (TaqMan'Sequenom), and microsatellite analysis is highly desirable.

Applicants will be expected to think creatively in the design and execution of the research projects, therefore maximizing the resources for the successful discovery of novel genetic causes of disease.

### Organizational Status

The successful incumbent will initially report to Dr. Vilarino-Guell, but as the team expands, he she will report to a Research Fellow who reports to Dr. Vilarino-Guell.

Reporting status: Dr. Vilarino-Guell - Research Fellow - Technician

### Work Performed

The successful applicant will be part of a genetics research team. The objectives are the organization and preparation of samples, and performing sequencing and genotyping towards the identification of novel mutations and risk factors resulting in multiple sclerosis and related neurological disorders. Joining a laboratory with ongoing research and expertise in human genetics of neurological diseases. Isolating and quantifying DNA, RNA and protein from blood, eukaryotic cells and tissues. Maintaining a laboratory notebook, including a record of all procedures and protocols.

### Supervision Received

The applicant will work alongside a team that includes graduate students, technicians (level 2 and 3), research fellows and



# The University of British Columbia

## Staff Job Postings

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research assistants; report directly to Dr. Vilarino-Guell. Where required, or desirable, training in advanced techniques will be provided that will help in career advancement.

### **Supervision Given**

None

### **Consequence of Error/Judgement**

The successful applicant will be directly responsible for errors in their work, for reporting problems and mistakes in a timely way, and for correcting those errors. Aspects of the research will be jointly reviewed by Senior Research Fellows, Research Associates and Dr. Vilarino-Guell.

### **Qualifications**

High School graduation. Undergraduate degree such as B. or B.Sc. in a scientific field is preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Work experience in a scientific research laboratory is required. Communication of results in lab meetings - expected to read, summarize and present relevant literature at journal clubs. Expected to provide hands-on assistance to trainees - molecular genetics and related technologies. Knowledge of sequencing, genotyping and expression assays in a wide range of platforms would be advantageous. A working knowledge of the etiology and neuropathology of neurological and neurodegenerative disease is desirable.

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



## Job Posting

**Job ID:** 13140 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Immunology/Neurobiology Research Asst/Tech 3  
**Department:** Pathology  
**Salary:** \$40,190.00 - \$43,829.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-09-20  
**Job End Date:** 2013-09-19                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-12-07                      **Available Openings:** 1

### Job Summary

Short term contract position to perform neuroinflammation-based research in a translational research laboratory. Research focuses on the role of inflammation in disease and repair of the nervous system, including both in vitro systems and animal models of disease.

### Organizational Status

The successful applicant will report to the Principal Investigator and may assist in overseeing technical work of students and trainees.

### Work Performed

- Plans and performs experiments and summarizes results in reports and lab presentations.
- Assists in writing SOPS lab protocols.
- Assists with equipment, laboratory and supply purchase.
- Maintains colonies of transgenic animals, including colony breeding, screening and management.
- Carries out and oversees procedures involving small rodents including immunization injections, necropsy, blood sampling, and minor surgical procedures involved in animal surgery.
- Provides technical instruction and training for those activities.
- Responsible for implementation and enforcement of laboratory safety rules and procedures.

### Supervision Received

The successful applicant will report to the Principal Investigator.

### Supervision Given

The successful applicant will assist in training graduate students trainees including instruction in use of lab equipment and procedures and will trouble shoot experiments in their area of expertise.

### Consequence of Error/Judgement



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Exercises a considerable amount of responsibility and initiative and judgment in determining work procedures and methods.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Undergraduate degree in a relevant discipline, such as Science, and or diploma in a related discipline or graduation from a technical college or institute preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Extensive experience with cell culture and aseptic technique preferred, preferably involving both isolation and maintenance of rodent primary cultures as well as cell lines. Demonstrated resourcefulness and ability to perform and troubleshoot a wide variety of molecular and cellular biology techniques, including many of the following: RNA DNA isolation, quantitative PCR, transfection, flow cytometry, immunohistochemistry, ELISA, protein isolation and western blotting; understanding of experimental design and assay optimization is important. Willingness to work with small rodents is essential. Able to carry out and oversee procedures involving small rodents including immunization injections, necropsy, blood sampling, and minor surgical procedures involved in animal surgery. The successful candidate will also assist in maintaining colonies of transgenic animals, including colony breeding, screening and management.

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## Job Posting

**Job ID:** 14515  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Qualitative Research Analyst  
**Department:** Paediatrics  
**Salary:** \$ 20.61 - \$ 22.48 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2013-01-02  
**Job End Date:** 2013-06-28  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-12-05                      **Available Openings:** 1

### Job Summary

To assist the study principal investigator, Dr. Jaime Guzman, with analysis of focus group transcripts and interview records; and to assist with drafting a manuscript for publication for the following study:

The "What matters the most in predicting the course of juvenile arthritis" project" is a study on Juvenile Idiopathic Arthritis (JIA, chronic arthritis of unknown cause starting before the age of 16). Some children have mild JIA that requires little treatment and others have severe JIA that requires aggressive treatment. However, our ability to predict who will have severe JIA and poor outcomes is limited, and parents and patients have not been systematically consulted about their priorities in defining the course and outcomes of JIA. We conducted focus groups from across the country including Quebec, and reciprocal interviews (participants interview each other) to gather the opinions of parents, patients and clinicians about the clinical features that should be used to define the course and outcomes of JIA, the terms that should be used to describe JIA disease course, and the desirable attributes of a tool to predict the course of JIA. Study findings will be used to design a tool to predict the course of JIA.

Shared office space in the Division of Rheumatology, Ambulatory Care Building, BC Children's Hospital (Rm K4-129). Desktop computer and telephone access available. Individual will have the flexibility to work from home.

### Organizational Status

The incumbent reports directly to the Principal Investigator, Dr. Jaime Guzman and works with a team of Research staff at the Division of Rheumatology, computer programming specialist and statistician.

### Work Performed

As a research analyst on this project, you will be asked to perform the following tasks:

-Perform qualitative analysis on focus group transcripts, facilitator notes, and interview records from six focus group sessions to answer the research questions outlined in the grant.

-Qualitative analysis which include:

-Looking for relationships and common links within the information contained in the transcripts.





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- Performing content analysis on transcripts, facilitator notes, and study interview records.
- Assist Dr. Guzman with drafting a manuscript for submission by Summer 2013.
- Present summary results to Rheumatology team members at a monthly research meeting.

### **Supervision Received**

The individual reports to the Principal Investigator, Dr. Jaime Guzman.

### **Supervision Given**

Dr. Jaime Guzman will work closely with the individual to outline a plan for data analysis and will have regular weekly meetings with the research associate.

### **Consequence of Error/Judgement**

Accuracy, timeliness, and sound judgment are required to achieve goals outlined above. The individual will work under the Principal Investigator's guidance but will need to exercise exceptional time management skills, judgment in establishing priorities and carrying tasks through to completion.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. A Master's degree and or satisfactory completion of courses on qualitative research analysis are required. Minimum of 3 years related experience or the equivalent combination of education and experience. Previous experience on a qualitative research project is preferred. Knowledge of medical terminology and the ability to read French would be an asset. Excellent oral and written communication, and organizational skills. Strong computer skills, including word processing and excel. Reliability and ability to follow and carry out written and verbal instructions. Ability to maintain accuracy and attention to detail. Ability to work independently and to work with Principal Investigator. Ability to exercise tact, discretion and confidentiality.

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.

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## Job Posting

**Job ID:** 14521  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3      **Business Title:** Research Asst/Tech 3  
**Department:** Animal Care Services  
**Salary:** \$40,190.00 - \$43,829.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-11-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-06      **Available Openings:** 1

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

### Job Summary

Responsible for the coordination and functions of the Diagnostic Laboratory.

### Organizational Status

Reports to the Veterinary Pathologist.

### Work Performed

Responsible for coordinating the activities of the Diagnostic Laboratory.

Perform specialized diagnostic services for the assessment of laboratory animal health.

Perform histologic technical services including sample collection, fixation, thin section slide preparation, sample staining, and in situ hybridization of histologic samples for the diagnostic assessment of animal health.

Recording and maintaining the log of the diagnostic laboratory including samples received, tests and diagnostics performed and presenting it for billing purposes.

Perform the duties of the diagnostic laboratory which will include gross sampling of animals, performing visual inspection of samples, microbiological sample collection and processing, sample processing and preparation for shipment, hematological and serological analysis of blood samples, microscopic analysis for cytology and hematology. Perform database input and generate laboratory reports for clientele and staff veterinarians.

Evaluating and maintaining an extensive inventory of supplies and equipment necessary for the diagnostic Laboratory.

Planning of Diagnostic Laboratory schedule to meet the shifting requirements of the research community as well as those associated with Animal Care Services priorities.

May be responsible for providing basic husbandry, handling, restraint, and health, behavior and welfare surveillance of laboratory animals.

Prepares instrumentation for minor and major surgical procedures.

Performs anaesthesia and or minor surgical procedures as necessary under the supervision of the Operations Manager or Veterinarian.

Assist Veterinarian in the presentation of training courses for lab animal personnel.

Assists with the inventory of pharmaceutical supplies, technical supplies and animals.

Records and maintains animal data; participates in the animal husbandry program.



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Perform health checks on various laboratory animals, specifically pigs, sheep and non-human primates and record observations.  
Assist in the development of species-specific environmental enrichment plans.  
Medicate animals as per written instructions.  
Perform other related tasks as required.

### **Supervision Received**

Works under direction of Veterinary Pathologist.

### **Supervision Given**

This position does not involve supervision, but the employee may explain and train co-workers in certain procedures.

### **Consequence of Error/Judgement**

Inappropriate judgment exercised by the position may impact the success of the facility, leading to increased expenses and time loss. Additionally, inappropriate judgment may also have detrimental consequences in regards to animal and human health and welfare.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Diploma in Animal Health Technology required. Minimum of 3 years related experience or the equivalent combination of education and experience. A sound theoretical and working knowledge of the principles and practice of laboratory animal science. Effective oral and written communication, interpersonal and organizational skills. Ability to work both independently and within a team environment. Ability to work a flexible schedule, including weekends and statutory holidays. Computer experience in MS Office required. This position supports the British Columbia Preclinical Research Consortium.

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## Job Posting

**Job ID:** 14342 (Repost)  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Research Asst/Tech 3  
**Department:** Psychiatry  
**Salary:** \$40,190.00 - \$43,829.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-11-16  
**Job End Date:** 2013-11-15                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-12-07                      **Available Openings:** 1

### Job Summary

To conduct various symptom assessments, psychosocial histories, and neurocognitive interviews with individuals presenting with serious and persistent mental illness and substance abuse. The current study involves looking at specific clinical features of substance abuse that provide a pathway to developing psychosis or contracting infectious disease. Furthermore, this study aims to identify trajectories of complex illness, factors related to persistent psychosis, and the impairment or enhancement of individuals ability to engage in and adhere to treatment. This position requires interaction with vulnerable adults. A Criminal Records Check is required.

### Organizational Status

The Research Technician 3 works with other Technicians under the group and is under the direct supervision of the Research Coordinator who acts as the Team Leader and who reports to the principal investigator, Dr. W. G. Honer. It is essential that the Technician is a good team player to be able to accomplish the goal that the group is aiming for.

### Work Performed

- . Setting up interviews with clients, i.e. calling clients to make appointments, liaising with assigned sites (MRI Clinic - UBC site)
- . Conducting clinical interviews involving PANNS brief psychiatric assessments and MRI screening. The interview consists of getting enough information from clients to evaluate the severity of symptoms on a seven point likert scale. An intensive training is offered and the interviewer needs to reach inter-rater reliability before conducting any real assessment. The psychosocial instruments are paper questionnaires, designed to establish the subjects self-esteem or personality measures. The person conducting the interview asks the self-report questions, which are rated on a predetermined anchor points. (BDI-Back Depression Inventory, GAF-Global Assessment of Functioning, and SOFAS - Social & Occupational Functioning Assessments Skills)
- . Making sure the interviews are conducted properly and that the data is saved (when using computer assessments) and stored in a locked cabinet.
- . Creating and managing patient's databases under the Hotel Study in coordination with the IT Manager.
- . Analysis of patient data, and rating the data collected using GMP Statistical Software to establish its significance in the study
- . Coordinating team meetings involving research and grant writing
- . Organizing grant writing conferences



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- . Liaising with co-investigators on grant applications
- . Perform related task as assigned

### **Supervision Received**

Works under the supervision of the research coordinator, and of the principal investigator.

### **Supervision Given**

None. Might be asked to participate for inter-reliability checks with other level 3 research assistants.

### **Consequence of Error/Judgement**

The person needs to be reliable and courteous with participants and colleagues. Any errors in missing appointments, or late appointments, breaches in confidentiality, errors in assessments or ill conducting an interview will tarnish the project's reputation and could lead to loss of data and loss of participants. Professionalism is of the utmost importance.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Undergraduate degree in psychology or another mental health related field (social work, nursing, occupational therapy) is preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Clinical experience with teens and with individuals with serious and persistent mental illness is desirable. Must have a current driver's license.

Superior interviewing skills and clinical judgment are essential (i.e. detecting when a break is needed or when the interview should be stopped).

Training in the assessments is offered. The candidate should be autonomous, sociable, efficient and should be a team player. Schedule flexibility is preferred since the interviews are conducted at different points in time (every month). A car is an asset; the interviews will be conducted mainly at #9 East Hastings (Downtown East side), Vancouver BC.

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## Job Posting

**Job ID:** 14530  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 4      **Business Title:** Senior Evaluation Assistant  
**Department:** Evaluation Studies Unit  
**Salary:** \$46,003.00 - \$50,020.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-12-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2012-12-06      **Available Openings:** 1

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

### Job Summary

The Senior Evaluation Assistant is responsible for providing support to the Evaluation Studies Unit (ESU) senior leadership in undertaking evaluation projects related to strategic initiatives within the Faculty of Medicine (FoM). She he will also support the ESU in the development of evaluation design and data collection methods and instruments, the collection and analyses of quantitative and qualitative data, and the completion of reports for medical education program stakeholders.

### Organizational Status

The Evaluation Studies Unit (ESU) was established by the UBC Faculty of Medicine (FoM) in 2004. ESU provides comprehensive, rigorous and objective data to assist stakeholders in the on-going development and improvement of programs. It is organizationally placed within the Education portfolio of the FoM Dean's Office. Its mandate is to evaluate the effectiveness, quality, comparability, and impact of the MD Undergraduate and Postgraduate programs and provide supporting data for accreditation. The Unit also performs evaluations that support decision-making and social accountability across a broad range of other FoM programs.

The Senior Evaluation Assistant will report to the Associate Director. She he will interact and work with other members of the Evaluation Studies Unit. She he will also interact with faculty and staff from the Faculty of Medicine (FoM) and attend and participate in committees, working groups and planning meetings as assigned.

### Work Performed

- Contribute to the development and application of program evaluation designs and methods
- Coordinate and implement work plans for assigned evaluation activities
- Conduct literature searches and summarize relevant medical education and evaluation literature
- Prepare ethics applications
- Contribute to the development of data collection instruments and procedures
- Contribute to the development and improvement of processes procedures for the implementation of evaluation activities
- Coordinate and collect a range of data (e.g. surveys, focus groups, interviews, administrative data) from multiple sources
- Manage the collection of survey data through on-line survey system(s)
- Implement evaluation activities in compliance with ethical requirements



- Conduct qualitative (e.g. thematic) and quantitative (e.g. descriptive, inferential) data analysis
- Interpret results and write evaluation reports and recommendations, memos, and summaries for use by policy and decision makers
- Participate in monitoring the uptake of recommendations
- Participate in the preparation and delivery of presentations for decision makers (e.g. committees, planning meetings, etc.) and professional and lay meetings
- Contribute to manuscripts, reports, etc. for external publication
- Respond to student, staff and faculty inquiries related to assigned evaluation work
- Coordinate and or contribute to work groups and or projects aimed at increasing the efficiency and effectiveness of ESU
- Perform other duties as required to ensure the successful completion of evaluation projects

### **Supervision Received**

The Senior Evaluation Assistant will work under the general supervision of the Associate Director. She he will receive specific instructions only on unusual problems or on matters which depart significantly from established policy and procedure.

### **Supervision Given**

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

### **Consequence of Error/Judgement**

The Senior Evaluation Assistant is responsible for assisting in the design and implementation of assigned evaluation activities. She he is accountable for the timely delivery and reliability of their work. Poor decisions and errors in judgment could result in delayed completion of projects or inappropriate planning, result in financial loss, and damage the reputation of the Evaluation Studies Unit, the Faculty of Medicine and the University of British Columbia. In addition, the impact, if an error occurred, would be misinterpretation of results in information disseminated to decision-makers, the public, and academic audiences. The consequences could lead to inappropriate policy and decision-making related to medical education.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Minimum of 4 years of related experience or the equivalent combination of education and experience. Ability to effectively use MS Word, Outlook, PowerPoint and Excel at an advanced level. Excellent command of the English language with a strong ability to communicate effectively both verbally and in writing. Ability to effectively use SPSS, and NVivo at an intermediate level. High level of thoroughness, accuracy, and have attention to detail. Ability to identify and correct missing and incomplete data. Ability to analyze and interpret quantitative and qualitative data, determine implications, and provide recommendations. Strong ability to compose correspondence, reports, presentations, and other written materials using clear and concise business English. Ability to accurately proofread for spelling, grammar, and punctuation. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to research and compile information from various sources. Ability to exercise tact and discretion. Ability to exercise sound judgment. Ability to anticipate problems and issues and plan ahead. Ability to work independently and demonstrate initiative. Ability to work in a fast-paced team environment. Ability to develop and maintain cooperative and productive working relationships internally and externally. Flexibility in work hours periodically required.

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



## Job Posting

**Job ID:** 14506  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 4                      **Business Title:** Research Asst/Tech 4  
**Department:** Paediatrics  
**Salary:** \$46,003.00 - \$50,020.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2012-12-10  
**Job End Date:** 2013-12-09  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2012-12-04                      **Available Openings:** 1

### Job Summary

The position involves enrolling and monitoring mothers and their children in nutrition research studies that focus on diet and child development, including studies that follow groups of children prospectively. This position involves working in a team environment to collect information on child dietary intake and development, and using standardized tests to assess children's development. A background in child development, child psychology or a relevant area with experience in the use of developmental tests with young children is needed. No laboratory skills are required.

The nutrition program research laboratory and office facilities are on the lower floor of the BC Research Institute at the B.C. Children's Hospital and on the second floor of BC Children's Hospital. Parents and their infants will be seen in the BC Children's Hospital or in their home. This is a team working environment.

### Organizational Status

Reports to principal investigator. Works as part of clinical nutrition research team with assistants who are expert in dietetics and nutrition. Liaises with the research laboratory for handling of biological samples collected as part of the studies. Works independently using clinical research protocols.

### Work Performed

- Description of research study protocols to possible subjects.
- Enrolling eligible subjects based on eligibility and ineligibility criteria, and obtaining informed consent.
- Weighing and measuring children and obtaining records of dietary intakes.
- Arranging clinic appointment visits for research subjects.
- Undertake standard developmental assessments.
- Dispensing nutritional products and keeping inventories of product dispensed.
- Occasional weekend and evening work will be required for appointments with research study subjects.
- Accurate record keeping and entry of scientific data into computer database.
- Any other duties deemed relevant to research conducted.

### Supervision Received





# The University of British Columbia

## Staff Job Postings

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Direct, day to day supervision by principal investigator and by senior lab manager.

### **Supervision Given**

May supervise graduate students or other trainees to assist research projects.

### **Consequence of Error/Judgement**

All of the data collected will be checked, and errors and inconsistencies will be resolved. Consistency in following standard procedures is essential to ensure high quality research data.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Undergraduate degree in psychology with experience in psychological assessment. Minimum of 4 years of related experience or the equivalent combination of education and experience. Must be experienced and comfortable working with mothers and young children. Basic knowledge of MS Excel and MS Word is required. Excellent communication skill in English. Must have use of own vehicle.

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.

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.