



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:14-JAN-2013

PLEASE POST ON A BULLETIN BOARD IN A CONSPICUOUS PLACE

THE UNIVERSITY OF BRITISH COLUMBIA

APPLICATION INSTRUCTIONS

All career opportunities can be accessed at: www.hr.ubc.ca/careers

INTERNAL APPLICANTS

Internal applicants will apply for positions using the myCareer feature in the self-service web portal, accessible by logging in with their Campus Wide Log-in (CWL) ID.

EXTERNAL APPLICANTS

External applicants will create their online profile by visiting www.hr.ubc.ca/careers. Once you have selected the position you would like to apply for, you can create your online profile and upload your resume.

For those wishing to apply using a paper format, please submit an application resume for each position for which you wish to be considered, by specifying the Position and Job ID, to:

THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

The Job Posting does not imply that any applicant will necessarily be selected for the position, nor is the classification as listed a commitment by the University to appoint an applicant to the classification.

Applications for each of the following vacancies should be submitted by 11:59PM on the posting close date.

VIEW OUR CAREER OPPORTUNITIES WEEKLY

Sign up for Job Alerts within myCareer to receive email notifications when new opportunities are posted online.

VIEW YOUR APPLICATION STATUS

View the status of your application(s) by logging into myCareer. You can also choose to apply for multiple job postings at the same time.

Note: Unless otherwise indicated, positions are full-time Monday to Friday.

Research Grants, Capital Funds and Self-supporting positions can be continued only as long as funds are available.

UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.



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hours of operation.

- Assist in developing appropriate working schedules for support staff in order to keep the Library staffed with both the number of staff and the appropriate skills levels needed 7 days a week throughout the year.
- Serving as the point of contact for borrower issues with fines and loan policies.
- Reviewing and adjudicating fine appeals, claims returned, missing and damaged items.
- Coordinating and assisting with the administration of procedures associated with the collection of fines and cash at the public service desk.
- Coordinating and leading projects such as inventories, weeding, collection re-locations.
- Providing advice and direction to public services staff.
- Assessing and making short-term adjustments to staffing allocations and work assignments.
- Establishing work standards in both quality and quantity.
- Providing input for on-going staffing needs, training and staff evaluations.
- Ensuring training of public services staff is appropriate, timely and ongoing.
- Monitoring and evaluating work output.
- Oversee and coordinate the testing and implementation of upgrades to library systems and services as necessary.
- Compiling statistics and generating reports as directed.
- Developing and maintaining procedure manuals for Public Services activities

3. Provides support to the Public Service team by:

- Charging and discharging library items, creating or changing on-line borrower records.
- Renewing, creating brief item records and adding changing barcodes.
- Accepting fine payments, processing debit credit card transactions.
- Assisting patrons with copiers and other equipment.
- Opening and closing the library as necessary.
- Answering basic directional, policy and information questions.
- Shelving and shelf reading as necessary.

4. Performs other related duties as required.

Supervision Received

Reports to the Manager, Library Operations.

Supervision Given

This position schedules and assigns work to Public Services staff. As well, the incumbent will provide input into performance evaluations, short-term staffing requirements, and will establish and monitor work quality and work standards. The incumbent would be supervising three full-time staff and three part-time 8-month sessional staff (2 FTE).

Consequence of Error/Judgement

The incumbent is responsible for the coordination of activities which enable borrowers to use our collections. As well, the incumbent is expected to be a resource for Public Services staff and provide leadership and advice to these staff. Consultations with the Manager, Access Services and Library Operations, Access Services Coordinator, UBC, Okanagan Library staff as well as library staff from UBC, Vancouver are expected when changes to procedures and practices are being considered. Familiarity of current library practices in borrower services, acquisitions and cataloguing is required before sound decisions can be made.



Developing and coordinating the daily, weekly and yearly staff schedules is a complex activity as the Library is open 7 days a week throughout the year including most statutory holidays. From September through April, the Library is open from 7am - midnight most days. The incumbent is responsible for ensuring that the Library is staffed appropriately, both with the number of staff and the required skill sets needed to provide the exceptional service that library users have come to expect.

The incumbent must be able to make sound decisions when circumstances dictate it. An error in judgement may have a negative impact on a borrower's ability to receive the assistance at the public service desk needed to complete his or her research in a timely manner. Supervisory staff would be involved when dealing with repercussions of such an error. The incumbent also ensures that staff is giving high quality customer service.

Qualifications

Library Technician diploma is required, or an undergraduate would be degree considered. Five (5) years' experience in an academic library which includes a minimum of two years of progressive leadership experience; a demonstrated ability in working with cross-functional teams; experience in working in various areas within a library is an asset, and or an equivalent combination of education and experience.

- Excellent oral and written communication, multi-tasking and organizational skills.
- High-quality customer service skills are required.
- Excellent people skills for building relationships with colleagues at all levels.
- Demonstrated team-building ability.
- Ability to work independently and as part of a team.
- Ability to lead meetings is required.
- Ability to plan and complete projects.
- Proven ability to exercise tact, courtesy, discretion and sound judgment.
- Ability to work flexible hours including evenings and weekends.
- Knowledge using an integrated library system.
- Knowledge of library policies and procedures.
- Ability to use standard workplace software such as Microsoft Office.
- Computer experience and effective keyboarding skills are required.
- Accuracy and attention to detail are required.
- Ability to prioritize work and meet deadlines.

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Job Posting

Job ID: 14750
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Asst II **Business Title:** Support Services Asst II
Department: UBCO - Housing & Conferences
Salary: \$42,192.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-21 **Available Openings:** 1

Job Summary

The administrative assistant is responsible for billing and registration services for the Conferences & Accommodation operation. This position also schedules and coordinates meetings for external clients, booking space on campus, and will provide project and assignment support for conference services and the central booking office.

Organizational Status

Reports to the Manager, Conference Services & Central Booking Office (CBO) (Student Housing & Hospitality Services (SHHS)). Maintains essential working relationships with operational areas within SHHS, CBO and Service providers within campus community in addition to external business agencies and public. Works closely with UBC Vancouver Housing & Hospitality Services.

Work Performed

- Administers the billing process for external meetings and conference groups convening on campus by: (40%)
 - Reviewing and generating client contracts.
 - Following up on payment deadlines and outstanding payments, issuing invoices bills, and collecting incoming billing from University service providers, external service suppliers, and updates appropriate charges to client accounts.
 - Balancing & Reconciling client accounts with UBC Vancouver financial systems.
 - Investigating and correcting discrepancies between reservation system (OPERA) financial reports and the property and event management system (EBMS).
 - Responding to client inquiry regarding account billing.
 - Responsible for balancing departmental petty cash, purchase card reconciliation, American express transactions, and filling out forms such as JV'S and Q Requisitions.
 - Advising meeting planners of deadlines and timelines with respect to group business blocks and determines room block release timelines.
- Manages conference registration service activities which include (15%):
 - Setting up financial management registration and web registration services on behalf of clients, receives and processes registration. (Processing includes accurate data



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- entry, collection, deposit and reconciliation of fees, confirmation of receipt to delegates).
 - Compiling registration financial reports for clients.
 - Using OPERA reservation system, assigning conference business blocks for group accommodation.
 - Determining equipment and supplies required for on site registration desk.
 - Preparing delegate kits, produces name badges, participant lists, and staffs registration desks.
 - Ordering conference operation office supplies and marketing supplies.
 - On occasion will attend trade shows, and conduct presentations to promote conference services.
3. Holds the administrative rights for the event management system (EBMS) and acts as the point of contact for system upgrades and changes for the Okanagan campus (15%):
- Managing registration services software systems and upgrades and is responsible for maintaining registration services manuals.
 - Responsible for updating software forms, inventory, price lists, contracts, resource items including campus meeting space.
 - Ensuring that reports are functional, and works with software vendors and Vancouver IT department to troubleshoot software issues.
 - Responsible for setting up IT access to appropriate software systems within SHHS.
 - Providing project support and completes assignments for sales & marketing initiatives.
 - Maintaining inventory of sales collateral and promotional materials.
 - Collecting and updating statistical data for various reports using software reporting from EBMS and tracking client billing.
4. Central Booking Room Scheduling and Event Coordination - Non-Academic Meetings (25%):
- Scheduling and approving the use of non-academic space for external clients and conference service groups requesting the use of campus space.
 - Coordinating campus services for on site meetings - scheduling room bookings, facilities, catering, security, IT services and any other services required for event support.
 - Creating contractual agreement using judgement and flexibility to assign negotiate rates and ensuring appropriate documentation for liability insurance, alcohol, special event permits are in place for event.
 - Issuing invoices, and responsible for collection and deposit of fees.
 - Taking initiative to resolve problems, troubleshoot and make decisions to address issues arising outside normal procedure during events and scheduling process.
 - Conducting customer service surveys to measure client satisfaction and campus services.
 - Updating scheduling software (ADAstra) and informs campus community regarding scheduled meetings and events.
 - Required to lead and participate in training of other staff with similar duties, in the use of departmental software systems (EBMS, OPERA), room scheduling and event coordination.
 - Responding to general conference queries for proposals in absence of meeting planner.
 - Providing back up support for adhoc room scheduling.
5. Performs other related duties as required (5%).

Supervision Received



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Works under the general direction of the Manager, Conference Services, and Central Booking Office and will consult on matters of complex issues and or budget issues. Receives general instructions for special projects assignments from Meeting Planners and is expected to work independently using sound judgement and flexibility to address decisions relating to policy, procedures, and rates.

Supervision Given

Trains other staff in the use of departmental technology, various cash procedures, meeting scheduling and event coordination. Can assign general data entry tasks to seasonal front office staff; is expected to provide clear direction with information to campus service providers for the coordination of meetings events on campus.

Consequence of Error/Judgement

Failure to provide accurate information results in varying degrees of potentially costly procedures once the group is in-house (accommodation overbooking, meeting space conflicts, lost revenue, poor customer service negatively impacting the reputation of Conferences and Accommodations, Central Booking Office, and services offered by UBC. Lack of preparation and pre-planning with conference accounts; registration service, software database designated updates, and cash reconciliation can jeopardize operational effectiveness, and departmental university revenue collection.

Inappropriate use of judgement and initiative would significantly impact service expectations, contract agreements, and would require intervention by management to resolve issues.

Qualifications

- Completion of secondary school (Grade 12) or equivalent and graduation from a two year program in hospitality or business administration (University degree preferred); with 3 years' experience in the hospitality field, proven event coordination experience, and familiarity with financial booking procedures; or an equivalent combination of education and experience.
- Strong computer skills with MS Office applications, minimum intermediate level for word processing, spreadsheets and database applications.
- Demonstrated accuracy and attention to details.
- Experience with event meeting services coordination.
- Excellent oral and written communication skills.
- Excellent interpersonal and customer service skills.
- Experience and knowledge working with basic accounting practices in an accounts receivable environment.
- May be required to travel for additional training opportunities.
- Experience with hotel property management systems and client database systems preferred.
- Must demonstrate flexibility and use of excellent judgement and discretion working with policy public.
- Comfortable with public speaking.
- Unpredictable cycle with high and low work volumes. Generally works Monday - Friday but must be prepared to work flexible working hours such as some weekends, holidays and evenings.
- May be required to lift or carry registration materials, signage or conference supplies from location to location.



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Job Posting

Job ID: 14692
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Asst II **Business Title:** Access Services Coordinator
Department: UBCO - Library
Salary: \$42,192.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-14 **Available Openings:** 1

Job Summary

The Access Services Coordinator facilitates the daily functions and operations of the Access Services team. The incumbent provides leadership, advice and direction to the team, coordinates team meetings, team communications and develops new procedures as necessary. Coordinates the team's needs for training, resources and scheduling. The Access Services Coordinator also works closely with the Public Services Coordinator and will provide backup relief in this area. Ensures collaboration and coordination with campus departments and other branch libraries of UBC. Participates in library team events such as staff meetings, training sessions and skill-building events.

Organizational Status

This position reports to the Manager, Access Services & Library Operations and works with other members of the UBC Okanagan campus Library staff as well as the public.

Work Performed

1. Works closely with the Manager, Access Services and Library Operations by:
 - Participating in the analysis, problem solving and decision making associated with department-wide procedures or workflows.
 - Assisting with the developing of short and long range goals within the context of library priorities and the strategic plan.
 - Identifying changing circumstances that may require the review and revision of current library policies and practices.
 - Acting as backup for the Public Services Coordinator.
2. Responsible for the coordination of access service activities at the Library by:
 - Responding to issues that require immediate supervisory attention.
 - Serving as a resource person for staff
 - Developing and coordinating weekly, monthly and yearly schedules, vacation relief and daily routines ensuring that the Library is staffed adequately and appropriately for all



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hours of operation.

- Assist in developing appropriate working schedules for support staff in order to keep the Library staffed with both the number of staff and the appropriate skills levels needed 7 days a week throughout the year.
- Coordinating and assisting with activities in Access Services such as document deliveries, interlibrary loans, audiovisual lending, reserves, periodicals and stack maintenance.
- Coordinating and leading projects such as inventories, weeding, and collection re-location.
- Providing advice and direction to access services staff.
- Assessing, and making short-term adjustments to staffing allocations and work assignments.
- Establishing work standards in both quality and quantity.
- Providing input into on-going staffing needs, training and staff evaluations.
- Supervising and training of student pages.
- Ensuring training of access services staff is appropriate, timely and ongoing.
- Monitoring and evaluating work output.
- Oversee and coordinate the testing and implementation of upgrades to library systems and services as necessary.
- Compiling statistics and generating reports as directed.
- Developing and maintaining procedure manuals for Access Services activities.

3. Provides support to the Public Service team by:

- Charging and discharging library items, creating or changing on-line borrower records.
- Renewing, creating brief item records and adding changing barcodes.
- Accepting fine payments, processing debit credit card transactions.
- Assisting patrons with copiers and other equipment.
- Opening and closing the library as necessary.
- Answering basic directional, policy and information questions.
- Shelving and shelf reading as necessary.

4. Performs other related duties as required.

Supervision Received

Reports to the Manager, Library Operations.

Supervision Given

This position schedules and assigns work to Access Services staff. As well, the incumbent will provide input into performance evaluations, short-term staffing requirements, and will establish and monitor work quality and work standards. The incumbent would be supervising four full time staff, one .57% 8-month sessional employee and 3-5 student employees who each work a maximum of 7 hours per week September through April (34 weeks).

Consequence of Error/Judgement

The incumbent is responsible for the coordination of activities which enable borrowers to use our collections. As well, the incumbent is expected to be a resource for Access Services staff and provide leadership and advice to these staff. Consultations with the Manager, Access Services and Library Operations, Public Services Coordinator, UBCO Library staff as well as library staff from UBCV are expected when changes to procedures and practices are being considered. Familiarity of current library practices



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in borrower services, acquisitions and cataloguing is required before sound decisions can be made.

Developing and coordinating the daily, weekly and yearly staff schedules is a complex activity as the Library is open 7 days a week throughout the year including most statutory holidays. From September through April, the Library is open from 7am - midnight most days. The incumbent is responsible for ensuring that the Library is staffed appropriately, both with the number of staff and the required skill sets needed to provide the exceptional service that library users have come to expect.

The incumbent must be able to make sound decisions when circumstances dictate it. An error in judgement may have a negative impact on a borrower's ability to retrieve or receive the necessary documents needed to complete his or her research in a timely manner. Supervisory staff would be involved when dealing with repercussions of such an error. The incumbent also ensures that staff is giving high quality customer service.

Qualifications

Library Technician diploma is required, or an undergraduate degree would be considered. Five years' experience in an academic library which includes a minimum of two years of progressive leadership experience; a demonstrated ability in working with cross-functional teams; experience in working in various areas within a library is an asset; and or an equivalent combination of education and experience will be considered.

- Excellent oral and written communication, multi-tasking and organizational skills.
- High-quality customer service skills are required.
- Excellent people-skills for building relationships with colleagues at all levels.
- Demonstrated team-building ability.
- Ability to work independently and as part of a team.
- Ability to lead meetings is required.
- Ability to plan and complete projects.
- Proven ability to exercise tact, courtesy, discretion and sound judgment.
- Ability to work flexible hours including evenings and weekends.
- Knowledge using an integrated library system.
- Knowledge of library policies and procedures.
- Ability to use standard workplace software such as Microsoft Office.
- Computer experience and effective keyboarding skills are required.
- Accuracy and attention to detail are required.
- Ability to prioritize work and meet deadlines.

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Job Posting

Job ID: 14727
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Sales Attendant-Food Services **Business Title:** Sales Attendant-Retail
Department: Food Services
Salary: \$ 16.41 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-01-23 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-01-20 **Available Openings:** 2

Retail sub pool: Trek Express.

Job Summary

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

Organizational Status

Reports to Supervisor or Manager of unit

Work Performed

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

Supervision Received

Works independently under general supervision.



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Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 14711
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Building Operations
Department: Building Ops - Custodial
Salary: \$34,500.00 (Annual)
Full/Part Time: Part-Time (67%)
Desired Start Date: 2013-02-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-20 **Available Openings:** 1

Part time evening shift; Monday to Friday; 7:00 PM to midnight.

Job Summary

This position is responsible for cleaning and service work of the University's building and fixtures.

Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

Work Performed

Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment are in good operating conditions.

Dusts desks, furniture and all surfaces; sweeps and dust-mops floors, and vacuums all types of floor surfaces; cleans, washes, waxes and polishes interior surfaces, furnishings and fittings; operates light duty power polishers to buff waxed surfaces, operates heavy duty commercial power-operated cleaning equipment.

Cleans and maintains washrooms including washing walls, floors, basins, toilets and related plumbing.

Cleans the interior and exterior of windows, shades and Venetian blinds.

Collects garbage from garbage sacks; empties waste receptacles into garbage sacks; collects and removes garbage from interior of buildings to collecting points.

Cleans up spillages, spot washing and spot waxing floors where spillage occurred.

Sweeps and cleans building entrances, sidewalks and related areas; cleans snow from building entrances and sidewalks.

Fills vending machines and attends to petty cash.

May be required to move and set up furniture and equipment as and when required.



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Submits reports regarding maintenance or repairs needed to buildings and utilities.

Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.

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

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service.

Qualifications

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

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Job Posting

Job ID: 14712
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Service Worker - Bldg Ops **Business Title:** Service Worker - Building Operations
Department: Building Ops - Custodial
Salary: \$ 17.69 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-02-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-20 **Available Openings:** 4

Part time hourly positions; Saturday and Sunday; 4:00 PM to midnight.

Job Summary

Positions in this classification provide cleaning and servicing of campus buildings and fixtures.

Organizational Status

Reports to the Assistant Supervisor Head Service Worker.

Work Performed

Requests and receives materials and equipment for the work assigned and maintains adequate level of cleaning supplies and equipment according to instructions; maintains and ensures such equipment is in good operating conditions.
Dusts, sweeps, mops, washes, vacuums, strips, waxes, polishes, shampoos, disinfects and scrubs, as applicable, all surfaces of floors, walls, fixtures, furniture and appliances in various areas of buildings, operating light or heavy duty hand or power operated cleaning equipment in the performance of duties, as required.
Cleans up spillages and spot washes and waxes floors where spillages occur.
Cleans the interior and exterior of windows, other glass surfaces, shades and Venetian blinds.
Replenishes supplies, such as soap, toilet paper, paper towels and writing papers in designated areas according to need.
Sweeps and cleans sidewalks and related areas and clears snow when required.
Collects garbage and waste, empties waste receptacles and deposits in containers or at pick up points.
Performs minor maintenance tasks, such as, hanging pictures, drapes and blinds, changing light bulbs, oiling hinges and locks, unplugging toilets, removing and cleaning light fixtures and tightening loose fixture screws.
May be required to re-arrange, move and set up furniture and equipment.
May be required to make beds, distribute and change linens, remove soiled linen to designated collection area and collect laundry.
May be required to fill vending machines and attend to petty cash.
Submits reports regarding maintenance or repairs needed to building and utilities and reports signs of abuse or failure of fixtures and furnishings.
Reports any unusual circumstances related to building security; assists in emergencies such as evacuation of persons from buildings, etc., as directed.
Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.



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Supervision Received

Works under general supervision and from oral and written instructions and in accordance with standard procedures to complete the work; receives specific instructions on new or unusual problems.

Supervision Given

None.

Consequence of Error/Judgement

Errors may have minor impact on service.

Qualifications

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

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Job Posting

Job ID:	14403 (Repost)		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Administrative Suppt		
Classification Title:	Administrative Support 1 (Gr1)	Business Title:	Administrative Support 1 (Gr1)
Department:	Oral Health Sciences		
Salary:	\$29,472.00 (Annual)		
Full/Part Time:	Part-Time (40%)		
Desired Start Date:	2012-11-26	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2013-01-14	Available Openings:	1

Part-time 40% FTE...salary prorated

Job Summary

The incumbent will provide routine administrative support.

Organizational Status

This position works within the Geriatric Dental Program and reports to the Manager.

Work Performed

- Responds to routine oral and written inquires
- Types a variety of materials
- Enters data into computer files
- Filing, photocopying, faxing and sending couriers
- Processes mail
- Assists in planning functions, conferences and workshops
- Delivers material to departments on campus
- Schedules appointments and meetings
- Prepares routine forms
- Maintains and updates office filing system
- Assists in checking and verifying transactions
- Maintains office supplies
- Using Axium software
- Communicating with patients and families
- Mailing receipts and invoices for dental work performed
- Processes journal voucher and Q-requisitions
- Processes cash deposits
- Assists in maintaining oral hygiene recall programs
- Performs other related duties

Supervision Received



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Works under general supervision from the Manager and may take direction from the Program Assistant. Some planning may be required. Performs routine duties independently.

Supervision Given

none

Consequence of Error/Judgement

Poor judgment, errors in preparing documents, or inappropriate management of confidential information could have an adverse effect on the Faculty.

Qualifications

High School graduation. 2 years relevant experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 14736
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 2 (Gr3) **Business Title:** Administrative Support 2 (Gr3)
Department: Psychiatry
Salary: \$37,404.00 (Annual)
Full/Part Time: Part-Time (20%)
Desired Start Date: 2013-02-01
Job End Date: 2013-07-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-01-17 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Work Performed

Financial

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

Administrative

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

Supervision Received

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

Supervision Given

None.



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Staff Job Postings

Consequence of Error/Judgement

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

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

Qualifications

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

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

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

Experience with UBC financial systems and processing of forms preferred.

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

Good knowledge of basic accounting procedures

Good knowledge of UBC Finance Management System

Excellent organizational skills and the ability to set priorities

Excellent interpersonal skills

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

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: 14738
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** FC Director's, Graduate and Events Secretary
Department: Fisheries Centre
Salary: \$39,948.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-31 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-17 **Available Openings:** 1

Job Summary

The Secretary provides confidential administrative support to the Director, Senior Manager and the Department. The administrative support also acts as the receptionist for the Fisheries Centre and the liaison for the Fisheries Centre graduate students.

Organizational Status

Reports to the Senior Manager and works closely with the Director.

Work Performed

Fisheries Centre Secretary:

- Creates and maintains the Director's files.
- Assists Director with e-mail and other correspondence, including composing drafts and ensuring deadlines are met.
- Schedule and arrange meetings between Director and groups and individuals as requested.
- Assists with Faculty Tenure and Promotion
- Assists with Faculty Appointments, Hiring and Reappointments
- Assists with Financial Processing (preparing requisitions and journal vouchers)
- Assists with HR clerical functions (eRecruit, job postings, appointment forms, sick leave)
- Maintain and create departmental filing procedures
- Assists with creating departmental policies and procedures manual
- Types grant applications, curriculum vitae, technical manuscripts and seminar schedules as assigned by the Director.
- Schedules Fisheries Centre faculty meetings.
- Prepares agenda and takes minutes at Fisheries Centre faculty meetings.
- Follows up on action items from faculty meetings.
- Follows up to ensure that the Fisheries Centre website reflects policy developed at faculty meetings, including composing language
- Maintains office space allocation and bookings on Outlook
-

Fisheries Centre Graduate Secretary Liaison:

- Assists students within the Fisheries Centre (email, space, computer set-up)



The University of British Columbia

Staff Job Postings

- Provides liaison with the Faculty of Graduate Studies and other departmental graduate offices.
- Creates and maintains the Centre's unofficial graduate student files, records courses, course changes, marks, requirements completed, adds any new information, transcripts etc.
- Submits official grades to Faculty Service Centre for FISH courses
- Liaises with students and associated graduate secretaries re date, place, committee, chairman and examiners, when required for meetings and examinations.
- Assists in preparing course outlines and curriculum changes.
- Maintains Fisheries Centre course schedule on Faculty Service Centre (FSC).
- Ensures graduate student program section of Fisheries Centre website is correct.
- Manages the annual competition for Fisheries Centre Scholarships.

Secretary for Fisheries Centre Events

- Provides secretarial support for academic events of the Fisheries Centre.
- Responsible for space arrangements for seminars, graduate courses, and graduate examinations.
- Organizes logistic support (international and local travel, accommodation, catering) for visiting scientists and speakers, lectures, seminars, symposia, colloquia, and conferences sponsored by the Fisheries Centre and its partners.
- Chooses and books suitable meeting rooms, lecture halls and conference venues both on and off campus; and suitable accommodation for speakers and visitors both on and off campus.
- Maintains Fisheries Centre meeting room and data projector bookings
- Organizes catering and food services.
- Liaises with professional conference organizing agencies both on and off campus as required.
- Provides secretarial and editorial support for publishing activities at the Fisheries Centre.
- Formats and retypes or arranges for formatting and retyping of manuscripts and documents and their embedded graphs and illustrations to FCRR standards.
- Arranges for copying, binding and distribution of FCRRs according to distribution policy.
- Maintains files and archives of FCRRs.
- Mails out copies of requested reports.
- Arranges for distribution of newsletters.
- Maintains Access database mailing list, including coding and queries for various group mailings.
- Responsible for maintaining shared collection of books and journals in Larkin Room
- Is involved in producing Fisheries Centre bi-annual activity reports, including collecting material, writing material, copy-editing, liaising with production staff, and arranging distribution.
- Assists with maintenance of Fisheries Centre website by rewriting out of date material, providing corrections to incorrect material, etc.

Provides backup to the Administrative Assistant.

Supervision Received

Works under the supervision of the Senior Manager and Director. Works with the Administrative Assistant on day-to-day matters of office management and general work areas

Supervision Given

Occasionally directs temporary workers hired for special events or projects.

Consequence of Error/Judgement

Exercises judgment and initiative when dealing with the public and in handling matters requiring a thorough knowledge of pertinent policies and procedures of the University and the Fisheries Centre. Takes responsibility in planning the sequence of duties, the work methods to be employed and the action to be taken. Ensures confidentiality of various issues.



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Staff Job Postings

Matters requiring policy decisions are referred to the Director.

Qualifications

High School graduation and 1 year post-secondary education. Training stenographic skills, office procedures and practices. University degree in English or communication is desirable, and or training in writing and copy editing. 4 years related experience or the equivalent combination of education and experience. Ability to communicate effectively and tactfully with public, faculty and staff providing information based on knowledge of general procedures and policies. Ability to compose general correspondence based on thorough knowledge of University. Experience in organizing conferences, meetings and events. Effective organizational, interpersonal, multi-tasking and prioritization skills. Proficiency in the use of English grammar, spelling, and punctuation.

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: 14731
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: Geography
Salary: \$41,244.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2013-01-21
Job End Date: 2013-08-30
Funding Type: Grant Funded
Other: Leave Replacement
Date Closed: 2013-01-17 **Available Openings:** 1

Job Summary

This position will provide administrative support, including coordinating procedures and processes for a complex national policy-research network.

Organizational Status

Housed in the Faculty of Arts, the Canadian Network for Research on Terrorism, Security and Society (TSAS) is a multi-university research centre working closely with Public Safety Canada and other government partners.

Work Performed

Financial Administration and reporting:

- Prepares requisitions for reimbursements
- Tracks expenses and reconciles ledgers
- Reports to both the Co-Director and Funding Agencies on use of grant funds
- Liaises with UILO and RTA regarding sub-grants at other institutions
- Arranges Purchase Orders, as needed
- Assists with budget development for major grant application

Administration:

- Maintains calendar for Co-Director
- Organizes and tracks events, including arranging travel, catering, agendas, etc.
- Assists with compilation of annual reports
- Processes applications for affiliation to the network
- Maintains database (MS Access)
- Manages working paper submissions, liaising with reviewers and copy-editor
- Completes layout of working papers, using template in Adobe InDesign
- Assists with major grant application, liaising with researchers and partner organizations to ensure a smooth interaction with online system
- Issues invitations to instructors for the Summer Academy program and arranges catering for it, as well as registration and payments



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Staff Job Postings

Other duties:

- Performs other duties, as required

Supervision Received

Must be self-directed, taking initiative to prioritize tasks, working with the Communications Officer under general direction of UBC Co-Director, Canadian Network for Research on Terrorism, Security and Society (TSAS) within established policies, procedures and standards. Work reviewed against task objectives and conformity to standards.

Supervision Given

None.

Consequence of Error/Judgement

Errors would have serious impact on the research project and future funding opportunities.

Qualifications

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Experience working in an academic setting with knowledge of University policies and protocol. Articulate with demonstrated written and oral communication skills. Ability to exercise tact and discretion. Effective analytical and organizational skills. Ability to prioritize tasks while maintaining accuracy and attention to detail.

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Job Posting

Job ID: 14516 (Repost)
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: 2013-01-16 **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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Staff Job Postings

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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Staff Job Postings

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.

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: 14733
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Clinical
Classification Title: Clinic Secretary/Clerk (Gr6) **Business Title:** Clinic Secretary/Clerk (Gr6)
Department: Paediatrics
Salary: \$39,948.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-21 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2013-01-17 **Available Openings:** 1

Job Summary

Reporting directly to the Head of Pediatric Rheumatology, this position provides overall coordination and facilitation of the clinical activities of the Division of Pediatric Rheumatology. A thorough knowledge of Hospital and University policies and procedures is essential.

Works in the administrative office of the Division of Pediatric Rheumatology in the Ambulatory Care Building, BC Children's Hospital.

Workspace consists of a modular secretarial station and adjustable keyboard support for computer keyboard. Chair height and position are adjustable.

Organizational Status

This position is pivotal to the smooth operation of the interdisciplinary Pediatric Rheumatology team at BC Children's Hospital, a resource for children and their families with rheumatic disease throughout the Province of British Columbia. This position reports to the Head of Pediatric Rheumatology either directly, or through the Administrative Co-ordinator, and works closely and collaboratively with nurses, social workers, subspecialty pediatricians, medical students, pediatric residents, clinical fellows, and healthcare managers. This position will provide effective communication between patients, their families, referring physician and members of the Pediatric Rheumatology team as well as ensuring effective integration with other clinical services both within the hospital and the community.

This position will assist the Head of Pediatric Rheumatology in fostering and promoting the academic health mandate of the division through key initiatives, such as patient and family participation in clinical care research.

Work Performed

- Coordinates, facilitates and attends to the day-to-day activities of the Pediatric Rheumatology multidisciplinary clinic located at BC Children's Hospital as well as outreach clinics.
- Welcomes, admits and directs patients and their families to the Rheumatology Clinic.
- Provides clinical secretarial services including answering telephones, arranging patient appointments, referrals and meetings, facilitating visits for pediatric patients and family members with various members of the multidisciplinary team.



- Oversees and prepares all documentation for clinics including chart preparation and following up on laboratory test results.
- Prepares consult reports, correspondence, patient histories, reports, student materials, research papers, electronic abstracts, bibliographies and grant applications from handwritten or dictated material;
- Coordinates follow-up appointments and laboratory tests with particular sensitivity and consideration for families traveling from out-of-town.
- Utilizes and maintains a patient database and collates data from a variety of sources, producing professional reports.
- Maintains administrative and clinical files and pulls patient records as needed; archives files as necessary.
- Provides vacation relief to other administrative support as required.
- Other duties as required to support the clinical operation of the division.

Supervision Received

This position reports to the Head of the Division of Pediatric Rheumatology either directly, or through the Administrative Coordinator. This position is expected to work independently.

Supervision Given

N A

Consequence of Error/Judgement

This position requires planning and prioritization of duties. Lack of judgement or poor attention to detail may impact adversely on pediatric patient care. Inability to meet deadlines would result in lack of documentation for patient visits and conferences. Errors in secretarial duties may have a financial impact on the department. This position works with the public, and poor communication may impact on the hospital and university credibility.

Qualifications

High School graduation, 1 year post-secondary education, completion of a Medical or Dental Office Assistant program (including terminology). 3 years of related experience or the equivalent combination of education and experience. Training in medical secretarial practices and medical terminology. Experience working in a patient-oriented clinical environment, preferably a hospital setting or three years of relevant UBC experience. Medical transcription experience required. Word processing computer experience required (Word, Excel, PowerPoint, Outlook preferred). Knowledge of patient databases and computerized patient scheduling systems are an asset. Effective oral and written communications, interpersonal and organizational skills. Medical terminology is essential. Ability to type 60 w.p.m. and to operate a normal range of office equipment including a transcriber. Ability to use word processing, spreadsheet, presentation and electronic mail applications at an intermediate level. Ability to take and transcribe minutes. Ability to prioritize work, multi-task, and meet deadlines. Ability to work independently and as a member of a team. Ability to communicate effectively with tact and discretion with patients and their families in a teaching hospital setting. Ability to maintain accuracy and attention to detail. Ability to prioritize work and to meet deadlines. Ability to supervise students.

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: 14723
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 4 (Gr5) **Business Title:** Financial Processing and Administration Support
Department: First Nations House Learning
Salary: \$38,712.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-31 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-29 **Available Openings:** 1

Job Summary

To assist the Director of First Nations House of Learning (or designate) in the coordination, and management of special projects within the First Nations House of Learning. Major responsibilities include: providing current and accurate financial information to the Director, Associate Director, and staff in planning resource allocation for special projects and in monitoring expenditures. Secretarial responsibilities include providing organizational support, information gathering assistance in the development of initiatives and special projects. General office communication within this role includes communication to the university and broader community about the work purpose of the First Nations House of Learning. This position requires a high level of financial skill and knowledge of the UBC Financial Management Information System (FMS) and Hyperion Planning System. It requires a thorough knowledge of university procedures and policies, computer technology, organizational skills, office routines, and the ability to work independently and with good judgment. Most critically, this position requires a thorough knowledge and the ability to work effectively with Aboriginal faculty, staff, students, communities, and organizations as most of the major responsibilities will involve working closely with Aboriginal peoples in a dynamic work environment.

Organizational Status

The position reports to the Associate Director of the First Nations House of Learning and works closely and collegially with the FNHL and Xwi7xwa staff. The position also maintains a close working relationship with various levels of: Financial Services, Purchasing Operations Management, Payment Card Administration, Internal Audit and University Executive and senior management teams where appropriate.

Work Performed

Maintains, monitors and reconciles the First Nations House of Learning and Aboriginal Strategic Initiatives' complex accounts for operational reporting and budgeting purposes.

TRACKING & FORECASTING DUTIES

- Extracts data, runs queries and reports using the Financial Management System (FMS) to prepare financial and statistical reports for unit.
- Performs financial duties such as assisting with the development of department and project budgets, maintaining ledgers, and monitoring budgetary expenditures.



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Staff Job Postings

- Performs duties related to web-based finance forms, such as tracking transactions, preparing interface files for loading into FMS, and resolving routine journal voucher anomalies.
- Sets up project grant accounts, assist with grant information, maintains financial records of contracts and grants.
- Coordinates and provides training on budget process.

FINANCIAL PROCESSING DUTIES

- Performs processing and analysis related to verifying and reconciling monthly ledgers, monitoring expenses, honoraria payments, investigating and resolving irregularities, maintaining financial databases, processing requisitions and journal vouchers, vendor adjustments and tracking invoice payments.
- Prepares and reviews requisition forms to ensure compliance with policies, coding and adequacy of supporting material, correcting errors when appropriate, or returning to originator, and obtaining authorization.
- Monitors collection of funds, deposits for contract and grant accounts for sponsored research and specific purpose funds (PGs).
- Responsible for PCard coordination with Supply Management.
- Prepares and or reviews PO invoices to ensure compliance with contract terms and adequacy of supporting material, and works with Supply Management to resolve discrepancies.
- Performs processes related to donations and petty cash by seeking and verifying information, requesting tax receipts, preparing and posting journal vouchers, reconciling routine accounts, and maintaining records.
- Processes credit card transactions in the Financial Management System (FMS), sends clearing account details to departments, processes bank deposits, enters bank adjustment items in FMS, and assists with credit card reconciliations.
- Processes Revenue Canada Withholding Tax Waiver, ensuring that transactions conform to University policies and procedures and departmental guidelines.
- Prepares and monitors Work Learn, Work Study and Tutors hours worked, timesheet and reimbursements.
- Prepares and performs Hyperion budget planning entries.
- Additional financial duties as appropriate.

SECRETARIAL DUTIES

- Provides front reception support by responding to telephone, e-mail, and in-person inquiries in a professional, efficient and timely manner.
- Composes moderately complex correspondence including letters, reports, programs and promotional material.
- Performs clerical duties for FNHL and the President's Advisory Committee such as assisting with minutes, agenda, invitation, meeting schedule, room rental, meals, transportation, and various additional correspondence.
- Opens, sorts, and distributes mail, arranges for couriers, prepares items for mailout.
- Creates and maintains new, current and archived administrative files (electronic and paper based) for financial and legal documents, financial statements, employment records, contracts, budget sheets, invoices, correspondence, and distribution list.
- Responsible for ordering, maintenance and tracking use of office equipment (e.g., Xerox, fax, computers) and supply inventory.
- Backup for trouble call for facilities building management and IT concerns.

The incumbent will be provided with a well-illuminated and equipped office space in an open office area situated in the First Nations Longhouse.

Supervision Received

The incumbent works independently under the supervision of the Associate Director of First Nations House of Learning.

Supervision Given

May give directions to temporary work students.

Consequence of Error/Judgement



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Staff Job Postings

Misrepresentation of University and Faculty policies could cause students serious difficulty in attaining their educational objectives. Errors in providing information and guidance can directly affect the quality of student undergraduate experience. Culturally inept interactions with Aboriginal students and community members damage the credibility of the program and university in Aboriginal communities and the ability of the program, faculty, and university to effectively recruit in those communities. Failure to accurately monitor financial accounts and pay information could lead to inaccurate financial information in FMS. Errors in over ordering supplies, maintaining the website, answering inquires, etc. can also compromise the credibility of the program.

Qualifications

High School graduation and two-year post-secondary diploma in accounting. Training in administrative systems, office procedures, finance and communication skills or equivalent combination of education and experience.

Bachelor's Degree is preferred. 3 years of related experience or the equivalent combination of education and experience.

Experience with FMS (UBC's Financial Management System), and PeopleSoft system is preferred. Strong working knowledge of Microsoft Office applications (e.g., Excel, Word, etc.). Experience working with First Nations, Métis and Inuit students, institutions or communities is also an asset. Knowledge of Aboriginal cultures and issues preferably within British Columbia or Canada. Demonstrated interpersonal, communication (oral and written), and organization skills are necessary to foster and maintain effective working relationships both internally and externally. Ability to exercise tact and discretion when handling culturally sensitive issues. Ability to type 55 w.p.m. and to operate a normal range of office equipment. Ability to use word processing, spreadsheet, database, graphics and electronic mail applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to work proactively and effectively under pressure to meet deadlines. Ability to work both independently and within a team environment. Ability to work occasional evenings and weekends is an asset.

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: 14728
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 4 (Gr5) **Business Title:** Financial Processing and Administration Support
Department: First Nations House Learning
Salary: \$38,712.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-31 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-29 **Available Openings:** 1

Job Summary

To assist the Director of First Nations House of Learning (or designate) in the coordination, and management of special projects within the First Nations House of Learning. Major responsibilities include: providing current and accurate financial information to the Director, Associate Director, and staff in planning resource allocation for special projects and in monitoring expenditures. Secretarial responsibilities include providing organizational support, information gathering assistance in the development of initiatives and special projects. General office communication within this role includes communication to the university and broader community about the work purpose of the First Nations House of Learning. This position requires a high level of financial skill and knowledge of the UBC Financial Management Information System (FMS) and Hyperion Planning System. It requires a thorough knowledge of university procedures and policies, computer technology, organizational skills, office routines, and the ability to work independently and with good judgment. Most critically, this position requires a thorough knowledge and the ability to work effectively with Aboriginal faculty, staff, students, communities, and organizations as most of the major responsibilities will involve working closely with Aboriginal peoples in a dynamic work environment.

Organizational Status

The position reports to the Associate Director of the First Nations House of Learning and works closely and collegially with the FNHL and Xwi7xwa staff. The position also maintains a close working relationship with various levels of: Financial Services, Purchasing Operations Management, Payment Card Administration, Internal Audit and University Executive and senior management teams where appropriate.

Work Performed

Maintains, monitors and reconciles the First Nations House of Learning and Aboriginal Strategic Initiatives' complex accounts for operational reporting and budgeting purposes.

TRACKING & FORECASTING DUTIES

- Extracts data, runs queries and reports using the Financial Management System (FMS) to prepare financial and statistical reports for unit.
- Performs financial duties such as assisting with the development of department and project budgets, maintaining ledgers, and monitoring budgetary expenditures.



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Staff Job Postings

- Performs duties related to web-based finance forms, such as tracking transactions, preparing interface files for loading into FMS, and resolving routine journal voucher anomalies.
- Sets up project grant accounts, assist with grant information, maintains financial records of contracts and grants.
- Coordinates and provides training on budget process.

FINANCIAL PROCESSING DUTIES

- Performs processing and analysis related to verifying and reconciling monthly ledgers, monitoring expenses, honoraria payments, investigating and resolving irregularities, maintaining financial databases, processing requisitions and journal vouchers, vendor adjustments and tracking invoice payments.
- Prepares and reviews requisition forms to ensure compliance with policies, coding and adequacy of supporting material, correcting errors when appropriate, or returning to originator, and obtaining authorization.
- Monitors collection of funds, deposits for contract and grant accounts for sponsored research and specific purpose funds (PGs).
- Responsible for PCard coordination with Supply Management.
- Prepares and or reviews PO invoices to ensure compliance with contract terms and adequacy of supporting material, and works with Supply Management to resolve discrepancies.
- Performs processes related to donations and petty cash by seeking and verifying information, requesting tax receipts, preparing and posting journal vouchers, reconciling routine accounts, and maintaining records.
- Processes credit card transactions in the Financial Management System (FMS), sends clearing account details to departments, processes bank deposits, enters bank adjustment items in FMS, and assists with credit card reconciliations.
- Processes Revenue Canada Withholding Tax Waiver, ensuring that transactions conform to University policies and procedures and departmental guidelines.
- Prepares and monitors Work Learn, Work Study and Tutors hours worked, timesheet and reimbursements.
- Prepares and performs Hyperion budget planning entries.
- Additional financial duties as appropriate.

SECRETARIAL DUTIES

- Provides front reception support by responding to telephone, e-mail, and in-person inquiries in a professional, efficient and timely manner.
- Composes moderately complex correspondence including letters, reports, programs and promotional material.
- Performs clerical duties for FNHL and the President's Advisory Committee such as assisting with minutes, agenda, invitation, meeting schedule, room rental, meals, transportation, and various additional correspondence.
- Opens, sorts, and distributes mail, arranges for couriers, prepares items for mailout.
- Creates and maintains new, current and archived administrative files (electronic and paper based) for financial and legal documents, financial statements, employment records, contracts, budget sheets, invoices, correspondence, and distribution list.
- Responsible for ordering, maintenance and tracking use of office equipment (e.g., Xerox, fax, computers) and supply inventory.
- Backup for trouble call for facilities building management and IT concerns.

The incumbent will be provided with a well-illuminated and equipped office space in an open office area situated in the First Nations Longhouse.

Supervision Received

The incumbent works independently under the supervision of the Associate Director of First Nations House of Learning.

Supervision Given

May give directions to temporary work students.

Consequence of Error/Judgement



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Misrepresentation of University and Faculty policies could cause students serious difficulty in attaining their educational objectives. Errors in providing information and guidance can directly affect the quality of student undergraduate experience. Culturally inept interactions with Aboriginal students and community members damage the credibility of the program and university in Aboriginal communities and the ability of the program, faculty, and university to effectively recruit in those communities. Failure to accurately monitor financial accounts and pay information could lead to inaccurate financial information in FMS. Errors in over ordering supplies, maintaining the website, answering inquires, etc. can also compromise the credibility of the program.

Qualifications

High School graduation and two-year post-secondary diploma in accounting. Training in administrative systems, office procedures, finance and communication skills or equivalent combination of education and experience.

Bachelor's Degree is preferred. 3 years of related experience or the equivalent combination of education and experience.

Experience with FMS (UBC's Financial Management System), and PeopleSoft system is preferred. Strong working knowledge of Microsoft Office applications (e.g., Excel, Word, etc.). Experience working with First Nations, Métis and Inuit students, institutions or communities is also an asset. Knowledge of Aboriginal cultures and issues preferably within British Columbia or Canada. Demonstrated interpersonal, communication (oral and written), and organization skills are necessary to foster and maintain effective working relationships both internally and externally. Ability to exercise tact and discretion when handling culturally sensitive issues. Ability to type 55 w.p.m. and to operate a normal range of office equipment. Ability to use word processing, spreadsheet, database, graphics and electronic mail applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to work proactively and effectively under pressure to meet deadlines. Ability to work both independently and within a team environment. Ability to work occasional evenings and weekends is an asset.

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: 14705
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Program Assistant 2 (Gr5) **Business Title:** Program Assistant 2 (Gr5)
Department: Medicine Department
Salary: \$38,712.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-01-28
Job End Date: 2013-08-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-01-14 **Available Openings:** 1

Days and hours of work is as follows:

Mondays through Wednesdays - 8:30am - 2:30pm, Thursdays - 8:30am - 3:30pm

Job Summary

The Program Assistant is responsible for the day-to-day administrative and operational running of the UBC Department of Medicine Undergraduate Education Program Ambulatory Component at Vancouver Acute. This position requires a broad and extensive knowledge of University policies, the medical school's curriculum, operation of the Clinical Teaching Unit (CTU) at the associated hospital site and out-patient clinics. This position ensures that all phases of the Ambulatory Component match or exceed faculty and national accreditation standards. The main functions include organizing logistics of orientation sessions, locating and confirming clinic availability with faculty and scheduling of students to available out-patient clinics. It also includes scheduling teaching sessions and student assessment meetings. The tasks include planning, recruiting, implementing, tracking, monitoring and evaluating the Ambulatory Component with a view to developing and streamlining processes.

This position's activities are conducted on behalf of the clinical clerkship rotation in the Third Year Undergraduate Education Program. This new position (part of a program pilot approved until August 31, 2013) is proposed to meet the challenge of delivery of the ambulatory component to 70+ students assigned to Vancouver General Hospital (VGH). The UBC Department of Medicine Third Year Clinical Clerkship has traditionally been in-patient rotations on a Clinical Teaching Unit (CTU). This initiative was proposed by Dr. Grant Stiver and Dr. Jim Busser, of the Undergraduate Education Program. Initiating, developing and coordinating the ambulatory component at Vancouver Acute will have the advantage of expanding and aligning accreditation standards and the spectrum of clinical problems managed by students. This is a two-week ambulatory experience within the eight-week third year clinical clerkship rotation.

This position has the primary responsibility for program coordination of the Ambulatory Component at Vancouver Acute by compiling information necessary for the development of timetables, schedules and materials and any other planning and collaboration of teaching activities in the ambulatory component. As timetables for the ambulatory component are generated by this position, the incumbent is in constant liaison with Program Directors, Discipline Site Specific Leaders (DSSLs), Program Administrators Assistants in Vancouver Acute, Vancouver Acute hospital administrators, clinic attendings, patient service managers, and clinical nurse leaders

to ensure schedules and educational materials are prepared and distributed appropriately so students and teachers are supported as well as to ensure there are no time conflicts. This position coordinates all orientation materials for students and is responsible for reviewing the student assessments for the ambulatory component at Vancouver Acute. This data will be provided on one spreadsheet available for review by the Department of Medicine Undergraduate Education Committee (which meets monthly) and the Years 3 & 4 Student Promotions Committee (which meets six times each year). This position will provide timely and accurate



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data and information for management to make strategic and operational decisions. The Program Assistant handles student enquiries of a non-routine and routine nature. With respect to non-routine matters, interprets guidelines, policies and procedures in determining how the matter should be handled, and what type of action should be taken; or refers the matter to the appropriate person. Use of knowledge, discretion, tact, and judgment when dealing with students' requests and concerns as well as faculty recruitment. The position plays a key role in ensuring the smooth delivery of expanding undergraduate education programs at Vancouver Acute.

Organizational Status

Reports directly to the Program Manager, Undergraduate Medical Education and receives direction from the Program Manager, Ambulatory Clinic Mentor(s) and Directors of the UBC Department of Medicine Undergraduate Education Program.

Work Performed

1. Organizes and coordinates UBC Department of Medicine Undergraduate Education ambulatory component and its curriculum at Vancouver Acute. Provides analysis and suggestions when monitoring and evaluating this component. Keep statistics for planning processes. Provides projections, forecasts, and analysis of teaching assignments and provides this information to the Program Manager, Directors and Clinic Mentors.
2. Compiles schedules, timetables and materials for the ambulatory component:
 - a) Coordinating schedules for third year medical students at Vancouver Acute, e.g., scheduling students to available out-patient clinics. The responsibilities of this position include identifying and confirming clinic attendings, student handouts and materials, and maintaining email lists. Timetables are distributed to Program Directors, Clinical Teaching Unit Directors, Faculty, Program Administrators Assistants, Chief Medical Residents, Clinic Secretaries and Medical Students. Monitors student attendance for all students scheduled in ambulatory clinics at Vancouver Acute site and reports to Program Manager and Clinic Mentors.
 - b) Responsible, when faculty requests, for all mini-seminar teaching arrangements and meetings etc for the ambulatory component at a VGH associated clinic, as well as arranging necessary room bookings. This may involve working with a centralized booking system to book all sessions in advance - ResourceScheduler.
 - c) Coordinate teaching evaluations on WebEval (one45) for ambulatory component.(Currently not available but may be a future consideration). Download and report on Google teaching evaluations.
 - d) Responsible for coordinating, collecting and forwarding completed schedules and resource materials, properly formatted, for input into the MEDICOL site for third year medical students, as well as arranging the printing and distribution of necessary handout materials.
 - e) Responsible for requesting and communicating to the students access usernames and passwords to the network and CareConnect Excelleris prior to the start of each rotation.
 - f) Responsible for tracking and reporting all teaching sessions delivered by faculty in the Department of Medicine Undergraduate ambulatory component at Vancouver Acute for payment data purposes and teaching contributions for faculty re-appointments and consideration for promotion.
 - g) Responsible for coordinating and maintaining assessments of all third year medical students scheduled at Vancouver Acute in the ambulatory component and follow-up where necessary including the completion of final assessments by the clinic mentor on One45.
 - h) Responsible for maintaining and distributing orientation materials for third year medical students in ambulatory component at Vancouver Acute.



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- i) Responsible for monitoring, tracking and reporting student completion of SIMPLE virtual patient cases and reporting non-compliance to Program Manager.
 - j) Maintains student files (assessments and marks) and ensures accurate student information.
 - k) Ensures up-to-date class lists are generated and distributed to all parties requiring them throughout the academic year.
3. Assists, as required, Senior Program Assistants with exam process at Vancouver Acute. Orders catering and linen supplies. Prepares exam rooms. Liaise with Standardized Patient (SP) Manager to arrange patients for the exams. Ensures patients sign Consent Forms and complete Time Sheets and return them to SP Manager. Develops and prepares student assignment sheets and exam score sheets. Resolves any conflicts scenarios regarding student assignments or examination process.
4. Invigilates exams - NBME, oral exams, and other exams as required.
5. Acts as a back-up to the Program Assistant - Ambulatory , SPH and the Senior Program Assistants at Vancouver Acute who are responsible for second, third and fourth year of the Department of Medicine's Undergraduate Education Program.
6. As required, attends the Department of Medicine Undergraduate Education Committee meetings to act as a resource person. As required, prepares agenda and provides any required materials for the above mentioned meetings.
7. Attends the Department of Medicine Administrative Team meetings.
8. Works with the Program Manager and Departmental Program Directors and Staff to establish new policies and procedures that currently do not exist as they relate to the UBC Department of Medicine Undergraduate Education Program and the ambulatory component and the expansion of the MD Undergraduate Program as well as, assists with curriculum development projects.
9. Deals with telephone, in-person and written enquiries with regard to numerous matters of concern to students and faculty.
10. Creates and maintains Procedures manual and Document Retention Process for this position.
11. Program support to colleagues during absence.
12. Tracks, monitors, and communicates completion of student requirements to the Senior Program Assistants in the Undergraduate Medical Education Program.
13. Performs other related duties as necessary in keeping with the qualifications and requirements of the job.

Supervision Received

Duties are performed independently as required, under limited supervision from the Program Manager, Undergraduate Medical Education. Directs new and or complex matters to the Program Manager, Undergraduate Medical Education.

Supervision Given

None.

Consequence of Error/Judgement

It is important that student records are dealt with conscientiously, and students are given accurate information regarding their program. Impact of error is considerable as incumbent is dealing with confidential information that is widely distributed. Any errors in decision could have repercussions for faculty, students, staff and the image of the faculty as a whole. Scheduling



accuracy and coordination of sessions and out-patient clinic assignments are critical as mistakes are costly for both students and physician instructors whose working days are tightly scheduled. This position involves strong organizational and prioritization skills and good judgment. Incumbent must possess a good understanding of the Undergraduate Medical Education Program and must have the ability to resolve situations in the absence of established policies, procedures and guidelines. Utmost tact and discretion must be exercised when dealing with issues of a sensitive nature.

Qualifications

High School graduation and 1 year post-secondary education. Training in administrative and computer skills, office procedures and practices. 3 years of related experience or the equivalent combination of education and experience. Experience in an outpatient medical setting preferred. Word processing computer experience required (MS Word, Excel, Filemaker Pro, NCS Survey, MEDICOL, ResourceScheduler, Internet Programs Email software and Web Browser). Knowledge of University administrative processes. Ability to type 60 wpm. Ability to operate normal range of office equipment. Ability to exercise high level of tact and discretion. Demonstrated ability to take initiative, set priorities and work effectively under pressure to meet constant deadlines. Ability to work both independently and in a team environment. Strong interpersonal and problem-solving skills. Superior organizational skills. Ability to take and transcribe accurate meeting minutes. Ability to travel between sites. Proficiency in English, grammar, spelling and punctuation. Ability to maintain accuracy and attention to detail. Effective oral and written communication, organization, and time management skills. Ability to work in a busy environment. Ability to work a flexible schedule including early morning and evening meetings, exams, and events 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: 14697
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Med Ed (Gr8) **Business Title:** Sr Program Asst-Med Ed (Gr8)
Department: Family Practice
Salary: \$42,576.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-14 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-14 **Available Openings:** 1

Job Summary

To provide comprehensive administrative and organizational support to the Rural Practice Course Director, the 4th Year Course Director and the Undergraduate Program Director in the organization and administration of the following 3rd and 4th year Undergraduate Program offerings for the Department of Family Practice:
FMPR 428 Family Practice Rural Clerkship and the VFMP Elective Rotation requests for the third year curriculum
4th Year electives for UBC students
Electives for Visiting students.

Works independently and reports to the Undergraduate Administrator, FMPR 428 and 4th Year Course Director who works closely with the Undergraduate Program Director.

Year 3: Interaction with preceptors and hospital administrators throughout BC, Yukon, Northwest Territories; 3rd and 4th year IMP, NMP, SMP and UBC medical students and the FMPR 428 Rural Representatives,

Year 4: Interaction with the Undergraduate Visiting Students office, the 4th year program staff in the Undergraduate Dean's Office, IMP, NMP and SMP; the 4th year UBC students and course directors.

You will also be the contact for the BCMA Benefits Administrator, the Undergraduate Dean of Student Affairs and UBC's Rural Placement Representatives.

Organizational Status

FMPR 428 Family Practice Rural Clerkship is the first clerkship of third year that occurs between June and September after the completion of second year. All Vancouver Fraser Medical Program, Island Medical Program, Northern Medical Program and Southern Medical Program (VFMP, IMP, NMP and SMP) students are required to complete four consecutive weeks of clinical practice in a rural community. In excess of 290 students are placed in clinics in over 210 communities throughout BC, the Yukon, and the Northwest Territories for this rotation.

Third year electives occur between September and April. UBC medical students wishing to do a Family Practice elective can choose to complete a two or four week rotation.

Fourth year electives are scheduled through One45. This position is responsible for recruiting preceptors, maintaining existing database of electives, placing students in the appropriate elective.



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Staff Job Postings

Requests from out-of-province and international students seeking Family Practice rotations in British Columbia are forwarded from the Undergraduate Dean's Elective Coordinator for Visiting Students. The Program Assistant, in consultation with these students, tries to find optimal rotation locations and dates for these students.

Work Performed

General: Act as liaison between preceptors students and the FMPP office (including One45 Software, Financial Services) in resolving problems related to rotations, placements, payments and evaluations.

Attend meetings as required, take and distribute minutes.

Update and oversee the distribution of Preceptor Packages and Student Manuals.

Annually verify to the auditors appointed by the BC Ministry of Health; the BCMA payments made on behalf of the undergraduate program to REAP eligible preceptors and students.

Track student placements; determine student and preceptor eligibility for payment and which type of payment(s) they may be eligible for; explain eligibility criteria to preceptors and students, and answer any questions concerning fees and payments; liaises with preceptors, students and UBC Financial Services to ensure timely payment and to rectify errors; calculate preceptor and student honorarium amounts.

Advise students on handling difficult situations; identify problems that the students and preceptors encounter in the program and refer these to the Course Director if necessary; report to the Course Director and Undergraduate Program Director any student or preceptor behavior, actions or attitudes which are not in keeping with the ideals of the Courses, the University or the profession of medicine.

Review and promptly advise the Course Directors of any questionable evaluation items.

Ensure that original preceptor evaluations of students are sent to the Undergraduate Dean's Office; that student evaluations of preceptors are distributed to the preceptors; assist preceptors in interpreting evaluations; maintain and make available compiled evaluations of preceptors and communities submitted by past classes to students making their rotation selections.

Organize and maintain digital and paper based filing and document coding systems related to all the above activities. Respond to oral and written enquiries of an interpretive nature; perform other related duties as necessary in keeping with the qualifications and requirements of the job.

Arrange substitute rotations in the event of last minute cancellations.

Submit the grades to the Dean's Office by the deadline.

Record and compile stipend information for reference by Ministry of Health, BCMA and other interested bodies. Provide accurate information about student placements in REAP (Rural Education Action Plan) communities; determine which preceptors and students are eligible for REAP funding and send the appropriate claim forms; provide information and guidance students in the interpretation of REAP.

FMPP 428 Rural Practice Clerkship Specific

Act as a liaison between students from the various sites, course preceptors and hospital administrators throughout British Columbia, the Course Director and faculty and staff at VFMP, IMP, NMP and SMP.

Actively identify and recruit potential preceptors throughout rural British Columbia, the Yukon, and the Northwest Territories.

Answer any questions potential and newly recruited preceptors may have.

Analyze community, clinic, hospital and recruited preceptor data to determine which communities regions have the greatest recruitment potential and which communities are saturated.

Maintain an up-to-date database of preceptors, potential preceptors, clinics, hospitals, and communities.

Submit the information necessary for the computerized matching of students and rotations.

Collect Scotia Bank award nominations and forward these to the Course Director; inform Student Financial Officer of the winners; send out notification letters to nominees not selected for an award.

Year 4 Electives Specifics

Receive requests for VFMP electives through One45, allocate placements, recruit new preceptors, correspond with students, inform students about placements, follow-up with students and preceptors in order to meet deadlines.

Maintain an up-to-date database of preceptors, potential preceptors and clinics. Further develop the database to ensure it meets current and future information systems requirements.



Actively identify and recruit potential preceptors in the Lower Mainland. Answer any questions potential and newly recruited preceptors may have.

Do the annual updating of elective descriptions; ensure that the updated descriptions are submitted to the Dean's Office for posting on ONE45 and MEDICOL before the deadline.

Receive and process requests from the Visiting Student's office regarding electives in the Lower Mainland. Find placements in consultation with the students and the Visiting Student Office.

Distribute evaluation documents to students and preceptors as required. Follow-up to ensure that it is completed. Distribute

Supervision Received

Works under direct supervision from the Undergraduate Administrator and the FMPR 428 and 4th Year Course Directors.

Supervision Given

If necessary, explains work procedures to staff at the Northern Medical Program, Island Medical Program and Southern Medical Program sites.

Consequence of Error/Judgement

Maintaining good relationships with our clinical faculty is crucial to the retention of existing preceptors and recruitment of new preceptors. Errors in judgment or ineffective communications could hamper this process. Inadequate support can lead to confusion and waste faculty members time. Failure to accurately record preceptor teaching and reimbursement can lead to loss of existing preceptors. Failure to respond in a prompt and timely fashion can lead to loss of preceptors and frustration amongst students thereby creating a poor impression of the Department and Family Practice.

With respect to the handling of confidential and delicate matters, inappropriate action could potentially be harmful and negatively reflect on the Program as a whole. With respect to student matters, errors or inappropriate action could severely affect the educational experience and emotional well being of the student. A high level of accuracy, tact, sensitivity, confidentiality and security is required in dealing with student and preceptor concerns.

Failure to accurately record and report placement and funding information to the BCMA, BC Ministry of Health and the Dean's Office can result in a decrease or loss of program funding.

Qualifications

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Computer experience required; intermediate knowledge of MS Word, Excel, Access, PowerPoint, MEDICOL, Outlook and Adobe Acrobat required. Knowledge of FMIS, One45, and Student Information Systems an asset. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to work effectively independently and in a team environment. Ability to effectively manage multiple tasks and priorities. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to take and transcribe accurate meeting minutes. Ability to perform word processing at 60 words per minute. Ability to exercise tact and discretion. Effective organizational and public service skills.

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Job Posting

Job ID: 14706
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Public Serv Library
Classification Title: Pub Svc Library Asst 2 (Gr4) **Business Title:** Pub Svc Library Asst 2 (Gr4)
Department: Library - Circulation Division
Salary: \$38,052.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-15 **Available Openings:** 1

Job Summary

Works at the Circulation Desk providing basic to moderately complex circulation, information, reserve and ASRS services to users. Provides services and participates in collections maintenance, equipment maintenance, office administration, safety and security in IKB-Circulation. Assists staff with overdues, physical processing and special projects. Primarily works the closing and weekend shifts.

Organizational Status

Works under the direction of the Circulation Manager. When assigned to a unit works under the direct supervision of the senior library assistant responsible for that unit. Works with other members of the I.K. Barber Learning Centre. Oversees the work of student assistants when working evenings or weekends. Provides services to UBC students, faculty and staff as well as the general public.

Work Performed

1. Works at the Circulation Desk providing services including charging, discharging and renewals. Places holds, traces, recalls, rush cataloguing and storage requests. Accepts and processes cash, debit credit and journal voucher payments for library products and fines. Verifies floats and operates the cash register and debit machine. Processes refunds. Clears hold shelf of expired requests.
2. Answers directional, policy and general information questions regarding library holdings by telephone and by written or electronic messaging. Explains and enforces library policies and procedures. Interprets patron and or circulation records. Demonstrates how to navigate UBC Library catalogue and website. Directs patrons to known resources to meet information needs. Refers complex questions and all fine reductions, cancellations or increases to senior library assistants.
3. Provides basic to moderately complex reference assistance to patrons at a service point. This includes: asking questions to assist in assessing user needs, directing patrons to necessary resources, demonstrating how to navigate and use the UBC Library website, and demonstrating how to search for needed information in a range of formats. Refers complex questions to appropriate librarian.
4. Monitors security gates and building alarms. Provides assistance or access to disabled users, couriers, plant operations and



security personnel. Receives reports and responds to thefts and incidents in the library. Deals with all problems and or emergencies that may occur when working as the sole or as one of two permanent staff members during evenings and weekends. Opens and closes the library. Forwards lost and found items to Campus Security.

5. Retrieves; sorts and distributes in-coming and out-going mail. Prepares items for mail-out. Restocks supplies and reports shortages.

6. Prepares items for the ASRS. Loads, picks, stores and audits items in the ASRS. Resolves moderately complex operational issues including misaligned loads; incorrectly stored items and moving items in the bins to ensure a balanced load. Reports faulty bins and complex problems to senior library assistants.

7. Collects, sorts, shelves, shelf reads, arranges, moves and straightens stack materials. Processes traces and searches prepared lists of materials. Processes rush catalogue requests. .

8. Provides assistance for copy services including preparing copy cards, assisting patrons with copy issues, problem cards, refund situations, colour copying or overhead transparencies. Collects money from copy card vendor, the bill changer and coin-operated systems. Replenishes machines with cards and or change as appropriate. Performs basic maintenance and troubleshooting of photocopiers and printers. Reports maintenance issues to service technicians or appropriate library staff.

9. Records and reports work statistics.

10. Performs other duties related to the qualifications and requirements of the job.

Supervision Received

Reports to the Circulation and Office Manager. Works independently under the general supervision of senior library assistants responsible for assigned area.

Supervision Given

Will oversee the work of staff and students when senior staff member on evenings and weekends. May explain work procedures to new or inexperienced staff.

Consequence of Error/Judgement

Work is monitored to ensure adherence to established work policies. Tasks are clearly defined and unusual problems are referred to the supervisor. Organization and prioritization of work to accomplish goals is expected. Independent action is sometimes required during evening and weekend shifts, but work is usually performed according to established policies and procedures. Guidelines include the Circulation Manual, UBC Eligible Borrowers and Loan Regulations and divisional directives. Consequences of inappropriate judgement are adverse patron relations requiring the intervention by senior library assistants or the Circulation Manager to deal with repercussions. Error of judgment in emergencies could result in delays or an escalation of the situation. Failure to secure the library could leave the building, the collection and its users vulnerable.

Qualifications

High School graduation and two year Library Technician diploma. Knowledge of library policies, procedures and circulation services. 2 years relevant experience or the equivalent combination of education and experience. Ability to understand bibliographic records and to use on-line searching protocols. Ability to interpret and apply library policies with consistency. Ability to perform word processing at 40 words per minute. Computer experience required. Ability to use word processing, spreadsheet, library database applications at an intermediate level. (Word, Excel, Voyager(ILS) systems preferred) 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 provide quality public service to library users in a courteous, patient manner. Ability to maintain accuracy



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and attention to detail. Ability to follow and carry out instructions. Ability to lift up to 20 kgs of boxed materials and to push fully loaded book trucks. Ability to sort and file accurately. Must be able to work a 5-day work week of evenings and weekends 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:	14715		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Reception		
Classification Title:	Front Counter 2 (Gr3)	Business Title:	Front Counter 2 (Gr3)
Department:	UBC IT - Digital Media Tech		
Salary:	\$37,404.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2013-03-04	Ongoing:	Yes
Job End Date:			
Funding Type:	Budget Funded		
Other:			
Date Closed:	2013-01-15	Available Openings:	1

Job Summary

This position acts as the primary customer service representative for the Digital Media Technologies, Creative Media and Web Services' teams. The incumbent provides accurate and comprehensive product and service information to existing and prospective clients, and establishes and maintains contact with these clients through various means. The incumbent is also responsible for monitoring inquiries submitted via the departments' website and assisting with general day-to-day program administration.

This position provides administrative support including: managing the department's calendar, invoicing, compiling information, maintaining and updating lists, databases, reports, spreadsheets, preparing key requisitions, coordinating events on behalf of Digital Media Technologies.

Organizational Status

Reports to the Director, Digital Media Technologies and works closely with various Program Managers, Senior Producers, film editing staff, and clients.

Work Performed

- Acts as the department's Customer Service Representative Receptionist and triages service requests to appropriate Managers, Producers or Developers.
- Provides administrative support to the DMT teams, including: preparing correspondence, drafting announcements, memos, and letters, creating editing excel spreadsheets, and other communication assets.
- Compiles information and prepares statistical reports through the utilization of various software packages (e.g. Customer Relationship Management, Office Support Services, etc.); presents findings and recommendations to the Director, Digital Media Technologies.
- Ensures prompt and complete thorough completion submission of paperwork for key requisitions, client contracts, and financial matters. Follows up on errors and tracks against deadlines.
- Coordinates all aspects of various departmental events including: booking venues, arranging catering, prepares invitations, etc. as well as any other logical requirements.
- Responsible for incoming outgoing courier packages and maintaining detailed records.
- Co-ordinates and schedules various meetings and appointments including booking studios and production equipment, prepares related documents.



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Staff Job Postings

- Maintains and up-to-date Position and Procedure manual; analyzes work and makes suggestions on improvements to administrative procedures.
- Performs other duties as required.

Supervision Received

Works under general supervision of the Director, DMT; may also receive feedback and tasks from Producers and Developers.

Supervision Given

No supervision given.

Consequence of Error/Judgement

Errors in completing work, scheduling or planning events, or customer service delivery may result in unnecessary expenditures, and negatively impact the department's reputation.

Qualifications

High School graduation and one year of related training. 2 years relevant experience or the equivalent combination of education and experience. Intermediate computer experience and familiarity required, with Microsoft Office (Outlook, Word, Excel and Powerpoint), and database applications is required. and the ability to use word processing, spreadsheet and database applications at an intermediate level.

Ability to quickly learn new software applications or programs as required by business development.

Experience with FMIS or Peoplesoft is an asset.

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 prioritize work, work independently and meet deadlines.

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

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: 14646
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 2 (Gr3) **Business Title:** Front Counter 2 (Gr3) (Summer)
Department: Conferences & Accommodation
Salary: \$ 20.51 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-05-01
Job End Date: 2013-08-31
Funding Type: Self Funded
Other: Sessional
Date Closed: 2013-01-20 **Available Openings:** 45

Job Summary

Performs duties related to the every day operation of the Accommodation Office including but not limited to reservations, guest registration, billing and payment arrangements.

Organizational Status

Reports to the Front Desk Manager, Reservations Manager, Conference Services Manager, or Assistant General Manager. Liaises with all Conferences & Accommodation staff. Interacts with various university departments, clients and guests of Conferences & Accommodation at UBC.

Work Performed

Work may be performed in any of the following areas:

Front Desk:

- Guest registration, payment, and check-in check-out.
- Handles cash and processes guest payments. Cross-checking daily deposit against postings.
- Provides information concerning conferences, accommodation, guest services, UBC campus, and tourism to guests.
- Handles keys and maintains a strict measure of control.
- Encoding guest access cards through Ving.
- Initiates standard University emergency procedures when necessary (telephone to 911).
- Initiates night audit; a series of automatically generated reports through Opera.
- Sorts reports; forwarding these to appropriate departments.
- Inserts guest information into template letters for routine guest communication.
- Cross-checking and verifying that group and individual rates are posting correctly.

Reservations:

- Operates telephone switchboard and processes incoming calls.
- Receives and processes reservation requests by mail, e-mail, fax and telephone.
- Forwards cheques received to supervisor for posting.
- Inserts guest information into template letters for routine guest communication.



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Staff Job Postings

- Sends guests emails, faxes and posts charges and payments to guest accounts.
- Maintains and updates lost and found inventories.

Registration Services:

- Performs general office duties including telephone reception, photocopying, faxing, invoice preparation, mail sorting and completion of routine correspondence.
- Prints automated daily conference schedules from EBMS, distributes to appropriate departments.
- Participates in registration services activities including on-site registration and preparing delegate kits (name badges, material collating etc.)
- Provides information to conference delegates regarding conference activities via email or telephone.
- Provides clerical support to Registration Services Coordinator, Director of Conference Services and Conference Coordinators.

Cash Office:

- Count cash deposits
- Prepare daily deposit worksheets
- Process deposit summary & daily banking summary
- Prepare cash and process deposits

Accounts Receivable:

- Posts transactions in the accounts receivable ledger on property management system.
- Reviews, reconciles and if necessary corrects accommodation charges on accounts receivable accounts.
- Produces and processes invoices, statements and all related correspondence for A R accounts.
- Responds to customer enquiries regarding accounts. Investigates and resolves complaints regarding discrepancies in consultation with Conference Services Managers and or Front Desk Manager, initiates corrections when necessary.

Supervision Received

Work is performed under the general supervision of Front Desk Supervisors, Front Desk Manager, Reservations Manager and Rooms Manager. Works within well defined guidelines and procedures, but is expected to exercise initiative and judgment in establishing priorities and carrying tasks through to completion. New or unusual problems are referred to supervisor.

Supervision Given

None.

Consequence of Error/Judgement

Poor communication, inadequate training of lower level classifications, lack of tact and diplomacy, and or poor performance of front desk tasks can negatively impact revenue, jeopardize record keeping, damage the reputation of Conferences and Accommodation, reduce service levels, reduce guest satisfaction, and or require intervention by managers.

Qualifications

High School graduation and one year of related training. High school graduation with courses in hospitality and customer service preferred. 2 years relevant experience or the equivalent combination of education and experience. One year office or hospitality experience or 6 months' relevant UBC experience.

Good verbal and interpersonal skills; excellent telephone manner.

Demonstrated accuracy and attention to detail.

Ability to type 45 wpm.

Willing to work flexible day, evening and graveyard shifts.



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Staff Job Postings

Available to work weekdays, weekends and holidays.

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Job Posting

Job ID: 14699
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Student Info Support
Classification Title: Student Info Support 4 (Gr7) **Business Title:** Student Info Support 4 (Gr7)
Department: Undergraduate Admissions
Salary: \$41,244.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-14 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-17 **Available Openings:** 1

Job Summary

The Admissions Coordinator is responsible for the set of activities required to produce complete undergraduate admissions applications that are ready for evaluation, and undertakes relatively straightforward evaluations (Admissions Advisors undertake the more complex evaluations). She also performs activities to facilitate the admissions process and support applicants, including providing complex information to applicants and or their parents, many of whom are not familiar with the admissions process. The Admissions Coordinator also performs activities related to the control of documents and electronic records used in the admissions process. The documents and electronic records arrive in the Admissions office from a wide variety of sources including hard copy mail (which will be converted into electronic image files), EDI and other data files, faxes, e-mails, etc.

Organizational Status

The Undergraduate Admissions office undertakes admissions on behalf of more than 30 undergraduate academic programs on both the Vancouver and Okanagan campuses. This involves communicating admission requirements to prospective students; processing applications for admission; compiling the information required to assess admissibility and advising students as they progress through the admission process; assessing admissibility; and communicating the outcome of admissions decisions to applicants. The Undergraduate Admissions office receives more than 35,000 applications each year from high school and post-secondary transfer students from BC (about 60% of applicants), the rest of Canada (about 20% of applicants) and countries around the world (about 20% of applicants). In addition to application information, students submit a number of other documents (including transcripts and other credentials) which must be assessed for applicability and authenticity.

Processing and evaluating applications for admission requires simultaneously interpreting and applying policies and procedures (and resolving conflicts and inconsistencies) in four different dimensions: 1) the academic institutions and curricula in which the applicant has previously studied, 2) the applicant's biographical characteristics (particularly as they may affect the admission process), 3) the admission processes and requirements of the UBC programs to which she is applying, which vary by year of entry, and 4) the relative priority or any special instructions assigned to applications from different applicant groups, programs and or sessions. Exercising judgment and applying policy and procedural instructions are therefore inherent to Admissions work. Processing of applications which are straightforward and which permit the consistent application of concrete rules has been automated, which means that the only applications processed by Admissions staff are those that do not fall neatly into categories or for which the application of straightforward rules is not possible.

The Admissions staff is organized into teams, each of which focuses on a particular segment of the prospective student applicant



pool. Team members work collaboratively to deliver the most effective application process possible for the applicant group with which they are concerned. Teams are encouraged by Admissions management to establish their own workflow and priorities, to the extent that this is compatible with larger departmental and University objectives.

Works as part of the Undergraduate Admissions team, and reports to the Manager of Applicant Services. Regularly liaises with faculty and staff from across campus as well as staff from other units within Enrolment Services, prospective students, applicants, students, and the general public.

Work Performed

Undergraduate Application processing and admission:

- Serves as a member of the Admissions Team and one or more smaller "sub-teams" within Admissions dedicated to particular applicant groups, with the overall goal of assisting in achieving enrolment goals for the university.
- Establishes sub-team work priorities, business processes and procedures to maximize effectiveness. This is done in collaboration with sub-team coworkers and is under the overall guidance of Admissions management.
- Updates applications: Evaluates whether transcripts, test scores and other documents satisfy UBC Admissions document requirements and advises applicants accordingly; this involves authentication of transcripts (and other official documents) to determine whether they are official or fraudulent as well as analysis of the documents to determine whether they contain the information required to make an admission decision (for instance, the number, type and value of particular courses the student has taken and whether they are equivalent to admission requirements and pre-requisites for the UBC programs to which the student is applying). Updates applicants' SISC-based application files accordingly.
- Acknowledges applications: interprets incoming electronic application files for completeness and advises applicants of required information to complete the application process; resolves inconsistencies in application files. Processing of routine application with no errors or ambiguities is largely automated and is generally not the responsibility of these staff; communication is often with young adult applicants (or their parents) who are unfamiliar with Canadian post-secondary admissions processes and requirements and whose first language may not be English - this requires the ability to clearly communicate complex admission requirements and processes.
- Evaluation: Makes admission decisions for some applicant groups. Consults with Admissions Advisor or member of Admissions management team regarding particularly unusual or sensitive cases.
- Assesses transfer credit.
- Undertakes background research on course offerings at a variety of institutions; this work is undertaken in support of acknowledging and updating when more information is needed to determine what transcripts and other information should be requested from the student and how the work the student has done at another institution compares with UBC's admission requirements. Interprets and applies results of research to particular files or situations.
- Keeps procedures up-to-date and writes new procedures; procedures are stored on a wiki that is used by all Admissions staff
- Searches SISC for previously entered but "un-matched" transcripts, test scores and other information and, if a match is found, updates applicants' SISC files
- Creates clear and concise transfer credit articulation rules, including formulas (this is subjected to management oversight only if errors are detected); coordinates transfer credit articulation process.

Document Control:

- Sorts all incoming documentation (transcripts, test results, reference letters, immigration documents, correspondence from departments, recommendations for admission, correspondence from students and prospective students etc.) according to category, priority and document process; uses discretion in identifying incoming documentation that should be "fast-tracked" or handled outside of normal procedures
- Scans incoming hard-copy documentation, attaches the electronic images to the appropriate applicant files in SISC and routes to appropriate workflow queues
- Maintains accurate and up-to-date statistics of incoming documentation and ensures documents flow through admissions process in a timely way
- Identifies bottlenecks and other issues affecting the smooth and efficient processing of incoming documentation. Advises the Manager of Applicant Services and other Admissions staff and proposes solutions where possible
- Undertakes periodic purging of outdated documents from storage according to established procedures



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Staff Job Postings

- Fulfills requests for documentation under the Freedom of Information and Protection of Privacy Act
- Logs, files and distributes irreplaceable documents
- Files hard-copy documentation as appropriate; high accuracy is critical
- Locates misplaced documentation and, where this is not possible, contacts issuing institutions for replacements
- Sorts outgoing documentation according to urgency, category, and how and where document must be dispatched.
- Answers inquiries regarding receipt and tracking of documents, and scope and application of applicable policies. Advises departments about document status when necessary.

Systems work and data analysis:

- Identifies problems with the SISC, AS, SSC, CRM and other relevant systems and forwards to appropriate staff (e.g., Admissions Business Analyst or Student Systems staff), with relevant documentation including required functionality and possible solutions (where appropriate)
- Participates in testing of new or modified information systems (e.g., changes to the online application for admission)
- Undertakes searches and analysis of applicant data according to established procedures and develops new procedures where appropriate

Enquiries:

- Answers questions from prospective students, applicants, students, the public, and UBC faculty and staff related to admissions, including questions about undergraduate admission requirements or the admission process and specific questions about particular applications
- Explains evaluation decisions that she or he has made to the affected student and or his or her parents or allies
- Answers basic questions related to financial awards, housing and students records; refers more complex questions to appropriate Enrolment Services staff
- Identifies difficult or particularly promising admission cases and brings to the attention of the appropriate Admissions or Recruiting staff. Collects all relevant information before referring case. Proposes solutions strategies to resolve the situation whenever possible.
- Responds to e-mail and phone requests from on-line applicants regarding application procedures and provides assistance to applicants who are using online application, referring enquiries to IT Services or other Enrolment Services staff where appropriate

Data Entry and Docket Control:

- Enters course and grade information from transcripts to applicant SISC files. High accuracy is critical.
- Enters all data from paper applications for admission into SISC. Checks paper applications for completeness. Follows up for missing information and enters missing information when received. High accuracy is critical.
- Determines whether applicant has ever applied attended previously by searching Student Information System according to established procedures.

Performs other related duties as required. Works in a shared office with individual modular workstation. Workspace has overhead fluorescent lighting, and task lighting. Normal office environment, equipped with PC and telephone.

Supervision Received

Reports to and works under the general direction of the Manager of Applicant Services. Receives occasional guidance from Admissions Officers.

Works with minimal supervision. Receives detailed instructions on new assignments and is provided with comprehensive and accurate reference materials. Has authority and is expected to act within established policies and procedures. New or unusual matters, technical problems, and any issues which fall outside established policies and procedures are referred to senior staff but staff in this position are expected to fully investigate and document these matters and propose solutions whenever possible.

Supervision Given



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Staff Job Postings

Assists with the training of new staff, including providing one-on-one training in procedures and development and periodic updating of training and reference materials. Occasionally may oversee the work of student assistants or new staff as required.

Consequence of Error/Judgement

Exercises judgement to establish sub-team work priorities, business processes and procedures to maximize effectiveness. Evaluates whether transcripts, test scores and other documents satisfy UBC Admissions document requirements and advises applicants accordingly. Interprets incoming electronic application files for completeness and advises applicants of required information to complete the application process; resolves inconsistencies in application files. Makes admission decisions for some applicant groups. Undertakes background research on course offerings at a variety of institutions and interprets and applies results of research to particular files or situations. Creates clear and concise transfer credit articulation rules, including formulas. Uses discretion in identifying incoming documentation that should be "fast-tracked" or handled outside of normal procedures. Advises the Manager of Applicant Services and other Admissions staff of bottlenecks and other issues affecting the smooth and efficient processing of incoming documentation and proposes solutions where possible. Identifies problems with the SISC, AS, SSC, CRM and other relevant systems and forwards to appropriate staff (e.g., Admissions Business Analyst or Student Systems staff), with relevant documentation including required functionality and possible solutions (where appropriate). Identifies difficult or particularly promising admission cases and brings to the attention of the appropriate Admissions or Recruiting staff. Collects all relevant information before referring case. Proposes solutions strategies to resolve the situation whenever possible.

Admissions staff are responsible for guiding students through the admission process which is often complex and lengthy. Provision of inaccurate information can create unwelcome obligations for UBC with respect to the application and evaluation processes, damage UBC's reputation, and discourage qualified applicants from attending UBC. Provision of incorrect information before a student applies may cause a student not to apply or conversely to choose to apply despite not having any chance of being admitted, leading to disappointment and frustration on the part of the student and his/her parents. Similarly, provision of incorrect information during the Admissions process can lead applicants to form inappropriate expectations about whether they will or will not be admitted. Provision of incorrect information concerning admission and or document requirements can result in avoidable delays in application processing and therefore admissions decisions. Because Admissions staff communicate admissions policies and procedures to other UBC staff, inaccurate information provided by an Admissions staff person may be disseminated across campus and outside UBC.

Interactions with applicants and students, other UBC staff including faculty representatives, staff at other academic institutions and the public are largely unsupervised, and tact and professionalism is required at all times. Negative interactions can result in damage to UBC's reputation and discourage qualified applicants from attending UBC. Judgement is required when an issue needs to be referred to another staff person or another office. Inappropriate decisions can result in someone feeling as if they have been "given the run-around" and generally poor service by UBC.

The Admissions Coordinator is expected to exercise judgement and discretion when possible and, when the advice or guidance of a more senior staff person is required, the Admissions Coordinator is expected to provide all relevant information as well as possible solutions when appropriate.

The improper release of confidential information can create liabilities for UBC with respect to its duties under the Freedom of Information and Protection of Privacy Act, damage UBC's reputation, and discourage qualified applicants from attending UBC.

Qualifications

High School graduation and two year post-secondary diploma. With training in office procedures and practices and or basic accounting preferably at the university level. 4 years related experience or the equivalent combination of education and experience. Or three years of relevant UBC experience. Knowledge of the Undergraduate Admissions process and UBC's undergraduate programme offerings preferred. General knowledge of curricula, articulation, transcripts and grading systems for high schools and post-secondary institutions. General knowledge of the structure and organizations of higher education in Canada (other



post-secondary institutions, educational systems of BC and the other provinces, key organizations like the BC Council on Admissions and Transfer) Ability to participate actively in team meetings and staff meetings and ability to work well and effectively in teams. Ability to make presentations and speak in public an asset. Demonstrated ability to efficiently and effectively solve problems. Proven multi-tasking skills; ability to work under pressure, to handle heavy volumes during peak periods, to meet demanding deadlines, and to work accurately with frequent interruption. Strong attention to detail. Ability to prioritize; strong organizational skills and time management skills. Knowledge of standard academic terminology, and an understanding of undergraduate education. Ability to read and comprehend from a variety of resources. Ability to answer wide variety of questions in clear and concise language. Strong intercultural communication skills. Ability to effectively deal with upset or irate clients. Ability to exercise tact and discretion. Ability to use good judgement. Excellent knowledge of word processing, spreadsheet, e-mail software and Internet navigation tools. Able to work competently with University systems such as the Student Information System (SIS), Student Information System Centre (SISC) and Admissions System (AS). Minimum typing speed: 50 w.p.m.

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Job Posting

Job ID: 14665
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Maintenance Engineer **Business Title:** Maintenance Engineer
Department: Building Ops - Refrigeratn Mech
Salary: \$58,140.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-16 **Available Openings:** 1

Maintenance Engineer (Refrigeration)

Job Summary

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

Organizational Status

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

Work Performed

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

Supervision Received

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



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Staff Job Postings

Supervision Given

None

Consequence of Error/Judgement

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

Qualifications

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

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

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

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

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

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

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Job Posting

Job ID: 14417 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level A **Business Title:** Financial Manager
Department: Chemistry
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-01
Job End Date: 2014-03-31
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-01-17 **Available Openings:** 1

Applicants who previously applied will be considered; no need to reapply.

Job Summary

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

Organizational Status

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

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

Work Performed

Financial Management:

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



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

Other:

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications



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

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

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Job Posting

Job ID: 14719
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level B **Business Title:** Financial Analyst
Department: Institutional Programs
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-16 **Available Openings:** 1

Job Summary

Position Function

The purpose of the position is to provide support for the CFI function that is the responsibility of the VP Research and International at UBC. The main functions will be to control and analyze CFI BCKDF and VP Research Discretionary awards data, to prepare reports for CFI and BCKDF and work with project leaders concerning financial matters of their projects. Also, the analyst will audit financial details to verify accuracy and applicability of financial information to specific awards.

Organizational Status

Working Relationships

This position reports to the Director, Institutional Programs (CFI KDF WD), one of the sections in the Office of the VP Research and International. The analyst is member of a team that controls the pre-award and post-award processes of CFI BCKDF research infrastructure awards that total close to 1 billion dollars thus far. This is expected to increase with each additional competition. Because this is a complex program and the processes associated with this function are not entirely defined, the person will have to take initiative as required to provide a service to project leaders. This person will work with the CFI Co-coordinator, CFI Administrator, and Directors from various units on campus, project leaders, and project administrators. In addition to campus sites, this person will work with project managers at the hospitals where infrastructure awards are jointly shared, and at other Canadian Universities that share the awards. The work done with these persons is to provide advice respecting financial matters of an application or award, interpretation of guidelines, obtain information used to report to the awarding agencies and verify projects are in compliance with terms of the awards.

Working Conditions

The CFI BCKDF infrastructure award process is an expanding area of work for the University. Projects receiving awards range in value from \$100,000 to \$72,000,000. These projects are significantly greater in value than the usual research project funding and there are very strict agency guidelines that must be complied with to obtain the funding. Subsequently, the work volume is significant and will be augmented by success in each additional competition. In preparation for project competitions, there is pressure to provide timely turnaround on analysis of applications and accurate financial advice because the applicants do not readily understand the financial area.

Many of the operating processes are being developed as the University increases its experience with the awards. This means the analyst will be required to think about the consequences of the work that is being done and and that data is controlled to ensure



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information can be provided for requested reports.

Organization Chart

The person reports to the Director of Institutional Programs (CFI KDF WD).

Work Performed

1. Audit data submitted in financial reports to ensure data is accurate, complete and the same as is reported in the Financial Management Information System. The audited data is used to prepare a summary final financial report to CFI that, when approved, is the basis for recovery of project payment holdback amounts.
2. Analyze variances between financial details submitted by project leaders and the original project submitted budget. Obtain adequate justification from project leaders for variances. This is needed to ensure project is in compliance with the terms of the award.
3. Advise project applicants and successful project leaders concerning eligibility of expenses. Ineligible expenses in applications will reduce the end award amount and if they are included in financial reports then amounts will have to be refunded to the agency.
4. Report on the financial status of projects. Agencies require annual reports and project end reports.
5. Control project data to provide current statistical and status information on projects. The data is used by Directors to identify priorities for action, to verify that required actions are completed, to provide scheduling information and to compile reports of project status for executives and departments involved with the projects.
6. Verify the accuracy of the financial information in CFI BCKDF applications. Accurate financial information is mandatory in the applications to eliminate the possibility of the application being rejected.
7. Verify post award application detail budgets to be submitted to CFI by comparing the pre-award budget to the post award budget. This budget data determines the final amount of an award to be received by UBC.
8. Confirm cash flow information for each project and summarize for reporting to CFI and BCKDF. This data determines the cash flow to UBC for a project.
9. Report amounts to drawdown from the Provincial portion of awards. The report is provided to Financial Services that does the drawdown from the bank.
10. Follow-up with applicants to obtain data required to fulfill conditions of awards. Action is required to eliminate the conditions to ensure consideration by BCKDF and subsequently to obtain funds.
11. Prepare confirmation of funding documentation for BCKDF and CFI. Confirmation of funds available is required to allow BCKDF issue a certificate of approval that is the basis from drawing funds from the province and to allow CFI to send cash for projects.
12. Identify projects that have spent all funds and work with project leaders to close the project with CFI and BCKDF.
13. Initiate memos that authorize Office of Research Services to open a new p g and establish a budget for a project. New p g's are required in the Financial Management Information System before the project leader is able to spend funds awarded.
14. Prepare financial reports and invoices for WD projects.

Supervision Received



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Supervision Received

This person reports to the Director of Institutional Programs (CFI KDF WD), one of the sections in the Office of the VP Research. The analyst will consult with the Director for confirmation of scheduling activity and reviewing results. The priorities for work are established based on schedules set by the CFI Coordinator, the Director, and funding partners. Day to day detail work such as controlling data is not checked. Final reports are reviewed and submitted to the granting agencies with required signing authorities.

Supervision Given

Supervision Given

The analyst will have regular meetings to discuss projects status and setting priorities. The analyst will work somewhat independently based on guidelines from the Director.

Consequence of Error/Judgement

Exercising Judgement Impact of Decisions

This position initiates action or makes recommendations on actions to be taken based on analysis of data and reports prepared from controlled data. Incorrect advice will result in reduced awards in successful applications, or ineligible expenses in post award audits. Incorrect advice on setting budget could result in significant over-expenditures that are not funded. Because the infrastructure awards are significant in amounts (from \$150,000 to \$72 million) errors in advising project leaders could have major impact.

Qualifications

Undergraduate degree in a relevant discipline, Two years of post-secondary education in financial management and Completion of three years in an accredited accounting program (CGA or CMA or CA). An appropriate degree, preferably in the area of business, accounting or equivalent. Credit toward a CGA or CMA preferred, along with computer systems knowledge. Minimum of three years experience or the equivalent combination of education and experience. Four to five years in financial administration with experience using personal computers. Ability to maintain accuracy and attention to detail. Ability to review, analyze, and synthesize complex information into summaries and reports. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to prepare financial reports. Ability to enter, retrieve, correct, and interpret data in financial management system.

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Job Posting

Job ID: 13969 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level C **Business Title:** Assistant Manager, Payroll
Department: Payroll
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-09-24 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-17 **Available Openings:** 1

Payroll is a division of Payment & Procurement Services.

Job Summary

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

Organizational Status

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

Work Performed

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



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

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

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



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Qualifications

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

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Job Posting

Job ID: 14677
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Ombuds Officer
Department: UBCO-Dep.ViceChancrl&PrncplOfc
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2013-03-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-30 **Available Openings:** 1

Job Summary

The Ombuds Officer is responsible for providing students with sound advice and information on a wide range of fairness issues and with support in facilitating conflict resolution. The Ombuds Officer also provides administrative and related duties to maintain a well-functioning office.

Organizational Status

The Ombuds Officer position on the Okanagan Campus is a dual report position. The Officer reports directly to the Ombudsperson located on the Vancouver campus and to the DVC and Principal, Okanagan campus (the Principal). He She also collaborates closely with representatives of the UBC Student's Union, Okanagan campus.

The Officer will communicate and interact with all members of the university community in dealing with problems, concerns and conflicts facing students at the Okanagan campus. The mandate of the Ombuds Office for Students is to ensure that students are treated fairly in every aspect of university life. The Office serves all students and is an independent and confidential resource for students who need assistance and guidance on existing policies and procedures as well as help in resolving concerns or conflicts related to fairness issues. The Office conducts investigations into student complaints that result in reports to the relevant authorities with recommendations related to fair practices, processes and outcomes. The Office will also support and train faculty and staff in best practices to ensure fair treatment for students.

Work Performed

- Receives and assesses telephone, email, written and in-person inquiries and determines appropriate course of action.
- Analyzes student concerns or complaints that are often complex and multi-dimensional and provides advice and, where appropriate, makes referrals to units and processes internal to UBC and to external agencies.
- Interviews students and other members of the university community in relation to fairness concerns or complaints to gather relevant information in a given case.
- Interacts and communicates with tact and discretion with decision-makers at all levels, including Deans, Associate Deans, heads of units and university legal counsel.
- Consults with the Ombudsperson or the Principal on issues of a complex or novel nature.
- Researches and creates references and resources to develop and maintain a "resource centre" for students in the Office.
- Implements and maintains a database for statistical information and produces reports for the Annual Report and as needed.



-Completes administrative functions as required regarding, budget recommendations, use of space and purchases of equipment and supplies.

-Prepares correspondence and communications for consideration by the Ombudsperson and the Principal.

-Researches and produces reports for special projects.

Supervision Received

Works independently, in close consultation and collaboration with the Ombudsperson. Under the direction and supervision of the Ombudsperson and the Principal, assists in the conduct of investigations and in the facilitation of resolutions.

Supervision Given

None.

Consequence of Error/Judgement

The Ombuds Office deals with matters of a highly confidential and sensitive nature involving all aspects of the university and decision-makers from all levels. The Ombuds Officer must exercise judgment, discretion and tact in each situation. Errors could lead to loss of credibility in and damage to the function of the Office and the university as a whole, including exposure to legal liability and negative media attention.

The Ombuds Officer, carries out assigned duties in an independent manner and is responsible for providing sound advice and for seeking clarification from the Ombudsperson, the Principal, and from other resources in the university when required. The Officer is also expected to make judicious and prudent decisions in matters related to budget expenditures and the allocation of resources.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Knowledge of and familiarity with UBC policy, processes and systems preferred. Ability to exercise tact, patience and discretion when dealing with upset and or emotional clients. Ability to deal with sensitive and personal matters with the highest regard to confidentiality and privacy. Experience and demonstrated ability to work effectively and professionally with all members of the university community, including members of faculty, heads of units and representatives of associations and groups within and external to the university. Ability to communicate effectively verbally and in writing, with ability to compose correspondence and prepare reports in clear, concise business English and to draft more complex correspondence for signature. Excellent organizational skills and experience in handling and prioritizing a high volume of cases and competing deadlines. Ability to work effectively independently and in a team environment. Ability to effectively use Word, Excel, PowerPoint, Outlook and Dreamweaver (preferred) at an intermediate level.

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Job Posting

Job ID: 14320 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B **Business Title:** Office & Administration Manager
Department: Campus&CommunityPlanning
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-23 **Available Openings:** 1

Job Summary

The Office and Administration Manager leads the effective administration of the department by working closely with the departmental administrative secretaries and their Directors. This position manages the operational, facilities and human resources, information and communication technology, events and special projects, and administrative policies, procedures, controls and systems. In addition the position manages the AVPs schedule of commitments, preparation of departmental related communications; handling of confidential information; analysis of information; and general support to help ensure the objectives and goals of the AVP and the department are met.

Organizational Status

The Manager reports directly to the AVP, supports and works closely with the AVP's direct reports and provides support for the entire C&CP team. In addition, this position works collaboratively with all staff levels across the C&CP and VP FRO portfolio (e.g. Infrastructure Development, Building Operations, Payment & Procurement Services, University Community Services, etc.) to ensure follow through on functional activities, communications and documentation. The position liaises with various staff levels within the University community on a regular basis (e.g. Human Resources, Information Technology, Board Secretary's Office, President's Office, Government Relations, VP FRO, VP Students, etc.) as well as external organizations, municipal & provincial governments, committees, (e.g. UNA, City of Vancouver, GVRD, provincial government, BC Hydro, TransLink, etc.)

Work Performed

1. Performs a stewardship role for the overall functioning and working environment of the C&CP Office to help ensure goals and objectives are met. This includes providing input into senior management decisions with respect to goal setting objectives and strategies of the C&CP department. Also includes following up on assigned work within teams or projects managed by the AVP.
2. Manages C&CP's secretarial support staff; plans, coordinates and delegates tasks to ensure the support runs smoothly. Responsible for hiring, performance reviews, discipline and termination. Establishes and maintains performance standards by setting goals, evaluating performance and providing feedback.
3. Handles Human Resources matters including: e-recruit, planning, coordination and execution of the hiring process through liaison with UBC HR and C&CP, assisting in the drafting of job descriptions, employee orientation and set-up, completing necessary paperwork and coordinating team members. Managing employee attendance through the ASSET tracking system. In addition, this



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position is responsible for arranging all contract engagements in conjunction with senior managers.

4. Provides author editor and creative assistance in the preparation of C&CP related communications, correspondence, presentations, financial and budget reports and spreadsheets. Communications include: Board of the UBC Properties Investment Ltd communications, and various UBC Committees (Committee of Deans, UTown UBC Advisory Committee, PACCE, etc.)

5. Ensures that material originated in C&CP and submitted to UBC Board of Governors meetings and Executive Team meetings are received within appropriate timelines and reviews to ensure they accurately reflect the department's position. This process requires a close working relationship with the Administrative Support staff for the VP FRO and Vice President, Communications and Community Partnership respective offices. This also includes providing timely answers to the President's office and Board Liaison Manager when requested.

6. Coordinates the physical space including renovation requirements for all staff. Oversees the procurement, maintenance, ergonomics, upgrading of furnishings, and equipment as required.

7. Manages all IT requirements including liaising with UBC IT Services or external IT support, and oversees coordination of hardware and software upgrades.

8. Creates, develops and implements internal policies and determines priorities, in conjunction with senior managers, and may delegate to support staff.

9. Uses judgement and discretion to ensure the AVP is fully prepared with all materials relevant to UBC Executive meetings, Board of Governor meetings, and other projects the AVP is leading, etc. Also, where necessary and using the incumbent's knowledge of departmental priorities, policies, procedures and best practices, develops agendas, attends all meetings, and is responsible for ensuring follow-up actions are completed.

10. Evaluates the urgency and priority of items and requests as they come to the AVP, handling them as appropriate; ensures that all requests are resolved or routed appropriately and expeditiously. Furthermore is responsible for screening incoming materials, demonstrating a high level of understanding of issues for reply, or additional information, and prioritizing for the attention of the AVP and others. Assists in the analysis of this material for communication and decision making purposes as required. Provides information and participates in solutions of potentially sensitive nature regarding human resources and other highly confidential matters.

11. Liases with the university community, outside constituents and other contacts to determine the requirement for meetings and drafting any necessary meeting notices. Manages the time and commitments of the AVP; assessing requests for meetings to ensure they meet the AVP's goals and objectives; exercising judgment as to the best use of the AVP's time.

12. Represents C&CP with respect to departmental functions and committees as appropriate.

13. Acts as the primary contact person for the AVP's Office for information and inquiries. This requires a detailed understanding of the structure of the portfolio and the functioning, nature and scope of the units within the portfolio.

14. Manages the coordination of all C&CP Executive meetings, retreats, weekly staff meetings and All Portfolio meetings.

15. Takes on special projects as assigned from time to time, and is regularly called on to provide backup support analysis for various projects.

Supervision Received

Responsible for working independently, and or with direction as required. Must be highly self-directed and be able to take initiative. The AVP gives primarily verbal assignments instructions, however, responsibility lies with the person in this position to prioritize the workflow and respond in a timely manner. With regard to daily operations, the individual must recognize



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additional tasks which need to be done; perform them without supervision; and, proactively resolve problems.

Supervision Given

Oversees the work of 2-3 Administrative Secretaries and that of occasional temporary staff. Responsible for the efficiency of workflow, including the utilization and development of C&CP staff. Responsible for hiring, firing, performance reviews and training for staff under direct supervision. Administrative Manager participates in the selection, supervision, evaluation and termination of all staff they oversee.

Consequence of Error/Judgement

This position requires a high degree of confidentiality, discretionary judgment, initiative and tact. Work often must be done within very limited time constraints. Deadlines are tight and often require the incumbent to perform well under extreme pressure. Is required to respond well to unexpected circumstances and exercise independent judgment.

Reliability, accuracy and maturity are vital given the sensitive nature of human resource matters and the degree of contact with members of the University executive, the campus community, external professionals, and the highly sensitive nature of the Unit's role in many diverse areas.

Qualifications

Undergraduate degree in a relevant discipline. A degree in Business, Public Administration, Human Resources, English, or Accounting is preferred. Minimum of three years experience or the equivalent combination of education and experience. Relevant office management and administrative experience. Experience with UBC financial systems and Supply Management procedures including FMS, PCARD & HRMS an asset.

Experience in researching issues.

Proven human resource and supervisory management skills including being a leader, able to motivate, organize and problem solve.

Ability to exercise tact and discretion and confidentiality.

Ability to exercise sound judgment and initiative to reinforce a positive work environment for the entire Unit. Ability to interact with management, faculty, student and staff at all levels.

Ability to work effectively in a team environment and motivate others.

Superior writing skills for board submissions, business correspondence and reports.

Ability to communicate effectively verbally and in writing, and to integrate visual elements into communication vehicles such as powerpoints and reports. Position represents AVP Office and department to many key internal and external contacts.

Ability to develop policies.

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

Ability to maintain accuracy and attention to detail.

Ability to analyze problems, identify key information and issues, and effectively resolve.

Ability to analyze.

Ability to effectively use Word, PowerPoint, Excel, and PeopleSoft at an advanced level.

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Job Posting

Job ID: 14734
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Athletics & Recreation
Classification Title: Athletics&Recreation, Level A **Business Title:** UBC Camps Coordinator
Department: Athletics and Recreation
Salary: \$37,559.00 - \$45,090.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-18 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-01-25 **Available Openings:** 1

Job Summary

This position is responsible for the operations and planning of the UBC Athletics and Recreation camps. Specific duties include monitoring camp budgets, marketing, hiring of camp instructors and overseeing all instructional programming, program logistics, program scheduling, evaluating courses and instructors. To implement and aid in the development of new ideas for camps and be results oriented. Responsible for overseeing the operation of the camp office while ensuring a high level of customer service is delivered. Works in the office inside the UBC Tennis Centre.

Organizational Status

Reports to the Manager Sports and International Camps, Athletics and Recreation. Interacts with other department and campus units. Works with various facility managers, camp instructors and varsity coaches regarding camp operations. Supervises office staff and supervision of camp instructors.

Work Performed

Maintain operations of Camp office.
Monitor and utilize set camp budgets.
Negotiate employment contracts of camp instructors.
Develop and implement course evaluation procedures.
Develop marketing to ensure all camp programs have acceptable level of participation.
Supervise camp instructors and oversee all instructional programming.
Meets with all internal and external colleagues customers and other UBC Departments to ensure their satisfaction.
Reviews the cost efficiency of each program to ensure highest efficiencies.
Overseeing systems for daily sales including cash collections, cash controls, banking and ledger reconciliation.
Coordinates and performs all staff training for office staff.
Preparing reports and special projects as required by various Athletics senior managers.
Coordinate all camps on and off campus.

Perform other related duties as may be required.

Supervision Received



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Reports to the Manager, Sports & International Camps, Athletics and Recreation.

Supervision Given

Overseas full-time and part-time staff, student staff, office staff

Consequence of Error/Judgement

Has partial decision making authority for the unit. Any major decisions including financial will require the consultation of Manager Sport & International Camps. Co-hires and evaluates staff and determines level of programming. Consequences of error require decisive action in crisis management situations. The position represents the best interest of the Department of Athletics and the University and ensures customer satisfaction and safety in compliance with established policies.

Qualifications

University degree, with supplementary training in Commerce Business Administration is an asset, plus a minimum of 2 years of related experience, or an equivalent combination of education and experience. Administrative experience and proficiency with computers required. Experience in a post-secondary and or sport organization preferred. Experience with event planning, fundraising, and building relationships with outside groups required. Knowledge of university athletic associations and policies and procedures an asset. Excellent organizational, leadership and staff motivational skills. Effective oral and written communication, interpersonal, customer service, analytical, problem solving, multi-tasking and supervisory skills. Ability to work both independently and in a team environment. Ability to prioritize and work under pressure to meet deadlines. Ability to exercise initiative, tact and diplomacy. .

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Job Posting

Job ID: 14648
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Building Maintenance
Classification Title: Building Maintenance, Level F **Business Title:** Building Management Systems Manager
Department: Building Ops - Bldg Mgt Sys
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-17 **Available Openings:** 1

Job Summary

The Building Management Systems Manager oversees the leadership and management of the maintenance, repair, operation and minor renovation of the UBC Vancouver Point Grey campus-wide automated computer based building management system. The Building Management Systems functions primarily to control and monitor the operation of building heating, ventilating, air conditioning, and other systems to optimize energy use as directed by Sustainable energy guidelines while maintaining satisfactory environmental conditions. In support of this, the Manager also leads and directs the development of SOPs and inspects and verifies plans for their further compliance. Additionally they are also responsible for organizing, coordinating and allocating personnel, equipment and funds; developing and monitoring costs, methods and procedures to comply with budgets they have developed, as well as established standards and policies.

Organizational Status

Reports to the Director, Utilities and Energy Services

Work Performed

1. Provides leadership to the Building Management Technical Specialists team, and Head Building Management Systems Operations crew engaged in maintenance, shut-downs, start-ups and operation of all Building Management Systems automated systems related to Buildings, the District Energy System, facility heating, cooling, refrigeration, cooling towers, fume hoods, ductwork, supply and exhaust (strobic) fans including inspection and testing in order to ensure safe and efficient operation.
2. Oversees all health and safety aspects of the automated building management systems for campus-wide Mechanical, Heating, Ventilation and Air Conditioning including cooling towers, in collaboration with Building Operations Risk Management, to ensure that work regarding system controls and surveillance is performed in conformance with the applicable codes, standards and regulations, proactively addressing safety issues, acting as the primary liaison with WorkSafeBC, managing injury and accident claims, leading safety committees and environmental reviews, performing safety investigations, developing recommendations and implementing corrective action.
3. Prepares the operating and capital (minor and cyclical) budgets for their unit. Participates with the Director, Utilities and Energy Services to develop the business and infrastructure plan for the unit and implements plans within the unit. Controls the expenditures of the sections within the approved budget appropriation; identifies budget over or under expenditures immediately



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and to recommend and or take timely corrective action and implements new or improved procedures to avoid re-occurrence of budget problems.

4. Leads the development and revision of Technical Guidelines. Interprets the guidelines or provides additional operational information (eg. for automated building management systems construction, layout and installation) that assists University of British Columbia Properties Trust (UBCPT), Project Services (PS) and their respective architects and engineers at the design phase of construction.

5. Provides technical advice to the UBCPT, Sustainability department, Superintendents, Trades Managers, Project Coordinators, Project Managers, Technical services and consultants to review new projects during all phases of design and construction, ensuring necessary information is available, projects are efficiently coordinated, energy conservation is considered, aids in commissioning of new projects and ensures work is completed on schedule and within budget.

6. Works with Construction Office Manager to prepare Requests for Proposal contract documents for maintenance contracts of Building Management Systems with tenders for material, consultants and contractor needs as required. Responsible for the contract, payment arrangements, changes and completion requirements as needed. Directs and reviews the work of consultants and contractors.

7. Develops maintenance programs to maximize the reliability and the life cycle of all related Building Management Systems and reviews technical guidelines.

8. Manages the operation and maintenance of a computer based building management systems, including client server hardware and software, auxiliary control units, network devices, and all other components of an integrated system of the Building Management System client server networks.

9. Consults, in collaboration with the Manager of Technical Services on the commissioning and acceptance of new facility renovation of all related Building Management Systems.

10. Manages Human Resources issues, in collaboration with Building Operations HR, in the areas of recruitment, performance evaluation, training, coaching, attendance management, discipline, labor relations and terminations.

11. Participates in energy conservation planning by participating in the Campus as a living lab working committee meetings and participates in the planning and coordination of any future energy Smart Grid for the campus.

12. Communicates and liaises with the community to resolve problems and provide a controlled building environment.

13. Develops & implements and monitors procedures and policies applicable to the unit.

14. Consults with the Facilities Managers (Zones) to identify and prioritize customer service and facility operational needs. Demonstrates a strong leadership role, along with the central shop heads, in supporting the campus Zones to continually improve the Zones' Net Promoter Score' (NPS).

15. Manages Technical Specialists and the Head of the BMS Operations crew within their area of responsibility. Ongoing training and coaching of the Head is required to ensure that the Head is effectively managing the safety, training, productivity, customer service, etc., of their staff.

16. Works closely with Campus Chief Engineer for liaison on the current steam (future Hot Water) thermal energy systems to ensure system automated controls and thermal load matches supply. Provides maintenance of the automated control systems as related to remote Boiler control systems.

17. Works closely with the Director, Sustainability aiding the Director with information, data and advise for Sustainability initiatives



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18. Works closely with the Alternative Energy Manager to provide technical support towards development of energy conservation projects. Covers for Alternative Energy Manager if required.

19. Works closely with Heating, Ventilation and Air Conditioning System Manager to optimize Heating, Ventilation and Air Conditioning systems effectively and reduce energy consumption. Covers for Heating, Ventilation and Air Conditioning System Manager if required

20. Performs other related duties or projects as maybe required.

Supervision Received

Works within broad objectives under the Director, Utilities and Energy Services, Building Operations.

Supervision Given

Is responsible for the operations of 4 x Technical Specialists and 6 x unionized Operational Engineers with a unionized Head. This position manages the Building Management System Technical Specialists, Building Management System Operations Crew and has direct supervisory responsibility over contractors working on automated Building Management Systems.

Consequence of Error/Judgement

Makes complex decisions for automated controls, as regards the immediate and emergency supply of heat or cooling within campus buildings. The Building Management Systems Manager must be able to make quick and accurate assessment of a situation in conformity with extensive regulations. Errors in judgment could lead to serious personal injury or loss of life, shutdown to university heating system, shutdown of complex building laboratories, expensive repairs to equipment and property, poor operation of the steam (Hot Water) system, increased operating and labor costs.

Qualifications

Undergraduate degree in a relevant discipline. Minimum Undergraduate degree in a relevant electrical or Instrumentation or Controls discipline

Professional Engineer with a minimum of nine years of related experience, or eligible for membership of the APEGBC Minimum of 9 years experience or the equivalent combination of education and experience. Experience in the management, maintenance and operation of complex Building Management Systems

Experience with designing systems and equipment specifications would be an asset

Experience leading and managing a unionized workforce (6 unionized employees)

A Certified Energy Managers qualification would be an asset

LEED qualifications would be an asset

Knowledge of Siemens, Honeywell, Johnson & Delta BMS controls would be an asset

Excellent knowledge of the indoor air quality EPA requirements, ASHRAE, LEED, BC BPV Act, WorkSafeBC and other applicable acts, codes and regulations

Demonstrated ability to plan, coordinate and schedule projects, manage competing demands, establish priorities, manage budgets and meet deadlines.

Ability to effectively use Microsoft Office; knowledge of a variety of project and scheduling software is an asset, notably the UBC software PeopleSoft.

Effective interpersonal and customer service skills.

Valid B.C. Class 5 Driver's License and a good driving record.

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,



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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: 14679
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Programmer Analyst I
Department: Center for Teachng,Learnng&Tech
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-25
Job End Date: 2013-03-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-14 **Available Openings:** 1

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

Job Summary

The Programmer Analyst I programs software application modules and codes, tests, debugs, documents, and maintains those modules.

Organizational Status

-The Centre for Teaching, Learning & Technology is a centrally positioned unit, providing support to the UBC teaching and learning community. Technical staff in this unit provide pilot to enterprise level applications, are expected to be innovative and agile, and deploy self-developed, community developed or vendor supplied software.

-Reports to Programmer Analyst II

-Works with other Programmer Analysts at all levels.

Work Performed

Specific Duties:

- Uses HTML, JS , PHP, PERL and other programming scripting and db-query languages to enhance, integrate and support web applications used for teaching and learning at UBC.
- Modifies systems so they meet international standards for learning system integrations.
- Builds integrations between these web applications and the learning management system.
- Documents code for internal and Open Source distribution and creates user manuals and documentation for end users.
- Provides user support to UBC community through face-to-face interaction, phone and email ticketing system

Core Duties:

Programs small discrete software application modules.

Conducts testing and debugging of small modules to ensure application meets specifications.

Prepares programming documentation for assigned programs.



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Supports software development lifecycle, and applies and follows appropriate programming development methodologies and best practices as instructed.

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

Participates in project planning and implementation.

Builds and maintains good working relationships and collaborates with others to achieve client objectives.

Performs other related duties as required.

Supervision Received

Works autonomously in accordance with general instructions as to methods and procedures. Work is reviewed in terms of achievement of desired results.

Supervision Given

May manage co-op students and or student employees engaged in software development activities.

Consequence of Error/Judgement

Makes decisions within established guidelines regarding the application of computing devices or programs to meet set requirements or makes decisions regarding solutions to defined problems.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Demonstrated knowledge of HTML, XHTML, CSS, JavaScript, Ajax, PERL etc. Demonstrated understanding of PHP. Expertise in building integrations.

Collaboration - Participates willingly by supporting team decisions, assisting other team members, and doing his her share of the work to meet goals and deadlines. Informs other team members about client-related decisions, group processes, individual actions, or influencing events. Shares all relevant and useful information.

Communication for Results - Speaks and writes to peers in ways that support transactional activities. Shares information and asks questions prior to taking action.

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

Accountability - Asks questions and provides feedback in an effort to clarify mutual expectations. Seeks advice on tasks and responsibilities when needed.

Business Process Knowledge - Identifies and documents processes within area of responsibility. Seeks guidance on aspects of process that are out of immediate scope. Drafts procedures that comply with the process.

Information Systems Knowledge - Aware of the primary uses of technology by customers, learning the systems of the enterprise and the customers affected. Responds to day-to-day requests for technical support in areas of primary usage. Escalates questions and problems to relevant technical expert groups.



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Job Posting

Job ID: 14735
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Team Lead
Department: UBC IT - Creative Media
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-17 **Available Openings:** 1

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

Job Summary

The Team Lead manages and mentors staff in the day-to-day performance of work, participates in the development of resource plans, and provides technical leadership within various product and service lines.

Organizational Status

The Team Lead receives operational and strategic direction from the Director, Digital Media Technologies (DMT). The Team Lead will act as an 'expert' with respect to support of specific Digital Media products or services on various committees and projects and as such will provide expert advice to stakeholders and staff with regard to issues and problems that may arise.

Work Performed

Specific Duties:

- Responsible for daily operation of production staff, coordinates the technical and administrative functions of the services including supervision and distribution of work assignments including staff performance evaluation.
 - Advises and consults with the Director on matters involving developments and utilization of efficient and effective services and production methods, including the utilization of staff and personnel.
 - Develop and implement an operational budget for the division and is responsible for re-assigning and rearranging functions of the services and operation within the budgetary constraints in order to maintain a self-supporting status.
- Act as an 'expert' to represent DMT products and or services to the internal and external clients, staff, and senior management. The incumbent will also have a fluent understanding of video production and other creative media requirements.
- Identifies the requirements to revise and update support processes as necessary, securing stakeholder agreements and approvals as required in order to meet defined Service Levels.
 - In consultation with the Director, coordinates the marketing and advertising activities of the Printing and Graphic seNices through the design and production of marketing materials as well as with the direct and indirect contact with clients and potential clients.



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Core Duties:

- Manages staff in the day-to-day performance of work, provides leadership and mentoring, and uses a wide range of tools and techniques to create and maintain a collaborative, motivated and positive team atmosphere.
- Participates in the development of resource plans to meet staffing, space and equipment requirements. Coordinates and distributes work, monitors workloads and backlogs and makes necessary adjustments. Participates in the recruitment of new staff within respective team.
- Works with staff, project teams and other service providers to manage and coordinate work efforts. Ensures all resources understand and follow appropriate methods, procedures and techniques to successfully complete assigned tasks within committed timeframes and standards.
- Provides input into staff performance assessments, learning and development requirements, and recognition and reward recommendations.
- Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.
- Develops and implements procedures, methods, standards and controls to foster operational efficiency, monitor compliance, and mitigate risks to achieve team results.
- Performs the more complex elements of the work, applying an advanced level of technical expertise and judgment to achieve desired work outcomes.
- Leads or participates in the selection and negotiation of vendor contracts.
- May serve as a Project Manager on projects and would be responsible for the overall management and success of the project.
- Responsible for product expertise which would include development of new systems, acquisition of new software or hardware packages, changes and enhancements.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

This position receives general direction and guidelines from the Director, Digital Media Technologies and works independently discharging the responsibility.

Supervision Given

Supervises and trains all staff.

Consequence of Error/Judgement

Makes decisions regarding strategic solutions to business needs or decisions relating to the management of multiple project teams within a technical specialization.

Judgment and decision making directly impacts the projects and reputation of DMT and UBC IT.

Qualifications

Undergraduate degree in a relevant discipline. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Experience working in video production and fluent with related equipment and technology.

Experience and knowledge of continuing education in personnel and administrative processes, financial concepts, business process, continuous improvement and organizational development. Ability to effectively manage multiple tasks and priorities and work under pressure to meet critical, time sensitive deadlines.

Ability to effectively facilitate groups to achieve appropriate outcome.

Ability to maintain accuracy and attention to detail.



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Strong organizational and planning skills.

Ability to mentor and coach staff, and act as a resource.

Ability to manage staff performance by establishing standards and goals, evaluating performance, providing feedback, and taking corrective action.

Ability to operate, troubleshooting and maintain professional level computer systems, Windows and MacOS, as well as basic computer maintenance skills.

Thorough knowledge of computer graphics and web applications for both Windows and MacOS including, but not limited to the following:

Adobe CS2: Photoshop, Illustrator, PageMaker, InDesign, ImageReady, Acrobat

Microsoft Office: PowerPoint, Word, Excel, Corel Draw

HTML: Dreamweaver, Go Live, Flash, Fireworks, CD creation software: Adaptec, Nero

Knowledge of both digital printing and pre-press

A good understanding of Media communications and networking systems.

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Job Posting

Job ID: 14709
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Editorial & Production Serv
Classification Title: Editorial&Prod.Serv , Level B **Business Title:** Managing Editor
Department: B.C. Studies
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Part-Time (70%)
Desired Start Date: 2013-03-11
Job End Date: 2014-03-28
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-01-15 **Available Openings:** 1

Please note this position has been filled and is being posted for information only.

Job Summary

The Managing Editor plans, implements, and coordinates all major functions relating to the management and production of BC Studies, a regional and national scholarly quarterly.

Major responsibilities include: overseeing revenue generating operations; administering and controlling the budget including budget forecasting; overseeing budgets for special projects, advertising, subscription sales, and copyright fees; writing grant applications; overseeing production and editorial flow, final editorial quality control and distribution of the journal; overseeing website development, space and inventory; conceptualizing special projects and overseeing marketing campaigns, fund-raising and sponsorship events projects, electronic publishing projects, and public relations; supervising all promotional material for media announcements; researching, negotiating, and acquiring permissions, reprint and copyright terms and fees; negotiating contracts; preparing contract guidelines for legal counsel; overseeing development and maintenance of computer networks and databases; establishing and implementing editorial policies and procedures, manuals and style sheets; performing comparative analysis of statistics from market surveys, website, and consultant reports; writing quarterly reports and preparing quarterly budget reports to funding agencies; attending publishing meetings, conferences, and promotional events; participating on editorial search committees and conference organizing committees; participating on industry associations as executive committee to lobbying government on publishing policies; staying current with changes in electronic publishing environment and printing processes and incorporating new practices; organizing and conducting editorial team and staff meetings; recruiting, developing, supervising, training, evaluating, disciplining, and terminating staff; acting as mentor to work study students; administering staff and student salaries; overseeing acquisition of supplies and equipment; and performing other related duties.

Organizational Status

Reports directly to the Editor; outside the university s he works closely with the Journal's international Editorial Board, authors, reviewers, readers, consultants, advertisers, donors, sponsors, subscribers, agents, aggregators, educational and publishing associations, and governmental agencies; seeks and directs appropriate suppliers and consultants on special projects.

Within the university, s he attends meetings with Legal Counsel, Deans, Provost and faculty; works with Human Resources, Work Study program, and Directors of IT Services, Financial Services, and Enrolment Services in matters relating to the administration of the journal; conducts regular staff and editorial meetings with Editors and CUPE staff; acts as mentor to the Work Study interns by providing training, guidance, and evaluation.



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Work Performed

BC Studies receives only 25% of its budget from UBC. The Managing Editor must generate the remainder of the revenue through business operations such as grant applications and market researches, subscription fulfillments, licensing with aggregators, targeting advertisers, and electronic sales.

Finance & Administration

- Oversees all revenue-generating operations, including subscription fulfillment, grants, contracts, special projects, advertising, permissions and copyright fees, and electronic sales
- Monitors all expenditures and liaises with Financial Services when discrepancies occur
- Prepares budget analysis and forecasts to Office of Budget and Planning, granting agencies, and special events such as our 40th Anniversary promotion
- Is responsible for and reconciles year-end financial activities; prepares financial statements and ensures that the journal operates within its budget
- Prepares quarterly cash flow reports along with other quarterly reports to granting agencies where required
- Assesses the feasibility of reallocating budget funds for new equipment purchases and establishing other financial priorities
- Prepares annual analyses and financial summary reports to SSHRC
- Prepares statistical analyses and reports for PAP and Statistics Canada
- Conceptualizes new projects and undertakes to write major grant applications to secure funding, and also collaborates with the editor to write SSHRC grant applications
- Advises Editor on daily management of the journal such as financial and administrative issues, production scheduling, editorial and publishing policies
- Recommends departmental policy and procedures to the Editor in regards to budgeting, staffing, and administrative concerns
- Negotiates contracts with freelance service providers, including copy-editors, proof readers, typesetters, computer consultants, facilitators; negotiating costs, and communicating with the press and printers
- Negotiates reprint and copyright contracts and fees with publishers and authors, and ensures that authors published in BC Studies sign publication agreements with the journal, also ensuring the appropriateness of these agreements as the laws and print industry changes.
- Collaborates with UBC Legal Counsel in setting up publishing agreements and licensing contracts
- Negotiates licenses with aggregators and contributors for royalties regarding reprint and electronic publishing fees
- Determines reallocation of expenditures if projected earned revenues cannot be sustained
- Determines advertisement rates and directs advertisement sales campaigns
- Organizes and attends editorial meetings with the Editor and Associate Editors
- Oversees development of the BC Studies website and databases, electronic publishing and submission processes, implementing e-commerce and online marketing strategies
- Identifies and evaluates new products or services; reviews and evaluates existing business processes and systems, and recommends improvements
- Ensures compliance to university standards and policies, (e.g. adherence to health and safety policies or compliance with collective agreements) and advises Editor on changes in policies
- Acts as departmental resource person, advises Editor and all personnel on university policies and procedures
- Monitors activities in support areas, and when necessary, reallocates duties among the staff
- Resolves personnel conflicts for all staff and approves vacation and sick leave and maintains records and appointments for all staff
- Performs regular program maintenance and general designs on FileMaker Pro database
- Collaborates with IT technicians to ensure the three servers and computer network, applications, and equipment are functioning efficiently

Contracts, Grants and Fund-raising

- Researches grant opportunities; writes business plans and grants to secure new funding
- Initiatives and performs fund-raising projects such as organizing an annual online Auction to promote and support the journal;



ongoing searches to create new fund-raising projects to generate revenue

- Analyzes project results and data collected to write quarterly and final reports to granting agencies; compares analyses for future strategic planning

Marketing and Public Relations

- Initiates and develops marketing and strategies to increase the journal's public image and increase subscriber base (e.g., market and sales analysis, consumer and advertising research, knowledgeable expert opinions, industry research)
- Hires consultants and supervises consultants on special projects (e.g. market surveys, focus groups, design or software systems)
- Oversees and the implementation of marketing surveys to various target groups or focus group sessions to seek potential clients and future marketing ideas to improve advertising, circulation or editorial content
- Develops strategies and oversees advertising projects with advertisers and sponsors (e.g. auctions, exhibits, prizes, or donations)
- Attends publishing events in the publishing industry to further develop management and promotional skills and networks with other publishers
- Participates and attends the Annual Canadian Association of Learned Journals conferences,
- Takes an active role in lobbying government on changes affecting the scholarly and print industry
- Participates in discussions with various publishing associations such as CALJ and BCAMP
- Oversees website; analyzes statistics from website to ensure journal's national and internationally profile is maintained and enhanced
- Writes and reviews promotional material and advertisements
- Organizes exhibits at publishing conferences to promote the journal
- Participates in industry committees and provides recommendations for lobbying government

Production

- Oversees all functions relating to production, editorial flow, thematic content, and distribution of the journal and final editorial quality control; preparation and coordination of copy prior to printing, working directly with authors, editors, copy-editors and proofreaders; ensuring editors, contributors and publishers adhere to schedules and policies
- Is responsible for research and implementation of transition from print to digital media

Electronic Publishing E-Commerce

- Organizes the digital archives of all issues for online market
- Stays abreast of the rapidly changing electronic publishing environment and incorporates new practices as they become necessary (e.g. currently testing the Open Journal System)
- Oversees migration to new systems and implements new office practices; procedures manual; trains staff
- Implements and maintains the paperless office system during transitional times
- Oversees implementation of e-commerce with programmers; restructures accounting and sales procedures; retrain staff; produces new procedure manual
- Renegotiates existing contracts with electronic aggregators as well as searches out new distributors with the assistance of UBC Supply Management and Legal Counsel

Supervision Received

Works independently, under very limited supervision of the Editor; sets own priorities and performs duties independently; consults the Editor with reference to complex or new problems.

Supervision Given

Supervises and administers CUPE staff, project staff, and students; conducts performance appraisals, training and career development. Is responsible for hiring, firing and disciplining staff. Supervises a part-time CUPE 2950 employee, and one to three work-study students as needed. Assigns work as required and sets priorities for staff members to follow; deals with all personnel problems; participates in the selection, supervision, and evaluation of work by consultants and freelancers, setting guidelines for them and approving final work performed.



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Consequence of Error/Judgement

The Managing Editor oversees the operation of the Journal. The incumbent must exercise sound judgment in all administrative areas and maintain positive relations both internally (Editor, faculty, staff, administrators, and students) and externally (Editorial Board, authors, reviewers, consultants, suppliers, customers, advertisers, donors, sponsors and government officers).

She must be able to act independently in performing defined duties. She is required to alert the Editor to any unusual situation, which may affect the journal. Errors in work or poor decisions as a result of missed deadlines or lack of attention to details, etc., may lead to confusion and lost opportunities and will negatively impact the reputation of the Journal and the university.

The Managing Editor is responsible for ensuring that the journal functions within its budget, and, when there are budget shortfalls, determines how to best reallocate expenditures, keeping in mind the main goal of maintaining the superlative quality of the journal. Mismanagement of budget and funding could result in over-expenditure, loss of reputation, and compromise future financial planning. Poor fiscal management would also result in the termination of staffing positions and special scholarship awards. Moreover, contracts not fulfilled adequately would result in loss of funding.

Qualifications

Undergraduate degree in a relevant discipline. University degree in English, Journalism, Business Administration or a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Minimum four years of related experience, preferably in a publishing environment, accounting, personnel management or an equivalent combination of education in a production oriented field. Minimum two years of managerial experience required. Ability to make judgments decisions and understand working relationships between departments and services at the university and with organizations and businesses off campus including provincial, federal and private granting agencies. Excellent verbal and written communications skills with proficiency in the use of English grammar, spelling, and punctuation. Ability to formulate complex budgets and prepare budget justifications. Strong organizational skills; well-developed analytical and problem-solving skills. Proven experience and ability with marketing, publicity, and production. Strong leadership skills and a demonstrated ability to take initiative, as well as to collaborate with others in a team environment. Ability to effectively recruit, train, supervise, and motivate employees. Ability to work independently under minimal direction. Excellent interpersonal skills and ability to interact with varied groups, including students, academics, university administrators, external contacts and government. Ability to maintain accuracy and attention to detail. Ability to work effectively under pressure to meet deadlines and to handle heavy volumes during peak periods.

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Job Posting

Job ID: 14722
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level A **Business Title:** UBC Farm Community Engagement Coordinator
Department: UBC Farm
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2013-02-01
Job End Date: 2014-01-31 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2013-01-20 **Available Openings:** 1

Job Summary

Community engagement and education is part of the core vision of The Centre for Sustainable Food Systems (CSFS) at UBC Farm. The Community Engagement Coordinator is responsible for administration of the UBC Farm's community oriented educational programming. These programs include but are not limited to:

- Children's Education Programs. The FarmWonders summer day camp and FarmDiscovery Tours programs promote environmental awareness and sustainable food systems through experiential, science-based farm learning. In conjunction with the Faculty of Education's Intergenerational Landed Learning Program, they provide a forum for research on how place-based pedagogy affects learning.
- Children's Learning Garden. The physical space that houses the UBC Farm's Children's Education Programs, the garden requires ongoing maintenance in order to serve the programs' needs.
- Volunteer Program. Provides members of the UBC and wider community the chance to gain hands-on experience in many aspects of small-scale sustainable farming, as well as with the many community programs operating at the Farm.

The ongoing growth of the surrounding Wesbrook Village - including completion of a high school adjacent to the UBC Farm - provides further opportunities to expand community engagement programs. Pursuant to the goals in Cultivating Place, the UBC Farm's academic plan, the Community Engagement Coordinator will work with other Centre staff to: Pursue research into the university's role as an agent of change at the intersection of land, food, and community; maintain and enhance the farm's role in the wider community; and promote links to academic programming to create innovative models of community-university partnerships and global citizenship. The Centre for Sustainable Food Systems at UBC Farm is a 24-hectare teaching, research and community farm located on the University of British Columbia's Vancouver campus. More information about the Centre can be found at www.ubcfarm.ubc.ca.

Organizational Status

Reports to the CSFS Director. Oversees 4-6 seasonal student positions and provides instructional oversight to staff who train volunteers. Works closely in a collaborative environment with other CSFS staff, including the Communications Coordinator in order to promote programming opportunities - and the Academic Coordinator - in order to identify opportunities for Community Based Action Research and Community Service Learning. Maintains relationships with stakeholders including Friends of the UBC Farm (AMS club), community program participants and partner organizations, UBC students, faculty and staff.

The position works in close collaboration and communication with the Intergenerational Landed Learning project (Faculty of Education) to find synergies between programs and to manage the physical Children's Garden space to meet the needs of all programs.



Work Performed

- Overall administration of community engagement programs, including, development, promotion, evaluation and financial management; manage programs for both educational outcomes as well as revenue generation.
- Prepare agricultural and food systems educational materials and activities, including writing and developing curriculum for children's education programs targeted at local primary and secondary schools. Tour materials should be designed to meet provincial Prescribed Learning Outcomes.
- Responsible for overall planning (including possible expansion) of the Children's Learning Garden as a place-based learning area for teaching, research and community development; this includes overseeing student workers who maintain the following aspects of the garden: irrigation, compost, overall garden design, shared garden spaces, safety, aesthetics, food production, pruning and mowing weed-eating.
- Oversees management of the Children's Learning Garden for seasonal food production in conjunction with the Children's Education Programs' curriculum.
- Plan, prioritize and assist in delivering day-to-day practical instruction to student workers, volunteers and children in field-based activities, including: cultivation, soil management, plant propagation, seeding, weed management, pest management, irrigation, harvest, and post-harvest processing.
- Administer program delivery, including tour and camp registrations, organization of materials, coordination of volunteers, criminal record checks, scheduling of tours, and communication with volunteers and program registrants.
- Liaise between the Children's Education Programs, the Intergenerational Landed Learning Project in the Faculty of Education, and other UBC Farm programs to create coherent visit plans and research activities, as well as ensure programs run smoothly and without conflict given current space constraints.
- Manage program budgets for overall financial viability, including fundraising and reporting in consultation with the CSFS Director.
- Prepare educational and promotional materials for off-site lectures, tours, demonstrations and Farm-related events
- Explore possible future expansion of community oriented educational programming, including short courses and high school level tours; further develop programs and physical learning space to better meet program goals.
- Works with the Communications Coordinator to be a media spokesperson for the Centre.
- Performs other duties as required.

Supervision Received

Reports to and works under the general direction of the CSFS Director. Must show a significant degree of autonomy and be able to make day-to-day decisions independently, but will review major decisions with and defer high-impact decisions to the Director. Works is reviewed for quality and effectiveness in achieving program objectives and financial viability, as well as adherence to the Centre's mission and vision.

Supervision Given

The Community Engagement Coordinator oversees 4-6 student workers responsible for program delivery and garden maintenance, as well as numerous volunteers on a seasonal basis. He she is responsible for prioritizing and delegating tasks to the student workers and volunteers that are appropriate to their skill level, and is responsible for reviewing their work and providing feedback as needed. Together with the student instructors and volunteers, he she oversees the program delivery of scientifically accurate, agriculturally based, environmental learning for over 1,200 children each year. The Community Engagement Coordinator helps orient hundreds of volunteers and community members to opportunities for engagement with the UBC Farm.

Consequence of Error/Judgement

Coordination of community education initiatives requires significant agricultural and educational expertise as well as a high degree of coordination with other Centre staff, volunteers, the Faculty of Education, site users and the wider community. Community education programs also provide an important revenue stream that supports a wide range of Farm programming. Poor



performance will jeopardize the Centre's high standing in the community and have negative financial implications for the Centre.

Extensive community support and funding is a crucial element to the operation of the UBC Farm.

The Community Engagement Coordinator is a representative of the CSFS and the Faculty of Land and Food Systems. His/her approach and delivery of information in dealing with the general public and variety of site users present at the UBC Farm reflects on these units. Therefore, ensuring high regard for professionalism, safety, and adherence to UBC policies is of considerable importance.

Qualifications

Undergraduate degree in a relevant discipline. Relevant degree such as Agriculture and or Education. Minimum of two years experience or the equivalent combination of education and experience. Teaching experience with children, particularly in an outdoor, garden-based setting. Proven familiarity with organic agricultural production practices and food system sustainability concerns. Experience with adult education and or delivery of continuing education programming an asset. Demonstrated supervisory and interpersonal skills, ability to perform well in a team environment and lead others. Strong written and oral communication skills. Ability to target educational materials to varying audiences and age groups. Strong organizational skills, able to identify and prioritize tasks with minimal supervision, work independently and take initiative. Ability to effectively use email, word processing and spreadsheet software at an intermediate level. (e.g., Outlook, MS Word, MS Excel). Ability to learn new systems quickly. Familiarity with the history, vision, mission, and current operations of the UBC Farm is an asset. Demonstrated knowledge of the UBC Farm's Academic Plan, "Cultivating Place," is an asset. Available with flexible hours May-October. A passion for, and a knowledge of, issues surrounding land, food, and community. Proven familiarity with local and organic agricultural production practices and food system sustainability concerns is an asset. Ability to exercise diplomacy, tact and discretion as a representative of the UBC Farm. Strong financial management skills including the ability to prepare financial reports/budgets. Ability to design and deliver instructional programs and courses. Qualified Master Gardener certification an asset. Specialized skills or knowledge that can contribute to the Children's Education Program - food preservation (canning, jam making), poultry care, etc....an asset.

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Job Posting

Job ID: 14702
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level A **Business Title:** Course/Web Support Specialist
Department: Library - Life Sciences
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-14 **Available Openings:** 1

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

Job Summary

This Course Web Developer supports redesigning and developing educational courses for Blackboard Learn. This position is responsible for assisting the UBC Librarians in their academic functions including those related to updating, editing, and developing content and resources for online and blended delivery and the support of synchronous and asynchronous learning. The incumbent will participate in the migration of courses from Vista to Blackboard Learn Learning Management Systems, including the development of a UBC Library Wiki infrastructure to provide a content repository for online learning.

Organizational Status

Reporting to the Head of the Life Sciences library (LSL). This position will work closely with UBC librarians and staff as well as educational technology people on campus such as those in CTLT.

Work Performed

- Works collaboratively with UBC librarians and LSIT to develop course materials, including web pages, audio and video clips, quizzes and assignments.
- Reviews current courses and helps re-design and improve during the migration to new LMS.
Edits and converts course materials to ensure content is accurate, presentable and up-to-date
- Provides design expertise and media selection recommendations.
- Works with librarians course authors to migrate educational courses and related materials to BlackBoard Learn Learning Management System
- Creates and maintains a repository of content for the LMS using necessary tools such as a Wiki
- Works with CSS in DreamWeaver and uploads files in BlackBoard Learn Learning Management System, finds images for courses, finds and updates links, edits images, researches and retrieves resources, images and journal articles.



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- Works with librarians and course authors in the development of educational courses, programs and related materials using a variety of social media including blogs and wikis.
- Supports distributed learning technologies such as WIMBA by providing assistance with the production of educational materials to librarians teaching to students at a distance.
- Troubleshoots problems with teaching and learning technologies in regards to applications, migration of materials between programs, etc.
- Collaborates with LSIT on LSL website and is responsible for keeping it current.
- Keeps current on the new tools and applications available to support teaching, website development and communications work.
- Performs other related duties as required.

Supervision Received

Works independently under the general direction of the Head of the Life Science Libraries and within established Library and University policies and procedures. The work is done independently, although the general product will be subject to review prior to distribution.

Supervision Given

There are no direct reports to this position.

Consequence of Error/Judgement

Errors in judgment may result in the inefficient use of resources and may damage the image and reputation of the University and the Library. The consequence of error could negatively impact student learning and research as well as faculty's educational and research missions.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience in the design and development of online educational materials preferably in BlackBoard Learn. Knowledge of a course content learning management system such as BlackBoard Learn. Advanced HTML CSS and DreamWeaver experience with an understanding of website structure and design. Ability to effectively use a wide variety of applications and software including Photoshop, Wikis, video applications at an advanced level. Ability to communicate effectively verbally and in writing. Ability to exercise sound judgment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Ability to maintain awareness of current developments and trends in website development. Ability to effectively develop online educational materials. Ability to maintain accuracy and attention to detail.

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Job Posting

Job ID: 14672
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Instructional Designer
Department: MedIT
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-17 **Available Openings:** 1

Job Summary

Working with the Educational Technology team in the Technology Enabled Learning (TEL) unit within the Faculty of Medicine's IT group (MedIT), this position is responsible for identifying, promoting, developing and managing educational technology projects from the analysis and conceptual design stages through to implementation. This position provides educational technology outreach, facilitation and consulting services to ensure that faculty, staff and students within all regions of the Medical Education Distributed Program (The MED Program encompasses undergraduate, postgraduate and continuing medical education.) - Vancouver Fraser Medical Program (VFMP), Island Medical Program (IMP) and the Northern Medical Program (NMP) - have access to Technology Enabled Learning services. The position works closely with other members of the Educational Technology team and educational stakeholders such as the Associate Dean, MD Undergraduate Education to ensure that educational resources and technologies appropriately, effectively, consistently and sustainably support the educational objectives of the MED Program.

Organizational Status

The Instructional Designer reports directly to the Educational Technology Manager

Work Performed

- Provide leadership and strategic planning for improvement of existing learning materials, learning activities, e-Learning systems, processes and resources as well as the expansion, overall direction and development of the Medicine and Dentistry Integrated Curriculum On-Line (MEDICOL) undergraduate program sites and related systems. Work as part of the e-Learning continuous improvement program team providing subject matter expertise on major e-Learning and educational technology projects.
- Coordinate resources through the educational technology proposal process and provide pedagogical support, courseware design and development, instructional technology authoring, programming expertise and technical design advice to faculty and staff developing educational and technology enabled curricula in the medical program.
- Research, monitor and evaluate developments in educational technologies and design philosophies to enhance educational objectives, accessibility, interactivity and systems interoperability. Identify, anticipate and conceptualize long-term and immediate program requirements and manage resulting instructional design and e-Learning project opportunities and priorities.
- Liaise with academic departments, stakeholders and committees to facilitate support and interest for educational technology projects. Facilitate and manage initiatives through the development and maintenance of workflow and timelines from start to completion while ensuring deadlines and milestones have been met throughout the process.
- Hire, train and manage work-study students to support and develop e-Learning resources with respect to various curriculum



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projects for the Faculty of Medicine.

- Work with the EdTech e-Learning support team and other team members to develop processes, standards and templates for educational and instructional technology resources in the MEDICOL learning management system and other systems as applicable. Ensure effective transition of new developments projects into operationally supportable learning services and assist with development of quality assurance processes. Monitor implementation of technology resources and strategies and assist with evaluation efforts of e-Learning activities in the Medical Program.
 - Serve as the Faculty's representative with several of UBC's Course Management Systems committees and groups such as UBC IT, CART, and the Centre of Teaching, Learning and Technology (CTLT) to represent the unique user requirements and interests of the Faculty of Medicine related to educational technology, particularly during major infrastructure and software updates. Act as liaison between campus-wide groups and Medicine IT and educational units to determine implications of changes with regards to systems interoperability and support models to ensure adequate consideration for e-Learning requirements in the Faculty of Medicine.
 - Develop and deliver presentations, workshops and training materials to students, faculty and staff for the purpose of orienting participants and maximizing the utility of existing and planned educational technology instructional tools and resources; collaborate with internal units such as the Office for Faculty Development for Faculty-specific projects and University groups such as OLT and TAG for campus-wide sessions.
 - Conduct requirements gathering activities including data collection via focus groups, surveys and interviews; compile, document and prioritize user requirements and prepare functional specifications related to new and existing educational technology initiatives.
 - Lead projects through the instructional design process. Conduct educational needs assessments with clients to determine educational and technology requirements, create storyboards and design mock-ups, develop instructional materials, courseware, and technology enabled learning activities, and evaluate and maintain learning materials.
 - Apply instructional design and adult education principles to the design and evaluation of educational resources and solutions.
 - Develop and maintain internal process for documenting, prioritizing and tracking educational technology projects.
- Makes decisions impacting program and curriculum design. Develops policies, training plans, provides strategic guidance and development support for educational technology systems integrations and organizational practices.

Supervision Received

Reports directly to the Educational Technology Manager; additional inter-site accountability within the MED Program; works under general program or departmental guidelines. Work is reviewed in terms of quality and effectiveness in meeting educational goals.

This position, through the Educational Technology Manager, receives guidance and direction from the Associate Dean, MD Undergraduate Education, or delegate, on pedagogical components of Educational Technology.

Supervision Given

This position may be expected to supervise work-study students; is expected to operate with wide latitude.

Consequence of Error/Judgement

Errors may result in: inappropriate selection of advanced learning technologies and systems; inadequate Faculty of Medicine organizational preparation for adaptive and changing e-learning needs; missed deadlines and cost overruns; miscommunications between students, faculty and staff members relating to e-learning resources; learning session or service disruptions; frustration for faculty, staff and students relying on training and services to support their educational technology projects; breakdown in collaborative e-learning efforts with other Faculties.

Qualifications

Master's degree in Education. Masters degree in Educational Technology or Instructional Design preferred. Minimum of six years experience or the equivalent combination of education and experience. Minimum of six years experience in the design, development and delivery of mixed-mode education courses and programs or an equivalent combination of education and experience.



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Extensive experience working within enterprise-level and open-source learning management systems such as BlackBoard Connect, WebCT, etc, familiarity with learning object repositories, curriculum management technologies and learning technology system architecture is an asset.

Extensive experience creating learning activities, learning modules, courseware, and learner assessments; experience with user experience and user interface design; extensive experience with e-learning authoring software applications such as Articulate Storyline, Raptivity, Lectora, Camtasia, Adobe Creative Suite; experience with assessment and quizzing technologies.

Ideally the candidate will have experience in the areas of project management, analytical and organizational skills; adult education, facilitation and presentation skills; excellent oral and written communication.

Extensive experience in needs assessment requirements analysis, technical solutions analysis and design, and liaising with internal and external stakeholders.

Demonstrated computer expertise in areas of web-authoring, web-based application design and development, content management systems, web-server technologies, and social networking and collaboration technologies.

Sound knowledge of usability and user experience design, educational technology standards and protocols including SCORM, and educational metadata standards; experience proactively promoting and supporting the use and application of educational technologies in a rapidly evolving context of digital instructional technologies.

Ability to exercise initiative, diplomacy and judgment; ability to work effectively under pressure and manage multiple projects simultaneously to meet deadlines. Demonstrated ability to work independently and in a team environment; knowledge of and comfort in working with technology and technological teams, as well as a diverse set of stakeholders of variable technical competencies.

You will possess a strong work ethic with excellent interpersonal and time management skills. You demonstrate the ability to communicate logically and effectively both verbally and in writing. A highly motivated and self-starter, the successful candidate will be expected to proactively solve problems creatively in a challenging environment with limited supervision and direction. The ability to effectively manage changing and competing priorities is essential. In addition, the successful applicant must thrive in a team setting in a diverse, complex, distributed and fluid environment. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English in a way that maintains accuracy and attention to detail. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to think conceptually. (i.e., use creative, conceptual, or inductive reasoning or thought processes to identify patterns in complex data, and identify key or underlying issues in complex situations) Ability to make decisions and recommendations involving highly complex issues. Ability to effectively use job-related design and analysis applications. Ability to mentor, coach, and act as a resource for faculty members. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to analyze and redesign work flow business processes to make them more efficient and effective.

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Job Posting

Job ID: 14680
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C2 **Business Title:** Strategist, LMS Content
Department: Center for Teaching, Learning & Tech
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-13
Job End Date: 2013-06-30 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-14 **Available Openings:** 1

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

Job Summary

The LMS Content Strategist is responsible for leading the development and implementation of a comprehensive research-informed content management strategy for the teaching and learning users (faculty, graduate students, undergraduate students and instructional support staff) of the new University-wide learning management system (LMS). This position is University-wide in scope, working at multiple levels (units and individuals) to facilitate the effective use of the new LMS in UBC's exceptional learning and teaching environments.

Organizational Status

Reports to the Senior Manager, Teaching & Learning Technologies. Plays a key role on the LMS Transition Project team and maintains consistent contact with Teaching and Learning System Implementation Strategist for the project. Works under the direct guidance of the LMS Transition Project Manager for specific areas of the project. In general, this role works as part of a CTLT learning applications development team in support of the LMS roll out across UBC. Works with instructional support staff, faculty, instructors, IT's Learning Applications team and other members of CTLT's Teaching and Learning team. Works directly with the LMS Transition Project team to provide direction on the Content Management strategy and implementation related to the new LMS.

Work Performed

- Taking into consideration pedagogy and technology, defines options and makes recommendations for implementing a Content Management strategy and processes in conjunction with UBC's Learning Management System, including resource and budget implications.
- Identifies, elicits and documents business requirements, defines business rules and communicates requirements for the implementation of business solutions, including, but not limited to Blackboard's Content System.
- Leads the development and implementation of a comprehensive research-informed content management strategy that is pedagogically and technologically sound.
- Recommends application settings and configurations for curriculum materials in Blackboard's Content System, and sells the vision to other project team members.



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- Fosters collaboration with cross-campus partners, including project team members and faculty Instructional Support Staff.
- Develops and executes test plans and documents test results.
- Develops best practices, standards and procedures for implementing the Content System in faculties.
- Develops teaching and learning technology evaluation plan including a theoretical framework and data collection plan (in support of learning analytics) that is empirically sound.
- Works closely with the CTLT learning applications development team to identify, plan and execute technical integrations of 3rd party systems into the LMS.
- Liaises with UBC's departments and units to foster, develop, and implement collaborative, and complementary technology integration projects solutions in support of the LMS Transition Project.
- Facilitates the sharing of information and building of a knowledge base about the new LMS among instructional support units and the wider university community.

Supervision Received

Works under the general direction of the Senior Manager, Teaching & Learning Technologies. Work is reviewed in terms of quality and effectiveness in meeting educational and project goals.

Supervision Given

Supervises co-op and work study students as well CTLT staff working on the LMS application integration project.

Consequence of Error/Judgement

Errors in judgment result in critical interruptions to LMS Transition Project timelines and poor service to faculty and learners. Errors in judgment may damage the reputation of the University and the Centre for Teaching, Learning and Technology and the University.

Qualifications

Master's degree in Education. A minimum of 7 years of experience or the equivalent combination of education and experience. Working with learning technology applications, including LMS content development and organization, learning application evaluation and integration with the learning ecosystem. Ability to analyze and interpret data, determine implications, and provide recommendations Must have excellent knowledge of LMS from both user and web-based administration perspectives. Ability to be tolerant of uncertainty and ambiguity

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Job Posting

Job ID: 14649
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level C **Business Title:** Organizational Development & Learning Consultant
Department: Human Resources
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-15 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Work Performed

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



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assisting teams in the implementation of changes.

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

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

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

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

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

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

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

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

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

12. Performs selected administrative work related to above projects.

Supervision Received

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

Supervision Given



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

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 14703
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level E **Business Title:** Director, Organizational Excellence in ES
Department: Enrolment Services
Salary: \$80,059.00 - \$100,073.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-06 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-20 **Available Openings:** 1

Job Summary

The Director, Organizational Excellence in Enrolment Services (ES) is a senior leadership position in Enrolment Services responsible for the strategic planning and direction for the Centre for Organizational Excellence, which includes the following major functions: Development & Learning, Human Resources, Organizational Metrics and Business IT Alignment. The Director provides professional leadership and knowledge, creativity and strategic advice to enable Enrolment Services to define and measure its performance and to achieve its vision and goals. The Director will proactively engage and formulate strategic and collaborative partnerships with ES management and key stakeholders (internal and external) in support of developing and adopting best people and business strategies, policies and practices. The Director provides coaching and influence on department wide changes that instill the organization's desired cultural outcomes, including (but not limited to) facilitating superior student experience, exceptional people practices, innovation and collaboration, staff development and career progression, working across organizational boundaries, cross functional teams and business practices, open sharing of expertise and knowledge.

Organizational Status

The Director reports directly to the Associate Vice President Enrolment Services and Registrar. The Director works in partnership with and is a member of the Registrar's Executive team. The Director develops close and collaborative working relationships with Central Human Resources, UBC IT, UBC faculties, student affairs and student service partners across the University.

Work Performed

- Provides strategic leadership in the identification, development and planning of departmental initiatives and activities which continually analyze, evaluate and enhance organizational performance. Engaging, establishing and mobilizing internal and external resources (such as consultants) to achieve organizational and or project based initiatives and activities.
- Develops close strategic partnerships with Directors and Managers to drive organizational results by identifying, analyzing, resolving and evaluating emerging, systemic, and or chronic challenges within the department that impede organizational performance.
- Provides leadership and coaching on change management; and strategically works to embed a continuous improvement culture into the organization which focuses on collaboration, empowerment and working cross functionally.
- Leads and acts as a change agent to coach management and instill the organization's desired cultural outcomes including (but not limited to) facilitating superior student experience, exceptional people practices, innovation and collaboration, staff development and career progression, working across organizational boundaries, cross functional teams and business practices, open



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sharing of expertise and knowledge.

- In consultation with the Registrar and in collaboration of ES management, leads and develops a process to define, establish, communicate, promote and manage Enrolment Service leadership expectations and service standards.
- Leads the organization in conducting and assessing workforce readiness; identifying gaps between current and required talent capabilities, and building solutions to address and measure those gaps.
- Provides leadership and expertise in the development of a career ladder framework to enable career paths and succession planning within Enrolment Services, including leading a process to define and establish: core skills, competencies and values, performance metrics in alignment with established service standards, and standardized job descriptions.
- Provides leadership and expertise in the development of a performance management framework which provides accountability for performance, focuses on continuous organizational learning, and drives improved service delivery and outcomes in alignment with established service standards and organizational goals.
- Provides strategic leadership in the development and implementation of human resources strategies, initiatives, programs and practices designed to provide an exceptional work environment for staff to engage, develop and collectively succeed in meeting organizational metrics.
- Provides expertise and leadership in human resources management and best practices, in areas such as recruitment and retention, performance management, employee relations, compensation, and staff recognition, development and planning.
- Develops, implements, evaluates and manages policies, practices and programs in alignment with the organization's strategies and goals and in support of UBC strategic initiatives, which include:
 - o Exceptional workplace practices
 - o Effective staff recruitment, succession, retention, development and performance management programs
 - o Leadership development
 - o Recognition programs
 - o Sound compensation practices
- Develops strategies and provides leadership on the development of a metrics framework and implementation of organizational metrics to measurably and continually improve the performance of the organization. Provides leadership on effective metrics management, including leading the development of key performance indicators (KPIs) and determining strategy for metrics reporting.
- Develops strategic and in depth understanding of all registrarial functions in order to oversee and provide leadership on alignment of technology and business initiatives which enable ES to meet its strategic student service objectives within budgetary constraints.
- Leads business environment analysis, identifying opportunities and organizational risks; and in consultation with the Registrar, develops and prioritizes actions to be taken.
- Leads stakeholder analysis and management; including identifying and differentiating the needs of various stakeholders to ensure alignment with the organization's strategic objectives.
- As a member of Registrar's Executive, contributes to the Department's strategic planning, overall budgeting and effective allocation and optimum deployment of financial, human and technical resources for all Enrolment Services.
- Manages the ES Center for Excellence budget.

Supervision Received

Reporting directly to the Associate Vice President and Registrar, works independently under broad directives and minimal supervision. Receives coaching, mentorship and performance development to achieve defined goals and objectives.

Supervision Given

Directly responsible for the management and overall performance of the Centre for Excellence. Provides direct leadership, coaching and performance development to the Manager, Learning & Development, Associate Director, Business IT and Alignment. Provides shared leadership with the Senior Manager, HR Advisory Services, to the HR Advisor.

Consequence of Error/Judgement

Ineffective leadership in this position has a direct and negative effect on Enrolment Services' ability to achieve its strategic goals and meet its established service standards. Inability to build partnerships will damage the relationships with stakeholders



internal and external to ES. Credibility, integrity, influence, diplomacy and accuracy required in this position are critical as the advice provided supports strategic decision making. The coaching, influence and guidance provided by this role directly impacts the effectiveness of the Registrar's Executive team and the staff at large. Poor performance in this position has an adverse effect on the critical functioning of the various registrarial units, which ultimately results in a negative impact on students (and their experience), staff and faculties. Poor judgement, decision making and or errors could involve legal and or financial liability for the University and could have a damaging impact on the credibility and or reputation of Enrolment Services.

Qualifications

Undergraduate degree in a relevant discipline with a specialization in labour relations. Minimum of 10 to 12 years of related experience and at least 5 years of experience in labour relations in a complex, unionized environment or the equivalent combination of education and experience. Experience in a senior management position preferred. Proven leadership experience and skills required, preferably in a service centered environment. Demonstrated experience working in the capacity as a change agent, providing leadership towards achieving desired organizational performance and culture. Significant experience and skills in strategic thinking, planning and implementation. Previous experience with initiating, planning and executing large scale change initiatives and or projects with organization wide impact. Demonstrated experience and knowledge in Human Resources Management and best practices specifically in staff learning, performance, development and recognition, recruitment and retention, exceptional work environments, and compensation. Demonstrated ability to develop and cultivate strategic partnerships, including the ability to facilitate dialogue on complex or sensitive matters among diverse constituents. Ability to develop creative solutions to complex issues. Excellent judgment, problem solving and decision making skills. Possesses the initiative and capacity to develop an in depth knowledge and understanding of Enrolment Services and of the registrarial profession. Ability to understand and develop a working knowledge of applicable IT systems, including (HRMS, SIS, OAMS, Early Alert etc.). Ability to engage, inspire, influence, and motivate all levels of personnel. Excellent communication, interpersonal, presentation and facilitation skills required. Ability to work collaboratively in a team environment. Must be diplomatic and able to exercise confidentiality, tact and discretion.

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Job Posting

Job ID: 14704
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research and Program Advisor
Department: Political Science
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-01
Job End Date: 2016-01-31 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2013-01-16 **Available Openings:** 1

Job Summary

The Research and Program Advisor will assist in program development research and coordination, academic advising assistance to the Head, to the Director of the Graduate Program and to the Director of the Institute for European Studies. Also advises on thesis work including research funding and related grant writing activities. The incumbent is required to have extensive knowledge of procedures and guidelines of graduate programs, research and program development, and operations of the University. Responsible for specific tasks related to obtaining research funding as well as student management. Advises on the department's and Institute's web presences.

Organizational Status

Reports to and receives primary work direction from the Head, in consultation with the Director of the Graduate Program and the Director of the Institute for European Studies. Works with faculty, staff, and graduate students and with representatives from other departments and organizations. Provides research facilitation and support for faculty, staff and students. Acts as grant-writer coordinator, program development researcher and coordinator.

Work Performed

- Develop and manage working relationships with organizations from the external community
- Attend meetings to define strategy, goals, and scope of research projects
- Provide input into investigating potential funding sources
- Review and ensure project timelines are adhered to and met
- Conduct data analysis
- Act as liaison with faculty, students, internal and external university departments and funding agencies or organizations.
- Advise the Graduate Admissions Committee on fellowships, scholarships and awards.
- Prepare, compose, edit and proof read documents such as grant applications, contracts, academic proposals, and other forms of communications
- Manage processes such as adjudication of awards and scholarship applications
- Research, write and edit publications for faculty and student services related purposes
- Consult with Faculty of Graduate Studies, the Faculty of Arts, the Curriculum Review Committee and the Senate to ensure all graduate curriculum changes are commensurate with policy and procedure.
- Provide programming and academic assistance to the Directors of the Graduate Program and of the Institute of European Studies,



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faculty members, lecturers and students of the UBC Political Science department

- Research and advise on program development
- Develop and maintain budget projections appropriate to the existing and future projects
- Conduct non-technical management of the department website using Wordpress. This will include: liaison with Arts ISIT for site architecture decisions, sourcing graphics and media, and management of the department's social media presence.
- Organize and facilitate guest speakers and other special events
- Additional work as required

Supervision Received

Works under the general direction of the Head in consultation with the Director of the Graduate Program and the Director of the Institute for European Studies and within established policies, procedures and standards. Work reviewed against task objectives and conformity to standards.

Supervision Given

May assign and check work of support staff or students.

Consequence of Error/Judgement

Manages confidential and sensitive files. Potential breach of confidentiality in faculty searches, graduate admission, and graduate awards.

Expected to exercise independent judgment in relation with students, other units, and organizations outside the university.

Works to deadlines; failure to meet deadlines not always reversible.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline required. Master's degree in a relevant discipline preferred. Minimum of two years experience or the equivalent combination of education and experience. Must be familiar with graduate programs. Experience in grant-writing and research-writing. Experience in grant-writing and research-writing. Ability to maintain accuracy and attention to detail. Ability to accurately create and maintain records. Ability to prepare effective grant applications. Ability to compose correspondence and prepare reports. Ability to communicate effectively verbally and in writing. Ability to exercise initiative, tact and diplomacy. Ability to analyze problems, identify key information and issues, and effectively resolve problems. Capable of applying broad knowledge of policies and procedures. Ability to prioritize workload and multi-task to achieve positive outcomes in line with the strategic objectives of the Program and the Institute. Works well under pressure and responds to changing priorities and deadlines. Ability to work effectively, independently and in a team environment. Ability to exercise integrity, good judgment, critical problem solving and resourcefulness. Ability to make thoughtful, informed, and thorough decisions. Ability to demonstrate innovative and independent thinking and to take a proactive approach especially when handling non-routine matters. Ability to develop and monitor budgets. Advanced computer experience required using Windows format in MAC and PC environment. Knowledge of Word for Windows, Excel, Powerpoint, Outlook, Adobe Photoshop or Elements, and some knowledge of basic html programming. Knowledge of database programs at UBC such as the Student Information Services Centre (SISC) and Faculty Services Centre (FSC) required. Ability to prepare effective grant applications. Ability to communicate effectively verbally and in writing.

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Job Posting

Job ID: 14373 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Scientific Engineering
Classification Title: Scientific Eng., Level A
Business Title: Living Lab Engineer
Department: Electrical&ComputerEngineering
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-11-15
Job End Date: 2015-11-14
Funding Type: Budget Funded
Other:
Date Closed: 2013-02-05
Available Openings: 1

Job Summary

This position is responsible for supporting the development of hardware and software for sustainable energy research within the Campus as a Living Lab initiative at UBC Electrical and Computer Engineering.

Typical responsibilities may include designing and implementing electrical energy systems; specifying, selecting, testing, characterizing, and maintaining experimental equipment; data collection, processing and analysis.

Organizational Status

The Department of Electrical and Computer Engineering (ECE), the largest department in the Faculty of Applied Science, is comprised of approximately 50 faculty, 25 staff, 350 graduate students and 800 undergraduate students.

The position reports directly to Manager of Technical and Physical Resources, ECE.

Work Performed

1. Designs and develops complex and innovative test setups (resonant power conversion, power factor correction, nonlinearly-controlled power conversion systems) for cutting-edge electrical energy conversion and storage research.
2. Defines and executes a thorough plan for the selection, implementation, testing, and calibrating of all research equipment related to electrical energy conversion and storage research.
3. Designs electrical hardware (PCB design, electrical energy storage distribution design) and software ('C' based microcontroller firmware design) for high-efficiency power conversion research.
4. Train short-term collaborators to the electrical energy storage and harvesting component of the Campus as a Living Lab initiative in the fundamentals of power flow control, power quality, and switch-mode power conversion systems.
5. Thorough project scope documentation, including circuit schematic drafting, goal formulation, milestone and workflow documentation, cost estimation, and procedure manuals.



Supervision Received

Works independently within task objectives; position reports to Manager of Technical and Physical Resources, ECE. Assignments are given in terms of project requirements and research objectives. Overall research direction will be set by Principal Investigator (s). Informed technical guidance is available.

Supervision Given

May give guidance and direction to short-term contributors including graduate students, undergraduate students, and technical staff in carrying out experiments or technical work. May supervise short-term electrical energy research projects pertaining to the Campus as a Living Lab initiative.

Consequence of Error/Judgement

Professional judgment is required when designing, testing, and operating high power systems. The impact of incorrect decisions regarding high power system design, installation, and or operation includes project delay, cost overrun, lack of deliverables to industry partners, and personal harm to students, employees, and the public.

Accountability is governed by the general guidelines of the profession, which include but is not limited to: Coordinating and reviewing electrical electronic designs, drawings and schematics produced by industry partners and research teams; Responsible for the electrical integrity of the energy systems installation; Developing reviewing the project schedule milestones and completion, ensuring communication between participants; Determine allocation of space and cost estimate for energy systems installation and operation, and establish comparative information for the selection of specialized equipment for the research educational activities; Exercises judgment in making technical decisions and recommendations towards defining research infrastructure and operation procedures.

Qualifications

Undergraduate degree in Engineering or Applied Science. Master's degree in Engineering or Applied Science is an asset. Currently registered or eligible to register as a Professional Engineer (P. Eng.) in BC. Minimum of one year experience or the equivalent combination of education and experience. Ability to prepare complete, concise, and understandable technical documentation. Ability to read and comprehend technical material. Ability to communicate effectively verbally and in writing. Ability to prioritize and work effectively under pressure to meet deadlines. Currently registered or eligible to register as a Professional Engineer (P. Eng.) in BC. Preparation of equipment and construction specifications. Background in electrical wiring design and electronic equipment maintenance. Project scope definition and electrical electronics project estimation. 'C' programming and microcontroller firmware development. Experience with measurement instrumentation, data-acquisition hardware, and LabView. Experience with CAD-based PCB layout software and PCB population. Experience with electronics design and control automation systems, and design of electric machines for industrial environments.

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efficiently.

The RE will be responsible for configuring, and maintaining the PCs and other workstations in the lab. He She will perform associated daily activities related to the management and administration of the workstations in the lab. He She will be responsible for maintaining the workstations' security and managing accounts on those workstations. The RE will ensure the operating capability of LAN and wireless network to these workstations and servers in the lab during the hours of operation.

The RE will be responsible for operating and maintaining the equipment provided by CFI that connects to the Network Enabled Platform. This equipment provides data collection, visualization, and computational capability. The continued and reliable operation of this equipment is fundamental to the purposes of the EOC Laboratory, since the laboratory will be interconnected in real time to other EOC laboratories in Canada and other countries.

The RE will have a strong grasp of network and OS troubleshooting. The workstations will be installed with Microsoft Windows and the servers will have Linux Red Hat installed. The RE will ensure smooth functioning of the OS's on the respective devices and also take into account security robustness for the OS. The software for disaster management will be packaged in VMWare virtual machines. The RE will ensure that the virtual machines are hosted appropriately on different blades of the server such that it does not result in any breakdown or overloading of the servers during computation. The RE will ensure that data security protocols are functional across the network enabled platform.

The RE will also be responsible for operation and maintenance of the audio-visual equipment in the lab. He She will be responsible for maintaining and installing the upgrades to the audio-visual equipment.

The RE will communicate with the IBM consultants on implementing and deploying IBM specific upgrades to the servers and other IBM devices in the lab. The RE will also coordinate with IBM for any problems encountered in the server maintenance.

Supervision Received

Works independently; position reports directly to the Directors of CSI laboratory and the Earthquake Engineering laboratory. Assignments will be given to the RE in terms of functional requirements and research project objectives. Work is reviewed against requirements objectives.

Supervision Given

The employee will work primarily as a part of a collaborative team. The employee may be required to supervise short term collaborators such as graduate and undergraduate students.

Consequence of Error/Judgement

This position is responsible for managing and supporting research equipment valued in excess of \$1M that support research activities across Canada and internationally. Work is expected to be at a high level of professional quality to avoid damage to valuable equipment and delays in research. Errors could cause serious consequences for researchers. Decisions on purchases must show sound and practical resource management.

Qualifications

Undergraduate degree in Engineering or Applied Science. A Master's degree in Electrical and Computer engineering with demonstrated experience in network engineering is highly desirable. Minimum of three years experience or the equivalent combination of education and experience. Comprehensive understanding of the installations, updates, and configurations of IBM x3650 M3 cluster computational servers, disk controllers on various nodes of the servers, and storage devices is required. Extensive knowledge of Microsoft Windows and Linux Red Hat operating systems is required for maintaining and monitoring administrative and user accounts on the workstations. Necessary upgrades, patches, and workstation security is also the responsibility of this position. Excellent understanding of VMWare software is required for this position. The servers run the



complex computations of analyzing gathered data and disaster management using VMWare. The position will ensure that the blades of the server are not overloaded during computation and the computational capability of the servers is evenly distributed. Experience in technical management of audio visual devices is required. Excellent problem-solving skills are required for troubleshooting bottlenecks during installation, configuration, operation and maintenance of the servers, workstations, networking equipment and other equipment in the lab. Excellent written and verbal communication skills are needed as this position communicates to the IBM consultants for information on upgrades and installations to the IBM related hardware in the lab. Offer technical advice and solutions to the researchers when designing or implementing components for the optimal use of the infrastructure. The recommendations will improve the performance of the servers and associated network and meet the desired objectives of the servers computational power and network connectivity. Excellent analytical skills to resolve problems of technical support related to the equipment in the lab. The position identifies the root causes to the problems and tries to resolve the issue in the best possible way by analyzing multiple alternatives, conducting risk analysis, and researching benefits for a range of potential solutions. The position collaborates with the researchers in the Complex Systems Integration (CSI) Laboratory and the Earthquake Engineering Laboratory and allocates server time appropriately to both groups. Train and supervise short term collaborators involved in working with the equipment in the lab. This may include graduate and undergraduate students.

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Job Posting

Job ID: 14730
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Scientific Engineering
Classification Title: Scientific Eng., Level D
Business Title: Manager, Technical and Physical Resources
Department: Chemical&Biological Engineering
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-03-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-02-08
Available Openings: 1

Job Summary

The Manager, Technical and Physical Resources is responsible for the comprehensive planning, management and operation of the Technical Services (including the machine and electronic workshops) and the Physical Resources (including teaching laboratories, research facilities and equipment) of the Department of Chemical and Biological Engineering. The position is also responsible for the Department's Safety Program. Within these portfolios, the position provides leadership, strategic planning, direction, development, implementation in the areas of human, financial, and academic resources.

Organizational Status

The Department of Chemical and Biological Engineering at UBC has an established worldwide reputation for its accredited undergraduate degree programs, innovative research and the quality of its graduates and faculty. At present there are 24 faculty, 4 sessional lecturers, 8 post-doctoral fellows, 9 visiting researchers honorary faculty, 7 professors' emeriti, 13 adjunct and associate members, 4 management staff, 5 office staff and 9 technical staff. The Department has a very strong undergraduate teaching laboratory component in our curriculum. There are six courses in years 2, 3 and 4. Each course consists of a number of experiments and each experiment requires its own physical set up located in the 4th floor of the CHBE building, chemicals and instrumentation. In addition, faculty members (research lab supervisors) maintain active research programs in research laboratories located in the CHBE building (5th and 6th floor), at the PPC, AMPEL, CERC, MSL, Gas Gun, and the BERD facility, obtaining about \$6 million annually from national and international government and private sector research granting agencies and employing about 160 student researchers. The undergraduate program has about 310 students and the graduate program about 160 students enrolled in M.Eng, M.A.Sc and Ph.D programs

The position reports directly to the Head of the Department of Chemical and Biological Engineering, in the Faculty of Applied Science and is responsible for management and union staff in different locations. The manager works closely with the manager administration on Human Resource, Financial and overall Departmental matters. The manager interacts regularly with teaching lab instructors, research students and faculty members (research lab supervisors) in the Department; with other UBC units as Building Operations, Risk Management Services, Campus Planning, Financial Services and other campus units as needed, and with external agencies such NSERC, CFI etc.

Work Performed

STRATEGIC PLANNING & OPERATION



- Responsible for business planning, operation planning and strategic planning in the area of human resources, academic resources, physical resources and financial resources within the Technical Services & Space and Physical Resources portfolios.
- Based on academic and research needs provides strategic guidance and recommendations to the Department Head regarding business plans, resources, operational goals & objectives in the areas of Technical Services, Space and Physical Resources, and Safety.
- Develops and implements organizational changes to meet the new initiatives and evolving academic and research needs of the Department of Chemical and Biological Engineering and to enhance productivity and streamline laboratory shop processes.
- Leads the development and implementation of innovative programs, practices, policies and procedures to improve day-to-day and long-term value, quality, safety and efficiency.

TECHNICAL SERVICES

- Directs teaching laboratories, stores and workshop process reviews and re-engineering to effectively implement or enhance operation procedures, workflow and internal controls within the Department.
- Works with teaching lab course instructors to develop selection criteria for updating facilities and equipment in the teaching laboratories and implements decisions in consultation with technical staff and instructors.
- Facilitates interactions between lab instructors and workshop technicians to create detailed designs of new equipment.
- Provides leadership in designing new and or upgrading teaching lab equipment and experiments in keeping with evolving Canadian Engineering Accreditation Requirements -outcomes based assessment.
- Manages the development of an online system to archive all teaching materials sample lab reports and relevant course materials.
- Manages the development and maintenance of a system to keep track of all equipment (teaching lab, research lab, workshop, office equipment) status-purchase dates, repair dates etc.
- Manages the development and update of an efficient inventory control system to ensure sufficient in date chemical supplies are available. Works with the Department's Sustainability club to ensure best practices are followed

FINANCIAL RESOURCES

- Responsible for strategic planning and implementation of financial resources within the Technical & Physical Resources portfolio.
- Oversees the Department's cost recovery program and manages it to maximize revenues.
- Develops and manages annual capital and operating budget and inventory control.

SPACE AND PHYSICAL RESOURCES

- Responsible for strategic planning and operation of physical resources. Manages the teaching, research and administrative space in the Department, including space inventory, planning and assignment of space.
- Works closely with the Head to identify space and facility needs, and plan for future requirements; oversees both the maintenance of and renovations to existing facilities.
- Identifies planning activities for required expansions to physical space, proposed renovations and construction. Manages major and minor renovations; works with outside contractors, Campus Planning, Building Operations, UBC IT, Secure Access, and other units as necessary to facilitate successful, timely and cost-effective completion of projects; Identifies and allocates facility, equipment and space utilization to meet academic and research requirements specified by the Department of Chemical and Biological Engineering.
- Oversees and monitors the creation of new office space and occupancy arrangements (faculty offices, research offices and graduate students space).
- Works with Building Operations, UBC IT, and the Centre for Teaching and Learning Technology to facilitate upgrades to teaching space.
- Develops and implements policies and procedures for the acquisition, utilization, maintenance and replacement of furniture, office equipment, research support equipment and supplies. Negotiates leases and purchases of products and services.
- Serves as departmental coordinator for large university wide initiatives such as the UNP, EcoTREK, LabTrek, ClassTrek etc.
- Oversees the decommissioning of laboratories or workstations during renovations, retirement of staff or faculty and departure of any students or personnel who worked in departmental laboratories.
- Oversees security and access to CHBE facilities.

SAFETY

- Manager oversees the Departmental Safety Program. Ensures that safety and security requirements and modifications are carried out as required. Chairs and coordinates activities of the Departmental Safety Committee. Advises Dept Head and Department Safety



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Committee of non-compliance

- Works closely with research supervisors and teaching lab instructors to ensure all safety policies and procedures are in place and followed.
- Develops and implements laboratory and shop safety policies and manuals in compliance with the Departmental Safety Policy and Program, UBC Risk Management Services, WHMIS, WorkSafe BC policies and federal, provincial and municipal regulations.
- Develops and implements operating procedures of equipment.
- Coordinates safety related plans with Risk Management Services
- Oversees a number of responsibilities within the Safety portfolio
- Review and assessment of departmental safety plans and initiatives to ensure they are in compliance with federal, provincial, municipal and university health and safety regulations.
- Monitoring to ensure departmental compliance with all relevant safety regulatory legislation (WCB, WHMIS, Environmental Protection, etc.) and UBC policy. Advises Dept Head and Department Safety Committee of non-compliance.
- To ensure that employees and students receive adequate safety training both through the Department and their supervisors as required
- Monitoring to ensure departmental compliance with all relevant safety regulatory legislation (WCB, WHMIS, Environmental Protection, etc.) and UBC policy.
- To ensure that employees and students receive adequate safety training both through the Department and their supervisors as required.
- Safety Inspections

HUMAN RESOURCES - Within the Technical and Physical Resources Portfolio

- Responsible for human resources strategic planning and implementation in the IT, Laboratory and Research Facilities.
- Responsible for development and implementation of strategies and staff training to ensure effective orientation and adequate qualification to execute work.
- Recruits and hires, technical staff (Union and M&P) by researching and assessing needs and establishing action plans to meet these needs.
- Develops overall performance standards and job content and creates position descriptions to meet the requirements.
- Develops and implements strategies and training to ensure effective orientation and adequate qualification to execute work.
- In conjunction with manager administration, disciplines, and terminates staff as necessary. Conducts attendance management meetings.
- Conducts annual performance reviews within the technical and physical resources portfolio.
- Responsible for effective interpretation and administration of Collective and AAPS Agreements.

GENERAL ADMINISTRATION

- Provides advice and counsel to the Head with both the day-to-day issues and unusual issues that arise in the operation of the Department.
- Attends and participates in faculty meetings of the Department.
- Undertakes special initiatives as required. (e.g. coordinating special projects of the Department)
- Performs other related duties of the position as required.

Supervision Received

The position reports to the Head of the Department and is expected to work independently. Overall objectives for the administration of the Department's laboratory and research operations are determined in consultation with the Head. Within those guidelines, the Manager determines priorities as necessary.

Supervision Given

The position directly supervises the Machine Shop technical supervisor (Eng Tech 5 -CUPE 116), the Undergraduate Teaching Labs technician (RA T 4-CUPE 116), the Storeskeeper (RA T 3-CUPE 116), the Safety Program Officer (M&P) and dotted line supervision of the Systems Administrator (M&P). The position indirectly supervises another 6 CUPE 116 staff.



Consequence of Error/Judgement

This position has a significant influence on the effective management of departmental laboratory and research operations specifically in the areas of financial responsibility, labour relations, safety, and facilities. The position must exercise good judgment in order to assess the resources, the facilities, the budget, and the manpower, required to meet the demands of the Department's teaching and research activities. Poor judgment would have a negative impact on the faculty's ability to perform research work, teaching in the laboratories and a safe laboratory environment for students, faculty and staff. Failure to anticipate change and the development of a resource plan to meet change could have a significant impact on Departmental operations, Faculty research, and the Department's and faculty member's reputations, both within and outside the University community

Errors of judgment could damage the teaching and research mission of the Department, the credibility of the Head and the Faculty. This position is a key resource for the Head of the Department and can impact the Head's ability to perform his/her job efficiently and effectively.

Qualifications

University degree in Engineering or Applied Science. BASC degree in Chemical Engineering earned at an Accredited Institution with advanced training in field of specialization and P.Eng status required. Minimum of 10 years experience and Advanced training in field of specialization or the equivalent combination of education and experience. Minimum of 5 years industrial experience is required. Knowledge of WHMIS; WorkSafe BC, UBC, Federal, Provincial, and Municipal policies and regulations including Transportation of Dangerous Goods (TDG);, Special Waste Regulation for environmental and waste management; Knowledge of Risk Hazard assessment, analysis and control protocols and methods; Industrial First Aid certification, or other, an asset; General knowledge of a wide range of lab instrumentation, shop equipment, control and mechanical systems.

Ability to formulate policy and develop and implement new strategies and procedures.

Budget preparation and fiscal management experience.

Strong financial management skills for forecasting, budgeting and control.

Demonstrated ability in managing human resources, space allocation, equipment procurement and management reporting.

Effective planning, leadership, organizational, multi-tasking, problem solving, interpersonal and oral and written communication skills;

Computer proficiency and knowledge at an intermediate level in word processing, e-mail, Internet, spreadsheet and presentation software and applications are required;

Ability to work both independently and within a team environment;

Ability to exercise tact, discretion and judgment;

Ability to resolve resource conflicts and prioritize tasks effectively to meet deadlines.

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Job Posting

Job ID: 14745
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Security
Classification Title: Security, Level B
Business Title: Security Coordinator
Department: UBCO - Parking and Security
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-09
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-18
Available Openings: 1

Job Summary

Works with and reports to the UBC Okanagan campus Director of Security and Parking Services to promote, implement and enforce campus wide safety and security programs and initiatives.

Organizational Status

The Security Coordinator will report to the Director of Security and Parking Services, who reports to the Associate Vice President, Administration and Finance.

Work Performed

1. Provides support to the Director of Security and Parking Services by:
 - Developing, implementing and modifying operational policies and procedures for responding to daily events and contributing to the development of long-term strategic plans and business plans, in collaboration with the Director, Parking and Security Services.
 - Assessing security risks and developing effective security protocols for staff at the UBC Okanagan Campus.
 - Overseeing and assisting in the daily operations of the campus Security Office including but not limited to access control, Closed Circuit Television programs, intrusion alarms, patrols and maintaining all related equipment.
2. Assists in the management of human resources for assigned staff by:
 - Recruiting, developing, managing, evaluating, coaching, disciplining and terminating staff as required.
 - Sitting on the hiring board for the contract security personnel.
 - Developing training programs for employees in the Security Office.
 - Providing orientation and training to employees in the Security Office on departmental policies and procedures. Managing and updating training records. Coordinating follow up on training on an ongoing basis to measure the success and identify gaps in programs.
 - Supervising, monitoring and reporting on the daily operations of the campus Security Office.
 - Overseeing the scheduling of personnel and ensuring there is sufficient coverage to meet



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operational requirements. Managing and approving overtime and requests for time off in accordance with established policies, procedures and handbooks.

3. Provides support to the Security Department and the UBC Okanagan campus by:
- Providing, advising, and consulting on public safety and security issues on campus.
 - Acting as a liaison to students, faculty, staff, visitors and public safety authorities.
 - Conducting criminal and non criminal investigations, and any follow up, ensuring all reporting mediums are maintained to specific standards.
 - Leading and conducting investigations and presenting to various committees and boards, comprised of faculty and staff up to and including the President, for Academic and Non-Academic Discipline and Student Code of Conduct allegations.
 - Ensuring a good liaison is maintained between the faculty, staff, local RCMP and other emergency services agencies.
 - Coordinating with the Director of Parking and Security, department heads and others on special events on campus to ensure the security of the event is maintained and the best interests of the University are met with regard to public safety and security.
 - Managing inventory of uniforms and equipment.
 - Managing the maintenance of patrol vehicle(s). Ensuring vehicle(s) meet safety standards and are routinely checked, maintained and repaired as required.
 - Participating as a member of the Emergency Operation Centre (EOC) team at the Okanagan campus.
 - Consulting with and providing operational expertise to university departments and external agencies. Coordinating the delivery of services, responding to changing circumstances and monitoring client satisfaction.
4. Performs other related duties as required.

Supervision Received

Report directly and works under the supervision of the Director of Security, while working with little direct supervision, it is expected to execute mutual agreed to objectives while providing regular process and performance reports.

Supervision Given

Manages the daily operations of the Campus Security Office, provides leadership and direction to the Communication Coordinators. Supervises any delegated task or operational requirement received from the Director of Security.

Consequence of Error/Judgement

Must be able to effectively plan and or problem solve through use of policy and procedures, resolving issues with thoughtful resources using the systems reliability and technologies to conduct operational services to keep the campus users safe and secure.

Precedents and procedures are not always present in the role. While a portion of each task is or may be documented, many unique or exceptional circumstances occur which have to be proactively resolved. It is in these situations where the incumbent must concentrate, and have excellent problem solving skills to complete the task.

Decisions made and actions taken could have adverse affects on the culture, environment and staff morale within campus Security subsequently affecting the overall operations of the department and its relations with other agencies and the UBC Okanagan campus departments.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of five years experience in security, training, office and staff



management. Must have a current Basic Security Training and Advanced Security Training license. A minimum of Occupational First Aid Level 1 and a valid Class 5 BC driver's license. Previous UBC or university security experience is an asset.

- Recent Emergency Incident Command training an asset.
- Effective oral and written communications, with good interpersonal and organizational skills.
- Must be able to access all areas of the campus in all kinds of weather under all kinds of conditions while conducting duties, such as: carrying security equipment onto sites, roofs, attics, have the ability to deal physically with unwanted persons or squatters, pursue and apprehend suspects, seize evidence and assist the local police where necessary.
- Good computer skills with an understanding of computerized access control and Closed Circuit television systems.
- Must be able to work irregular shifts and hours.

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Job Posting

Job ID: 14746
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Health Safety & Environment
Classification Title: HS&E, Level C2
Business Title: Manager, Emergency Management & Continuity Planning
Department: Risk Management Services
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-03-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-02-03
Available Openings: 1

Job Summary

This position is responsible for developing, promoting and managing diverse and comprehensive University-wide emergency management and continuity programs, including the University's Emergency Management Plan, Pandemic Response Plan, Building Emergency Response Plans and Continuity Plans.

Working closely with the Director, Enterprise Risk Management (ERM) and Continuity Planning (CP), major responsibilities include developing practical emergency preparedness and planning approaches, implementing new management processes, assessing the effectiveness of existing processes, and reporting on the status of initiatives to senior management. This position works with the Director in setting strategic direction. This individual also liaises with government agencies and the community at large. This position acts as the resource for all UBC departments regarding applicable federal, provincial and municipal regulations and UBC policies, and assisting University departments to conform to these criteria. This individual reports on the status of initiatives and projects to various University Steering and Working Committees, and takes an active leadership role during activations of UBC's Emergency Operations Centre.

Organizational Status

This position reports to the Director, ERM and CP and works closely with senior personnel in UBC administrative groups as well as faculties, departments and ancillary operations. The position is the principal University contact for the BC Provincial Emergency Program and liaises with Metro Vancouver, Vancouver Fire and Rescue Services, RCMP, BC Ambulance Services, UNA, and UEL.

This position takes on a critical role within the Emergency Operations Centre and provides advice to the EOC Director, the EOC Deputy Director, Section Chiefs, and the Policy Group (comprised of the President and the Executive Team). From time to time and during emergencies (or as required), this position will supervise and direct University staff, contract workers and work-study students.

Work Performed

- Manages the University's emergency preparedness program, including the UBC Emergency Management Plan, Pandemic Response Plan, Building Emergency Response Plans, emergency exercises, RMS's emergency response program, including emergency pager duty.
- Manages the University's continuity planning initiative by facilitating workshops and developing materials to create essential continuity plans.



- Plans and runs emergency response exercises for the University. Provides timely corrective action plans and post-exercise reports to correct deficiencies.
- Leads a critical position in UBC's Emergency Operations Centre (EOC) and the Emergency Planning Steering Committee (EPSC).
- Interacts and consults with senior University administrators (including the Policy Group which is comprised of the President and the Executive Team), administrative heads of unit, departmental managers, and other UBC staff to provide guidance and direction, and advises on appropriate emergency management responses.
- Develops and creates tools and resources to assist UBC staff and faculty to conform to applicable regulations and UBC policies.
- Initiates, oversees or develops training programs, policies, workplace procedures and guidelines related to emergency management.
- Develops and maintains various databases.
- Liaises with UBCO on Emergency Management matters.
- Develops assessment mechanisms for regular reports on emergency management issues for campus faculty, staff, students, and visitors. Researches and writes reports and recommendations for enhancements or changes to existing processes.
- Represents the University on emergency management in public meetings and with community, faculty, staff and students groups.
- Manages the relationship with the Vancouver Fire & Rescue Services regarding provision of first aid services and hazardous materials response on campus; and with other external agencies such as Metro Vancouver, RCMP, BC Ambulance Services, UNA, and UEL.
- Stays up to date with changes to applicable legislation and emerging issues trends in emergency management concepts, and analyses and communicates the impacts to affected UBC groups.
- Manages the recruiting, training, evaluating, and terminating of contract workers and work-study students.
- Acts as a technical resource for RMS.
- Prepares reports for the Board of Governors and or senior executive as directed by the Director, ERM and CP or the Chief Risk Officer (CRO).
- As directed by the Director, ERM and CP, conducts special projects on RMS issues and carries out additional duties as requested.

Supervision Received

Work is performed independently and in full latitude within established program mandate and other guidelines. Work is subjected to review and consultation by the Director, ERM and CP to determine that the quality and quantity of work performed meets established program objectives. The position will keep the Director informed on ongoing activities and will consult with the Director on major problem areas or deviations from established program objectives.

Supervision Given

This position directly supervises, from time to time, contract workers and work-study students, and in emergency situations, provides management and supervision to Emergency Operations Centre members (which includes Heads of Units).

Consequence of Error/Judgement

This critical position is responsible for ensuring the design and implementation of emergency management systems and continuity planning programs at the University conform to established standards, policies and guidelines. The result of inadequate emergency and continuity plans could result in serious safety, environmental, financial and reputational impacts or damage to the University community. The failure to comply with federal, provincial and municipal legislation could involve the legal accountability of officers and administrators of the University and damage to the due diligence reputation of the University.

Qualifications

- Undergraduate degree in a relevant discipline. -University degree in Emergency Management, Sciences, Arts, Business or Engineering required. A Master's degree is preferred.
- Certification in Emergency Management, Business Continuity Management, Risk Management, Project Management, or Communications desirable.
 - Familiarity with applicable federal, provincial and municipal emergency legislation.
 - Emergency management and business continuity certification designation desirable.



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- Knowledge of and experience with budgetary and financial management is an asset.
- Knowledge of University programs, policies and procedures is an asset. Minimum of four years experience and At least 2 years in area of specialization and managerial experience or the equivalent combination of education and experience. -Minimum of four years experience and at least 2 years in fields directly related to emergency preparedness and continuity planning.
- Up-to-date working knowledge of applicable federal, provincial and municipal legislation, especially the BC Workers' Compensation Act and Occupational Health and Safety Regulation and the BC Emergency Program Act and the BC Emergency Program Management Regulation.
- Experience leading and conducting training courses, seminars, task forces, emergency exercises etc.
- Supervisory and project management experience.
- Experience with emergency supplies and equipment, including satellite phones.
- Valid driver's license. -Senior-level report writing, program planning and evaluation skills.
- Ability to lead and motivate a team and resolve technical program and administrative conflicts.
- Excellent public speaking, presentation and training skills.
- Excellent facilitation skills.
- Highly developed oral and interpersonal skills.
- Assertive, self-starter, able to work under limited supervision to meet program goals and deadlines.
- Able to apply regulations and procedures to a wide variety of work situations.
- Ability to make and support technical and organizational decisions (under pressure and during emergency situations).
- Ability to work under extreme pressure and uncertainty.
- Ability to work with diverse academic, administrative and union groups with resolute persistence, stamina and adaptability.
- Must be able to work independently as well as within collaborative groups.
- Excellent computer skills essential.

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Job Posting

Job ID: 14724
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level B **Business Title:** Alumni Co-ordinator, Devel. & Alumni Co-ordinator
Department: The Sauder School of Business
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-03-18 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-01-23 **Available Openings:** 1

Job Summary

The Alumni Relations Coordinator is responsible for providing program support to develop, implement and coordinate alumni engagement programs and services in the Sauder School of Business. They are expected to be instrumental in the delivery of programs and services designed to facilitate a lifelong relationship with UBC students and alumni.

Major responsibilities include: fostering connections between alumni in their communities and the University; advising and guiding students, alumni, staff, faculty and University partners as to best practices in building vibrant alumni communities; and serving as a resource to the Development and Alumni Engagement staff also engaged in alumni stewardship.

Organizational Status

Reports to the Associate Director, Alumni Relations at the Sauder School of Business. Works in collaboration with departments and programs at the Sauder School and Alumni Affairs. Externally, develops and maintains relationships with alumni, donors and community members to develop and support programs aimed at connecting students with alumni and the community. May supervise and train student staff and volunteers.

Work Performed

1. Program Coordination

- Contributes to the planning, coordination and implementation of the Sauder School of Business Alumni Relations Program, in consultation with the Associate Director, Alumni Relations.
- Supports the Associate Director, Alumni Relations in the development and implementation of new initiatives to advance UBC's strategic plan, Place and Promise, at the Sauder School of Business.
- Maintains and enhances partnerships with faculty representatives and student organizations to coordinate and deliver alumni related activities, programs, resources and events. These events may include departmental career majors events, milestone events, Industry nights, Career Expos, Speaker Series, etc..
- Supports and assists student leaders as they design and deliver programs and services for students to connect with and learn from alumni ie. Mentoring, Open House, Careers Night
- Maintains and builds relationships with alumni and connect them to their department, program, or affinity group.
- Participates in evaluation of alumni programs and services. Collects and records statistical information and feedback, analyzes, documents and reports results, integrates suggestions and improvements into programs and services.
- Supports and contributes to the communications strategy including web content, faculty and department newsletters, as well as



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other avenues to promote alumni activities, communication and contacts.

2. Database Coordination

- Develops and maintains a deep understanding of the University Information Management System (LINKS).
- Maintains accurate alumni profiles and program information in the University's database in a timely, accurate and appropriate manner.
- Establishes, implements and monitors protocols for the alumni relationship management database and generates reports and lists as required

3. Other Duties

- Needs to accommodate flexible hours, attending events, delivering workshops or providing training evenings and weekends.
- Performs other responsibilities as required.

Supervision Received

The incumbent acts independently often without direct supervision but within established guidelines. The incumbent must exercise initiative and sound judgment in making decisions and planning and executing alumni activities and programs. Must demonstrate tact in dealing with faculty, staff, students, alumni and the public. Works in close cooperation with the Development and Alumni Engagement team.

Supervision Given

May train and supervise student staff and volunteers.

Consequence of Error/Judgement

Responsible for developing and implementing effective career education programs for students and alumni. Responsible for planning and executing effective Alumni Relations programs and disseminating accurate information. Dissatisfied prospective students and or alumni would contribute to poor public relations for the University, which in turn would have a negative effect on the University's ability to raise funds and recruit outstanding prospective students.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of one year experience or the equivalent combination of education and experience. -Experience working with alumni, student development or other constituent of post secondary institution or a related field or the equivalent combination of education and experience. Experience working in volunteer organizations, event management, and or program coordination.

- Proven ability to organize event, lead promotion activities, and coordinate and support student and alumni programs.
- Ability to lead others and to function in projects involving multiple stakeholders
- Proven competence in planning and conducting programs or special events.
- Excellent interpersonal and communication skills. Effective customer service skills.
- Strong time management and organizational skills.
- Excellent computer skills - proficient in MS Office.
- Experience with social software and networking applications such as blogs, podcasts, wiki's, facebook, google docs etc, would be an asset.
- Ability to work collaboratively in a team environment and to work effectively with all levels of University personnel.
- Some evening and weekend work required.

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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: 14668
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Development Officer, Faculty of Arts
Department: Development Office
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-20 **Available Openings:** 1

Job Summary

Responsible for supporting senior management to ensure annual fundraising benchmarks and performance goals are achieved, including administering fundraising programs, conducting research, developing strategies and preparing proposals. Participates in comprehensive plans for identifying, cultivating, soliciting, and stewarding major gift prospects and donors. Assists in developing strategies for closing gifts.

Organizational Status

Reports to: Director or Manager, of Unit Program

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

Work Performed

- Works in partnership with senior management to facilitate maximum private and public sector support for the Faculty.
- Develops and implements a comprehensive 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 by the Dean, faculty and volunteers.
- Develops proposals and works with donors to generate gifts for priority projects.
- 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 Director or Manager to achieve objectives. Difficult technical problems and matters non-conforming to UBC policy can be referred to the Director or Manager Officer.



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Supervision Given

NA

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. Thorough knowledge of the university environment and academic structure is preferred. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion. Ability to communicate effectively verbally and in writing. Ability to foster community relationships and fundraising opportunities. Ability to analyze problems, identify key information and issues, and effectively resolve.

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Job Posting

Job ID: 14687
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level A **Business Title:** Business Development Co-ordinator, BFC
Department: The Sauder School of Business
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-14 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-01-16 **Available Openings:** 1

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

Job Summary

As part of the Business Development team at the Business Families Centre, the incumbent is responsible for executing business development initiatives to launch or promote courses to families, as well as development of other business proposals related items relevant to the Centre. The position supports the Business Development Manager and Marketing Manager with the development of the sales pipeline, custom programs, speaking engagements and conferences, coordination of advertising, production of marketing collateral and maintenance of web site content.

Key responsibilities will include business development initiatives to launch or promote family programs, awareness building and family programs execution.

Organizational Status

Works independently under general guidance from the Executive Director of the BFC and works closely with the Sauder Marketing team.

Work Performed

1. Identifies new opportunities to expand business with new prospects and the existing client base to fill regularly scheduled courses
2. Builds a robust sales pipeline for increasing sales to new prospects and current clients
3. Identifies qualified corporate prospects and develops opportunities to leverage those relationships for future sales
4. Participates in trade industry business functions, meetings, events and conferences which includes engaging with professional associations
5. Prepares short and long term sales forecasts in collaboration with the sales and marketing team
6. Supports strategic partnerships with professional firms and associations (regionally and nationally) to expand our reach, and



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grow sales revenue from education programs

7. Oversees the coordination of family programs, networking events, speaking engagements, conferences and other special events.
8. Administers the sales pipeline process and coordinates the tracking of marketing campaigns within Sales Force (CRM).
9. Ensures we have up to date information on the website and coordinates activities with the Marketing team, to ensure we have updated brochures, course calendars, banners, etc.
10. A strong focus and drive to establish new systems and best practice methods with regards to the sales pipeline and awareness building to effectively support the sales of the organization.
12. Maintains the annual marketing and communications plan for family programs. . Assists in the development of strategic and segmented marketing campaigns to promote the Business Family Program. Measures evaluates success of marketing efforts for those programs.

Work is based on UBC Robson Square, but involves travel to attend business functions, meetings, events and conferences. Travel to meetings with UBC staff is necessary. Ability to incorporate a varied work day.

Supervision Received

This position is supervised by the Executive Director for the Business Families Centre. The position is reasonably independent and the incumbent is expected to perform to a high level in fulfilling his her responsibilities.

Supervision Given

n a

Consequence of Error/Judgement

Makes decisions concerning sales activities and pipeline creation in alignment with the overall strategic sales plan Exercises judgment and tact in dealing with the business community, media, external vendors, staff and faculty. This position plays a key role both internally and externally. This position has a direct impact on the sales leads that are generated and meeting the program goals as well as the ability to fulfill the Centre's outreach goals. Inappropriate decisions and ineffective performance can determine success or failure of the Centre and hinder the ability to fulfill the Centre's goals. In addition, poor decisions and performance can affect the reputation of the Centre, the Sauder School of Business and the University of British Columbia and thus have bottom line impacts.

Qualifications

Undergraduate degree in a relevant discipline. Prefer degree in Marketing, Communications or related field. Minimum of four years experience or the equivalent combination of education and experience. -Strong marketing skills and a proven track record in creating strategic marketing plans.

Skills:

- Proven track record in sales and business development
- Effective time management and problem-solving skills, as well as the ability to manage multiple projects and timelines
- Strong attention to detail.

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Job Posting

Job ID: 14718
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level C **Business Title:** Associate Director, Business Dev, Alumni Asscn
Department: Alumni Association
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-03-01
Job End Date: 2013-10-31
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-01-17 **Available Openings:** 1

Job Summary

This individual's primary task is to develop and manage the strategy to increase long term revenue opportunities for the Alumni Association through effective management of sponsorship and ad sales for the Association, by introducing new business opportunities for the alumni operation at UBC, and through the supervision of business program managers of the Alumni Association. To fully leverage potential business partnerships, this individual will also oversee the Alumni Card program. This business services role is a key contributor growing financial support for alumni programming and enhancing alumni engagement. Specifically, this individual will

- Develop a strategic multi-year business and marketing plan to increase revenue and alumni engagement in line with Alumni Association strategic plans, benchmarks and mission.
- With Director, set and meet annual targets for revenue and engaged alumni.
- Manage financial and other resources related to program sponsorship, advertising, the Alumni Card and new business programs.
- Build strong relationships with external and internal business and campus partners to meet strategic objectives of the organisation.

Organizational Status

Reports directly to the Director, Operations and Planning. Also works closely with other university-wide and constituency-based Alumni Affairs staff as well as supports partnerships across DAE and the university. Liaises with numerous partners of the Alumni Association including alumni, and sales and community investment representatives. Primary relationship manager for new business programs.

Work Performed

- Develop and execute annual and multi-year plans focused on introduction of new revenue streams for the Association, and growth in existing sponsorship, ad sales and Alumni Card programs.
- To investigate, launch and manage new business opportunities for the alumni operation at UBC.
- Creates strategic direction for partnerships with external entities that maximise opportunities for sponsorship, advertising and Alumni Card involvement with the Association.



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- Manage execution of sponsorship commitment for alumni program, and coordinate partnership recognition with communications, events and ARU teams.
- Evaluates the program, and identifies strategy to build relationships, and actively promote alumni program to corporate prospects and develops opportunities to leverage those relationships for future revenue opportunities
- Prepares quarterly and annual statistical reports and leads discussion on strategy adjustment and program performance issues;
- Build and sustain both formal agreements and informal partnerships with other businesses to enhance service and revenue potential of the Alumni Association.
- Leading and supporting strategic partnerships for the Association including:
 - o Participates in trade industry business functions, meetings, events and conferences which includes engaging with potential clients and partners of the Alumni Association
 - o Liaise with alumni unit representatives and DAE corporate relations on business partnership strategies;
- Creating and managing a marketing plan, including coordination all marketing materials for affected programs including website, sales brochures, sponsorship packages, etc.;
- Manages services with focus on increasing engagement through all alumni business programs.
- Negotiates contract and agreements for the Alumni Association.
- Implement and maintain regular study of other operations in comparable competitive markets. Recommend adjustments to pricing structures or financial agreements, where appropriate;
- Supervises business services including:
 - o Program managers and staff, with an eye to increasing long term revenue opportunities for the association, while fully leveraging the alumni program
- Sets strategic direction with program managers for Cecil Green Park house venue management and affinity partners.
- Identifies and manages relationships that contribute to UBC's reputational excellence, including those with other universities, and professional associations;
- Keeps abreast of best practices within the post-secondary sector, and proactively recommends and or initiates improvements to Alumni services, practices and or procedures;
- Respond in timely manner to customer inquiries through phone, email and web inquiries;
- Other related duties as assigned.

Supervision Received

Works under direction within established guidelines but is expected to resolve problems, demonstrate initiative and exercise strong judgment. Work is evaluated against set performance expectations. Incumbent liaises with Senior Director for annual planning so as to develop an approved annual business and marketing plan to integrate with that of Alumni Affairs; participates in monthly reporting and team discussions with supervisor. On a daily basis, decisions made by the incumbent require a degree of autonomy and responsibility.

Supervision Given



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The Alumni Services Manager and the Cecil Green Park House Manager will report to the Associate Director, Business Development.

Consequence of Error/Judgement

Errors may impact on the effectiveness of the office, image, reputation and credibility of the Alumni Association and the University, and the financial resources of the Association. The Associate Director, Business Development is expected to exercise judgment, diplomacy and tact in all interactions associated with the function of this position.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in marketing or business preferred with a minimum of five years related experience or equivalent in education and experience. Minimum of six years experience or the equivalent combination of education and experience. Prior experience in sales and marketing, including experience in financial management strongly preferred. Experience working in membership or post-secondary organisations an asset. Strong interpersonal skills with customer service orientation; Excellent verbal and written communication skills; Highly organized, methodical and accountable; Financial skills necessary to develop and manage budget; Sales-minded focus with proactive approach towards increasing revenue sources; An ability to work independently without ongoing supervision; A willingness to be flexible with working hours, if necessary, to accommodate the schedules of potential clients; Excellent time management skills for follow-up, ability to handle several projects simultaneously, and meet timeline pressures; Intermediate computer skills with Windows 2000 or higher, Office XP Pro, email and internet; and Ability to operate the normal range of office equipment.

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Job Posting

Job ID: 14739
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Academic Advisor
Department: UBCO-Academic Advising
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-01-18 **Available Openings:** 1

Job Summary

The position is responsible for developing, providing, and assessing academic advising services, programs and projects in order to support the academic success, personal development and retention of UBC Okanagan campus students enrolled in all undergraduate programs through the Okanagan campus and providing information about Vancouver campus programs.

The position is also directly responsible for providing advising services for 1st to 4th year students specifically for the Faculty of Creative and Critical Studies (FCCS), including the Department of Critical Studies and the Department of Creative Studies. These departments are distinct and in combination offer 10 unique degree programs, have very specific and complex timetables & schedules, licensing requirements and practicum schedules. The position also advises students interested in the Go Global program.

Organizational Status

This position works independently and with initiative under the general supervision of the Senior Academic Advisor and the Associate Director, Student Development and Advising. This position provides consultation to Deans, Directors, Unit Heads, Senate Committees, Managers, and other faculty and staff. Advisors interact routinely with students in all Faculties at UBC Okanagan.

Work Performed

1. Provides development, assessment and advisement services to students by:
 - Assessing and interpreting student's academic and personal goals and identifying appropriate programs.
 - Planning programs with students, evaluating students' academic performance, providing support and resources, and assessing academic goals.
 - Providing advice on University and the unique degree program requirements and admission criteria.
 - Advising students on program specific timetables and course schedules for all programs within FCCS.
 - Advising students on various, complex licensing requirements for all programs within FCCS.
 - Advising students on specific and complex practicum schedules and requirements for all programs within FCCS.
 - Working closely with practicum coordinators to ensure successful completion of program requirements.
 - Working closely with Enrolment Services to support concerns with FCCS students and multiple transcripts, transfer credits, standardized time tables, and letters of permission.
 - Assisting students with course selection to ensure they meet degree requirements and selected program prerequisite requirements.



- Evaluating domestic and international transcripts and course outlines to determine appropriate transfer credit and year level.
- Helping students to develop a holistic view of academic and career plans in order to balance academic, professional, social and personal demands.
- Advising students about the development of career plans and providing referrals to the appropriate campus units for further exploration.
- Assisting students in investigating alternate and or additional educational options.
- Evaluating and assisting student's requests to study outside the UBC Okanagan campus.
- Providing support to FCCS students interested in Go Global by planning their Go Global experience, including planning their course selection based on very specific timetables and program requirements and mediating any issues or concerns brought forth with any exchange's interruption of on-campus coursework.
- Investigating and helping resolve complex student program issues.
- Reviewing student requests for academic concession and providing appropriate advice, action and follow-up.
- Identifying students in crisis, either personal or academic, and advising on available academic options and personal support services on campus.
- Providing assistance to both faculty and students regarding student records (full and blocked classes, waivers, transfer credit, academic concessions, late withdrawals and additions, and other issues.
- Bi-annually adjudicating approximately 1600 student records to determine graduation eligibility and degree standing.
- Evaluating discrepancies in student records (eg. ungraded courses, year levels, program specialization, changes in registration, credit loads). Authorizing changes where appropriate.
- Providing graduate checks to ensure students are on the path to successful graduation.
- Interpreting and advising on University policies and procedures as they apply to individual student programs.
- Evaluating programs and make recommendations for improvements.
- Developing and promoting best practices specific to FCCS and their programs.
- Reporting on applied information technologies pertaining to FCCS Academic Advising to evaluate the usage, functioning and communication success of technologies in student advising, recruitment, retention, and development.
- Collaborating on projects within student development, FCCS faculty, and across campus partners.
- Acting as a liaison and ambassador for Academic Advising and FCCS for initiatives that enhance the overall student experience.
- Working in partnership with the Schools within to develop accurate and easily understood website content and resources for current and potential students.
- Working with student groups and societies related to the FCCS.

2. Organize student outreach and retention efforts by:

- Developing and participating in retention strategies for undergraduate students.
- Conducting research, making recommendations, and implementing transition and retention projects for undergraduate students.
- Participating in the strategic planning and preparation of promotional materials to support the Faculty Promotional strategy.
- Organizing and or participating in advising, orientation and campus recruitment events designed to improve the undergraduate experience and assist students with the cultural and academic transition to UBC.

3. Administration:

- Participating in the recruitment, hiring and training of other professional staff or student staff.
- Providing and administration of student staff within the department.
- Evaluating and making strategic recommendations for improvement and growth, and building services and programs to suit.
- Participating on faculty or university committees where needed or assigned.

Performance Competencies and Criteria:

- The ability to deal with a diverse population in a calm, courteous, and effective manner.
- The ability to communicate effectively verbally and in writing is critical.
- The ability to be a team player
- The ability to effectively adopt and successfully use technologies that enhance the student experience and overall advisor efficiency.
- Exceptional interpersonal skills



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- Demonstrated ability to work independently and with initiative
- The ability to take the lead within a team environment
- Ability to handle stress within a varied work environment.

Supervision Received

Academic Advisors work independently under the general direction of the Senior Advisor and the Associate Director, Student Development and Advising.

Supervision Given

This position may supervise student staff and or volunteers.

Consequence of Error/Judgement

Misinterpretation of University policies can cause students serious difficulties in attaining their educational objectives. Advising decisions directly affect the quality of a student's undergraduate experience. Poor performance in this position will contribute to inefficient operation and low quality service being provided by Academic Advising. In turn, this not only affects the reputation and credibility of Academic Advising and the University, but also our ability to recruit and retain students. If an Advisor does not consider the intercultural aspects of communication with students, this can negatively affect the advisor's ability to function in a culturally diverse arena. Errors in decision making can have a serious negative effect on the Department's ability to carry out its mandate.

Qualifications

- Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Experience working with the student population, including domestic, international, aboriginal, and disabilities is an asset.
- The ability to deal with a diverse population in a calm, courteous, and effective manner.
 - The ability to communicate effectively verbally and in writing is critical.
 - The ability to be a team player
 - The ability to effectively adopt and successfully use technologies that enhance the student experience and overall advisor efficiency.
 - Exceptional interpersonal skills
 - Demonstrated ability to work independently and with initiative
 - The ability to take the lead within a team environment
 - Ability to handle stress within a varied work environment.

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Job Posting

Job ID: 14721
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level E **Business Title:** Manager, Community Based Experiential Learning
Department: Community Learning Initiative
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-18
Job End Date: 2014-03-07
Funding Type: Funded by Multiple Sources
Other: Leave Replacement
Date Closed: 2013-01-22 **Available Openings:** 1

Job Summary

The UBC-CLI is an innovative model for the advancement of community-based approaches to experiential learning that has been highly successful in establishing Community Service Learning (CSL) as a key pedagogy and strategic priority for UBC. Community-based experiential learning (CBEL) enhances students' academic learning and their capacity for global citizenship, while strengthening civil society and advancing sustainability thereby contributing to the fulfillment of the key elements of UBC's vision. CSL is one of the enriched educational experiences that are highlighted in UBC's Place and Promise strategic plan. Its strong connections with diverse community partners mean that the UBC-CLI is also an important embodiment of UBC's commitment to community engagement.

As the centralized home base for one of UBC's key enriched educational experiences, the UBC-CLI works strategically to further expand the number and diversity of community-based experiential learning (CBEL) opportunities available to students. The UBC-CLI works closely with faculty and staff across campus to integrate CSL and other forms of community-based experiential learning into academic courses and to ensure that a range of meaningful co-curricular CSL opportunities are also available. At the same time, the UBC-CLI works with diverse organizations in the community, including non-profit and for-profit organizations and public schools, to engage students in short-term community-based projects and ongoing weekly placements that contribute to the achievement of community goals. The UBC-CLI is considered a Canadian leader in the fields of university-community engagement and Community Service Learning (CSL).

Manager, Community Based Experiential Learning in the UBC-CLI is responsible for overseeing the operational infrastructure that supports the advancement of course-based CSL and other CBEL activities in various faculties and external communities. S he provides leadership and supervision to UBC-CLI Faculty based coordinators. The Manager works with the UBC-CLI Director, in partnership with relevant Deans and Associate Deans and other key stakeholders, to set strategic goals and targets within the Faculties supported by the UBC-CLI. S he oversees the implementation of policies and mechanisms to support the integration of CSL and CBEL across the UBC campus and provides leadership in initiating, implementing, and evaluating methods for inter-disciplinary collaboration across Departments and Faculties. S he manages and reports on the portion of UBC-CLI budget allocated to Faculty-based initiatives.

The Manager works closely with the UBC-CLI Director, various UBC-CLI governing and advisory bodies, and a diverse range of stakeholders on the strategic positioning of existing and new CSL and CBEL activities using collaborative program development processes involving faculty, students, community organizations and various stakeholder groups, including other UBC units, as appropriate. Supports the management of risk associated with university-community engagement. Serves as the delegated authority



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Staff Job Postings

in the director's absence.

Organizational Status

Reports to the UBC-CLI Director.

Within the UBC-CLI, the manager works with management and program staff. S he provides leadership to the Faculty-based CSL CBEL Coordinators and other relevant staff including Program Assistants, Research Assistants, and student staff. S he participates in UBC-CLI decision-making bodies as appropriate.

Within UBC, s he works with a wide range of course instructors, students, and staff from various faculties, schools, and units. External to UBC, s he works with staff and volunteers in the not-for-profit sector, public schools, business, and government.

S he works closely with various working groups or task forces that get established to advance the strategic priorities of the university and our community partners.

Work Performed

- Responsible for ensuring Faculty-based CSL and CBEL initiatives associated with the UBC-CLI meet the goals and objectives of the UBC-CLI while addressing community organization priorities and interests
- Manage UBC-CLI Faculty-based coordinators; provide leadership and direction to staff team; manage staff performance, work planning, and professional development
- Work with the UBC-CLI Director, in partnership with relevant Deans and Associate Deans and other key stakeholders, to set strategic goals and targets within the Faculties supported by the UBC-CLI
- Ensure that connections are maintained between long term vision and day-to-day operations to ensure effective growth of UBC CSL and CBEL programs
- Ensure appropriate methods are in place to continually assess the effectiveness of the Faculty-based operational model with the goal of adapting and refining the model as necessary
- Oversee the implementation of policies and procedures to support the integration of CSL and other forms of CBEL into faculties and schools across the UBC campus
- Establish, implement, and evaluate methods for inter-disciplinary collaboration across Departments and Faculties
- Oversee the dissemination of information to instructors and students about funding opportunities that support the initiation and implementation of community-university engagement initiatives
- Evaluate the effectiveness of the funding model to support the growth of strategic and sustainable CBEL initiatives and adapt as needed.
- Manage and report on the portion of UBC-CLI budget allocated to Faculty-based initiatives
- Identify and advance strategic opportunities for bringing community partners, students, and instructors together on community-based projects and initiatives focused on meeting community priorities
- Assess the professional development needs of the Faculty-based team; oversee the development of content and delivery of PD sessions



The University of British Columbia

Staff Job Postings

- Disseminate information about CBEL to a diverse range of audiences using oral presentations, various types of written materials (e.g., e-newsletters), formal publications, and promotional and educational training materials
- Oversee the development and delivery of workshops and training presentations to faculty and students on relevant topics, e.g., community-based experiential learning, collaborative decision-making, and reflection.
- Participate in the on-going strategic evolution of the UBC-CLI, e.g., building its capacity to engage stakeholders in the addressing of contentious and complex community issues.
- Participate in the process of brokering relationships between University researchers and community partners seeking to undertake community-based research.
- Contribute to the University's knowledge base in relation to CSL and CBR theory and practice. Raise awareness about the outcomes achieved and lessons learned through UBC's community-university engagement work.
- Participate in strategic planning processes related to community-university engagement.
- Participate in fundraising as appropriate
- Generate regular progress reports (e.g., on projects undertaken, participation statistics, lessons learned, etc.)
- Disseminate resource material and information about best practices to other post-secondary institutions
- Act as a delegate for the Director of the UBC-CLI, as necessary.
- Other related responsibilities as required.

Supervision Received

Functions under the direction of the Director of the UBC-CLI 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.

Supervision Given

The Manager, Community Based Experiential Learning, is responsible for functional supervision of the UBC-CLI CSL CBEL Coordinators, and other staff as appropriate including program assistants, research assistants, and student staff. S he acts as a delegate for the Director of the UBC-CLI.

Consequence of Error/Judgement

Must exercise tact and diplomacy when interacting with a diverse range of internal and external stakeholders, including: UBC senior administrators, staff, students, alumni, faculty, staff within community organizations, individual community members, and others in external educational institutions and professional associations. UBC's community engagement activities have a high profile in the community and engage program participants in situations that may be new. Must be attentive to risk management in all situations; must be aware of the need to minimize risk to participants and maximize the perceived and actual sensitivity of programs initiatives and the university to community issues. As the department is handling confidential information, must understand and respect the principles of confidentiality. Errors in judgment or the disclosure of confidential information could have very public consequences, affecting the reputation of the UBC-CLI and or resulting in embarrassment to the University of British Columbia and its senior administration.

Qualifications



Undergraduate degree in a relevant discipline. Minimum of five years experience or the equivalent combination of education and experience. Minimum five years experience where management, innovation, and leadership capacities have been demonstrated, preferably including exposure to a university environment, or comparable combination of community-university experience

- Experience in strategic thinking and the generation of change initiatives in organizations and social systems required
- Experience with complexity theory an asset
- Experience in asset-based community development or developing the capacity for social innovation an asset
- Experience developing people's capacity to engage in new activities, methods or approaches required
- Experience planning, implementing, and evaluating programs required
- Experience in report-writing required
- Experience with youth engagement, student leadership, Community Service Learning or other forms of community-based experiential learning required
- Experience facilitating groups and developing and delivering oral presentations required
- Experience working with various community sectors required (e.g., not-for-profit, social service or health care organizations, schools, and small businesses). - Commitment to the goals of UBC's strategic vision, Place and Promise - Ability to analyze social systems and intentionally take action to effect change - Ability to foster innovation through collaborative relationships and processes - Knowledge of how strategic interventions influence social and organizational systems - Ability to envision and implement innovative programs and initiatives and make connections between an overarching vision and day-to-day functions
- Familiarity with literature on social innovation and complex adaptive systems - Excellent interpersonal and leadership skills
- Ability to manage a demanding workload by determining priorities, planning ahead and anticipating problems - Both goal and process-oriented - Excellent communication skills, both verbal and written - Excellent organizational skills, including ability to organize and promote events - Demonstrated ability to work collaboratively with a variety of different stakeholders - Ability to work effectively across diverse cultures, e.g., to work with students, professionals in the community, and faculty members
- Ability to both work independently and as part of a team - Excellent problem-solving skills, flexibility, and adaptability
- Excellent group facilitation, workshop delivery, and project management skills - Knowledge of community development principles and sensitivity to community issues - Knowledge of adult education and curriculum development principles, particularly related to reflective practices and the development of the capacity for critical and creative thinking - Knowledge of and sensitivity to the university community; knowledge of administrative and academic systems and processes within universities - Ability to work flexible hours, including evenings and Saturdays - Strong computer skills (MS Word, Wordpress, PowerPoint, Excel); proficient use of internet and social media; proficient use of email required

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Job Posting

Job ID: 14698
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Psychiatry
Salary: \$36,844.00 - \$38,647.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-02-08
Job End Date: 2014-02-07
Funding Type: Grant Funded
Other:
Date Closed: 2013-01-14 **Available Openings:** 1

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

Job Summary

Research Assistant will assist with basic tasks for research study including data entry, records management and other routine tasks.

Organizational Status

The position reports to the PI.

Work Performed

Entering data packages into the database, uploading data to the main CFRI server
Training volunteers and Co-op students in data entry and office protocol
Scheduling appointments with participants for blood work, psychiatric appointments, MRI follow-ups and appointments with the Research Assistants conducting the interviews
Performing standard urine tests
Record management: locating hospital records for participant; identifying records and blood-work and assigning correct study identifiers as well scrubbing all personal identifiers from records: stamping packages and ensuring all packages are correctly identified and assigned to the correct participant; filing, organizing and ensuring all records and packages are accounted for.
Ordering supplies, preparing data packages, locating records and information when needed from within the office.
Coordinating study group meetings
Other related duties as required

Supervision Received

Works under direct supervision in accordance with detailed instructions, routine duties are carried out under general supervision.

Supervision Given

None.



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Staff Job Postings

Consequence of Error/Judgement

The Lab Administrator will supervise daily work. Work involves simple techniques and methods requiring procedures that are easily trained and used generally in simple applications.

Little judgment is required; problems are referred to the supervisor.

Qualifications

High School graduation. University graduation preferred. Minimum of 1 year of related experience or the equivalent combination of education and experience. Technical proficiency using various word processing software, spreadsheet programs, presentation software, electronic data bases and use of the internet;

Ability to be thorough, accurate, and have a high level of attention to detail;

Effective oral and written communication skills;

Attention to detail;

Fact checking.

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Job Posting

Job ID: 14696
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: DeptForest&ConservationScience
Salary: \$36,844.00 - \$38,647.00 (Annual)
Full/Part Time: Part-Time (68%)
Desired Start Date: 2013-01-01
Job End Date: 2013-04-30
Funding Type: Grant Funded
Other:
Date Closed: 2013-01-14 **Available Openings:** 1

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

Job Summary

Assists in the field with projects related to fish migration and swimming performance. Fieldwork will include capturing and handling fish. Assistant will aid in conducting experiments using portable swimming tunnels in the field and in body energy analysis. 100% of the activities will be conducted outside of the Greater Vancouver area, e.g. Chilliwack, Lillooet, Prince George etc.

Organizational Status

Reports to a faculty member and a senior technician and is not responsible for any supervision.

Work Performed

- Assists in capture of salmon at various locales in the Fraser River.
- Assists in the transportation of these animals to various Federal Canadian Fisheries lab facilities for holding.
- Assists other senior technicians and graduate students in body energy analyses on salmon.
- Assists in data entry.

Supervision Received

Directly supervised by a senior technician and the professor.

Supervision Given

None.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Work will be checked by supervisor. Errors might result in experiments having to be repeated. Consequences would be delays in completing the study and delays in producing scientific papers and technical reports.

Qualifications

High School graduation. Post secondary education required with specialization in biology is preferred. Minimum of 1 year of related experience or the equivalent combination of education and experience. Experience working with adult sockeye salmon is crucial. Boating experience and training in basic salmon capture and morphometrics is an asset. Experience working under primitive conditions, with off-road vehicles, is important. Demonstrated ability to follow and carry out instructions. Class 5 drivers license.

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Job Posting

Job ID: 14717
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Pathology
Salary: \$36,844.00 - \$38,647.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-01
Job End Date: 2014-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-01-16 **Available Openings:** 1

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

Job Summary

The primary work will be supporting the day-to-day laboratory functions of the Genetic Pathology Evaluation Centre (GPEC), a multi-user facility for the assessment of novel prognostic and diagnostic cancer markers, within the Department of Pathology and Laboratory Medicine at the Vancouver General Hospital.

Organizational Status

Reports directly to the principal investigator, but may interact directly with other laboratory staff.

Work Performed

- Washing, stocking lab glassware and laboratory consumables.
- Under the direction of senior technician, scan slides on digital imaging microscopy platforms.
- Observe, record, and enter tissue microarray data into existing databases. Assists in maintaining data and records using microarray databases.
- Assists in general laboratory maintenance and performs other related tasks as assigned.
- Under supervision of senior technician, performs basic histopathology duties (sectioning and staining of slides).

WORKING CONDITIONS

Work to be performed in laboratory space to be identified at the Genetic Pathology Evaluation Centre (GPEC), in the Department of Pathology and Laboratory Medicine at the Jack Bell Research Centre of Vancouver General Hospital. The laboratories at GPEC have ample space and are well lit.

Supervision Received

This position works under the direct supervision of the Principal Investigators, Drs. David Huntsman, Blake Gilks and Torsten Nielsen, as well as the senior technician.

Supervision Given



The University of British Columbia

Staff Job Postings

None.

Consequence of Error/Judgement

Errors may impact progress of experiments.

Qualifications

High School graduation. Minimum of 1 year of related experience or the equivalent combination of education and experience. B.Sc. preferred and or prior working experience in laboratory setting is considered an asset. Ability to work as part of a team. Excellent time-management, multitasking, attention to detail, flexibility, eagerness to learn is also a must.

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Job Posting

Job ID: 14710
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Centre for Disease Modeling
Salary: \$ 18.89 - \$ 19.82 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-01-21
Job End Date: 2014-01-20
Funding Type: Self Funded
Other:
Date Closed: 2013-01-15 **Available Openings:** 1

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

Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility provides skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

This position will be responsible for providing daily care and maintenance required for the health and cleanliness of research animals and their housing facilities in all areas of CDM. All applicants must be willing to work weekends; and will be expected to successfully complete mandatory job related courses.

Organizational Status

The Senior Manager of the Centre for Disease Modeling is ultimately responsible for this position; however day to day direction will be determined by the current organizational chart and operational need.

Work Performed

Under general supervision provides daily care of laboratory mice and rats and ensures the health and cleanliness for research animals and their housing facilities. Interacts with technical staff, UBC researchers, and veterinarians.

Duties include:

- Demonstrating and explaining T1 duties and tasks
- Assisting CDM Staff
- Animal handling, feeding, watering and health monitoring
- Daily census recording
- Maintaining records
- Maintaining inventory
- Assisting in sample collection
- Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general Participating in continuing education program



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Staff Job Postings

Shipping and receiving of animals

Operation of rack and tunnel washers

Cleaning of cages, accessories, bottles, carts, and racks

General Housekeeping, including:

- Preparation and use of disinfectants and detergents
- Operating a bedding vacuum system, bottle filling system, high pressure spray units and autoclaves
- Removal of waste
- Cleaning and general facility upkeep

Assemble clean caging units

Perform minor maintenance tasks on facility related equipment

Performing other related duties.

Supervision Received

Works under minimal supervision; receives specific instructions only on unusual problems or on matters which are not covered under established SOP's and policies.

Supervision Given

There is no formal supervisory responsibility associated with this position, but this person will be expected to share technical knowledge and occasionally demonstrate techniques to others.

Consequence of Error/Judgement

This person must be willing to pay attention to details; be aware of pitfalls; and be willing to repeat tasks if necessary. Most of the procedures will require following a protocol already in place. Incorrect decisions could result in deterioration of animal health and or disruption or ruination of a research study

Qualifications

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

Completion of a Veterinary Office Assistant program or equivalent preferred. Experience in an animal care facility preferred.

Required skills include: Ability to communicate effectively verbally and in writing; Ability to listen actively and attentively, and obtain clarification as required; Ability to work effectively independently and in a team environment; Ability to analyze problems, identify key information and issues, and effectively resolve; Ability to deal with a diversity of people in a calm, courteous, and effective manner; And the physical ability to perform the duties of the job including: working with high temperature steam equipment; exposure to animal dander and urinary proteins; performing repetitive tasks; and the ability to lift 25kg.

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Job Posting

Job ID: 14433 (Repost)
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Devlpmtl Neurosci&Child Health
Salary: \$38,878.00 - \$42,604.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-12-03
Job End Date: 2013-12-02
Funding Type: Grant Funded
Other:
Date Closed: 2013-01-14 **Available Openings:** 1

Job Summary

The Healthy Starts Program conducts research studies of infants and children whose growth and development may be complicated by factors to which they were exposed before and or after their births. The focus of this research relies on data generated by the acquisition of physiological (heart rate, activity, hormonal) and behavioural measures.

These studies are conducted in the Early Human Experience Unit (EHEU) situated within the Children's and Women's Health Care Centre in Vancouver. The Research Assistant will assist with varied research activities related to the overall programme.

Organizational Status

This research assistant will interact with the Principal Investigator, the programs Research Manager, and other members of the research team including undergraduate and graduate students.

Work Performed

Recruitment and Data Collection:

- Assist program coordinator with creating and posting ethically approved recruitment materials and with presentation of information sessions aimed at study support staff (e.g., nurses, physicians).
- Ensure study supplies and equipment are set up in advance of study sessions.
- Setup and operate specialized computer based tasks to collect infant and child behavior and physiological data.
- Trouble shoot equipment in the event of problems.
- Videotape, using a camera to capture infant motor movement, and collect infant physiological data onto specialized computer.
- Take field notes of study environment and context.
- Jointly take down testing equipment, clean up testing area.
- Return equipment to the research unit for secure storage.
- Transfer physiological data (X2) and or transfer video images.
- Appropriate storage of tapes, DVD and CD discs for secure storage.
- Log in location of testing materials.
- Compile and maintain study protocols.
- Interact with hospital personnel and study subjects (parents infant).



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Staff Job Postings

Physiological signal processing:

- Download acquired physiological data files.
- Edit these files and save the edited versions to CD.
- Perform analysis of the edited physiological data by utilizing pre-existing macros and save the analyzed data to CD.
- Generate a hard copy compilation in the form of graphs and summarize through the use of macros.
- Accurately document each stage document each stage of the data storage process on a spreadsheet.
- Maintain records of work in process.
- Update existing lab manuals pertaining to this process.
- Other tasks pertaining to the various ongoing projects.
- Acquire and store study data.

Supervision Received

This research assistant will receive specific instruction on recruitment and data collection procedures and techniques by the research manager, from the Principal Investigator and others from the center who are skilled in this aspect of the program.

Supervision Given

Provide assistance to the Principal Investigator, other study staff including undergraduate and graduate students.

Consequence of Error/Judgement

The integrity and quality of study data relies on the applicant's ability to successfully assist in the recruitment of study subjects, in the collection of study data and other aspects of this program as specified in the job description. The work of this research assistant will be monitored research coordinator and by the Principal Investigator. Errors of incorrect decisions could potentially result in delays in completion of funded projects or seriously jeopardize the soundness (quality) of the study findings, which may result in loss of funding and or further funding opportunities.

Qualifications

High School graduation. University degree - Bachelor's Degree or equivalent experience in social or behavioral sciences. Minimum of 2 years related experience or the equivalent combination of education and experience. Minimum two years experience in a research environment or equivalent education experience. Medium to high degree of computer literacy including familiarity with Microsoft Word, Excel, and or equivalent spreadsheet. Familiarity with database management essential. Must be able to work a flexible schedule including weekends.

Ability to assist in dissemination of research findings including PowerPoint presentations and manuscript writing. Effective oral and written communication, interpersonal, supervisory and organizational skills.

Demonstrated ability in working in health care settings and with vulnerable populations.

Ability to work both independently and within a team environment.

Self-directed.

Attention to detail.

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Staff Job Postings

especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 14707
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2 (Oncology / Hematology/BMT)
Department: Paediatrics
Salary: \$38,878.00 - \$42,604.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-21
Job End Date: 2014-01-20
Funding Type: Grant Funded
Other:
Date Closed: 2013-01-15 **Available Openings:** 1

Job Summary

To coordinate data collection and management for the local component of the national pediatric oncology surveillance program (CYP-C: Cancer in Young People in Canada). The project is supported by a grant from the Public Health Agency of Canada. Data from children diagnosed prior to the start of the project will be obtained from medical records and entered into a national database. 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 candidate's governing professional organization.

The RT2 works with physicians and staff in the Data Management office and Oncology clinic. The RT2's office is located in A119 of the Shaughnessy Building.

Organizational Status

The Research Technician (RT2) will report directly to the CRA Manager. The incumbent will also report to and receive direction from the RT3 and the Principal Investigator as required.

Work Performed

- Identifying patients diagnosed with pediatric cancer.
- Accurate and timely completion and submission of data. This includes obtaining required records, abstraction of the required information to data capture forms, entry of forms into electronic system.
- Managing and utilizing the local database.
- Communication with the national coordinating center and other centers as necessary.
- Attending annual training meeting.
- Performing other related tasks.

Supervision Received

It is expected that the RT2 will demonstrate the ability to work independently once training has been successfully completed. The RT2 will be required to problem solve on a limited basis.

Supervision Given



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Staff Job Postings

The RT2 will receive supervision and direction from the RT3 within the Program.

Consequence of Error/Judgement

Consequences of error are high and this is a position with significant responsibility. The data submitted impacts the direction of future studies. Errors could impact upon the reputation of the program as a whole and jeopardize the options for collaborative participation with industry, government and other centers. 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 his or herself and those governing the activities of the institution and all other investigators. Any procedures or data recorded as part of a trial must be accurate.

Qualifications

High School graduation. Post secondary education or completion of a recognized Health Information Management Program preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Knowledge of medical terminology and patient record systems required. Demonstrated knowledge and experience with Pediatric oncology an asset. Medium to high degree of computer literacy. Familiarity with database management programs an asset. Attentive to detail, with the ability to work quickly and accurately. Excellent organizational and interpersonal skills a must. A high degree of motivation, enthusiasm and initiative. Ability to effectively prioritize tasks and meet deadlines. Ability to exercise initiative and maintain confidentiality. Communicates effectively both orally and in writing. Ability to learn new software. Ability to work both independently and within a team environment.

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: 14708
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** CDM Tech 2
Department: Centre for Disease Modeling
Salary: \$38,878.00 - \$42,604.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-21 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-01-15 **Available Openings:** 1

Job Summary

The Centre for Disease Modeling is a 100,000 square foot, state of the art, research facility. This facility will provide skilled technicians, lab space, and equipment to support 50 UBC researchers with cutting edge research. The CDM is a cost recovery department and in the future will also support the BC Preclinical Research Consortium initiative.

This position will be responsible for providing: skilled technical services and assistance; and daily care and maintenance required for the health and cleanliness of research animals and their housing facilities in all areas of the CDM. All applicants must be willing to work weekends; and will be expected to successfully complete mandatory job related courses.

Organizational Status

The Senior Manager of the Centre for Disease Modeling is ultimately responsible for this position; however, day to day direction will be determined by the current organizational chart and operational need.

Work Performed

Under general supervision provides daily care of laboratory mice and rats and ensures the health and cleanliness for research animals and their housing facilities; the incumbent will also provide skilled technical services and assistance and Interact with technical staff, UBC researchers, and veterinarians.

Duties include:

- Managing breeding colonies (under general supervision)
- Performing minor surgeries and techniques, including: tissue collection and organs, blood collection, surgical implantations, tumour implantations, injections, embryo manipulations, vessel cannulation.
- Performing laboratory techniques such as media preparation, cell culture, hormone preparation as required
- Identify, report and treat sick animals.
- Demonstrating and explaining T2 duties and tasks
- Assisting CDM Staff and Users
- Animal handling, feeding, watering and health monitoring
- Daily census recording



The University of British Columbia

Staff Job Postings

- Maintaining records
- Maintaining inventory
- Assisting in sample collection
- Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general
- Shipping and receiving of animals
- Operation of rack and tunnel washers
- Cleaning of cages, accessories, bottles, carts, and racks
- General Housekeeping, including:
 - Preparation and use of disinfectants and detergents
 - Operating a bedding vacuum system, bottle filling system, high pressure spray units and autoclaves
 - Removal of waste
 - Cleaning and general facility upkeep
- Assemble clean caging units
- Perform minor maintenance tasks on facility related equipment
- Performing other related duties

Supervision Received

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

Supervision Given

The incumbent may distribute work assignments to employees at lower classification levels and initiate new employees into routines, procedures, and operation of equipment. They will be expected to share expert technical knowledge and occasionally teach techniques to others.

Consequence of Error/Judgement

This person must be willing to pay attention to details, be aware of pitfalls and be willing to repeat tasks if necessary. Most of the procedures will require following a protocol already in place, however there is room for innovative thinking to improve upon existing protocols and provide input into the direction of the project. CDM Tech 2's are expected to exercise some initiative and judgment in establishing priorities and carrying tasks through to completion; new or unusual problems would be referred to supervisor. Incorrect decisions could result in deterioration of animal health and or disruption or ruination of a research study.

Qualifications

High School graduation. AHT or VT Preferred. Knowledge in the Canadian Council on Animal Care Guidelines mandatory. CALAS Registered Laboratory Animal Technician (RLAT or ARLAT) level certification preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience in an animal care facility required. Required skills include: Ability to communicate effectively verbally and in writing; Ability to listen actively and attentively, and obtain clarification as required; Ability to work effectively independently and in a team environment; Ability to analyze problems, identify key information and issues, and effectively resolve; Ability to deal with a diversity of people in a calm, courteous, and effective manner; And the physical ability to perform the duties of the job including: working with high temperature steam equipment; exposure to animal dander and urinary proteins; performing repetitive tasks; and the ability to lift 25kg.



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Staff Job Postings

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Job Posting

Job ID: 14732
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: Infectious Diseases Division
Salary: \$40,994.00 - \$44,706.00 (Annual)
Full/Part Time: Part-Time (54%)
Desired Start Date: 2013-01-28
Job End Date: 2014-01-27 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-01-17 **Available Openings:** 1

Job Summary

Position provides technical support to an antibody engineering facility at the Immunity and Infection Research Centre (IIRC). The successful applicant will perform assist with basic molecular biology and microbiology procedure to support the production of custom single-chain antibodies for research.

Organizational Status

The successful applicant will report directly to Dr. Horacio Bach, Faculty Manager of the IIRC Antibody Engineering Facility.

Work Performed

- Basic molecular biology procedures; preparation of DNA, RNA and cDNA, PCR amplification, cloning, protein production and purification;
- ELISA analysis;
- Basic microbiology procedures;
- Cell biology procedures; tissue culture, immunostaining, transfection;
- Proteomics knowledge will be considered an asset;
- Assists with purchasing supplies, tracking orders, and invoicing clients.

Supervision Received

The successful candidate will work with minimal supervision and will report directly to Dr. Bach.

Supervision Given

The successful candidate may supervise and give instruction to students.

Consequence of Error/Judgement

Consequences of error are high and this position has significant responsibility and the successful applicant works independently with minimal instruction and supervision. Errors would result in significant consequences on the outcome of research studies.



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Staff Job Postings

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree with specialization in molecular biology, microbiology, or immunology preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience working in a research laboratory preferred. Extensive experience in basic molecular biology and microbiology techniques preferred. Experience in antibody production and proteomic analysis preferred. Experience in basic laboratory management preferred. Ability to work effectively with minimal supervision and a record of significant productivity under such conditions. Ability to be thorough, accurate and have a high level of attention to detail. Ability to effectively use Microsoft Office at a basic level(e.g., Outlook, MS Word, MS Excel). Ability to prioritize and be organized with various tasks.

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Job Posting

Job ID: 14701
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: James Hogg iCAPTURE Centre
Salary: \$40,994.00 - \$44,706.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-15
Job End Date: 2014-02-14
Funding Type: Grant Funded
Other: Leave Replacement
Date Closed: 2013-01-24 **Available Openings:** 1

The James Hogg Research Centre is seeking a Research Technician for a maternity leave replacement position.

Job Summary

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

Organizational Status

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

Work Performed

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



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Staff Job Postings

-Semi- quantitative PCR

4. Set up reporter gene assays:

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

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

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

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

6. Measure protein expression in human samples:

-Perform ELISA to measure cytokine levels

-Develop ELISA protocols when needed

-Perform Western analysis

-Analyze results

7. Write reports and maintain lab protocol documents

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 14720
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Devlpmtl Neurosci&Child Health
Salary: \$40,994.00 - \$44,706.00 (Annual)
Full/Part Time: Part-Time (40%)
Desired Start Date: 2013-01-01
Job End Date: 2013-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-01-15 **Available Openings:** 1

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

Job Summary

The Research Assistant will provide general research-oriented support to Dr. Ruth Grunau in the Developmental Neurosciences & Child Health cluster of the Child & Family Research Institute. The Research Assistant will assist with various research activities, but primarily focus on data management, statistical analyses, literature reviews, and manuscript preparation.

Organizational Status

The Research Assistant reports directly to Dr. Ruth Grunau, and liaises with other members of Dr. Grunau's research group, including co-investigators, researchers, research assistants, post-doctoral fellows, students and staff.

Work Performed

- Conduct literature reviews and summarize evidence.
- Prepare manuscripts in accordance with journal specifications.
- Conduct data analyses, in collaboration with the Grunau team.
- Assist with preparation of research grant applications.
- Produce topical graphs and charts.
- Proofread reports and publication reviews.
- Conduct data cleaning and data management.
- Assist with research protocol implementation.
- Participate in data collection with children & families.
- Evaluate and maintain data integrity and quality assurance.

Supervision Received

Will work under the supervision of Dr. Ruth Grunau, and communicate with her staff. The Research Assistant will be expected to develop a work plan and timelines and to exercise good judgment and initiative in his responsibilities.

Supervision Given



The University of British Columbia

Staff Job Postings

May provide assistance to support staff and students to ensure project goals are met in a timely and efficient manner.

Consequence of Error/Judgement

Dr. Grunau's lab is situated within Developmental Neurosciences & Child Health which is a research cluster of the Child and Family Research Institute. Errors made could influence the ability of research staff to meet critical deadlines, as well as compromise the results of research projects, and therefore impact the credibility of the Unit, Centre, Institute and individual Investigator(s).

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Graduate degree preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. High degree of computer literacy with ability to use word processing, spreadsheet, internet and electronic mail applications at an intermediate level. Experience with online literature searches, web-based applications and or desk-top publishing applications (including Adobe Photoshop and or Illustrator and Microsoft Publisher) would be an asset. Extensive experience with statistical software programs (e.g. SPSS). Extensive experience using Microsoft Office (WORD, Excel, Powerpoint, Outlook). Working knowledge of Adobe Creative Suite (Photoshop, Indesign, Illustrator) would be an asset. Ability to communicate effectively verbally and in writing. Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to be thorough, accurate, and have a high level of attention to detail. Superior Organizational skills. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to perform word processing at 50 words per minute. Ability to operate job-related office equipment. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to approach interactions with an awareness of sensitive issues. (e.g., issues concerning specific cultures) Ability to use initiative.

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Job Posting

Job ID: 14716
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Biomedical Research Centre
Salary: \$40,994.00 - \$44,706.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-18
Job End Date: 2014-01-17 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-01-15 **Available Openings:** 1

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

Job Summary

To work within The Biomedical Research Centre's specific pathogen free animal unit monitoring the health status of animals and participating in daily routines of animal husbandry, cleaning and sterilization. The incumbent is required to work during weekends and statutory holidays.

Organizational Status

Reports to the Manager of the Animal Unit and works closely with the other employees within the animal unit. Interacts with all levels of faculty, staff and students at the Biomedical Research Centre; sharing knowledge and learning from the scientific community.

Work Performed

1. May supervise and or train other technicians as advised by the Unit Manger.
2. Sets up new breeding pairs and records all their information in the database.
3. Sets up timed matings and checking for plugs the following day.
4. Fills daily mouse orders requests from lab technicians.
5. Orders supplies required in the animal unit.
6. Answers phone and e-mail queries by users and any questions the lab technicians may have. Will refer questions that require the Unit Manager's expertise to the unit manager or unit director.
7. Arranges the shipping of mice to different facilities.
8. Prepares the monthly cage charge invoices.
9. Ear notching and tail clipping of litters.
10. Monthly unit serology blood collection and sample preparation.
11. Animal husbandry - changing micro-isolator caging system, maintaining breeding programs, weaning, euthanizing, tissue collection and ensuring food and water.
12. Operates cage washer, autoclave, generator, bedding disposal unit, bottle washer and gamma cell irradiator when required.
13. Cleans and disinfects animal cages, rooms and equipment when required.
14. Performs other related duties as required.



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Staff Job Postings

Supervision Received

Operates independently, checking with supervisor when animal welfare is in question.

Supervision Given

Provides training and instruction to lower level and seasonal staff as required.

Consequence of Error/Judgement

Exercises judgment and initiative in decision making situations involving work methods and procedures within a defined area, in the selection and interpretation of information and in resolving issues not clearly covered by established guidelines. Incorrect euthanasia techniques will result in animal's suffering. Failure to complete required cleaning and sterilizing protocols would result in contamination of the unit and the mice. Misidentification of animals will delay research results and publications.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. High school graduation plus a University degree or graduation from a technical college such as BCIT with experience in tissue culture, molecular biology, and protein chemistry techniques required. Minimum of 3 years related experience or the equivalent combination of education and experience. Minimum of three years of practical experience. Experience in an animal research facility or hospital environment would be an asset. Have the ability to work with lab mice with no known allergies to fur-bearing animals. Computer experience required. Effective oral and written communication, interpersonal and organizational skills required; ability to prioritize, multi-task, and work effectively under time pressure; ability to maintain accuracy and attention to experimental detail; ability to work both independently and within a team environment. Organized and dedicated individual who can work independently with minimal supervision is required.

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Job Posting

Job ID: 14740
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 4 **Business Title:** Research Asst/Tech 4
Department: Michael Smith Labs
Salary: \$46,923.00 - \$51,020.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-02-01
Job End Date: 2014-01-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-01-18 **Available Openings:** 1

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

Job Summary

In the *C. elegans* Gene Knock Out Facility supported by CIHR and the Michael Smith Laboratory of UBC. The major responsibility of the individual will be to work within the Genetics section of the lab and to coordinate that work with other sections of the lab. Individual will assist in generating populations of mutations in the nematode *C. elegans*; assist in validating isolated mutations; prepare selected mutant lines for screening by various methods including whole-genome sequencing and microtiter plate based chemical treatments; and prepare lines for inclusion in a 2,000-strain mutant kit. The individual will monitor consumption of reagents and other supplies and order supplies when restocking is necessary.

Organizational Status

Works under the general direction of the Facility Manager.

Work Performed

- Coordinate the work within the Genetics section of the laboratory with other sections and maintain communication laterally with these sections as well as vertically with the facility manager
- Supervise more junior technicians in sample preparation for sequencing and screening tasks.
- Assist and advise faculty, students and clients in sample preparation for successful data generation.
- Generate populations of mutations in the nematode *C. elegans*.
- Validate isolated mutations by PCR and sequencing.
- Prepare samples for various sequencing and screening tasks.
- Prepare reagents for laboratory procedures.
- Monitor consumption of reagents and other supplies and order supplies when restocking is necessary.
- Maintain computerized database records of all work performed and procedures used.
- Liaise with technical services or suppliers of apparatus as, and when, necessary.
- Keep abreast of new advances in relevant areas by reading original literature and technical bulletins.
- Maintain database records of the genetic strains, and of the operation of the facility
- Perform other services as required.

Supervision Received



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Staff Job Postings

Works under the general direction of the Facility Manager.

Supervision Given

Supervises more junior technicians in validation work and in sample preparation for sequencing and screening tasks. Assists and advises faculty, students and clients in sample preparation for successful data generation. Responsible for coordinating this section of the laboratory to run smoothly with sections of other laboratory procedures that precede and follow this step. Extensive communication with other staff in the unit will be required.

Consequence of Error/Judgement

This is a service unit. This unit is financially responsible for all the costs (person hours, reagents, equipment, repair fees and consumables) related to poor research technician performance. Poor data would also incur significant costs to the research laboratories that base their scientific experiments on the product received from the Unit.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University graduation (B.Sc.) in Biological Sciences or a related field. Minimum of 4 years of related experience or the equivalent combination of education and experience. At least four years of relevant experience required. Experience with all facets of standard molecular biology techniques and analysis is essential. Computer and database management experience required. Experience with *C. elegans* required. The ability to communicate effectively and interact positively with others is essential.

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Job Posting

Job ID: 14725
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 (Nephrology)
Department: Paediatrics
Salary: \$46,923.00 - \$51,020.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-01-21
Job End Date: 2014-01-20
Funding Type: Grant Funded
Other:
Date Closed: 2013-01-16 **Available Openings:** 1

Job Summary

This senior research assistant will carry out research studying the mechanisms of chronic kidney disease as part of a new multidisciplinary research team "The Integrated Chronic Kidney Disease Research Group" at the University of British Columbia, Department of Paediatrics located at the Child and Family Research Institute. Duties will include planning, executing and analyzing experiments, supervising trainees, and assisting with day-to-day management of the research group.

The laboratory is located at the CFRI and contains facilities for scientific work with variety scientific instruments including PCR machine, fluorescent microscope, centrifuges, laminar flow hood.

Organizational Status

Reports to two co- principal investigators. Works in association with research staff and trainees to coordinate studies. Interacts with administrative manager for the division.

Work Performed

Administrative Managerial

- Responsible for the writing of the grant proposals and articles
- Responsible for training new staff and students with laboratory techniques
- Responsible for ordering supplies, obtaining quotes, evaluating equipment for purchase
- Responsible for reconciling financial statements
- Responsible for overseeing safe handling and proper disposal of chemicals, biohazardous materials, acting as emergency contact for laboratory and for equipment break down
- Performing other related duties

Tissue culture techniques

- Aseptic technique and preparation of sterile media and other reagents
- Isolation of kidney cells: isolation of tissue includes sterile dissection of kidney and dissociation single cells from kidney tissue with collagenase. Single cells suspension plate into culture dish and incubate until they are ready for analysis by flow cytometry, immunofluorescence.
- Maintenance of frozen cell repository



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Staff Job Postings

-Establishment of primary culture cells

Flow cytometry

-Analysis of cell phenotype by flow cytometry: Flow cytometry is performed on cells in liquid suspension that have been incubated with fluorescently tagged antibodies directed against specific cell surface proteins. FlowJo software is used to analyze results of flow cytometry data.

Molecular biology

-Isolation of DNA and RNA from the cell population and tissue

Kidney tissue is collected in RNA later (RNA stabilization reagent, Qiagen). The RNeasy Mini Kit is used for RNA purification. The quality, purity and integrity of the eluted RNA are analyzed by spectrophotometric analysis and by denaturing agarose gel electrophoresis. Isolated, pure RNA is suitable for downstream application, such as qRT-PCR, microarray analysis, Northern blotting.

-Analysis of DNA, RNA and protein by range of techniques including: PCR, Western blotting, DNA array, immunohistochemistry

Animal Work

-Complete required training courses for experimental work with mice and rats

-Maintain lines of genetically engineered mice, including breeding schedules and genotyping offspring

-Maintain accurate animal inventory and cull lines using pre-determined criteria

-Perform animal survival surgery

-Tissue organ procurement with euthanasia

Recording experimental data according to good laboratory practice

-Plan and Design of complex experiments

-Optimizing of protocols

Computer Duties

-Maintenance of experimental data in a database

-Analysis and preparation of data for presentation including statistical analysis of experimental data, the presentation of experimental data in forms of graphs, tables or Powerpoint or Photoshop images.

Supervision Received

Report directly to two co- principal investigators. Work independently on most tasks after training.

Supervision Given

Assist students and trainees with research projects.

Consequence of Error/Judgement

The principle investigators will meet regularly with the individual to discuss methodology, results and problems. In addition, Principal investigators will always be available to discuss as they arise. Errors will result in work being repeated. However repeated errors will add substantial cost to the project and may also destroy unique patient samples which cannot easily be replaced. The position will also involve working with patient samples, and any information about these samples must be kept confidential.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree in biological sciences; Master's or PhD preferred. Minimum of 4 years of related experience or the equivalent combination of education and experience. Previous research experience using mouse models, in vitro systems, immunohistochemistry, microscopy



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Staff Job Postings

(preferably including confocal microscopy), and with protein, DNA and RNA analysis are desired. Ability to maintain accuracy and attention to detail. Strong interpersonal, scientific writing, and supervisory skills. Ability to effectively use Outlook, MS Word, MS Excel at an advanced level. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to identify key results from scientific, statistical, and quantitative research findings.

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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