



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:02-SEP-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.



Job Posting

Job ID: 16514
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Library Technicians - BCGEU
Classification Title: Library Technician I **Business Title:** Library Services Assistant
Department: UBCO - Library
Salary: \$36,216.00 (Annual)
Full/Part Time: Part-Time (68.57%)
Desired Start Date: 2013-09-12 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other: Sessional
Date Closed: 2013-09-06 **Available Openings:** 2

The Library is open 7 days a week from September to April of each academic year. As well, the Library is open until midnight 5 days a week and until 10pm Fridays and Saturdays. The sessional staff will work the evenings and weekends.

Job Summary

This position is responsible for answering circulation, directional and reference questions at the Service Desk; referring to a librarian those reference questions which are complex or which require group instruction. Will assist with project work as requested by coordinators and librarians.

Works with other members of the UBCO Library staff and the public; participates in team activities such as meetings, trainings and skills-building events.

Organizational Status

This position works under the supervision of the Public Services Coordinator and reports to the Manager, Library Operations.

Work Performed

.1. Performs Service Desk functions by:

- Answering reference questions using UBC Okanagan Library resources including the catalogue, online databases and electronic resources and the print reference collection; refers questions to subject specialists or allied campus resources as appropriate.
- Answering questions concerning library resources and services; providing assistance to students and faculty using library resources, including Learning Commons equipment.
- Charging, renewing and discharging library items.
- Creating or changing on-line borrower records including creating brief item records, adds changes barcodes.
- Opening and closing Library.
- Accepting fine payments, processing debit credit card transactions.
- Assisting patrons with copiers and other library equipment.
- Shelving library material as required.
- Explaining library policies and procedures; reporting problems to designated individuals or departments.
- Assisting librarians with orientation or instructional sessions; preparing support or instructional materials for students and faculty as directed; completing reference projects as assigned.
- Participating in team meetings, including training sessions as available.



The University of British Columbia

Staff Job Postings

2. Assists with Library Projects by:

- Assisting with background research to support development of new library services and initiatives.
- Participating in evaluations of resources on trial and providing feedback on these items.
- Providing support for processes and procedures on collections, including donations, deselection, and inventories.
- Compiling statistics on a variety of library services including collections, public service instruction, etc.

3. Performing other related duties which may include assisting with the preparation of displays, way-finding materials, new book displays, reserves, maintaining the physical appearance and ease of use of the library, etc.

Supervision Received

The incumbent is supervised by the Public Services Coordinator along with the Manager, Library Operations.

Supervision Given

This position does not supervise staff.

Consequence of Error/Judgement

Decisions where clear procedures are not available will be directed to the Public Services Coordinator. Errors in judgment or ineffective communication relating to services offered at the Service Desk have limited effect on library operations.

Qualifications

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

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



Job Posting

Job ID: 16499
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: First Cook-Food Services **Business Title:** First Cook-Point Grill
Department: Food Services
Salary: \$ 19.21 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-02 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Job Summary

Oversee and participate in the day to day operation of Point Grill Restaurant, responsible for leading a designated area of food preparation, production and catering production.

Organizational Status

Reports to the Commissary Cook, or unit Supervisor or Manager.

Work Performed

Implements new menu plans.
Coordinates the workload and provides training for a variety of food service staff, such as, second cooks, assistant cooks and food service workers in a designated area.
Prepares and coordinates food preparation and production to ensure that daily unit & catering requirements are met.
Oversees and participates in specialty production to ensure daily volume requirements are met in accordance with menu plans.
Assesses and ensures quality of finished product prior to shipping out.
Participates in the implementation of special food related events, themes and promotions.
Maintains high standards of sanitation and safety, ensuring work is performed in compliance with Foodsafe, UBC policy and UBC Food Services safety guidelines.
Recommends appropriate inventory levels of products and assists with maintaining inventory; assists with counting, ordering and reconciliation of food inventory levels for management.
Cleans kitchen and kitchen equipment.
Relieves responsibilities of other food service workers as operationally required.
Carries out any other related duties as required in keeping with the franchise qualifications and requirements of positions in this classification.

Supervision Received

Works independently with minimum supervision.

Supervision Given



The University of British Columbia

Staff Job Postings

Coordinates, allocates and monitors the work of second cooks, assistant cooks or other food service workers.

Consequence of Error/Judgement

Makes decisions related to the coordination of a specialized production area; inappropriate decisions could impact food quality and quantity and have a negative effect on the department's reputation and financial position.

Qualifications

Certificate in cooking from a recognized cooking institution, Food Safe Level 1 Certificate and Red Seal Cook Certification.

Experience working in fine dining & catering. Must have supervisory experience.

Must be available for weekday, evening and weekend shifts. 3 years relevant experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 16476
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Assistant Cook-Food Serv. **Business Title:** Assistant Cook- Retail
Department: Food Services
Salary: \$ 16.73 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-03 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Retail Sub pool: Small Units

Job Summary

Cooks and prepares meals in accordance with a menu plan.

Organizational Status

Reports to Supervisor or Manager.

Work Performed

Cooks and or prepares main courses, pastry items, bakeshop items, desserts, salads, sandwich plates and specialty items on a large scale and as per unit requirements.

Performs grill cooking and short order cooking; takes food orders from customers as required.

Recommends food inventory levels; assists in maintaining inventory.

Cleans kitchen and kitchen equipment.

Assesses and ensures quality of finished product prior to shipping out.

Performs the duties of other food service workers on a relief basis as operationally required.

Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.

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

Supervision Received

Works under general supervision and independently as required.

Supervision Given

None.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Makes minor decisions related to the readiness of foods being prepared; errors may negatively impact customer experience.

Qualifications

Grade 12 Education, Certificate in cooking from a recognized cooking institution, Food Safe Level 1 Certificate. 1 year relevant experience.

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Job Posting

Job ID: 16501
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: DeptForest&ConservationScience
Salary: \$40,500.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-09-01
Job End Date: 2013-09-30
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Job Summary

Research Assistant will provide laboratory assistance to a project on the genotyping of fungal pathogen *Ophiostoma montium* associated with mountain pine beetle epidemics. Duties will include isolation of fungi, DNA extraction, microsatellite marker development and genotyping.

Organizational Status

The research assistant will report to a faculty member and is not responsible for any student supervision.

Work Performed

- DNA extraction, PCR amplification, and microsatellite marker development,
- Genotyping of fungal strains from various populations and locations in licor gels;
- Setting up a database to archive genetic data and microsatellite data analysis,
- Other technical assistance such as ordering lab supply.

Supervision Received

Employee will be supervised by professor.

Supervision Given

None.

Consequence of Error/Judgement

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

Qualifications



The University of British Columbia

Staff Job Postings

High School graduation. Post-Secondary school graduation with B.Sc in biological sciences, preferred, with some courses in forestry, mycology, microbiology or molecular biology and with additional training in a related field. Minimum of 2 years related experience or the equivalent combination of education and experience. - Minimum two years in related experience (molecular techniques).

- Effective oral and written communication, problem solving and organizational skills
- Ability to maintain accurate records and pay attention to detail
- Ability to work effectively independently and in a team environment
- Ability to prioritize, multitask and work effectively under pressure to meet deadlines
- Knowledge of laboratory safety procedures and techniques required.

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Job Posting

Job ID: 16360 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Electrician **Business Title:** Electrician - Controls
Department: Building Ops - Controls
Salary: \$62,232.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Job Summary

Under general supervision, performs skilled work at the journey person level in preventive maintenance, breakdown maintenance, diagnostic repair, alterations and installations of electrical, electro-mechanical, control and communications systems and equipment.

Organizational Status

Reports to Head Electrician, Trades Section, Building Operations.

Work Performed

Performs duties normally required in the electrical trade (for which training and expertise has previously been acquired) such as: preventive and breakdown maintenance, trouble-shooting, repair, calibration and installation as an Industrial Controls Electrician across the university campus.

Works from oral and written instructions from immediate supervisor (s). Performs all duties as instructed in compliance with applicable regulatory codes and regulations and in accordance with work orders, drawings, documents and time schedules.

Responds to Trouble Calls and emergencies, both during and outside normal work hours, along with correcting electrical deficiencies brought forward by tenants through the service request program.

Provides accurate and complete information (on the status of equipment and systems) when completing time cards, work orders, preventative maintenance reports and test-inspection reports. Maintains concise record management for the department as approved by supervisor (s). Creates and submits as-built documentation once each work task is complete. Ensures that the workplace is clean and safe while following safe work practices.

Communicates with customers, tenants, managers and coworkers as required to ensure the efficient delivery of service.

Continually monitors the operation of new and existing equipment.

Responsible for work being completed in accordance with requirements and specifications.



The University of British Columbia

Staff Job Postings

Responsible for the correct use and safe keeping of assigned vehicle, materials, tools and equipment used in the execution of the work performed.

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

Ensures personal protective equipment is used at all times where required.

Ensure compliance with all Occupational Health and Safety legislation, guidelines, standards, policies, procedures and practices. Responsible for performing the work in the safest manner possible.

Detailed Duties

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, distribution equipment, appliances, apparatus, fixtures or other components, using hand tools, power tools and various test instruments, to ensure compatibility and safety of the electrical system.
- Diagnoses causes of Electrical Distribution and Electrical problems or failures in assigned systems for the purpose of identifying equipment and or systems to be repaired.
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Install, maintain, repair and test hydraulic, pneumatic, and electrical control systems
- Troubleshoot, maintain and repair industrial electrical drive systems, automation systems and equipment, robotic systems and electronic control systems and devices as well as microprocessor-based (PLC) systems.
- Install, maintain and troubleshoot communication LAN and serial data systems.
- Install, maintain and troubleshoot emergency stand-by systems, heating, ventilation and climate control systems.
- Calibrate instrumentation devices using specialized test equipment and software.
- Install and maintain, repair automated equipment and robotic systems.

Performs related duties as required.

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

Work is performed within prescribed and accepted trade standards, in accordance with job requirements and specifications and



external regulatory requirements; inappropriate repair maintenance decisions could delay resolution of problems and adversely affect user access to equipment system and possible safety of users.

Qualifications

A trade certification to a journeyman level as a Red Seal Electrician or Industrial Electrician, perfect eyesight with respect to colour blindness and the ability to interpret drawings and specifications, sketches of work required and maintenance manuals. Minimum 5 years of related experience. A working knowledge of relevant industrial safety regulations and building codes, and current knowledge of trade maintenance concepts, technology, theory and manufacturer's and regulatory maintenance requirements. Strong computer and software skills required. Ability to independently learn new equipment and software technologies. Must have demonstrated experience in good client relationship skills as well as be able to respond to trouble calls outside of normal working hours.

A valid BC drivers license

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Job Posting

Job ID: 16494
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Utility Worker **Business Title:** Utility Worker
Department: Building Ops - UtilitiesWorker
Salary: \$38,304.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Job Summary

Positions in this classification perform minor maintenance and repairs to buildings and equipment.

Organizational Status

Reports to the Manager, Electrical Trades.

Work Performed

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

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

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

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

Conducts minor maintenance on plumbing systems, such as, replacing washers and cartridges in waterless urinals, clearing plugged toilets or drains, and maintaining bio-degradable sewage systems.

Repairs and makes adjustments to building systems and related parts, such as, flooring, windows, blinds, ceiling tiles, skylights including utilizing the minor application of sealants, caulking and other waterproofing compounds; performs minor plaster and wallboard repairs, lubrication of locks, closers, hinges, etc.; replacing dispensing equipment in various areas.

Dusts cleans ceiling areas, high beams, etc.

Removes animal feces from occupied areas.

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

Participates with other departments in event setups.

Maintains records of repairs and notes additional repairs required.

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

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



The University of British Columbia

Staff Job Postings

Supervision Received

Works under general supervision, receiving detailed instructions during orientation and subsequent new assignments or changes in procedures.

Supervision Given

This position has no supervisory responsibility.

Consequence of Error/Judgement

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

Qualifications

High School graduation. Minimum of two years experience or the equivalent combination of education and experience. Good communication and interpersonal skills; ability to deal with clients. Ability to operate related equipment. Ability to organize the work. Valid Class 5 Drivers License Must be bondable

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Job Posting

Job ID: 16348 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Trades - CUPE 116
Classification Title: Sub-Head Electrician **Business Title:** Sub-Head Electrician - Controls
Department: Building Ops - Controls
Salary: \$62,232.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Sub Head Electrician - Controls: Annual Salary + 7 % differential

Job Summary

Positions in this classification organize and direct the work of an assigned area and or crew of Industrial Controls Electricians, and other skilled workers engaged in electrical work in preventive and breakdown maintenance, diagnostic repair, alterations and installations of electrical, electro-mechanical, control and communications systems and equipment.

Organizational Status

Reports to Head Electrician, Trades Section, Building Operations.

Work Performed

Supervises, organizes and allocates the work of an assigned crew of Industrial Controls Electricians and other skilled workers engaged in electrical work in preventive and breakdown maintenance, diagnostic repair, alterations and installations of electrical, electro-mechanical and control systems and equipment.

Performs duties normally required in the electrical trade (for which training and expertise has previously been acquired) such as: preventive and breakdown maintenance, trouble-shooting, repair, calibration and installation as an Industrial Controls Electrician across the university campus

Carries out inspections and tests; diagnoses defects in plant or equipment, takes remedial action as required or recommends solutions to supervisory staff verbally or in writing.

Supervises and participates in training workers apprentices as necessary; and may assist in the selection of applicants to fill vacancies.

Deals with day-to-day on-site problems by initiating appropriate action to correct the situation. Participates in or performs the work of assigned trades.

Prepares cost estimates for jobs and orders required materials.

Checks to ensure that work is completed in accordance with requirements and specifications.



The University of British Columbia

Staff Job Postings

Maintains work function related records, such as, timekeeping, costing, tools, equipment and work assignments.

Ensures that employees under his her jurisdiction work in a correct and safe manner and in accordance with all normal safety standards and practices and university and departmental policies and procedures.

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

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

Detailed Duties

- Inspects work performed by electricians on systems, equipment, and components to ensure compliance with codes and standards.
- Diagnoses causes of Electrical Distribution and Electrical problems or failures in assigned systems for the purpose of identifying equipment and or systems to be repaired.
- Install, maintain, repair and test hydraulic, pneumatic and electrical control systems.
- Troubleshoot, maintain and repair industrial electrical drive systems, automation systems and equipment, robotic systems and electronic control systems and devices as well as microprocessor-based (PLC) systems.
- Install, maintain and troubleshoot communication LAN and serial data systems.
- Install, maintain and troubleshoot emergency stand-by systems, heating, ventilation and climate control systems.
- Calibrate instrumentation devices using specialized test equipment and software.
- Install and maintain, repair automated equipment and robotic systems.

Performs related duties as required.

Supervision Received

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

Supervision Given

Supervises, organizes and allocates the work of an assigned crew of Industrial Controls Electricians, apprentices and labourers.

Consequence of Error/Judgement

Work is performed within prescribed and accepted trade standards, in accordance with job requirements and specifications and external regulatory requirements. Makes decisions regarding the organization and allocation of trades and other skilled workers and acceptability of work performed for assigned area and or crew. Inappropriate decisions may result in service delays, escalating costs and possible safety issues.

Qualifications

A trade certification to a journeyman level as a Red Seal Electrician or Industrial Electrician and Valid BC Drivers Licence.



The University of British Columbia

Staff Job Postings

Minimum 5 years of related experience or the equivalent combination of education and experience. A working knowledge of relevant industrial safety regulations and building codes, and current knowledge of trade maintenance concepts, technology, theory and familiarity with manufacturer's and regulatory maintenance requirements. Perfect eyesight with respect to colour blindness with the ability to interpret drawings and specifications, sketches of work required and maintenance manuals. Strong computer and software skills required. Ability to independently learn new equipment and software technologies. Must have demonstrated experience in good client relationship skills and the ability to work various shifts including days, evenings and weekends as well as respond to trouble calls outside of normal working hours.

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Job Posting

Job ID: 16482
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:** Evening - Part-Time Service Worker
Department: Building Ops - Custodial
Salary: \$35,196.00 (Annual)
Full/Part Time: Part-Time (67%)
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Monday to Friday; 9:00 PM to 2:00 AM

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.



The University of British Columbia

Staff Job Postings

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

Makes decisions related to the sequence of duties; errors may have minor impact on service.

Qualifications

Completion of Grade 10. 1 years relevant experience or the equivalent combination of education and experience. Related training and experience. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

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Job Posting

Job ID: 16477
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:** Evening - Full-Time Service Worker
Department: Building Ops - Custodial
Salary: \$35,196.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Monday to Friday; 6:00 PM to 2:00 AM.

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.



The University of British Columbia

Staff Job Postings

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

Makes decisions related to the sequence of duties; errors may have minor impact on service.

Qualifications

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

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



Job Posting

Job ID: 16479
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:** Evening - Part- Time Service Worker
Department: Building Ops - Custodial
Salary: \$35,196.00 (Annual)
Full/Part Time: Part-Time (67%)
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Monday to Friday; 9:00 PM to 2:00 AM

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.



The University of British Columbia

Staff Job Postings

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

Makes decisions related to the sequence of duties; errors may have minor impact on service.

Qualifications

Completion of Grade 10. 1 years relevant experience or the equivalent combination of education and experience. Related training and experience. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

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Job Posting

Job ID: 16478
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:** Evening - Full-Time Service Worker
Department: Building Ops - Custodial
Salary: \$35,196.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Monday to Friday; 6:00 PM to 2:00 AM.

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.



The University of British Columbia

Staff Job Postings

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

Makes decisions related to the sequence of duties; 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: 16485
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:** Weekends - Day Service Worker
Department: Building Ops - Custodial
Salary: \$ 18.05 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Saturday Sunday; 7:00 AM to 3:00 PM

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.



The University of British Columbia

Staff Job Postings

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

Makes decisions related to the sequence of duties; errors may have minor impact on service.

Qualifications

Completion of Grade 10. 1 years relevant experience or the equivalent combination of education and experience. General knowledge of cleaning rules and regulations, security and safety policies and procedures. Ability to meet physical requirements involving considerable walking, climbing and manual work. Ability to follow instructions and to adopt new methods and practices. Ability to understand written and oral English.

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Job Posting

Job ID: 15624 (Repost)
Location: Vancouver - Hospital Site
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: Emergency Medicine
Salary: \$38,148.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-30
Job End Date: 2014-09-29
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-10 **Available Openings:** 1

Job Summary

The Research and Education Program Administrative Assistant provides administrative support to the Department's Emergency Medicine Residency Programs and Research Program. The UBC Emergency medicine residency programs have a long history of academic excellence and our graduates include many leaders in academic and clinical Emergency Medicine, and Emergency Medicine subspecialties. The UBC Department of Emergency Medicine Research Program provides leadership and administrative support to a wide-ranging provincial program of research initiatives and education.

Organizational Status

The Department Administrator supervises this position on a day-to-day basis, with the Research Director and the RCPS-EM Residency Program Director overseeing the work of the Research and Education Program Administrative Assistant. The Department Administrator provides overall management of, and direction to, this position regarding work performance.

The Research and Education Program Administrative Assistant works closely with the RCPS-EM Residency Program Director to support his her endeavors. The Research and Education Program Administrative Assistant works closely with the Research Director to support the Department's research mission. The Research and Education Program Administrative Assistant collaborates and interacts with other UBC staff and faculty members and with other health professional and academic organisations outside UBC to support the Department's residency and research activities.

Work Performed

For the Residency Program:

- Processes requisitions for resident reimbursements as related to the Resident Activity Fund and maintains annual resident documentation of expenses.
- Compiles reports from One45 Webeval, reviews reports on faculty and resident performance from evaluations for validity, makes recommendations to the RCPS-EM Program Director on interpretation and use of reports. Monitors One45 WebEval to ensure timely, appropriate submission of evaluations. Trains faculty and residents on the One45 WebEval program. Communicates with system supplier to troubleshoot problems.
- Enters all evaluations of EM and off-service residents into One45.
- General filing of documentation in resident binders.
- Processes credentialing requests as needed on past residents.



- Maintains the Department's Residents website and other Internet-based communications, to support program activities at distributed training sites.
- Coordinates CaRMS PGY-1 applicant information by downloading information, ensuring applicant packages are complete; compiles information on disc for distribution, assists in scheduling interviews, conducts applicants' hospital tours. Provides administrative and logistical support on CaRMS Interview Day.
- Coordinates the residents' photos.
- Maintains the orientation package and provides it to new residents.
- Provides administrative support to plan and conduct the Residency Program's professional development events.
- Responds to oral and written enquiries of an interpretative nature.

For the Research Program:

- Provides administrative and logistical assistance to the Research Director.
- Maintains and updates the Department's Research component of the website as well as carrying out other Internet and non-internet based communications, to support the Research Program activities.
- Collects and posts papers and abstracts on the Department's bulletin boards.
- Collates research material for the Department's annual report.
- Maintains ongoing collection and post of research grants and publications by faculty members.
- Coordinates communication of the DEM Journal Clubs and Research in Progress Rounds and tracks related activities.
- Arranges Department's research committee meetings and retreats; records and distributes meeting minutes.
- Coordinates and posts requests to participate in research undertakings.
- Organizes conference calls.
- Provides administrative coordination for the annual "NERD Block" (Novel Education in Research and Design 1 month educational block).
- Provides administrative coordination for the annual UBC Emergency Medicine Research Day.
- Oversees process for CME accreditation for EM Research Day and Research in Progress Rounds.

In General:

- Performs other duties as required.

Supervision Received

The Research and Education Administrative Assistant reports on a day-to-day basis to the Department Administrator and through him or her, to both the Research Director and the RCPS-EM Residency Program Director. The Department's Administrator provides overall management of, and direction to, this position regarding work performance.

Supervision Given

None

Consequence of Error/Judgement

The Research and Education Program Administrative Assistant is expected to use clear, sound judgment and initiative in prioritizing and scheduling work. Failure to work in a timely and accurate manner may threaten program accreditation. Inappropriate handling of interactions and communications can raise concern about compliance with privacy and confidentiality obligations and may cause embarrassment for the Department and to faculty, staff, and students at the University and affiliated hospitals, as well as to patients and affiliated organizations. Errors in judgment and in timeliness and completion of research service delivery may adversely affect the funding, reliability, credibility, and continuity of the Department's research activities and graduate programs and Transplant program's educational goals, may compromise the trajectory of students' academic pursuits, and may diminish the reputation of the Department and University. Breaches of confidentiality and security may result in serious clinical and academic consequences.

Qualifications



The University of British Columbia

Staff Job Postings

High School graduation and one year of related training. 2 years of related experience or the equivalent combination of education and experience. - High school graduation plus one year of post-secondary education plus one year of related training and two years of experience or a combination of education and experience.

- Ability to type 60 wpm and to operate a normal range of office equipment.
- Ability to take and transcribe meeting minutes.
- Word processing and computer experience (skill level: intermediate to advanced MS Word and Excel).
- Ability to work effectively as a team member and independently.
- Proven track record in contributing to a positive and supportive workplace.
- Effective oral and written communication, interpersonal, analytical, problem-solving, and organizational skills, with high level of efficiency, accuracy, and attention to detail.
- Solid judgment and strong ability to maintain confidentiality, tact and discretion.
- Ability to occasionally work additional or unusual hours during special events such as the annual UBC Emergency Medicine Research Day.
- Experience with website management 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: 16435
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Administrative Support - covering medical leave
Department: Materials Engineering
Salary: \$40,752.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-09-01
Job End Date: 2013-11-30
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-06 **Available Openings:** 1

Job Summary

Provides administrative and secretarial support to the Head
Assists the Manager, Administration on administrative matters

Organizational Status

- Reports to the Department Administrator.
- Receives work directly from the Department Head and faculty members

Work Performed

Secretary to the Head

- Acts as personal and confidential secretary to the department Head: opens mail; refers matters for reply or additional information and prioritizes for Head's attention; brings forward and identifies items needing follow-up action.
 - Composes correspondence from brief oral instructions notes.
 - Maintains Head's calendar: schedules appointments and meetings using Microsoft Outlook, determining urgency and importance, with a view to achieving optimum utilization of available time.
 - Supports Head in the recruitment of faculty by coordinating aspects of the hiring process: requests information from applicants and referees, compiles and organizes applicants' files, initiates invitations, plans itinerary, coordinates applicants' visits to Department, and makes travel and accommodation arrangements. Distributes applicants' CVs to faculty committee members.
 - Assists the Head with faculty appointment, tenure and promotion cases according to policies and procedures laid down by Faculty Relations.
 - Arranges departmental faculty meetings and retreats, including room booking, setting up folders for agenda material, distribution of agendas.
- Maintains Head's filing system.
Organizes annual Technical Advisory Committee meeting: contacts members from industry and governmental agencies: schedules meetings, disseminates preliminary and follow-up information; organizes catering and dinner.
-Assists the Head in maintaining updated Canadian Engineering Accreditation Board documentation.



The University of British Columbia

Staff Job Postings

General Secretarial Duties and Assistance to Manager, Administration

- Types a variety of documents such as drafts, diagrams and figures for research papers and grant applications.
- Coordinates travel and accommodation arrangements for visitors.
- Organizes meetings and events for faculty members: sets up, coordinates with attendees, gathers agenda items, compiles and circulates agenda, books room, arranges catering.
- Assists graduate student secretary by organizing thesis defences and committee meetings; arranges for thesis binding.
- Assigns photocopy numbers; reads totals for billing by Manager, Administration.
- Photocopies research material and course notes for instructors.
- Processes courier waybills; sorts and distributes mail; performs related tasks.
- Orders and maintains stock of office supplies.
- Prepares key request forms.
- Maintains internal departmental contact lists.
- Performs other related duties.

Supervision Received

- Receives detailed instructions during orientation and on subsequent new assignments or changes in procedures from Head and Manager, Administration.
- Is expected to take initiative, exercise problem-solving skills, determine course of action and to follow through independently.

Supervision Given

None

Consequence of Error/Judgement

- The position provides secretarial and administrative support to the department in general and to the Head in particular. The incumbent handles much confidential data. Failure to work effectively would result in missed appointments and delays in processing important materials. Failure to maintain confidentiality would seriously impair the integrity of the department.
- Errors in judgment could reflect negatively on Head, the Department of Materials Engineering and UBC.
- The position demands confidentiality and responsibility. The incumbent is expected to perform duties independently and with minimal supervision

Qualifications

High School graduation and 1 year post-secondary education. 4 years related experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 16518
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: Inst-Resorcs,Environ&Sustainbty
Salary: \$42,072.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-30 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-08 **Available Openings:** 1

Job Summary

Provides administrative support to the Director, staff and students in the Institute for Resources, Environment and Sustainability. This position supports and interacts with faculty and staff in IRES and throughout the UBC community. Arranges meetings, seminars and events taking place in the Institute as well as responsible for content updates to the IRES website and departmental database.

Organizational Status

Reports directly to the Administrative Manager. The position supports the Director, Administrative Manager and Graduate Program Manager

Work Performed

General Administration:

- Responsible for organising departmental and committee meetings, preparing agendas and records. -Takes, transcribes edits and distributes IRES meeting minutes.
- Assists with the preparation, including information gathering, organizing and collation, formatting and printing of IRES Annual Reports and other promotional and printed material for distribution
- Responsible for room and equipment bookings, upkeep and ordering of stationery supplies, business cards, key requests. Supports faculty staff and students with photocopier, fax and printers
- Maintains department electronic mail lists in collaboration with IT manager
- Provides administrative support to the Director of the Unit
- Assists Administrative Manager with human resources processes and other duties
- Distributes mail and assists with couriers
- Conducts internet research for program support, compiles information and data
- Assigns tasks to Workstudy, monitors and evaluates workstudy position

Graduate Student Support

- Assists Graduate Program Manager with Admissions Awards processes including receiving and logging applications, tracking progress



The University of British Columbia

Staff Job Postings

of applications and providing administrative support during assessment process, evaluating transcripts and TOFEL scores. issuing letters as appropriate.

-Collating applications for Awards and working with Graduate Program manager on duties related to all student funding (NSERC, SSHERC, etc) and faculty awards, providing information on application deadlines preparing materials for Awards, Admissions Committees

-Responsible for maintaining and updating Access database

-Coordinates student desk allocation

Communications

-Maintaining, revising and updating IRES website (WORDPRESS). Providing support and assistance to faculty and students with profiles and pages

-Conduct routine surveys of graduate student, faculty and staff profiles to ensure pro-active updating of website

-Managing a blog of relevant postings, sending weekly updates of relevant postings

-Management of IRES intranet

-Responsible for liaising with CTLT, CFIS UBC IT and other IT networks across campus

-Writing, editing and amending copy as necessary and posting events on website and to the UBC Events

-Events

-Responsible for co-ordination of bi weekly seminar series including scheduling speakers , organising rooms and preparation and distribution of all promotional materials

-Co-ordinates Annual Celebration - an orientation day for all new students including faculty staff and current students

-Managing weekly coffee for unit

-Organization of large monthly meetings for faculty members and co-ordination of annual strategic- planning retreats, including booking of rooms, catering and collation of relevant materials

Supervision Received

Administrative manager provides general direction and provides initial instruction on new responsibilities. The incumbent is expected to be able to take initiative, problem solve, determine course of action and then follow through independently.

Supervision Given

Supervises work study students

Consequence of Error/Judgement

Errors may impact the credibility and reputation of both IRES and the University. The incumbent is required to exercise independent judgment in selecting and interpreting information and in handling matters of a non-routine nature. Breach of confidentiality could adversely affect the department's association with faculty, staff or professional organizations.

Qualifications

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Ability to maintain accuracy and attention to detail. Ability to communicate effectively verbally and in writing. Good interpersonal skills essential. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to input and extract data, and compile data reports from ACCESS database. Experience with MS office suite including Excel, Powerpoint essential. Wordpress and Indesign skills preferred. Experience organizing events. Knowledge of University policies and procedures



The University of British Columbia

Staff Job Postings

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Job Posting

Job ID: 16538
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr8) **Business Title:** Administrative Support 4 (Gr8)
Department: Paediatrics
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01
Job End Date: 2014-09-30
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-07 **Available Openings:** 1

Job Summary

This high-level position acts as the Executive Assistant to the Director of the Pharmaceutical Outcomes Programme (POPi). This position is responsible for managing all administrative matters for the Director, and to a lesser extent those of the larger POPi team. The position requires a high level of communication skills in order to succeed in this fast-paced environment and to manage the multitude of competing priorities simultaneously. The ability to multi-task is essential, as is the ability to think strategically on a macro-scale while also being highly detail-oriented on the micro-level.

Organizational Status

This position reports to the Director of the Pharmaceutical Outcomes Programme and receives guidance from the Administration Coordinator.

Work Performed

Administrative Support

- Responsible for the efficient and effective management of administrative functions for the Director and the programme.
- Responsible for the complex tasks of scheduling appointments, meetings, tele and or video conferences,; booking meeting rooms; and arranging refreshments as appropriate. This often entails juggling a multitude of conflicting meeting requests, and making informed decisions with regards to scheduling priorities based on the Director's input.
- Responsible for making all travel arrangements (Academic) for the Director and managing the associated reimbursement requests and paperwork.
- Responsible for the maintenance of the Director's and administrative filing systems, storing, retrieving and integrating information for dissemination.
- Assists with HR paperwork and timekeeping, in addition to conducting and developing new employee orientation.
- Coordinates administrative assignments for UBC Work Learn students (2-3), volunteers and other student positions year-round.
- Produces timely, accurate and well-formatted documents using various word processing, spreadsheet and presentation software packages, including creation of letters, tables, spreadsheets, presentations and reports.
- Drafts meeting agendas, gathers background materials, attends and records proceedings, prepares and distributes minutes and notes action items. Maintains a bring-forward system.
- Disseminates information appropriately and maintains meticulous records, including electronic contact lists, ensures that information is received.



The University of British Columbia

Staff Job Postings

- Prepares and updates necessary paperwork, documentation and correspondence on behalf of the Director. This includes, but is not limited to, conflict of interest statements, financial disclosures, presentation abstracts, etc.
- Responsible for conducting basic financial functions such as completing forms (e.g. Journal Vouchers); ensuring that supporting documentation is appropriately forwarded to the program's Financial Coordinator; keeping records. This includes managing reimbursements that derive from multiple sources, managing the petty cash and tracking incoming and outgoing travel expense reimbursements.
- Maintains records and inventory of facilities, space allocation and program needs with respect to furniture, computers, supplies and other related material and supplies.
- Performs related tasks for other members of POPI, not to exceed 1 day per week of time on average.
- Provides coverage of essential functions of the Administration Coordinator during any time away from the office.

Research Support

- Updates and manages the numerous CV formats for the Director, other team members and collaborators as needed for grant applications.
- Able to generate basic reports identifying milestones reached on a quarterly basis for progress reports as requested by granting authorities and affiliated academic institutions.
- Prepares documentation needed for grant application submissions such as drafting letters of support, coordinating institutional approval, collecting CVs, etc.
- Conducts literature searches as required by the Director.

Supervision Received

Works independently under the Director's and Administration Coordinator's direction. Refers problems together with potential solutions for implementation, especially if recurring or ongoing.

Supervision Given

Oversees UBC Work Learn students (2-3), volunteers and other student positions year-round.

Consequence of Error/Judgement

Work performed is done under the guidance and supervision of the Director, Administration Coordinator and other members of the team as necessary. The position entails a high level of responsibility. Requires planning and prioritization of duties. Inability to meet deadlines would negatively impact the Director's and the Programme's efficiency and its reputation. Errors in administrative duties may have a financial impact on the Programme. This position works with the public, and poor communication may impact on the Programme's credibility.

Qualifications

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Training in secretarial skills and office procedures and 3 years relevant UBC experience is preferred. Computer experience required (Word, Power Point, Excel, Acrobat and email preferred). Knowledge of University policies and procedures preferred. Effective oral and written communication, interpersonal and organizational skills. Ability to type 60 w.p.m. and to operate normal range of office equipment. Ability to use word processing, database and electronic mail applications at an intermediate level. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Ability to take and transcribe minutes. Ability to compose correspondence and prepare reports in clear concise business English. Ability to prioritize work and to meet deadlines. Ability to maintain accuracy and attention to detail. 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



The University of British Columbia

Staff Job Postings

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: 16474
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr8) **Business Title:** Assistant to the Head
Department: Cellular&PhysiologicalSciences
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Job Summary

To provide secretarial and administrative support to the Department Head and Operations Manager. Provides administrative support for the main Departmental Committees, including the Research, Teaching, and Appointments, Reappointments, Promotions and Tenure Committees. Assists the Department Head and faculty members with the preparation of major grant applications and presentations. Liaises with secretarial staff and oversees the general workflow and day-to-day operations of the office.

Organizational Status

This person reports to the Operations Manager and Department Head. This position will be working closely with Researchers and the Administrative Staff. Work will filter through the Operations Manager. This position will also provide secretarial support to members of the department.

Work Performed

Secretary to the Head

- Acts as personal and confidential secretary to the department Head: opens and screens incoming calls and mail, referring matters for reply or additional information and prioritizing for his attention; Brings forward and identifies items needing follow-up action.
- Composes correspondence from brief oral instructions notes or initiates draft responses for Head's consideration.
- Types and edits a variety of materials including letters, reports, scientific papers, grant applications and reviews.
- Maintains Head's calendar - scheduling appointments and meetings using Microsoft Outlook, determining urgency and importance with a view to achieving the optimum utilization of his available time.
- Supports Head in the recruitment of faculty by coordinating all aspects of the hiring process: preparing advertisements, requesting information from applicants and referees, compiling and organizing applicant files, initiating invitations, planning itinerary, coordinating faculty applicant visits to the Department, and making travel and accommodation arrangements. Distributes applicants' CVs to faculty committee members.
- Assists the Head regarding faculty appointment, tenure and promotion according to policies and procedures governed by Faculty Relations. For new appointments, reviews documentation of foreign appointees to ensure that Immigration Canada requirements are met.
- Arranges department meetings, which includes booking the room, setting up a folder for agenda material, distribution of agendas, taking and distributing minutes.



The University of British Columbia

Staff Job Postings

- Maintains filing system for the Head.
- Collects and collates various statistics of interest to the Head
- Assists the Head in arranging Department retreats and other relevant events in monitoring execution of the Department plan.
- Assists in the preparation of grant application to various government agencies and industry. Obtains quotes and prepares budgets for major grant applications.
- Communicates with funding agencies and regulatory bodies
- Takes care of all expenses relating to travel, Journal Vouchers, transfers and reimbursements for the department Head

Assistant to Operations Manager

- Prepares and processes appointments of post-docs, visiting scholars, and research associates according to University policies and procedures.

Assists Administrator with Staff, Student Appointment forms and job postings.

- Completes Key Requisitions.
- Monitors and ensures the departmental website is current.
- oversees the general workflow and day-to-day operations of the office
- Performs other related duties

Secretary to Designated Faculty Members

- Types a variety of documents such drafts, diagrams and figures for research papers and grant applications.
- Maintains faculty curriculum vitae on various databases.
- Liaises with project leaders to obtain, collate information and assemble Self Study reports.
- Coordinates travel and accommodation arrangements for visitors.
- Assists sub-committee chairs as needed.
- Being proactive in gathering information on Awards to the Awards and Nominating committee. Assist in putting package together for nominations.
- Posts problem solutions for faculty members to the department web site.
- Updates the departmental website and participates in the site redesign
- Transcribes correspondence.
- Performs other related duties.

Supervision Received

Responsibilities and duties are carried out under limited supervision. Performs duties independently, occasionally consulting the Operations Manager or Department Head with reference to complex sensitive problems.

Supervision Given

Supervises the junior staff.

Consequence of Error/Judgement

Understands and incorporates University and funding agency policies into decision-making. Understands policies and procedures governing faculty recruitments and promotions and tenure recommendations. Error in these areas can have a very negative impact on the departments success.

Qualifications

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Word processing computer experience (MS Word, Excel, Filemaker and Power Point preferred). Knowledge of FMS, SISC and Internet preferred. Knowledge of MAC environment an asset. Knowledge of medical and scientific terminology would be an advantage. Ability to communicate in a clear, attentive, and polite manner.. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to communicate effectively



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Staff Job Postings

in writing.. Ability to maintain accuracy and attention to detail. Ability to identify and respond to sensitive issues with discretion.

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Job Posting

Job ID: 16454
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 5 (Gr8) **Business Title:** Administrative Support 5 (Gr8)
Department: Surgery
Salary: \$43,428.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-18 **Available Openings:** 1

Job Summary

The Executive Assistant to the Department Head provides complex and confidential administrative support for the Department of Surgery, one of the largest Departments in the Faculty of Medicine. The Executive Assistant will join faculty, students, and staff engaged in innovative, leading edge research, education and community service on university and hospital campuses across BC. We strive to create knowledge and advance learning that will make a vital contribution to the health of individuals and communities, locally, nationally and internationally.

Organizational Status

The Department Head gives day-to-day direction and assigns duties to the Executive Assistant regarding areas of responsibility. The Department's Director of Administration provides overall management of, and direction to, this position regarding work performance.

The incumbent collaborates and interacts extensively with other University staff, faculty members, with other health professionals outside UBC, and members of the public, to support the Department's activities.

Work Performed

- . Develops, analyzes, prepares and reviews briefing notes and plans for the Head for meetings, speeches and presentations.
- . Supports the Head with the coordination of a variety of special projects and reports especially those that pertain to the improvement and development of departmental policy and procedures (e.g. division and program reviews).
- . Prepares self-study report for departmental reviews and assists reviewers during review meetings.
- . Organizes the Head's calendar by performing duties such as scheduling meetings and appointments, identifying and communicating high priority requests, and coordinating with other schedules, booking meeting rooms and ordering catering.
- . Schedules committee meetings and meetings for faculty members' sessions with the Head.
- . Provides coordination and support for Department Committees, including planning and coordinating monthly meetings (e.g. preparation of materials of Executive activities, coordination of agenda topics, topic research, presentations, briefing papers, research materials and taking of minutes). Ensures follow up of business arising from the meetings.
- . Plans and co-ordinates special events, meetings, retreats, strategic planning meetings, workshops for the Department on local, regional and national issues.
- . Oversees the Department's fund raising program; makes recommendations for development of the fund raising plan, implements the



The University of British Columbia

Staff Job Postings

plan and evaluates the program's effectiveness.

- . Performs complex financial duties such as preparing, monitoring, reconciling and reporting on budgets. Coordinates and logs research grant and fellowship applications before submitting them for signatures to the offices of the Dean of Medicine and Research Services. Checks the details of grant application cover sheet, ensuring that relevant and necessary information of the grant are attached.
- . Completes and retrieves commitment letters for personal research scholarship awards; notifies faculty of deadlines.
- . Drafts and edits reports, and generates and compiles statistical data and reports.
- . Transcribes, edits and types documents, and prepares and edits academic PowerPoint presentations, as directed by the Head.
- . Contacts hospital, government agencies and faculty officials to obtain, clarify and disclose information when necessary.
- . Responds to confidential telephone, email, and in-person inquiries, and provides information of a complex nature.
- . Provides information regarding UBC policies and procedures and answers inquiries from staff, faculty and visitors.
- . Opens incoming mail and processes fax messages for Department Head; photocopies and scans documents as required.
- . Prepares, tracks, and handles logistics for planning and conducting Department's Grand Rounds.
- . Performs other duties, as required.

Workstation is in a standard office environment on a floor within Vancouver General Hospital that does not provide direct patient care. Work pressures, peak periods, multiple demands, deadlines or interruptions moderately affect ability to complete tasks.

Supervision Received

This position works independently, within authorized limits, under the direction of the Department Head, and recommends solutions, implementing them upon Head's approval. The incumbent refers problems, especially if recurring or ongoing, to the Head or Director of Administration, for guidance. The Department's Director of Administration provides overall management of, and direction to, this position regarding work performance.

Supervision Given

None.

Consequence of Error/Judgement

The Department Head, in carrying out responsibilities, regularly interacts with senior academic, patient care, research professionals and actively participates in several national and international professional associations. Inappropriate handling of interactions and communications can raise concern about compliance with privacy and confidentiality obligations and cause embarrassment for the Department and to faculty, staff, and students at the University and affiliated hospitals, as well as to patients and affiliated organizations. Failure to maintain Head's calendar and process documents in a timely and accurate manner and maintain tracking and monitoring systems correctly can result in obligations not being met or being delayed, and payments not being timely made.

Qualifications

- High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Training in administrative assistant skills. Working knowledge of scientific or medical terminology is strongly preferred.
- . Proven ability to schedule appointments and maintain appointment calendars promptly and accurately.
 - . Ability to create and accurately maintain record and filing systems.
 - . Effective oral and written communication, interpersonal, analytical, problem-solving, and organizational skills, with accuracy and attention to detail.
 - . Track record in contributing to a productive, supportive workplace. Solid judgment and strong ability to maintain confidentiality, tact, and discretion in interacting respectfully with internal and external stakeholders.
 - . Skillful, efficient use of PCs, MS Office suite (Word, Excel, PowerPoint, Outlook, Access), and Internet, and ability to learn new software.
 - . Ability to type 70 w.p.m., transcribe minutes and dictated material, and to operate normal range of office equipment.



The University of British Columbia

Staff Job Postings

. Ability to work occasionally in evenings and early mornings; and infrequently on weekends, if at all.

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Job Posting

Job ID: 16367
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: Chan Centre - CUPE 2950
Classification Title: Front of House Attendant-Chan
Business Title: Front of House Attendant
Department: Chan Centre for Performng Arts
Salary: \$ 13.87 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-16
Ongoing: Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-06
Available Openings: 10

Job Summary

The Customer Services department of the Chan Centre for the Performing Arts is looking for motivated, well-presented, efficient, customer service-oriented Front of House Attendants to work concerts, plays, receptions, galas, and conferences.

Organizational Status

Reports to Front of House Captains.

Work Performed

The position performs a variety of duties during performances and events including ticket-taking, ushering, coatchecking, bartending and responding to the needs of patrons and clients as they occur.

Time Commitment: Applicants must be available for a minimum of 2 shifts a week (approx. 8-10 hours). Shift start times can be in the morning, afternoon or evening.

Supervision Received

Works under direct supervision of Front of House Captain and under general supervision of the Coordinators. New or unusual problems are referred to the Front of House Captain.

Supervision Given

None.

Consequence of Error/Judgement

Errors could have serious impact on relations with users and patrons and negatively effect the reputation of the Chan Centre and the University resulting in lost revenue. Errors in judgement could result in dissatisfied patrons and or safety issues. Errors in handling of cash could result in shrinkage.



The University of British Columbia

Staff Job Postings

Qualifications

Theatre Concert Hall experience. Experience in high-volume establishments. 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 service to customers in a courteous, patient manner. Ability to exercise tact, diplomacy and discretion in dealing with patrons. Ability to cover flexible shift times. Must be able to work irregular hours and respond to on-call demands including evenings and weekends. Physical ability to perform the duties of the job (e.g. standing for long periods. 'Serving It Right' responsible beverage service certificate would be an asset. Level 1 First-Aid certification would be an asset.

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Job Posting

Job ID: 16371
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: Chan Centre - CUPE 2950
Classification Title: Front of House Captain 1 -Chan
Business Title: Front of House Captain 1 - Float
Department: Chan Centre for Performng Arts
Salary: \$ 15.01 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-16
Ongoing: Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-06
Available Openings: 3

Job Summary

The Customer Services department of the Chan Centre for the Performing Arts is looking for motivated, well-presented, efficient, customer service-oriented Float Captains to work concerts, plays, receptions, galas, and conferences.

Organizational Status

The Float Captain position assists the Front of House Coordinator in performing all cash handling duties as they pertain to events and performances at the Chan Centre.

Work Performed

Duties include handling and distributing cash floats, ensuring cashiers are supplied with sufficient coinage and change, Completing financial summary reports for events and performances. In addition the Float Captain will, on rotation, also work a standard FOH position.

Time Commitment: Applicants must be available for a minimum of 2 shifts a week (approx. 8-10 hours). Shift start times can be in the morning, afternoon or evening. Must be available to work in May and June.

Supervision Received

Works under general supervision of the Coordinators.

Supervision Given

Supervises Front of House Attendants during performances and events. May have input into hiring, training, and performance evaluation of staff.

Consequence of Error/Judgement

Errors could have serious impact on relations with users and patrons and negatively effect the reputation of the Chan Centre and the University resulting in lost revenue. Errors in judgement could result in low staff morale, dissatisfied patrons and or



The University of British Columbia

Staff Job Postings

safety issues.

Qualifications

Proven experience in cash handling, making bank deposits and completing financial summary reports for events. A thorough understanding of Chan Centre policies and procedures. Theatre Concert Hall experience. Experience in high-volume establishments. Ability to work quickly while maintaining accuracy and attention to detail. 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 prioritize and work effectively under pressure to meet deadlines. Ability to provide quality service to customers in a courteous, patient manner. Ability to exercise tact, discretion and patience in dealing with patrons. Must be able to work irregular hours and respond to on-call demands including evenings and weekends. Must be available to work in May and June. Physical ability to perform the duties of the job (e.g. standing for long periods of time). Ability to work effectively independently and in a team environment. Valid First Aid Certificate - Level 1 would be an asset. 'Serving It Right' responsible beverage service certificate.

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Job Posting

Job ID: 16372
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: Chan Centre - CUPE 2950
Classification Title: Front of House Captain 1 -Chan
Business Title: Front of House Captain 1 - First Aid
Department: Chan Centre for Performg Arts
Salary: \$ 15.01 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-16
Ongoing: Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-06
Available Openings: 3

Job Summary

The Customer Services department of the Chan Centre for the Performing Arts is looking for motivated, well-presented, efficient, customer service-oriented First-Aid Captains to work concerts, plays, receptions, galas, and conferences.

Organizational Status

Assists the Front of House Coordinator.

Work Performed

In addition to working a regular usher position the First-Aid Captain position assists the Front of House Coordinator in providing Chan Centre patrons with basic OFA Level 1 First-Aid services.

Time Commitment: Applicants must be available for a minimum of 2 shifts a week (approx. 8-10 hours). Shift start times can be in the morning, afternoon or evening.

Supervision Received

Works under general supervision of the Coordinators.

Supervision Given

Supervises Front of House Attendants during performances and events. May have input into hiring, training, and performance evaluation of staff.

Consequence of Error/Judgement

Errors could have serious impact on relations with users and patrons and negatively effect the reputation of the Chan Centre and the University resulting in lost revenue. Errors in judgement could result in low staff morale, dissatisfied patrons and or safety issues.



The University of British Columbia

Staff Job Postings

Qualifications

A thorough understanding of Chan Centre policies and procedures. Theatre Concert Hall experience. Experience in high-volume establishments. Valid certification as an OFA (Occupational First-Aid) Level 1. 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 service to customers in a courteous, patient manner. Ability to exercise tact, discretion and patience in dealing with patrons. Must be able to work irregular hours and respond to on-call demands including evenings and weekends. Physical ability to perform the duties of the job (e.g. standing for long periods of time). Ability to work effectively independently and in a team environment. 'Serving It Right' responsible beverage service certificate would be an asset.

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Job Posting

Job ID: 16368
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: Chan Centre - CUPE 2950
Classification Title: Front of House Captain 2 -Chan
Business Title: Front of House Captain 2 - Usher
Department: Chan Centre for Performng Arts
Salary: \$ 16.45 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-16
Ongoing: Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-06
Available Openings: 2

Job Summary

The Customer Services department of the Chan Centre for the Performing Arts is looking for motivated, well-presented, efficient, customer service-oriented Usher Captains to work concerts, plays, receptions, galas, and conferences.

Organizational Status

The Usher Captain position assists the Front of House Coordinator in supervising Chan Centre ushering staff to ensure strong, efficient customer service.

Work Performed

Duties include writing accurate reports, assigning staff breaks, dealing with patron concerns etc. In addition the Usher Captain will, on rotation, also work a standard FOH position.

Time Commitment: Applicants must be available for a minimum of 2 shifts a week (approx. 8-10 hours). Shift start times can be in the morning, afternoon or evening. Must be available to work in May and June.

Supervision Received

Works under general supervision of the Coordinators.

Supervision Given

Supervises Front of House Attendants during performances and events. May have input into hiring, training, and performance evaluation of staff.

Consequence of Error/Judgement

Errors could have serious impact on relations with users and patrons and negatively effect the reputation of the Chan Centre and the University resulting in lost revenue. Errors in judgement could result in low staff morale, dissatisfied patrons and or safety issues.



The University of British Columbia

Staff Job Postings

Qualifications

A thorough understanding of Chan Centre policies and procedures. Theatre Concert Hall experience. Experience in high-volume establishments. 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 service to customers in a courteous, patient manner. Ability to exercise tact, discretion and patience in dealing with patrons. Must be available to work in May and June. Ability to cover flexible shift times and respond to on-call demands including evenings and weekends an asset. Physical ability to perform the duties of the job (e.g. to work standing for long periods) Ability to work effectively independently and in a team environment. Valid First Aid Certificate - Level 1 would be an asset. 'Serving It Right' responsible beverage service certificate would be an asset.

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Job Posting

Job ID: 16369
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: Chan Centre - CUPE 2950
Classification Title: Front of House Captain 2 -Chan
Business Title: Front of House Captain 2 - Bartender
Department: Chan Centre for Performng Arts
Salary: \$ 16.45 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-16
Ongoing: Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-06
Available Openings: 2

Job Summary

The Customer Services department of the Chan Centre for the Performing Arts is looking for motivated, well-presented, efficient, customer service-oriented Bar Captains to work concerts, plays, receptions, galas, and conferences.

Organizational Status

The Bar Captain position assists the Front of House Coordinator and Concessions Coordinator in supervising Chan Centre concessions staff to ensure strong, efficient customer service.

Work Performed

Duties include serving, writing accurate reports, assigning staff breaks, dealing with concessions related issues etc. In addition the Bar Captain will, on rotation, also work a standard FOH and bar positions.

Time Commitment: Applicants must be available for a minimum of 2 shifts a week (approx. 8-10 hours). Shift start times can be in the morning, afternoon or evening. Must be available to work in May and June.

Supervision Received

Works under general supervision of the Coordinators.

Supervision Given

Supervises Front of House Attendants during performances and events. May have input into hiring, training, and performance evaluation of staff.

Consequence of Error/Judgement

Errors could have serious impact on relations with users and patrons and negatively effect the reputation of the Chan Centre and the University resulting in lost revenue. Errors in judgement could result in low staff morale, dissatisfied patrons and or safety issues.



The University of British Columbia

Staff Job Postings

Qualifications

A thorough understanding of Chan Centre concessions policies and procedures. Experience with high-volume beverage service. Theatre Concert Hall experience. Experience making espresso and specialty coffee. 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 service to customers in a courteous, patient manner. Ability to exercise tact, discretion and patience in dealing with patrons. Must be able to work irregular hours and respond to on-call demands including evenings and weekends. Physical ability to perform the duties of the job (e.g. standing for long periods of time). Ability to work effectively independently and in a team environment. Valid First Aid Certificate - Level 1 would be an asset. 'Serving it Right' responsible beverage service certificate is required.

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Job Posting

Job ID: 16548
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Editorial & Marketg
Classification Title: Publishing Assistant (Gr3) **Business Title:** Publishing Assistant (Gr3)
Department: Botany
Salary: \$ 20.91 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-10-01
Job End Date: 2013-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-08 **Available Openings:** 1

Job Summary

The Genomics of Sunflower project requires a part-time publishing assistant to help with the form and substance of a UBC book on agricultural genomics, intellectual property and regulation. The position requires a command of legal citation practices and knowledge of intellectual property and governmental regulations in Canada, and an ability to research the same for other regimes, including international legal sources.

Organizational Status

The successful applicant will report to the Genomics of Sunflower project GE3Ls lead, Emily Marden. Expected to work together with other members of the research group. For administrative matters reports to the Administrative Manager

Work Performed

The Publishing Assistant will review submissions contributed to the project and edit the substance of the chapter for its accuracy with respect to intellectual property and regulatory law.

The Publishing Assistant will edit the legal citations and references, and copy edit per UBC Press formatting guidelines, including text, footnotes, and endnotes, in order to see the manuscript through to its final stage.

The Publishing Assistant will edit chapters to help them conform with the overall book project as well as for style and readability.

The Publishing Assistant's comments and recommended edits will be forwarded to individual authors for review and will be incorporated into the final book project.

The Publishing Assistant will be required to draft summaries and communicate effectively with authors.

Supervision Received

Works under general supervision. Work is performed in accordance with established procedures and well-defined standard practices involving limited freedom to select which methods are applicable in any given situation



The University of British Columbia

Staff Job Postings

Supervision Given

No supervision duties have been assigned.

Consequence of Error/Judgement

Incorrect or non-timely support could result in the publication being delayed.

Qualifications

High School graduation. 3 years of related experience or the equivalent combination of education and experience. The position requires good knowledge of intellectual property and governmental regulations in Canada, and an ability to research the same for other regimes, including international legal sources. The position requires a command of legal citation practices and knowledge of genomics. Experience with research in the area of agricultural genomics is an asset. Excellent command of the English language. Good writing and editing skills. Knowledge of Microsoft Word. Self-motivated and ability to work toward deadlines. Ability to communicate effectively with authors and publisher

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Job Posting

Job ID: 15814 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 3 (Gr4) **Business Title:** Financial Proc. Spec 3 (Gr4)
Department: Fac.of Pharmaceutical Sciences
Salary: \$38,808.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-01
Job End Date: 2014-09-30
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-09-05 **Available Openings:** 1

Job Summary

This position provides financial, registration and administrative support to Continuing Pharmacy Professional Development (CPPD). This position is responsible for reconciliation of supporting documentation to the general ledger. This position processes financial transactions including accounts payable, revenue deposits, journal vouchers and expense reimbursements. This position is also responsible for the accurate recording of registrations received, provides reception and course registration services working in conjunction with other CPPD Staff.

Organizational Status

Reports to the Director for Financial and Accounting Matters (A below) and to the Administration Manager for Registration Processing and Administrative Duties (B and C below). Works closely and in concert with the CPPD team. Interacts with other University Departments including but not limited to Financial Services and the Faculty of Pharmaceutical Sciences.

Work Performed

A. Financial and Accounting Matters

(a) Financial Statement Reporting

- Compiles budget information and financial data.
- Each month, using spreadsheet software, assists the Director with preparation of financial statements for course activities by obtaining revenue and attendance data from registration system and data from the University Financial System, either electronically or via paper reports. It is imperative that statements are accurate and complete as many courses are co-sponsored and as a result any deficits must be recognized and recovered.
- Each month, downloads financial reports from FMIS, reconciles the reports and forwards Over-Under Report to the Director for review and signature.
- Each year, using spreadsheet software, and working in conjunction with the Director, Associate Director and Administration Manager provides data for year end summaries for CPPD.

(b) Establishing and Managing Program Grant Accounts (PGs)

- Creates project accounts for each CPPD course, sets up appropriate paper and electronic filing by employing the Financial Management System. When all course activity is complete, inactivates the project grant ensuring appropriate reconciliation and



The University of British Columbia

Staff Job Postings

the preparation of the final course statement. Closes accounts when necessary.

(c) Payroll

- Prepares payroll for all part-time and student assistant staff.
- Prepares time sheets for hourly staff, UAA appointments and Work Study Appointments and overtime for monthly paid staff. Delivers time sheets with appropriate signatures to Payroll within guidelines.
- Investigates payroll problems when staff requires clarification regarding their pay. Adheres to the procedures outlined by the Payroll Department to ensure timely payment to all staff members.

(d) Financial Processing

- Reviews and processes various forms including Requisitions for Payment, Journal Vouchers, Travel requisitions, purchase orders, cash receipts, and Settlements and Requisitions to the appropriate departments, following UBC policies.
- Investigates unusual transactions in accordance to policy, terms and conditions. Seeks clarification on UBC Financial Policies whenever required from the Director or appropriate source. (Finance Department Web Site or Personnel, Director of CPPD etc.)
- Prepares payment for honoraria via Requisition for Payment, Honorarium or Time Sheet, ensuring all information for the payee is correct.
- Seeks clarification from vendors when items appear to be billed incorrectly or when more information is needed to process payment.
- Prepares deposits for payments received for tuition payments, donations, sponsorships, research grants, and exhibitor fees. Payments may be in the form of credit cards (via UBC's web payment service e-Payments), cash, cheques, bank drafts, electronic fund transfers or other means.
- Ensures the compliance with all UBC e-Payments policies.
- Performs follow up with appropriate departments when processing has not been handled in a timely manner.
- Performs follow up with Finance regarding receipt of electronic fund transfers. Reviews amounts for accuracy prior to processing deposits to the appropriate account.
- Prepares appropriate documentation for all financial matters and files in appropriate folders for reconciliation.
- Performs complex financial reconciliation and monitoring deposit of funds, reviewed by the Director.
- Reconciles monthly ledgers. Identifies errors and traces unverified expenditures. Requests copies of journal entries for file copies. Prepares journal entries to adjust any incorrect entries in the ledgers.
- Each month, transfers credit card payments to the appropriate project grant accounts, ensuring the Credit Card Clearing Account has \$0 balance.
- Prepares monthly invoices to other departments programs for their photocopying and printing charges.

(e) Year-End Procedure

- Working closely with the Director of CPPD, ensures all Year-End journal entries are done before the deadlines provided by UBC Finance Department. Closes project accounts as necessary.

(f) Cost Control

- Working in conjunction with other CPPD staff provides cost control measures to keep CPPD expenditures to a minimum.

B. Registration Processing

(a) Telephone Reception

- Receives incoming calls and answers inquires about CPPD courses in an effective and efficient manner. Demonstrates an outstanding telephone manner, dealing with all callers in a warm, friendly and professional way.
- Ensures that the most accurate and up-to-date information about courses is available on all staff desks in order to effectively answer questions and provide information. Calls prospective participants back if necessary information is not available.
- Mails, faxes, or e-mails brochures and other course information to individuals requesting course information.
- Encourages callers to register for courses, especially when enrollment is limited.

(b) Registration Processing

- Works closely with the Administration Manager, Director and Associate Director to ensure that the online registration system



(CiviCRM) is functioning properly. Reports any problems or concerns with online registrations to the Administration Manager.

- Reviews online registrants' profiles for completeness and accuracy and follows up on those requiring attention.
- Sends replacement copies of receipts to registrants when requested as per approval policy.
- Prepares and distributes Daily Registration Summary for those programs where this information is required, or prepares these statistics in other formats.
- Follows up with registrants who have not paid tuition fees in advance or on site.
- Processes Tuition Fee Refunds according to established guidelines for registrants who have withdrawn or for registrants in courses that have been canceled.

(c) On-Site Registration

- Provides on-site assistance at some events, checking in registrations and trouble shooting when necessary.

(d) Course Preparation

- Reviews course materials and brochures for accuracy and completeness with respect to registration procedures.
- From the online registration system (CiviCRM), exports registration data to create name badges, sign-in sheets attendance certificates and other materials as requested.

(e) Database Management

- As a member of the CPPD Database Working Group, under the direction of the Administration Manager, updates CPPD databases and email distribution lists.

C. Administrative Duties

- Acts as a backup to Program Assistant position, e.g. mail, telephone, assisting Director, Associate Director and Administration Manager as required.
- Makes recommendations to improve internal financial systems.
- Maintains accurate control of petty cash.
- Participates in mailing, photocopying and production of program materials when required.
- Mails out home study manuals once yearly for the new season as well as day-to-day mail outs during the year. - Maintains inventory on Home Study manuals, and reordering, as necessary.
- Maintains inventory on paper stock such as photocopier paper, toner, copier staples, envelopes, brochure paper, colored paper, letterhead; reordering, as necessary.

Supervision Received

Reports to the Director. Works with minimal ongoing supervision. Independent judgement and decision making is exercised in matters related to finance and matters of a routine nature. The Director and Associate Director are involved in the finalization of any contractual agreements that may require a signature, as well as all budgets and course statements.

Supervision Given

In conjunction with the Administration Manager, supervises the work activities of Part Time Staff, students and temporary staff.

Consequence of Error/Judgement

Confidentiality of personal information of all UBC Continuing Pharmacy Professional Development participants is of utmost importance and all employees of CPPD must sign a confidentiality agreement provided by the College of Pharmacists of BC. Personal information with regards to BC pharmacists must be treated as confidential and must not be shared. Any breach of confidentiality may cause a mistrust of the CPPD office and may affect the abilities of the CPPD Department to deliver its mandate, that of providing Continuing Professional Development for BC Pharmacists. Any employee found in breach of confidentiality may be dismissed.



The University of British Columbia

Staff Job Postings

The Director and Associate Director of CPPD are responsible for the overall presentation and success of courses. Once the course outline has been established, the incumbent applies knowledge of procedures, guidelines and carries out all necessary steps to ensure successful presentation. As each course offering differs in its content and scope the incumbent must use independent judgement in day-to-day decisions. .

Poor cost-effective decisions relating to all financial reporting or forecasting could negatively impact the Department. Failure to follow up on incoming revenues from donors and exhibitors could result in lost revenue to the Department.

Any errors or perceived errors in registrations, all financial transactions, telephone manner, and on-site requirements could result in a negative opinion about CPPD, Faculty of Pharmaceutical Sciences, the University of British Columbia, and or the College of Pharmacists of BC, as well as the sponsoring organization(s)(where applicable).

Qualifications

High School graduation and Completion of one year post secondary education in a related field. Training in basic accounting, and office procedures and practices. 3 years of related experience or the equivalent combination of education and experience. Relevant UBC experience preferred. Ability to effectively use Microsoft Office at an intermediate level (e.g. Outlook, MS Word, MS Excel, PowerPoint). Experience or certification with UBC FMIS preferred. Experience with UBC e-Payments preferred. Experience with CiviCRM online registration system preferred. Knowledge of UBC systems, policies and procedures an asset. Effective oral and written communication, interpersonal and organizational skills. Ability to type 55 w.p.m. and to use a normal range of office equipment. Ability to prioritize work and to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to exercise tact and discretion. Ability to work both independently and within a team environment.

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



Job Posting

Job ID: 16570
Location: Vancouver - Point Grey Campus
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: Psychology
Salary: \$39,492.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-09 **Available Openings:** 1

Job Summary

Coordinates the activities of the graduate Clinical program in the Department of Psychology. Provides support for the Clinic Director and clinical faculty members; liaises with patients and health care professionals; supports training of clinical graduate students. Performs accounting functions, client services and event organization.

Organizational Status

Reports to the Clinic Director. The Manager, Research Finances supervises and assigns tasks in support of the financial activities. Interacts with graduate student clinical trainees, faculty, clients of the Clinic and health professionals, with suppliers, and with various University departments (e.g., Financial Services, Supply Management and Plant Operations).

Work Performed

Acts as the primary contact for enquiries relating to Clinic activities, policies and procedures. Responds to questions concerning services offered or redirects callers to appropriate individuals. Handles confidential client files and reports. Organizes and maintains clinic files. Uses and maintains a confidential database on clients, preparing queries and reports. Monitors use of clinic files and other material. Identifies concerns relating to confidentiality or security and resolves issues with the individual or brings the matter to the Director's attention.

Prepares and enters financial transactions using FMS to process vouchers on-line for the Clinic as well as for clinical researchers and department operating grants (express vouchers, journal vouchers, travel and subject advances and claims, purchase requisitions and bank deposits). Identifies speedcharts and account codes for various expenditures and calculates appropriate taxes. Monitors transaction processing, reviews monthly ledger sheets, resolves moderately complex problems and irregularities relating to payroll, deficits and incorrect charges with Financial Services, vendors and researchers, and brings significant discrepancies to the attention of grant holders. Monitors expenditures for compliance with agency regulations. Explains UBC, departmental and agency policies to researchers. Tracks expenses, collects fees and prepares deposits. Supports the Director by collecting and presenting statistical data for budget reports and projections. Participates actively as a member of the departmental Finance Team to develop improvements to workflow, to streamline existing procedures and to integrate new practices.

Collects client fees and records payments on database billing system. Communicates directly with clients when fees are outstanding, reviews eligibility for subsidy programs, negotiates payment schedules and resolves other problems.



The University of British Columbia

Staff Job Postings

Coordinates departmental travel subsidy programs. Reviews applications, enters and tracks expenses, resolves problems, reconciles budget and provides data for budget reports.

Provides administrative support to the Clinic Director. Types correspondence, course materials, and other material from hand-written notes, dictation tapes, or drafts. Collects data and prepares material for reaccreditation reports.

Maintains supplies, equipment, forms and publications inventory. Monitors and orders supplies and resource materials for the office and for the Clinic library, including diagnostic and assessment materials, reference books and journals, and a variety of in-house forms for patient documentation. Arranges for clinical interview and recording equipment maintenance and repair.

Assists with organizing courses, workshops, seminars or colloquia. Arranges catering, obtains estimates and books facilities. Receives and confirms registrations and payments. Prepares data for budget preparation and reconciles expenditures. Maintains a database of potential registrants. Types and distributes promotional material and program handouts. May place advertisements composed by the Director in local papers. Maintains a database of workshop feedback and prepares summary reports based on this feedback.

Maintains database of internal and external practica placements. Tracks receipt of contracts and evaluations for these practica.

Maintains Criminal Record Review Program database for Clinic. Gathers and stores completed checks, and tracks renewal dates.

Helps to maintain the general professional orderliness of the waiting area, main office and consultation rooms by reporting problems and following-up on repairs. Books use of seminar and consultation rooms.

Provides back up to FPS5 position and performs other tasks relevant to the classification.

Supervision Received

Works independently under minimal supervision. Follows general guidelines, applying knowledge of procedures and regulations to establish priorities. On matters relating to the Psychology Clinic works under the general supervision of the Clinic Director. On matters relating to financial transactions works under the general supervision of the Manager, Research Finances. The incumbent develops procedures for completing assignments and monitors the professional operation of the clinic.

Supervision Given

Provides guidance to clinical students on how to handle confidential material and on other Clinic procedures and policies. Provides guidance to researchers and may oversee the work of faculty and students relating to financial transactions.

Consequence of Error/Judgement

Work is performed in accordance with broadly established procedures and practices. Initiative and good judgement are required in adapting these procedures and practices to various situations. Errors made in handling the highly sensitive and confidential material could cause significant harm or legal action and the clinic and its accreditation could be at risk by contravening professional standards. Individuals contacting the Clinic may be in personal distress. The incumbent must be able to defuse tense situations by building rapport as well as by exercising tact and discretion. The incumbent is expected to carry out most duties independently and with minimal supervision.

Qualifications

High School graduation and 1 year post-secondary education. 3 years of related experience or the equivalent combination of education and experience. Preference given to those with experience in a hospital, legal or university setting. Experience with the UBC financial and payroll systems and UBC Financial Certification (FMS) preferred. Computer experience required (MSOffice) in



a Mac environment. Knowledge of the Freedom of Information and Protection of Privacy Act preferred. Ability to communicate effectively verbally and in writing. Ability to effectively resolve client complaints in a calm, non-confrontational manner, and by exercising sound judgment while demonstrating sensitivity and patience with individuals from many cultures. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy and attention to detail. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to work effectively independently and in a team environment.

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



Job Posting

Job ID: 16549
Location: Vancouver - Point Grey Campus
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: Psychiatry
Salary: \$39,492.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-10-15
Job End Date: 2014-06-30
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-08 **Available Openings:** 1

Job Summary

Working in conjunction with the Postgraduate Education Program Manager and other part time Postgraduate Program Assistant, this is a 3 day a week term position which provides support for the Postgraduate Education Program in the Department of Psychiatry. The days of work will be Tuesday through Thursday. Primary responsibilities include organizing the academic day seminars and schedule at various locations (Vancouver, Victoria and Prince George); coordinating the collection, distribution and posting of teaching materials and teaching evaluation process and materials; entering data and compiling and distributing evaluation reports; ordering office supplies and books; maintaining various program files, and contact lists; maintaining Resident attendance records; coordinating meetings, agendas and taking minutes. As a member of the Department's Education Program team, this position also provides assistance and coverage as needed in all three (3) Education Programs (Undergraduate, Postgraduate and Sub Specialty Programs) to meet the various Education Programs timelines and deadlines.

Organizational Status

Reports directly to the Postgraduate Education Program Manager and works in conjunction with the other part time Postgraduate Program Assistant. This role is performed in conjunction with the other part time PG program assistant, working on alternate days. The two PG program assistants are expected to work together as a team to ensure the completion of all duties in an equitable and efficient way.

Receives work direction from Postgraduate Education Program Manager, Senior Education Programs Manager, Postgraduate Program Director, Associate Program Director Psychotherapy and Associate Program Director, Evaluation and Remediation. Interacts on a routine basis with Residents, Chief Residents, Seminar Series Coordinators, Faculty and Site Training Directors and other Department of Psychiatry Administrative staff.

Work Performed

- Assists Associate Program Director, Curriculum with preparation of academic day schedule for each PGY level (PGY1-5)
- Generates and maintains academic day schedule on One45 online system
- Coordinates and schedules academic day seminars for each seminar series.
- Distributes weekly seminar reminders to instructors and monthly academic day schedule to residents
- Coordinates collection and posting of teaching materials on One45 and WIKI page; distributes materials to residents
- Distribute, collect and tracks residents seminar attendance on One45, prepares monthly attendance report for the Program



The University of British Columbia

Staff Job Postings

Director

- Updates One45 for academic day updates, readings etc
- Distributes, collects and reviews invoices from faculty members for academic day teaching and Clinical Teaching combined with Patient Care which is forwarded to the Department's Finance Office for processing
- Follows up on payments and reimbursements for individuals
- Tracks residents' vacation and education conference leaves, enters leave information on One45, and updates Site Directors and Chief Residents accordingly
- Prepares confirmation of enrollment letters for Residents on an as needed basis.
- Coordinates the delivery of the semiannual PGY3 ECT training course for residents by preparing the teaching materials and ordering books
- Coordinates teaching evaluation process involving collection of evaluation materials, online data entry, maintenance of teaching evaluation database on One45, compilation of evaluation reports for each seminar series, distribution of reports to Associate Program Director Curriculum, seminar series coordinators and individual instructors
- Schedules and organizes semiannual evaluation meetings between residents and the Associate Program Director Psychotherapy, Associate Program Director Evaluation and Remediation and Associate Program Director Curriculum
- Coordinates room bookings, catering, etc.) for postgraduate functions: PGE Meetings, CaRMS Interviews and Meetings, Town Hall Meetings, annual PGY1 and PGY2 Welcome Reception, semiannual Mock OSCEs, etc.
- Prepares agendas and transcribes minutes for the PGE Program and Executive Committee Meetings, quarterly Curriculum Sub-Committee Meetings, scheduled On Call Sub-Committee meetings, and other meetings as required
- Coordinates bookings, on a as needed basis, for academic day seminars in Vancouver, Victoria and Prince George including booking and setting up conference rooms and equipment; arranges for videoconference and audio visual equipment
- Sets up and maintains resident files and storage space
- Maintains Resident contact lists
- Picks up and sorts mail
- Assists with annual updating of Resident Information Manual and other documents
- Assists with Undergraduate Program tasks as required
- Provides coverage for Undergraduate Program Assistants as required
- Performs other related tasks as required

Supervision Received

Work is performed independently under minimal supervision by the Post Graduate Program Manager. May consult the Program Manager on new or complex problems.

Supervision Given

None.

Consequence of Error/Judgement

Work is performed under broadly established general procedures, and requires initiative and good judgment to plan and complete recurring procedures independently. This position must incorporate knowledge of the University, Departmental and Royal College policies and procedures. Failure to work appropriately and maintain a high level of accuracy could threaten accreditation. Scheduling errors could result in loss of valuable physician time.

Qualifications

- High School graduation and 1 year post-secondary education. 3 years of related experience or the equivalent combination of education and experience. - UBC education program experience preferred. - Experience in scheduling
- Ability to work both independently and within a team environment.
 - Experience with standard business office procedures and practices.
 - Computer experience required (Word, Excel, PowerPoint preferred).



The University of British Columbia

Staff Job Postings

- Effective oral and written communication, interpersonal and organizational skills.
- Ability to compose correspondence and other materials using clear and concise business English.
- Ability to prioritize work and to meet deadlines.
- Ability to maintain accuracy and keen attention to detail.
- Ability to take and transcribe minutes.
- Ability to exercise tact and discretion.
- Ability to type 50 w.p.m. and to operate a normal range of office equipment.
- Ability to use word processing and spreadsheet applications at an intermediate level.
- Knowledge of UBC financial and purchasing procedures an asset.

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Job Posting

Job ID: 16523
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 3 (Gr6) **Business Title:** Mending & Circulation Assistant
Department: Library - Circulation Division
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-09 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-08 **Available Openings:** 1

Job Summary

Prepares items for binding and processes newly bound and or catalogued items. Repairs damaged books. Performs online holdings and item file maintenance as required. Works at the Circulation Desk as required. Balances financial receipts. Co-ordinates and prepares the printed forms order for all Library branches.

Organizational Status

Works under the direction of the Circulation Manager and the general supervision of the Overdues and Circulation Supervisors. Acts as liaison with Technical Services staff regarding binding and mending. Interacts with the public and staff in library branches.

Work Performed

1. Assesses the extent of damage and determines the appropriate treatment for damaged books. Mends books. Maintains statistics of items processed.
2. Organizes, co-ordinates and processes bindery shipments. Checks rebound books returned from the bindery for errors. Consults with senior library assistants and or Circulation Manager as required.
3. Works at the Circulation Desk providing services including charging and discharging, adding changing barcodes, changing addresses, renewals, traces, storage reserve and various document delivery services. Operates the cash register. Handles cash as part of circulation duties: making change, selling copy cards, refunding copy cards, accepting fine payments. Processes credit debit card transactions and journal voucher payments. Clears hold shelf of expired requests. Answers basic directional, policy and information queries in person, by telephone and by written or electronic messaging. Monitors security gates and building alarms. Provides assistance or access to disabled users, couriers, and Building Operations personnel. Assists with the opening and closing of the library.
4. Balances cash receipts. Credits appropriate departments. Notes and investigates anomalies, correcting overages and underages. Reports discrepancies to the Overdues Supervisor or Circulation Manager.
5. Retrieves, stores and audits items located in the Automated Storage Retrieval System (ASRS).



The University of British Columbia

Staff Job Postings

6. Provides initial contact for Library users making overdue inquiries in the Library or by telephone. Records the complaint or question on the standard form provided. Refers complex questions and all fine reductions, cancellations or increases to senior library assistants.
7. 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.
8. Prepares Library annual printed forms order. Maintains an inventory of forms in stock. Reviews proofs and consults with branch staff on the creation or revision of forms.
9. Accesses online bibliographic records and using the appropriate program generates spine labels for catalogues, and, as required, uncatalogued materials. Applies labels to materials as required.
10. Maintains the item records of transferred materials to the IKB Book stacks and ASRS. Accesses online items records and using procedural guidelines, determines the appropriate action, edits modifies fields, resequences hierarchies and saves the changes.
11. Performs other duties related to the qualifications and requirements of the job.

Supervision Received

Position is accountable to the Circulation Manager. Receives daily supervision from the Overdues Supervisor and Circulation Supervisor. Performance reviews conducted by the Circulation Manager.

Supervision Given

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

Consequence of Error/Judgement

Work is performed in accordance with established procedures and accepted practices involving freedom to select which methods are applicable in any given situation. Organization of work to accomplish goals is expected. Errors would cause inconvenience to both staff and patrons. Unusual problems are referred to the Circulation Manager.

Qualifications

High School graduation and two year Library Technician diploma. 3 years relevant experience or the equivalent combination of education and experience. Knowledge of library policies and procedures and circulation services. Ability to use Microsoft Office, Word, Excel and Voyager at an intermediate level. Ability to accurately balance cash and resolve discrepancies. Ability to understand bibliographic records and to use online searching protocols. Ability to interpret and apply library policies with consistency. Ability to communicate effectively verbally and in writing. Ability to provide quality service to customers in a courteous, patient manner. Must be able to type 40 wpm and to operate the normal range of library equipment. Ability to maintain accuracy and attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to explain, assign, and monitor work. Must be able to work a 5-day week and to work evenings and weekends as required. Ability to lift up to 16kgs of boxed materials and to push fully loaded book trucks.

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The University of British Columbia

Staff Job Postings

qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.



Job Posting

Job ID: 16541
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:** Admissions Coordinator
Department: Undergraduate Admissions
Salary: \$42,072.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-15
Job End Date: 2014-07-01
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-08 **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



The University of British Columbia

Staff Job Postings

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



The University of British Columbia

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



The University of British Columbia

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



The University of British Columbia

Staff Job Postings

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: 16402 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: IUOE 882
Job Category: Trades - IUOE 882
Classification Title: Maintenance Engineer **Business Title:** Maintenance Engineer
Department: Building Ops - Mech Maint
Salary: \$58,140.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-03 **Available Openings:** 1

Maintenance Engineer (Millwright)

Job Summary

Under supervision of Head Maintenance Engineer or Sub-Head Maintenance Engineer, 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 the Mechanical Systems & HVAC Manager.

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 the Head Maintenance Engineer or Sub Head Maintenance Engineer.



The University of British Columbia

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 heatReport 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. .

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Job Posting

Job ID: 16509
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level D **Business Title:** Finance Manager
Department: UBCO - Finance
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-03 **Available Openings:** 1

This Finance Manager will be responsible for the portfolio including the Faculty of Education, Faculty of Management and the School of Engineering.

Job Summary

The Portfolio Finance Manager provides financial management, within an assigned portfolio at UBC's Okanagan campus. This position is responsible for developing, analyzing, and implementing financial controls, systems, and activities to support achievement of the academic and operational goals of faculties and administration units within the assigned portfolio. The incumbent works collaboratively across the portfolio, campus, and the University in alignment with the strategic goals and priorities of UBC.

There are five portfolios with respect to financial management on Okanagan Campus: Portfolio A - Arts and Sciences; Portfolio B - Applied Science, Management, and Education; Portfolio C - Creative and Critical Studies, Health and Social Development, Graduate Studies, and Student Financial Aid-Graduate; Portfolio D - DVC Office, University Relations, Development and Alumni Engagement, Provost & Vice Principal (portfolio), Vice Provost Research (portfolio), Equity Office, and Research and Trust Accounting; Portfolio E - AVP Students (portfolio), Enrolment Services, International Student Initiative, and Student Financial Aid-Undergraduate (Domestic and ISI); and Portfolio F - AVP Administration and Finance (portfolio), Campus Mail, and IT, Media and Classroom Services. These portfolios may be subject to change.

Organizational Status

The Portfolio Finance Manager position reports directly to the Director, Finance Operations and works closely with leaders (DVC, Provost, Deans, AVPS, AVPAF, Directors, etc.) within his/her assigned portfolio. As a member of the Finance Operations team the incumbent will work collaboratively with other Portfolio Finance Managers to share knowledge and best practices. The incumbent will work in collaboration with the leaders of Payment & Procurement Services and Budget & Strategic Decision Support on the Okanagan campus. The incumbent will work closely with other leaders on the Okanagan campus and liaises with central services units on the Vancouver campus such as Treasury, University Counsel, Internal Audit, etc. The incumbent will also establish relationships with colleagues on Vancouver campus to exchange information and best practices.

Work Performed

1. Oversees all aspects of financial management, including all funds, of the portfolio by:
 - Planning, organizing and directing initiatives for the efficient management of financial resources.
 - Monitoring the overall financial effectiveness and efficiency of all units within the portfolio, and instituting changes as necessary in consultation with the Director and portfolio leaders.



The University of British Columbia

Staff Job Postings

- Providing advice on the application of financial policies and procedures.
- Coordinating and overseeing development and implementation of systems, policies and procedures.
- Developing short and long-range financial plans to optimize the portfolio's financial effectiveness in conjunction with portfolio and campus strategic goals.
- Managing the coordination and review of annual budgets for all units within the portfolio.
- Acting as liaison between the portfolio and Finance on all financial matters.
- Providing financial advice, support and assistance to portfolio staff.
- Providing strategic direction and guidance to the portfolio leaders.
- Leading the development and management of all reporting requirements related to units within the portfolio, from transactional level details required to support monthly reconciliation processes to summarized management reports to enable decision-making.
- Monitoring existing internal controls throughout the portfolio and ensuring internal controls are operating effectively; reviewing internal controls continuously to ensure efficiency is maximized and risks are mitigated.

2. Contributes to strategic planning and direction for the portfolio by:

- Acting as a member of the portfolio leadership team, participating in strategic, budget, resource, and staffing decision-making.
- Providing strategic advice to units consistent with organizational objectives on the effective and efficient use of financial resources.
- Developing key objectives and tactics as required to meet the strategic objectives of the portfolio, linking financial goals with departmental planning and operations.
- Identifying and researching issues and coordinating the resolution of these issues.
- Working in close partnership with portfolio leaders on special projects and projects of a sensitive, confidential nature by identifying issues, researching background materials, strategizing, developing, presenting and implementing recommendations, and delivering related communication on behalf of the portfolio.

3. Establishes best practice and develops capacity across the portfolio by:

- Providing mentoring and education for staff.
- Participates in the development and delivery of campus wide training initiatives.
- Acting as a thought partner to leaders.
- Working with all stakeholders to build consensus in planning processes and initiatives.
- Establishing relevant financial indicators for each unit in the portfolio and monitoring their performance.

4. Other:

- Working closely with directors and managers in the portfolio as well as Human Resources to support organizational planning.
- Working in collaboration with other Portfolio Finance Managers to share knowledge, best practices, and opportunities for efficiencies.
- Serving as a liaison between many central University departments and portfolio units, providing dissemination of information.
- Keeping abreast of issues pertaining to units within the portfolio, including participation on University committees.
- Promoting open and transparent communications.
- Signing authority for all financial accounts within the portfolio.
- Performing other related duties as required.

Supervision Received

The Portfolio Finance Manager works independently under broad directives from the Director, Finance Operations. The incumbent works within broad policy and procedural guidelines in accordance with professional standards and keeps the Director and the portfolio leaders informed and up-to-date on the portfolio's financial position and administrative issues. Performance is reviewed by the Director, Finance Operations in consultation with the portfolio leadership team in terms of the achievement of broad goals.

Supervision Given

The Portfolio Finance Manager provides advice and guidance to the units within the portfolio on all financial management and



The University of British Columbia

Staff Job Postings

finance system related matters. The Portfolio Finance Manager works closely with and provides direction to administrative and support staff within the portfolio.

Consequence of Error/Judgement

As a key position in Finance, this position must exercise good judgment and ensure due process has been followed in all areas. This position is required to use sound judgment to interpret financial information received from a variety of sources, assess issues and risks, and make recommendations to management to resolve financial issues. The decision or recommendations made will have a significant effect on University operations and finances. Failure to provide sound strategic advice and effective leadership on financial policy and procedure along with timely and accurate financial information could seriously undermine decision making and resource allocation. Inaccuracies may lead to mismanagement of resources which could result in significant financial losses and a negative reputational impact.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). A minimum of 7 years of experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 16568
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Administrative Manager
Department: Fisheries Centre
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-09 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-09 **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 Administrative Manager has the key responsibilities for coordinating the non-academic activities of the Centre; overseeing, planning and implementing the administrative, human resources and financial systems, under the direction of the Director of the Fisheries Centre. The responsibilities include managing and controlling the department's budget, administering all HR related matters, facilitating and negotiating space, developing and formulating departmental policies and procedures and acting as a resource person for staff and faculty.

Organizational Status

The Administrative Manager reports to the Director and supervises 3 clerical staff and liaises with other research units within the Centre, as well as with the Faculty of Science Dean's Office, Payment and Procurement, Human Resources, Building Operations and other agencies as required.

Work Performed

Oversees the administration of the Centre including personnel, financial, operational and spatial aspects of the department, contributing to the development of Centre's organizational structure.

Responsible for all human resources functions including hiring, training, disciplining and terminating support staff. Manages the orientation process for new faculty and staff, including preparing and updating orientation materials. The incumbent is responsible for drafting job descriptions, ensuring that job descriptions are up to date and recommending promotion and or reclassification where appropriate. The incumbent will be a resource person for the department, providing advice and information including salary administration, workflow procedures, performance evaluations and labour relations issues.

Administers, manages and controls the Centre's budget, including implementing and maintaining control of budget expenditures, budget forecasting (Hyperion) and preparing departmental budget submissions to the Director and the Dean's office. The incumbent authorizes expenditures, creates and analyzes associated budget reports, transfer funds as necessary, recommends reallocation, evaluates financial priorities, policies and procedures, manages internal controls, records and reconciliation of ledger sheets, resolves discrepancies and acts as the PCard coordinator.



The University of British Columbia

Staff Job Postings

Assists faculty members and research units with budget and administration of their research grants, including establishing financial systems to ensure maintenance of accurate records and transactions within UBC policies and procedures.

Responsible for administrative coordination for all departmental and research grant funded appointments. Oversees the tenure and promotion process, advises faculty and staff on UBC employment, immigration and hiring policies and procedures.

Develop, formulate, implement and administers department operating procedures, implementing best practices to be observed by the department and ensure compliance.

Responsible for negotiating and facilitating all spatial aspects of the Centre ensuring proper authorization of secure access, implementing safety measures to prevent theft and unauthorized entry.

Authorizes the acquisition of departmental equipment and supplies, ensuring up-to-date technology is available to staff and faculty, authorizing IT requirements including liaising with IT Services or external IT support.

Responsible for safety, security and health and well-being, representing the department in faculty wide safety committee, acting as a fire warden, implementing safety regulations and disaster plans.

Performs other related duties as required.

Supervision Received

The Administrative Manager works independently under the general direction of the Director.

Supervision Given

Manages support staff and temporary staff and is responsible for hiring, disciplining, evaluating and terminating.

Consequence of Error/Judgement

High degree of judgment and initiative required in determining appropriate decisions, involving the implementation of Department policies and in the design and implementation of those policies; designs and implements strategies for the efficient management of department resources. Errors in judgment may impact the short long term human resource, financial and operational activities of the Centre and affect the integrity and reputation of the Centre. Work is expected to be at a high level of accuracy. This position requires strong organizational skills, prioritizing administrative duties to effectively and efficiently manage the Fisheries Centre.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience in an administrative position preferably in a University or related setting is preferred. Knowledge of University policies, procedures, governance and administrative systems. Excellent command of the English language and ability to compose complex correspondence. Proficient problem-solving and analytical skills. Demonstrated ability to improve existing systems and processes, ability to maintain accuracy and attention to detail, work effectively under pressure, exercise a high level of judgment, tact, diplomacy and discretion. Experience in UBC Peoplesoft systems (HRMS, FMS, e-Recruit, Hyperion) is preferred. Ability to effectively use MS Office applications at an intermediate level.

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The University of British Columbia

Staff Job Postings

orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.



Job Posting

Job ID: 16445
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B **Business Title:** Executive Manager
Department: Family Practice
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01
Job End Date: 2014-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-02 **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 manage the overall operational, administrative, marketing, budgetary and day to day human resources requirements of the Rural Coordination Centre of BC (RCCbc); this includes strategic planning, implementation, financial management, facilities management, space allocation and planning. Budget oversight responsibilities include management of \$2.35M.

Organizational Status

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

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

Work Performed

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



Writes project proposals, various reports and reviews. Prepare year-end narrative report.

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

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

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

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

Manages the organization's budget.

Prepares various operational and project related budgetary forecasts.

Participates in financial planning process.

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

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

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

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

Provides recommendations for change, implements appropriate solutions.

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

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

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

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

Travel, as required.

Other duties as assigned.

Supervision Received

Broad supervision by Executive Director

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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



The University of British Columbia

Staff Job Postings

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

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Job Posting

Job ID: 16458
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level F **Business Title:** Assistant Dean
Department: Arts, Dean's Office
Salary: \$83,293.00 - \$104,115.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-09 **Available Openings:** 1

Job Summary

The Assistant Dean works in close partnership with the Dean, Associate and Assistant Deans, to facilitate the academic and administrative leadership of the Faculty of Arts. The Assistant Dean has direct responsibility for strategic planning and management of staff and space in the Dean's Office and the Faculty of Arts. The position plays a key role as Faculty of Arts representative on university wide committees that develop policy and strategies for the campus and leadership to representatives in Faculty of Arts and University units on matters concerning human resources, employment strategies that promote equity and diversity, major and minor capital projects, building renewal, resource utilization, policy and planning development, health, safety and personal, physical and data security.

The Faculty occupies over 50,000 square meters in 52 buildings spread across campus. The Faculty of Arts is the largest in the University in terms of enrolments (more than 14,000 undergraduate and graduate students). There are more about 1000 tenured tenure-track faculty, sessional lecturers, 12 month lecturers and other academic appointees, and over 400 regular and temporary staff in 40 departments schools programs that include the Museum of Anthropology, the Belkin Art Gallery, the Chan Centre for the Performing Arts, performance and visual arts programs, interdisciplinary programs, institutes and journals.

Organizational Status

The Assistant Dean reports to the Dean. The position works closely with Associate and Assistant Deans, the Dean's Executive Coordinator and staff in the Dean's Office, directors of Faculty Service Units (Arts Academic Advising, Arts ISIT, Co-op) and with Heads, Directors, and Program Chairs and Senior Administrators in the Faculty and across the university.

Work Performed

- Is a member of the senior executive team in the office of the Dean of Arts and participates in policy, planning and resource decision making undertaken by the executive team.
- Provides leadership to the Faculty's management and professional and unionized staff and faculty in human resource strategies, best practices in the performance review process, coaching and mentoring, hiring, disciplining, terminating staff, etc.
- Facilitates communication within the Faculty amongst administrators and support staff; Chairs monthly meetings of Administrators in the Faculty.
- Provides advice and guidance to individual Heads, Directors, and Program Chairs about the administration and effectiveness of their units.
- Works with faculty and M&P administrators to ensure that collective agreements are implemented and followed; interprets



collective agreements (e.g., primarily AAPS, CUPE 2250, CUPE 116, CUPE 2278) for same.

-Works with staff and faculty on employment systems equity reviews, development of policy and procedure that supports equity and diversity in the workplace, and communication of these.

- Manages the Faculty's database inventory of building, office, research and teaching space (52 buildings, 50000 sq m of office, research and computer labs, lounges, seminar rooms and restricted classroom spaces); works toward an inventory that includes quality of the various spaces and maintenance and upgrade needs.

-Plays leadership role and represents the Faculty in management of major and minor capital renewal projects and classroom upgrades.

-Oversees departmental space allocations, reallocations, room assignments and moves; develops, updates and implements the Faculty of Arts Space Policy (the policy for the Equitable Allocation of Office Space) in order to maximize utilization.

-Works toward a Faculty of Arts Master Space Plan; works with Campus Planning and Development, Facilities Planning, external professional planning and architectural consultants and with the Development Office on plans for current and projected major and minor capital plans (new buildings and renovations).

Identifies, determines needs, problems, concerns in the Faculty of Arts regarding space issues; identifies and recommends priorities for Minor Capital projects; liaises and problem solves resolves issues regarding restricted and unrestricted classroom and teaching lab issues with Enrollment Services, Campus Planning and Development, Facilities Planning, Building Operations.

- Works with Campus Security, Secure Access, the RCMP, and other units as necessary to ensure security of physical property.

-Works closely with Risk Management, Arts ISIT, UBC IT, Treasury, Legal Counsel and departments to develop protocols for the Faculty of Arts for data and privacy security; authorizes access signing authority (for keys, fobs, iClass Cards) for Heads and Directors, faculty and staff.

-Works with Risk Management and departments in the Faculty to ensure compliance (monthly meetings, reporting, inspecting) with UBC's Health and Safety standards.

-Engages and works with internal and external professional consultants specialists regarding organizational effectiveness, human resource issues, mediation, planning, architectural treatments, security (data privacy, physical, personal).

- Oversees and administers various funds for the Faculty from the Dean's Office including the Capital and Infrastructure Fund, Academic Equipment Fund, the Professional Development Travel Fund for Management and Professional staff in Arts.

- Represents the Faculty on University committees (e.g., Property and Planning Advisory Committee, UBC Commons Steering Committee, UBC Health and Safety Committee, Council of Faculty Business Administrators).

- Takes on other responsibilities as requested needed (e.g. employment equity, data security, privacy protocols, etc.).

Supervision Received

Works independently, reporting to the Dean.

Supervision Given

Reporting to this position are the Dean's Office Manager, the Associate Deans Students' Coordinator and Manager Finance (shared reporting with Assistant Dean Finance); Administers all M&P positions in the Dean's Office; Supports directors managers in Arts Academic Advising, Arts ISIT, Arts Co-op, Arts Communications and Arts Development & Alumni Engagement. The position works closely with heads, directors, program chairs, senior administrators in the faculty and the university.

Consequence of Error/Judgement

Inadequate or inaccurate information or poor analysis of available information could result in poor decisions about policy and resource allocation in the Faculty; decisions based on poor, inaccurate information or analysis could damage the mission of the Faculty, the credibility of the Dean and the Faculty, and the Dean's ability to perform his her job well; poor hiring, poor supervision, or poor morale could result in ineffective performance of duties by staff in the Dean's units and throughout the Faculty; inadequate representation of the Faculty on university committees or misrepresentation of Faculty interests and or failure to deal with them or sidelining Faculty priorities and policies could damage the communication within the Faculty and the "image" of the Faculty in the university and in the wider-community; failure to get the work of the Faculty of Arts Office done in a timely and effective manner could result in the misuse of the Faculty's constrained resources and alienation of Heads and Directors and faculty members from the priorities of the Faculty.



The University of British Columbia

Staff Job Postings

Qualifications

Master's degree in a relevant discipline. Minimum of 9 years experience or the equivalent combination of education and experience. Extensive experience in universities preferably at UBC. Ability to present complex issues in writing and speech; Excellent communication skills;

Ability to work creatively, resourcefully and effectively with a strong leadership group;

Ability to identify as well as solve problems and to take initiative in improving the work of the faculty;

Ability to effectively lead other administrative staff;

Skill in conflict resolution;

Knowledge of labour contracts at UBC;

Strong organizational skills;

Ability to master detail;

Training in research, survey and analysis methods;

Ability to forge productive working relationships with a wide variety of academic and ancillary units on campus;

A commitment to hard work;

Understanding of and dedication to the teaching and research mission of the Faculty.

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



Job Posting

Job ID: 16235 (Repost)
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: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-03
Job End Date: 2014-05-02 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

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 Manager, Application Development & Web Strategy

Works with other Web team members and with Senior Programmer Analysts

Work Performed

Specific Duties:

Programs discrete but complex modules for use in enterprise production systems such as WordPress and MediaWiki.

Uses HTML, JS , PHP and other programming scripting and db-query languages within WordPress, MediaWiki and other Web-based software to enhance and support UBC Wiki, Blogs, CMS and other web applications used for teaching and learning at UBC.

Documents code for internal and Open Source distribution and creates user manuals and documentation for end users.

Provides technical advice on system applications; advises programmers developing faculty and or department specific modules; ensures any unit specific modules are repurposed for use in the UBC community. Advises 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.

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. - Education - Bachelor's degree or technical diploma in computer science, or other relevant discipline, or combination of education and relevant work experience.

- Experience:

o 1-2 years experience working in application and software development related to learning technologies.

o Experience with writing software documentation, training manuals and online knowledge bases. Minimum of two years experience or the equivalent combination of education and experience. o Software:

- Ability to deliver conceptual design

- Professional HTML development, including XHTML, CSS, JavaScript, Ajax, etc.

- Web specific graphic design experience

- Understanding of back-end and database technologies (PHP and MySQL)

- Knowledge of Photoshop, Illustrator and Dreamweaver

- Understanding of XML, RSS, feeds mash-up and Web 2.0 in general

- Expertise in plugin and themes development for WordPress and MediaWiki

¿ Good troubleshooting skills related to Internet browser issues essential.

¿ Strong word processing skills.

¿ Adept with E-mail and online discussion software.

- Soft Skills:

¿ Strong written and oral communication, problem-solving and interpersonal skills.

¿ High degree of accuracy and attention to detail.

¿ Good organizational and time management skills.

¿ Ability to work both independently and in a team environment.

¿ Ability to work under pressure and handle multiple projects at a time while meeting deadlines.



The University of British Columbia

Staff Job Postings

¿ Understands and relates to the academic University environment.

¿ Demonstrated service orientation.

Required skills:

- Ability to deliver conceptual design
- Professional HTML development, including XHTML, CSS, JavaScript, Ajax, etc.
- Web specific graphic design experience
- Understanding of back-end and database technologies (PHP and MySQL)
- Knowledge of Photoshop, Illustrator and Dreamweaver
- Understanding of XML, RSS, feeds mash-up and Web 2.0 in general
- Expertise in plugin and themes development for WordPress and MediaWiki
- Must have reasonably good spoken and written English language skills.
- Proactive and team worker.

An ideal candidate has a great designer eye, knowledge of Photoshop and CSS XHTML, JavaScript and Ajax and is able to design and develop a bug free front-end application with little outside help. WordPress and MediaWiki are our preferred environments so expertise in these application as well as strong LAMP skills and working knowledge of API concepts are required.

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: 16453
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Systems&Technlgy, Level B **Business Title:** Business Analyst I (term)
Department: UBCO - IT Services
Salary: \$ 29.15 - \$ 34.99 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-09
Job End Date: 2014-03-31
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-03 **Available Openings:** 1

This is a Full Time Term Position.

Job Summary

The Business Analyst I consults with users to carry out business process assessments in an effort to align business initiatives with information technology solutions. As a member of UBC Okanagan Campus, IT, Media and Classroom Services (UBCO IT), the Business Analyst I will work in the areas of requirements definition, business process analysis and design, functional design, configuration, implementation, testing, training and documentation to deliver solutions to the UBC community.

Organizational Status

- The Business Analyst I reports to the Project Manager II within the UBCO IT Business Services team.
- Strategic direction is provided by the Project Manager II and the UBCO IT Senior Management Team.
- Day-to-day direction is given by the Project Manager II on assigned projects or tasks.
- Works daily with a team made up of a project manager and IT procurement staff members.
- Works closely with a broad range of stakeholders, including management and staff of UBCO IT.

Work Performed

Specific Duties:

- Project assignment will range from smaller less complex projects to which the Business Analyst I is the only business analyst, and is expected to be the primary resource on the project, to larger, more complex projects to which the Business Analyst I typically works alongside more experienced team members. Specific project assignments include, but are not limited to, working on UBCO IT systems and process improvements including working the Project Manager II and other members of the Business Services team to:
 - o Understand and document the UBCO IT Service Catalogue, Role Definitions and Responsibilities, Service Level Commitments, Escalation Processes, Internal workflows and business processes, and help to communicate this to the campus.
 - o Undertake analysis and study of past and current print usage for the Okanagan campus.
 - o Create a Procurement Portal and online catalogue.
 - o Provide input and direction in the analysis, creation, documentation and communication of the research strategy and the communication strategy for the Okanagan campus.
 - o Gather requirements and document all significant projects within a Microsoft SharePoint environment.
- Acquire working knowledge of the university's technical and business environment. Have a high-level overview of the services delivered by UBCO IT.



- Build and maintain good working relationships with project teams, business analyst peers, UBCO IT colleagues, and client stakeholders.
- Guided by project managers, managers, more experienced business analysts, or architects, ensures solutions are consistent with the overall technical and business architecture of the university and complies with UBCO IT and university policies, as well as governmental legislation and other external entities compliancy requirements on security, privacy, and accessibility.
- Analyses the impacts of proposed changes to technology services and or processes for UBCO IT and other UBC departments.
- May perform data analysis and data modeling as required.

Core Duties:

- Consults with users to carry out business process assessments utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities.
- Documents business requirements and the definition of business rules.
- Prepares functional, system and program specifications.
- Develops test cases and validates test results during user acceptance testing and system acceptance testing stages. Typically performs functional testing.
- Investigates, resolves and or escalates problems.
- Will provide input to project status reports.
- Participates in the assessment of new technology to support business goals.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the general direction of the Project Manager II, Business Services. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

In general, provides mentoring and coaching to new or less experienced team members under the direction of the Project Manager II or the Senior Management Team at UBCO, as well as provides leadership and education to other staff in the Project Management Office on demonstrated areas of expertise.

Consequence of Error/Judgement

UBCO IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Business Analyst have a significant impact on the success of a project or initiative being led by the Business Services team within UBCO IT. The incumbent may supervise work of other UBCO IT staff on a project. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community, affecting up to tens of thousands of students, faculty and staff, and could cost hundreds of thousands of dollars in lost productivity, funding and revenue. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of UBCO IT, UBCO and UBC.

Qualifications

Undergraduate degree in a relevant discipline. Professional development in business analysis, project management and related disciplines is an asset. Minimum of two years experience or the equivalent combination of education and experience. Experience in at least one of the following is an asset: IT, service help desk, project management, higher education. Demonstrable knowledge of working in a structured ITIL environment would be preferred. ITIL and PMI designation would be an asset.

Ability to effectively facilitate groups to achieve appropriate outcome.

Knowledge of project management, quality assurance, change management disciplines and best practices; and development methodologies.



The University of British Columbia

Staff Job Postings

Knowledge and continuous learning of business analysis discipline and best practices.

Knowledge of data analysis and data modeling (conceptual logical). Knowledge of business process re-engineering improvement.

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

Good organizational, planning, and prioritization skills. Able to multi-task and deliver multiple assignments in a fast-paced and changing environment.

Demonstrates the willingness, ability, and enthusiasm to learn new processes, methodologies or technologies.

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

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

Problem Solving - Investigates defined issues with uncertain cause. Solicits input in gathering data that help identify and differentiate the symptoms and root causes of defined problems. Suggests alternative approaches that meet the needs of the organization, the situation, and those involved. Resolves problems and escalates issues with suggestions for further investigation and options for consideration as required.

Analytical Thinking - Collates and reports information. Identifies trends and exceptions. Investigates to define problems more accurately. Sorts information in order of importance. Identifies relationships and linkages between components. Identifies variable potential causes and effects. Solicits guidance to define criteria and assign values of importance and urgency. Escalates issues of an exceptional nature.

Business Process Knowledge - Defines routine, integrated processes. Documents processes using basic formal process charting techniques. Applies process definitions and flows to work performed. Identifies process bottlenecks and contributes suggestions for process improvement.

Initiative - Volunteers to undertake tasks that stretch his or her capability. Identifies who can provide support and procures their input. Identifies problems and acts to prevent and solve them.

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Job Posting

Job ID: 16475
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Web developer
Department: Journalism, School of
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2013-10-01
Job End Date: 2014-06-30
Funding Type: Self Funded
Other:
Date Closed: 2013-09-17 **Available Openings:** 1

Job Summary

This position is for an individual who will plan, implement, design and lead the development of websites and databases within the School of Journalism. The position requires a mature self-starter with a high degree of initiative, the ability to work with minimal supervision, dependability, and strong communication and interpersonal skills, with knowledge of the principles, techniques and best practices in a web environment.

Organizational Status

Receives primary work direction from the Director. Reports to the Director and School Administrator. Works with faculty, staff, graduate students and representatives from industry, other departments, and other organizations.

Work Performed

The position is required to plan, implement, design and lead the development of website, database and system applications in order to support activities within the School of Journalism. Consults with clients, gathers business requirements and recommends solutions to clients.

- Support the execution of digital initiatives incorporating audio, video and other new media types, including coding, programming and designing websites
- Develop, update and improve existing site designs for layout, graphics, etc., and advise on future web directions
- Maintain and develop the functional features of our sites
- Plan, implement, design and lead the development of website, database and system applications
- Review, analyze and implement web and database requirements
- Design, develop, document, test, deploy, support and maintain websites
- Analyze needs of current and future web, database, video content management and archival systems
- Provide education and training sessions to a wide range of end users, including faculty and students
- Estimate the resources and participants needed to achieve project goals
- Develop project plans and documents.
- Act as liaison with project clients on an ongoing basis, including class projects, as well as individual student and faculty projects
- Asses needs and provide recommendation on purchase and installation of computer hardware, software and related equipment



The University of British Columbia

Staff Job Postings

- Perform additional work as required

Supervision Received

Receives general supervision from the Director.

Supervision Given

May supervise graduate student employees or other staff.

Consequence of Error/Judgement

Interaction with students, the broader university, the public and industry has a direct influence on the image of the UBC School of Journalism and the University as a whole. Errors made in improper handling responsibly (i.e. not following proper procedure, technical errors) may lead to serious implications for students, the Faculty and the University. Errors could result in serious financial consequences. Mistakes or inefficiencies will compromise the effectiveness of the Director and could seriously embarrass the School and the Faculty.

Qualifications

Undergraduate degree in a relevant discipline. Advanced technical training in relevant software and hardware. Minimum of three years experience or the equivalent combination of education and experience. - Undergraduate degree in a relevant discipline

- Minimum of three year experience or the equivalent combination of education and experience
- Experience with web content management systems, preferably Wordpress
- A portfolio that demonstrates strong creative work in graphic design and web development
- Demonstrated mastery of web design foundations including HTML5, XHTML and CSS
- Substantial knowledge of scripting languages for the web; PHP and JavaScript preferred
- Knowledge and experience in established best practices for web authoring, standards compliance and accessibility; testing methodologies; browser compatibility
- Knowledge of emerging web trends, technologies and practices
- Demonstrated proficiency with web authoring and media authoring tools such as Photoshop and Flash
- Knowledge of concepts, issues and standards related to web-based security
- Excellent interpersonal skills and ability to communicate effectively both in writing and orally
- Ability to prioritize work and meet strict deadlines

Ability to maintain accuracy and attention to detail. Ability to exercise initiative, tact and diplomacy. Ability to prioritize workload and multi-task to achieve positive outcomes in line with the strategic objectives of the program. Works well under pressure and responds to changing priorities and deadlines, both independently and in a team environment. Ability to exercise integrity, good judgment, critical problem solving and resourcefulness. Ability to demonstrate innovative and independent thinking and to take a proactive approach especially when handling non-routine matters. - Ability to effectively use web design tools such as HTML5, XHTML and CSS;

- Substantial knowledge of scripting languages for the web: PHP and JavaScript preferred;
- Proficiency in using web authoring and media authoring and encoding tools such as Photoshop, Flash and Quicktime.
- Experience working in Unix Apache web hosting environments
- Experience creating and packaging audio, video, and other media for the web, for instance encoding video for Flash and Quicktime
- Demonstrated project management skills; ability to manage multiple short- and long-term projects
- Experience of working in educational environments and interacting with students and faculty

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The University of British Columbia

Staff Job Postings

applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.



Job Posting

Job ID: 16464 (Repost)
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Computer Systems Specialist
Department: Medical Genetics
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-03
Job End Date: 2015-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-09 **Available Openings:** 1

Job Summary

The Computer Systems Specialist provides high-end technical support for the GSC information technology infrastructure. This infrastructure includes the application servers, storage servers, data network, and client workstations. Duties include establishing technical standards, designing infrastructure architecture, installing, configuring and upgrading infrastructure components, monitoring and troubleshooting infrastructure and performance, and proactively planning infrastructure enhancements.

Organizational Status

This position works within the Systems team at the Genome Sciences Centre. This role supports the client support analysts and works with other system specialists to support employees within the GSC.

This position reports directly to the IT Manager, who reports directly to Head, Bioinformatics at the GSC.

Work Performed

- Provide consulting to users on the networks, application and hardware issues.
- Coordinate and implement the setup, configuration and maintenance of UNIX workstations and servers
- Write scripts to automate procedures.
- Plan, setup, configuration and troubleshooting of backup and archive services for our systems as required.
- Setup, configuration and maintenance of HPC cluster environment.
- Setup configuration and deployment of storage systems and services.
- Maintain our network infrastructure including LAN MAN, firewall and security configuration
- Mentor other system administrators and staff with technical problems or escalations, as required.
- Installs, configures, and upgrades server software and applications.
- Develops and communicates policies and procedures related to IT systems.
- Ensures appropriate performance and uptime monitoring of services, servers and infrastructure components, and responds to and resolves outage or performance issues
- Prepares project plans for infrastructure upgrades, including ROI, risk assessment and tracking success of implementations
- Assists with strategic planning on GSC information technology infrastructure
- Consults with external contacts, including vendors and external partners, on issues regarding technical infrastructure.
- Performs related duties as required.



The University of British Columbia

Staff Job Postings

Supervision Received

This position is supervised by the IT Manager.

Supervision Given

This position would mentor give guidance to the client support analyst and co-op students.

Consequence of Error/Judgement

There is decision making with respect to strategic acquisitions of systems as well as decisions on upgrades and improvements. There would be some level of checking by the IT Manager.

Exercising Judgment - situation of planning and execution of a system wide upgrade of core infrastructure - consequences of inappropriate judgment would be bad planning and coordination of upgrade resulting in system not up and working and affecting productivity of all staff at the GSC.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Completion of a degree in computer science, recent related experience preferred, which includes experience in some of the following or an equivalent combination of education, training and experience:

a. UNIX Client server architecture: RHEL5 6, LDAP NFS, CIFS, HPC

b. Scripting: shell, perl

c. Storage Backup architectures: NAS, NetApp, GPFS, Tivoli, Lustre, SAN. Systems management skills to include the co-ordination of multiple projects and the ability to consistently meet deadlines, ability to lead colleagues and see problems to an end. Good time management skills with the ability to work with minimal supervision. Demonstrated ability to communicate effectively (both orally & in writing) technical information to technical & non-technical personnel. Ability to communicate and deal effectively with all levels of staff both verbally and in writing. Strong customer focus and attitude. Physical ability to carry out the duties of the position.

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Job Posting

Job ID: 16531
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Senior Systems Analyst
Department: UBC IT - Enterprise Architectr
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-05 **Available Openings:** 1

UBC Information Technology is currently seeking a Senior Systems Analyst with a particular passion for Information Security. This role will play an important role in helping UBC continue to take measures in protecting sensitive and mission-critical data. The analyst will help develop, implement, and ensure compliance of policies to protect data from being inappropriately accessed or used by working with the Information Security Governance Committee and broader community. The role may also serve as an expert on application development project teams to ensure the application complies with the University's information security standards.

Job Summary

The Senior Systems Analyst provides technical leadership in the analysis of existing or proposed systems-related business procedures, problems and user requirements and development of related strategies. This position is focused on information security systems and solutions. The incumbent will work with project managers, developers and business analysts on the incorporation of UBC's information security standards in design and implementation of information systems.

Organizational Status

Reports to the Director, Enterprise Architecture. Works closely with the Associate Director, Information Security Management as well as UBC IT's Program and Project managers. Engages with members of the UBC community in discussions about information security standards and best practices.

Work Performed

Specific Duties:

- Responsible for managing the evolution and writing of the Information Security Manual, a guideline attachment about information security measures to Board of Governor Policy 104.
- In collaboration with the Associate Director, Information Security Management, defines and writes information materials for the UBC community concerning information security best practices and technologies
- Work with the Director, Enterprise Architecture in defining appropriate security standards for UBC.
- Acts as a Security subject matter expert to various project teams in UBC IT and other IT groups on the implementation of security standards and other best practices in the development, integration and deployment of systems.
- In collaboration with the Director, IT Infrastructure on the definition and deployment of end-user tools such as encrypted devices, for the community.



The University of British Columbia

Staff Job Postings

Core Duties:

- Plans and manages the development of the overall vision for applications and ensures all application projects, functions and operations align with University, IT strategy, mission, vision, principles, goals and objectives and the business needs of customers.
- Leads medium and large scale applications integration design and development projects, manages assigned project staff, and creates project implementation plans.
- Analyzes and reviews systems features and requirements.
- Researches, develops, configures and supports applications infrastructure.
- Contributes to the introduction and management of technical change to the University's systems infrastructure.
- Analyzes emerging industry technology trends and standards that benefit University systems infrastructure.
- Collaborates with key technology teams across the University.
- Makes presentations at local, regional, national or international conferences and workshops as well as to partner institutions.
- Integrates development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms.
- Provides technical guidance and leadership, coaching, and mentoring to team members.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

upervised directly by the Director, Enterprise Architecture. Also receives direction from other Directors within UBC IT, the CIO and from the office of the Chief Risk Officer.

Supervision Given

Supervises project team members in the development and integration of system solutions with respect to information security standards and practices.

Consequence of Error/Judgement

Lack of information or incorrect information in the hands of system developers and integrators at UBC can lead to insufficient information security measures being deployed in our most critical enterprise systems, leaving UBC vulnerable to attacks. Insufficient or poor evolution of the Information Security Manual can compromise the effectiveness of Board Policy 104, leading to insufficient or inappropriate direction of the community with respect to information security.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a technical discipline, or a degree in another discipline and relevant post-graduate specialist training in information security. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Minimum of 5 years experience in systems analysis and information security analysis.

Experience working in higher education preferred.

Proven system analysis and design skills, with hands-on system development or integration project skills.

Significant knowledge of information security standards, practices and technologies.



The University of British Columbia

Staff Job Postings

Document writing ability in English to a professional standard; proven ability to write substantial guidance documents about complex technical projects in terms accessible to non-experts in the field.

Ability to synthesize complex amounts of information and to create compact overview documents accessible to non-experts in the field.

Collaboration - Consistently fosters collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goal. Engages the right people within and beyond organizational boundaries, by matching individual capabilities and skills to the team's goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.

Communication for Results - Converses with, writes reports for, and creates delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning. Seeks a consensus with business partners. Debates opinions, tests understanding, and clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations.

Problem Solving - Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability.

Accountability - Sets enhanced objectives for self and others. Monitors performance trends and identifies opportunities to improve standards. Provides regular feedback and suggests alternative approaches necessary to ensure that organizational objectives and superior standards are achieved. Delegates responsibility and reallocates resources as needed to ensure that priorities are met for initiatives within area of responsibility.

Business Process Knowledge - Analyzes enterprise processes for major enhancements to customer satisfaction and cost reduction. Identifies metrics for strategic business process improvement. Applies Business Process Reengineering (BPR) techniques to complex processes that cross the enterprise. Presents the core technical and strategic concepts of process improvement. Identifies and facilitates sensitive responses to environmental, financial and organizational concerns and issues. Approves and sponsors process improvement recommendations. Identifies the value of process improvements and solicits the support of senior business leaders.

Information Systems Knowledge - Identifies means of integrating technical support requirements with enterprise processes and strategies. Identifies technological opportunities to meet client needs. Creates information system solutions to meet the needs of business stakeholders. Partners with appropriate technical consultants, experts, and managers to resolves complex problems across all IT solutions.

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Job Posting

Job ID: 16510
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Business Intelligence Solutions Architect
Department: DAE Services
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-04-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-03 **Available Openings:** 1

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

Job Summary

The Business Intelligence Solutions Architect provides technical leadership in analysis, design and review of existing or proposed system features and requirements and devises computer programs, systems and related procedures. The Solutions Architect drives the Business Intelligence (BI) technology strategy. This role defines the BI technical architecture vision, ensures alignment of the strategy with DAE goals, and creates the Business Intelligence roadmap of the portfolio.

The Business Intelligence Solutions Architect plays an important role in the design, development and implementation of technologies, monitoring tools, and provisioning systems used University wide for Development and Alumni purposes. Performs secondary operational support and contributes to the strategic planning and vision of the University's Development & Alumni ecosystem.

Organizational Status

Primary reporting to the Director, Information Systems. May also work under the direction of the CAE or Project Manager as required for enterprise projects to which the incumbent is assigned.

The Business Intelligence Solutions Architect position works closely with management and staff from all sections of Development Advancement Services, Alumni Affairs and UBC IT and other University technology Professionals Services to provide reporting and analytics solutions, systems development and on-going maintenance for all central information systems within these units.

Work Performed

- Responsible for leading segments of development projects and managing multiple project teams. Analyzes business needs and develops overall strategies for maintaining central systems within DAE. Evaluates system alternatives, conducts in-depth feasibility studies and makes decisions and recommendations.
- Develops strategies for new systems design, major enhancements and changes with uses.
- Researches and makes decisions for development tools, vendor partners, commercial software and systems infrastructure requirements.
- Manages multiple projects and staff assigned. Manages work done with and by contractors, consultants and vendors and provides reviews.
- Works with the Director, Information Systems, Associated Director, Prospect Research and Manager, Data Quality for long and short range planning, budget preparation and control for future and on-going systems development.



- Provides consultation, recommendations, priority setting and support for on-going changes to systems supporting Advancement Services, Alumni Engagement and Development programs within Faculty departments.
- Provides technical leadership in the analysis and review of existing or proposed system features and integration, security, scalability and performance requirements with users, business analysts, architects and team members.
- Provides guidance to other developers and lead in configuration efforts and testing strategies.
- Makes recommendations to the CAO and Director, Information Systems for long and short range planning, prioritization and assists with budget preparation and control for future and on-going systems development.
- Supports the business intelligence solutions lifecycle and follows appropriate development methodologies, standards and best practices. Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools. Performs other related duties as required.
- Participates in data governance and work with data quality team to ensure policies are implemented in existing and new systems.
- Ensures documentation, training materials and quick reference guides are created in accordance to best practices and industry standards. Also plans, designs and ensures training classes and workshops required to help users take full advantage of software systems, CRM, reporting and dashboards are conducted.

Supervision Received

Works under the general direction of the Director, Information Systems. The Business Intelligence Solutions Architect must be able to work independently, assume full responsibility for his/her decisions as well as contribute actively and collaborate openly as a team member.

Supervision Given

Manages consultants and vendors directly and indirectly through subordinates. Will plan, direct and evaluate work of other IT staff, testers or any other contract and/or vendor staff performing technical or functional duties during a project or in support of the University's enterprise applications environment.

Consequence of Error/Judgement

Accuracy, a thorough knowledge of systems, and excellent judgment are extremely important. The Business Intelligence Solutions Architect is a key player in this position. This position must assume responsibility for decisions which could cost the University hundreds of thousands of dollars and impact on the Development and Alumni initiatives if errors are made. Errors in judgment, poor decisions or advice, failure to act decisively could result in having a detrimental impact on the reputation of the University and the ability of DAE to engage with over 250K alumni, and constituents who donate over \$210 million to the University annually.

Qualifications

- Undergraduate degree in a relevant discipline. - University degree preferably in Computer Science or Business Administration and/or college technical diploma, preferably combined with a minimum of eight years' experience with large administrative systems. Minimum 8 years of related experience, including extensive experience designing, developing and implementing medium to large scale applications. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. - Demonstrated ongoing career development through active and self-motivated professional development including supervision of staff.
- Experience designing and developing major systems - both client side, web and mobile delivery
- Proficient in application development tools: data flow diagrams, functional analysis, VB, VB.Net, C# programming, MS SQL Server 2008+, XML, XSL, HTML, CSS, jQuery, JSON, MySQL, PHP, Visual Studio, SQL Server Reporting Services, Tableau, SharePoint, Active Directory, Rapid Application Development (RAD), systems methodologies, data modeling, systems analysis, analytics, visualization and database standards.
- Competent in databases, data modeling, ETL, cubes, reporting, dashboards, score cards and analytics.
- Knowledge of other general application PC tools: client server applications, MS Windows, MS Office Suite professional, Linux, PCs, Macs, LANs, VLAN's, VMWare, Security standards, etc.



The University of British Columbia

Staff Job Postings

- Subject knowledge of Development (Fundraising), Alumni Affairs and other Advancement areas.
- Knowledge of UBC's central administrative systems and integration a major benefit.
- Knowledge of software development lifecycles.
- Experience with Enterprise Application Integration & back-end data connectivity applications.
- 5+ years overall databases, data dictionaries, data warehouse, data modeling and business intelligence experience.
- Experience with data warehouses, cubes, analytics, ETL, reporting.
- Experience with functional analysis and architecture modeling methods, including business process modeling and logical data modeling.
- Excellent working relationships with both technical and user personnel. Ability to supervise detailed complex work Strategic thinker; Ability to develop and implement strategic business plans Good written and oral communication skills for both technical and non-technical personnel Excellent analytical and problem solving skills Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to translate business and customer needs into logical system requirements and supporting models Ability to apply creative, practical and innovative solutions to solve client problems Strong interpersonal and motivational skills Ability to work with multiple tasks and to work under constant pressure Ability to work effectively with all levels of user, technical and management personnel Ability to take high level requirements and develop infrastructure architecture and create designs prototypes of solutions Thought Leader

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Job Posting

Job ID: 16421
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level H **Business Title:** Director, Application Development Services
Department: UBC Information Technology
Salary: \$107,869.00 - \$134,833.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-14 **Available Openings:** 1

Job Summary

The Director provides strategic executive leadership and technical expertise to senior technology staff and managers engaged in the planning, implementation and management of multiple large and complex information systems to support long term strategic goals.

Organizational Status

Reporting to the CIO, the Director, Application Development Services, leads the implementation, management, and ongoing evolution of application solution implementation processes. Through consultation and collaboration, he or she evolves applications for the entire university, ensuring the efficient and effective investment in information, data and applications.

The Director will use UBC's IT strategic plan as a framework for the development of IT strategies and initiatives that are aligned with the University's strategic goals. The Director must maintain both a macro and micro view of the University's business goals, functions and processes.

Working with an integrated IT service function that is balanced between central and distributed service groups, the Director will implement best practices for the implementation of applications, the maintenance of standards of project planning, and all application and systems documentation.

Work Performed

Specific Duties:

Providing strategic leadership and direction to their area of responsibility as a group within UBC IT, and ensuring that it is in alignment with UBC IT's long term strategic goals supporting the overall commitments of the university, for the following main areas of focus:

- Strategic Planning: Develops a planning framework to ensure UBC remains ahead of its time in application solution implementation and formulates and applies a successful roadmap for implementation and ongoing management.
- Application Development: Provides oversight of the evaluation, installation, configuration and deployment of new applications, systems software, and or enhancements to existing applications throughout the enterprise. Researches and makes recommendations on software enhancements, new products and services. Ensures that any new software integration meets functional requirements, systems compliance, and interface specifications. Develops business case justifications and cost benefit analysis for IT spending and initiatives.
- Departmental Leadership: Directs the activities of the application development services function. Working closely with the



CIO, develops an operating plan for application development services that prioritizes projects and establishes annual objectives. Ensures that the University develops and maintains applications that anticipate and enable business changes and maximize the opportunities provided by the technology innovations.

- Management: Provides strong, effective and highly visible leadership to the organization. Leads, coaches and mentors the team and ensures that they have key competencies and the awareness of sound principles and practices required to deliver on objectives.
- Financial Oversight: Develops and reviews budgets for application development projects and ensures they are understood and well-managed. Seeks opportunities to increase value and reduce costs on a continuous basis. Instils fiscal awareness and responsibility in all management and staff.
- IT Leadership: Actively participates as member of the IT Senior Management Team. Participates on UBC committees as directed by the CIO. Builds and maintains excellent working relationships with senior stakeholders on campus.
- External Relations: Maintains a network of contacts with higher-education institutions as well as with organizations with large information technology operations with respect to application development activities.
- Industry Trends: Stays current with trends and new developments related to application development and information technology, with emphasis on application development in large research-intensive institutions.

Core Duties:

- Contributes to and translates the information technology vision and strategic direction and oversees the development of function specific strategies, tactical plans and initiatives.
- Provides the necessary leadership to ensure information sharing and integration of university computing systems and services.
- Approves and monitors plans, targets and measures for reporting areas.
- Negotiates sources and obtains financial, physical, or human resources to support long-term projects and programs.
- Leads and or oversees development of innovative business solutions, programs and services that integrate reporting areas to build lateral capabilities within the organization.
- Ensures for the development of policies, standards and controls related to operational efficiency, compliance, risk mitigation, and achievement of functional results.
- Addresses challenges and decisions having a functional impact, including those issues that may affect profile within the university community.
- Develops working relationships and partnerships with key stakeholders across the organization, providing expert advice on committees and initiatives and ensuring the solutions, programs and services are addressing business requirements.
- Acts as the university's representative to regional, national and international agencies and organizations.
- Oversees all human resource practices and develops leadership strength in functional areas by coaching reporting leaders and staff in the development of critical competencies and by modeling valued leadership behaviours.
- Provides career planning advice to Managers and creates development plans to help Managers achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.
- Directs the preparation, control and administration of budgets for reporting areas and approves major expenditures.
- Negotiates and manages service-level agreements within the university and with external agencies and organizations.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under corporate direction from the Chief Information Officer. Work is reviewed in terms of long-term multi-year objectives and resulting benefits realization.

Supervision Given

Manages staff and consultants directly and indirectly through multiple levels of sub managers.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Information Technology plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The Director plays an important part in the formulation, alignment and implementation of the IT strategic plans for the University at large.

If UBC's IT strategies do not align with or enable the academic goals of the University, or if the IT-related services and support that Units receive is not fully aligned with their needs and goals, the University's IT resources will inhibit the University from achieving its strategic targets. Failure to ensure alignment and direction for the University in this role will negatively impact on the reputation of the University, leading to loss of prestige that could impact enrollment, donations, and public relations. Failure to effectively direct major projects that transform university business operations through technology change will lead to the loss of millions of dollars in investment and unrealised efficiency benefits.

Qualifications

Post-graduate degree. Post graduate degree in Computer Science or relevant discipline preferred. Minimum of 13 years of experience and 6 years managerial experience and 5 years, specialized experience in administration & operation of centrally managed information technology or the equivalent combination of education and experience. Five years of experience in IT Application Development management, development, and operations, or the equivalent combination of education and experience.

Demonstrated experience in performance management, career development, succession planning, problem-solving, change management, budget development and financial management.

- Demonstrated business, leadership, management, project management and organizational skills.
- Demonstrated and sustained track record and commitment to delivering results and proactively supporting the Application technology needs of faculty, students and staff.
- Knowledge of Application Development design, development, and delivery.
- Knowledge of project management disciplines and best practices, best practices, and benchmarks.
- Thorough understanding of key trends and players in the information and Communications Technology (ICT) industry; higher-education sector.
- Strong skills in areas of strategic planning, tactical planning, project management, risk management, business process improvement, continuous improvement, quality assurance, research, development and maintenance, operations management and customer service.
- Effective leadership, consulting, marketing, facilitation, conflict resolution and negotiation and team-building skills.

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

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

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

Accountability - Defines strategic areas of responsibility. Plans and decides upon the reassigning and restructuring of



The University of British Columbia

Staff Job Postings

significant organizational resources. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance.

Developing Others - Sponsors and reviews long-term learning needs, career paths, and succession plans for organizational leaders. Assesses skills portfolio and organizational training plans to meet future business needs. Mentors and develops critical talent for the future including top team successors. Sets objectives and accountabilities for developing individuals across the organization. Reviews and reinforces the execution of training and development plans. Provides counsel and guidance to senior business leaders.

Strategic Technology Planning - Recommends long-term best-in-class policies and plans that will provide enhanced support across the enterprise. Sponsors, coordinates, and approves the enterprise strategic technology plan. Steers enterprise initiatives that support the technology strategy. Allocates and aligns resources to meet the objectives of the plan. Partners with senior enterprise leaders to integrate the strategic technology plan with the enterprise long-term plans.

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Job Posting

Job ID: 16516
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Instructional Designer/Project Manager
Department: Center for Teaching, Learning & Tech
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01
Job End Date: 2014-09-30 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-05 **Available Openings:** 1

Job Summary

The instructional designer project manager provides leadership in the application of educational technology and research to the design and development of distance education and flexible learning courses and other educational materials. Develops and manages distance education and flexible learning projects from proposal through development to readiness for course delivery.

Organizational Status

Reports to the Senior Manager, Distance and Blended Learning. Works with academic course authors, external clients and development teams.

Work Performed

- Provides leadership, expertise and training in instructional design for distance education and flexible learning materials and methods;
- Initiates research projects related to the design and efficacy of distance education and flexible learning materials and methods;
- Participates in strategic planning for the development of distance education and flexible learning programs and courses;
- Develops and monitors budgets, schedules and resources for projects;
- Liaises with and provides instructional design expertise and media selection recommendations to course authors and external clients in the development of educational processes and materials;
- Liaises with UBC Digital Media Technologies;
- Manages and coordinates multiple projects and project teams within UBC;
- Manages and coordinates multiple projects and project teams external to UBC;
- Develops workshops and trains UBC staff and other interested parties in the use of educational technologies;
- Represents UBC distance education and flexible learning interests through provincial, national and international associations and liaisons;
- Performs other related duties as required.

Supervision Received

Works independently with general direction of the Manager, Distance and Blended Learning, the Centre for Teaching, Learning and



The University of British Columbia

Staff Job Postings

Technology

Supervision Given

Manages project teams of varying composition, depending on the scope and nature of the specific project. Project teams may include University faculty members and staff, colleagues within CTLT, external clients and specialist staff hired for specific tasks.

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 Centre for Teaching, Learning and Technology.

Qualifications

Master's degree in Education. Master's degree in educational technology, distance education, educational psychology, or related field also desirable. Minimum of six years experience or the equivalent combination of education and experience. Relevant experience in the design and development of educational materials delivered at a distance and use of instructional media. Teaching using on-line and multimedia technologies. Teaching and learning experience in post-secondary environments an asset. - Proven project management skills; - Ability to work under pressure; - Proven leadership abilities; - Effective diplomatic and interpersonal skills; - Familiarity with a wide variety of instructional technologies; - Proven teaching facilitation skills. - Some experience with media design and production background

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Job Posting

Job ID: 16489
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Coordinator, Centre for Scholarly Communication
Department: UBCO - Library
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01
Job End Date: 2014-06-30
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-05 **Available Openings:** 1

This is a Full Time Term position.

Job Summary

The Coordinator is responsible for planning and managing the development and implementation of a broad range of programs being developed by the Centre for Scholarly Communication.

The Coordinator provides one-on-one student consultations, group facilitation and workshops regarding scholarly communication and also provides the Centre direction for information technology, marketing and communication initiatives. The position will provide ongoing resources and development support to the campus community on scholarly communication issues and initiatives.

Organizational Status

The Centre for Scholarly Communication offers one-on-one consultations on written and oral communication, workshops on a wide range of topics and scholarly genres and communities of practice. The Centre's goal is to support scholars as they communicate their research, in oral and written form, to their peers and community at large. The Coordinator reports to the Director, Centre for Scholarly Communication.

Work Performed

1. Program Development:

- Develop programs and initiatives that enhance the development of pedagogical tools and delivery of upper level graduate and faculty education programs.
- Developing policies to enrich the student experience and ensure student success.
- Contribute to long term planning for the development of and delivery of educational programming.
- Determine appropriate resources required to maintain and enhance programming.
- Research other institutions to identify best practices and identify areas for program improvements and enhanced pedagogical tools.

2. Research

- Responsible for ongoing Centre research projects related to scholarly communication initiatives, as required.
- Develop programs and resources to support students' integration of the scholarship of information management, teaching and learning, and scholarly communication practices.

3. Workshops and Group Facilitation



The University of British Columbia

Staff Job Postings

- Develop and provide instructional workshops and training, including computer-based and seminar style workshops, where appropriate to undergraduate and graduate students on topics related to scholarly communications, including, but not limited to time management; project management (planning and organizing large documents); planning, drafting, writing, revising, and editing papers, proposals, or presentations.
- Facilitate writing groups for undergraduate and graduate students.

4. Student Consultations

- Provide one-on-one writing consultations to upper level undergraduate and graduate students.
- Offer expertise through consultations and workshops in all aspects of undergraduate and graduate student writing and publishing.
- Advise students on development of scholarly communication practices.

5. Marketing, Communications and Information Technology

- Developing marketing Centre programs and services to students and faculty.
- Collaborate with the Director and campus partners to develop innovative ways of promoting Centre programming.
- Collaborate with campus partners (Library, Centre for Teaching and Learning, Graduate Studies, Student Services) to facilitate service excellence and meet the needs of all faculties.
- Manage marketing initiatives including web and print based promotional materials.

Manage and maintain content for Centre website.

Participate in design and development of Centre data management systems.

6. Performs other related duties as required.

Supervision Received

Works under the general direction of the Director, Centre for Scholarly Communication. Must be able to work independently and carry out work to completion. Keeps Director informed of the status of work in progress. Works to deadlines and tasks on projects. Work is reviewed in terms of achievement of desired results.

Supervision Given

Expected to work independently under the direction and counsel of the Director. This position may supervise graduate academic advisors.

Consequence of Error/Judgement

Errors in the judgment and advice could be detrimental to student's academic career. Errors in the disclosure of confidential information could have public consequences affecting the reputation of the Centre for Scholarly Communication, the Library and or resulting in embarrassment to The University of British Columbia and its senior administration.

Must exercise tact and diplomacy in interacting with students, staff, and faculty from UBC.

The Coordinator serves an important intermediary role in the teaching and learning community on campus, promoting a collaborative atmosphere among a wide range of students and personnel who may have differing goals approaches to learning and development. The Coordinator must be capable of achieving consensus and resolving conflicts in a collegial manner. If inappropriate judgment is used, it could damage the long-term relationship between students and professional staff in academic units and with the Centre for Scholarly Communication and the Library.

Qualifications

Master's degree in Education. Masters in Applied Linguistics is preferred. Minimum of six years experience or the equivalent combination of education and experience. Minimum of three years of related experience, or the equivalent combination of education



The University of British Columbia

Staff Job Postings

and experience. - Excellent knowledge of current theories in instructional design, faculty development and instructional techniques in education particularly with respect to post-secondary teaching and learning and academic development.

- Excellent knowledge of workshop design and implementation.

- Ability to create, provide, and promote programming (informal and formal stand-alone or embedded activities) for writing development.

- Exceptional interpersonal skills.

- Ability to communicate effectively verbally and in writing.

- Excellent time management, organizational, analytical and problem solving skills.

- Demonstrated commitment to client service and professionalism in consulting with clients, identifying needs and facilitating solutions.

- Demonstrated ability to effectively lead and collaborate on cross-functional and multi-disciplinary teams, multitasking, and establishing priorities and meeting deadlines with minimal direction.

- Demonstrated ability to understand and apply policies and procedures.

- Superior written and oral communication skills, including, reporting and analysis skills to present research findings, reports and proposals.

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Job Posting

Job ID: 16532
Location: Vancouver - Other
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level D **Business Title:** Senior Manager, Instructional Design&DE Course Ops
Department: Center for Teaching, Learning&Tech
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-09 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-04 **Available Openings:** 1

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

Job Summary

The Senior Manager, Instructional Design & Distance Education Course Operations is responsible for the provision of instructional design resources to UBC's flexible learning courses and programs, and for the development of comprehensive plans, policies and innovative strategies for the development and delivery of required modules and or courses. The Senior Manager is also responsible for managing operations for CTLT supported distance education course development and delivery.

Provides leadership to instructional designers for UBC's flexible learning and distance education courses, applying learning technology to the design and development of these courses as appropriate to meet the pedagogical goals identified.

Supports the development of partnerships and seeks new business opportunities CTLT (consultancies) locally and internationally.

Organizational Status

Reports to the Academic Director. Has secondary accountability to the Senior Associate Director, Flexible Learning. Works closely with faculty, staff, external clients and members of the CTLT. Works collaboratively with academic and administrative units to build innovative and effective strategies in support of flexible learning.

Work Performed

- Develops comprehensive plans and policies in support of overall strategic goals related to distance learning, flexible learning and technology-enhanced educational programs and courses
- Ensures that instructional design plans for distance and flexible courses are developed
- Consults and liaises with clients on new service requests and flexible learning projects
- Manages workflows, processes and policies associated with client requests and service prioritization; aligns client expectations with organizational strategy and capacity; completes projects within mandated timelines
- Effectively leads, manages and oversees general operations and work plans of staff and subject matter experts throughout the course development lifecycle (design, development, delivery and quality assurance) in creating, enhancing or delivering courses for distance, flexible or classroom instruction.
- Develops and manages budgets, schedules and resources for multiple services and projects.
- Provides leadership and guidance on design best practices to support effective learning and teaching



The University of British Columbia

Staff Job Postings

- Participates in the short term and long term planning for CTLT;
- Supports the development of partnerships and seeks new business opportunities and CTLT (consultancies) locally and internationally.
- Monitors overall project development and provides detailed and systematic information to the Senior Associate Director and management team as required;
- Provides leadership, expertise, consultancy and training in instructional design for distance education and flexible learning materials and methods for external clients;
- Represents UBC distance education and flexible learning interests through provincial, national and international associations and liaisons;
- In addition to management responsibilities, the Senior Manager may undertake Course Designer Developer functions as appropriate.
- Liaises with academic departments regarding the maintenance and delivery of distance education courses;
- Investigates problems, identifies possible approaches to resolution and collaborates with other stakeholders to resolve complex issues affecting distance learning;
- Promotes the integration of university academic and administrative policies into the development of policy for distance education;
- Develops and implements effective communication strategies to facilitate collaboration both internally (between development and delivery personnel) and campus wide (Library, Bookstore, Enrolment Services, Scheduling Services and Faculty) on issues affecting delivery of distance education; collaborates with other senior management personnel as appropriate.
- Shares research, practice and ideas in the context of local and international conferences, presents papers for publication and collaborates with colleagues in the development of proposals in order to highlight the work of the unit.
- Other duties as assigned.

Supervision Received

Works independently and with considerable autonomy within CTLT's strategic plans. Work is reviewed by the Associate Director.

Supervision Given

Provides management to a team of Instructional Designers. Co-manages course production.

Consequence of Error/Judgement

Errors in judgment may result in the inefficient use of resources, negative consequences to the quality of teaching and learning at the University of British Columbia and may damage the image and reputation of the Centre for Teaching, Learning and Technology and the University.

Qualifications

Master's degree in Education specializing in curriculum development or an academic specialization relevant to the educational programming area. Degree preferably in curriculum development, educational technology, adult education, distance education, educational psychology or a related field. A minimum of 8 years of experience or the equivalent combination of education and experience. Experience in the curriculum design and development of distance education and distributed learning courses and programs in a variety of disciplines. Should have substantial project management experience and understanding of planning and management issues related to distance education. - Proven project management skills;

- Ability to work under pressure;
- Proven leadership abilities;
- Effective interpersonal skills;
- Thorough understanding of pedagogical issues associated with a variety of educational technologies, particularly online technologies;
- Familiarity with technical issues associated with a variety of educational technologies, particularly online technologies.



The University of British Columbia

Staff Job Postings

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Job Posting

Job ID: 16493
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level A **Business Title:** Web Developer
Department: Prof Dvlpmnt & Cmty Engagement
Salary: \$49,226.00 - \$59,094.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16
Job End Date: 2014-09-15
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Job Summary

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

Organizational Status

Reports to the Marketing Manager, PDCE, and Project Director, Faculty of Education. The selected candidate will work closely with project teams in two units. The position will also liaise with faculty and staff members, sessional instructors, external clients, development teams and other Faculty departments and units and agencies on and off the UBC campus.

Work Performed

- Website management: Redesign and subsequent redevelopment of PDCE, and Faculty of Education websites in WordPress.
- Works creatively with staff of Faculty departments and units to create unique opportunities for enhanced functionalities of websites.
- Provides input, advice and reorganizes content to increase visual appeal, streamline content, and significantly improve website navigation.
- Incorporates UBC's and the Faculty of Education's Common Look and Feel (CLF) and branding guidelines into the re-development.
- Summarizes and incorporates input from multiple stakeholders into the site architecture, effectively balancing ease of navigation and content clarity.
- Collaborates with Faculty and University communication and technology professionals to address issues.
- Incorporates networking and community-building tools into websites; highlights particular achievements, events and profiles, etc.
- Integrates needed web tools (shopping cart, registration portal, open conference software) with Faculty of Education websites as required.
- Examines best practices at comparable institutions and presents ideas to groups for discussion.
- Develops web and project documents related to future maintenance and training.

Supervision Received



Works under the general direction of the Marketing Manager, PDCE and Project Director, Faculty of Education. Receives instructions during orientation to initiation of new projects and or changes in procedures. Some decision-making capacity for content, as required. Work is performed both independently and in collaboration with project teams. The general product will be subject to a review and approval process prior to going live.

Supervision Given

There are no direct reports to this position. May manage and coordinate the work of staff if required.

Consequence of Error/Judgement

Errors in judgment may result in the inefficient use of resources, and may damage the image and reputation of the University, the Faculty of Education, Dean's Office and Professional Development and Community Engagement. The consequence of staff error could negatively impact the reputation of the Faculty for quality and reliability and affect the enrollment of students. Difficulties in exercise of judgment, due-diligence and communication will be detrimental to the Dean's Office, PDCE and Faculty departments units.

Qualifications

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

Required skills:

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

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



Job Posting

Job ID: 16463
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level B **Business Title:** Research & Communications Officer
Department: First Nations House Learning
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-04 **Available Openings:** 1

Job Summary

The Research and Communications Officer works with the First Nations House of Learning (FNHL), and Student Communications Services (SCS) to develop and implement strategies for communications with current students and other key audiences. Working with Student Communications Services, the Research and Communications Officer leads the development of annual and long-term communications plans that align with the FNHL unit goals, the UBC Aboriginal Strategic Plan and which support key areas identified in Place and Promise: the UBC Plan. The Research and Communications Officer is also responsible for managing implementation of the communications plan.

The Research and Communications Officer participates in the development of an integrated and coordinated approach to communication with current students. The Officer also contributes to the development of communications best practices for Student Communications Services and FNHL and ensures all communications activities and materials comply with UBC standards. The selection of innovative channels that can effectively deliver key messages and meet the needs of primary target audiences is a crucial responsibility of this position.

As a member of the FNHL team, the Research and Communications Officer, manages, develops, coordinates, and archives research related to and in support of UBC Aboriginal initiatives. In conjunction with the FNHL Director and other groups, develops policy and other documents. Collects and manages institutional data generated by other units and designs systems for ready access and supply of information in support of initiatives. Works in collaboration with others to effectively communicate accurate information about UBC Aboriginal Programs and initiatives on campus and to the public.

This position 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 Research and Communications Officer reports to the Director of the First Nations House of Learning (or delegate) and as a member of the Student Communications Services reports to the Director, Student Communications Services. This position works closely and collegially with the FNHL and Xwi7xwa Library staff. This position may also work closely with service providers on and off campus.



Work Performed

Communications Plan Development and Measurement

- Working with FNHL staff and stake holders, leads the development of student-focused strategic communications plans that reflect and support achievement of unit goals.
- Participates in the integration of unit plans across Enrolment Services and the Vice President, Students portfolio.
- Designs, develops, and coordinates communication strategies, plan and protocols
- Develops and implements Aboriginal-related communications, social marketing and social media initiatives for UBC Vancouver.
- Provides recommendations on development of key messages, audience identification, strategic approaches, and evaluation measures.
- Provides strategic advice on Aboriginal-related communications.
- Works with senior UBC administrative personnel on UBC's strategic reporting of Aboriginal goals.
- Coordinates implementation of communications plans; executes strategies and tactics.
- Provides communications expertise with an emphasis on the development of a successful strategy designed to raise the stature and profile of the organization.
- Assesses the effectiveness of established communications plans and makes recommendations for future improvements.

Project Coordination and Management

- Manages student facing communications projects, determines project timelines and budgets, and develops contingency plans to keep projects on track.
- Coordinates workflow between members of project teams, including content contributors, user experience specialists, and external consultants.
- Communicates with business owners with respect to project status and negotiates any necessary changes to timelines or deliverables.
- Actively seeks out partnerships and develops relationships with other campus units and student groups in order to identify and leverage opportunities for collaboration.
- Ensures that messages are delivered in a coordinated fashion across appropriate communications channels.
- Communicates with various levels of university, locally, provincially and nationally.
- Selects and hires internal and external service providers such as photographers, designers, writers, and printers. Manages relationships with these service providers, including supervision, as required.

Communications Channel Selection

- Presents innovative communications channel options and makes recommendations to business owners on selection of tactics to meet audience needs and maximize use of resources.
- Provides opportunities for audiences to choose preferred channels, where possible and appropriate.
- Keeps abreast of audience engagement with social media and deploys social media channels where appropriate to meet communications objectives.
- Collaborates with the FNHL team and Student Communications Services colleagues to investigate and test up-and-coming communications channels.
- Educates business owners and others about non-traditional and emergent communications channels including social media.

Digital Communications Projects

- Works with UX/UI coordinators to define project objectives, articulate user needs and identify deliverables.
- Writes and manages web content.
- Works with web designer on selection of and coordinates production for website elements including graphics, photos, and video.
- Develops and maintains web content style guides, standards and templates.



The University of British Columbia

Staff Job Postings

- Plans messaging and coordinates social media postings including recruiting and training contributors to facilitate interaction.
- Schedules and prepares content for UBC digital communication.
- Solicits, compiles and edits content for blogs and e-newsletters.
- Coordinates and prepares content for targeted e-mail communication campaigns.

Non-digital Communications Projects

- Coordinates non-digital communications projects such as the design and purchase of promo items, the production and distribution of banners and posters, and the creation of resource materials to support in-person communications activities.
- Compiles story ideas for internal and external media channels.
- Maintains listings submissions in campus resources and third-party directories.

Publications Management

- Reviews, consolidates, writes, and edits communications materials, including but not limited to, newsletters, reports, promotions and information brochures and websites, as well as oversee their design and production.
- Coordinates and generates content for various UBC and external publications.
- Responsible for strategic planning, maintenance and preparing content for the UBC Aboriginal Portal and Indian Residential Schools Initiatives site.
- Responsible for the preparation and distribution of the weekly Talking Stick e-newsletter.

Media Relations

- Works in collaboration with UBC Public Affairs to identify promotion and marketing opportunities with media.
- Responds to media inquiries and coordinates the response for the FNHL, in conjunction with UBC Public Affairs.
- Prepares press releases and publicity materials and presents stories to media in coordination with Public Affairs.
- Promotes special events
- Acts as a liaison with media as appropriate.

Research

- Gathering, maintaining, archiving, analyzing, and sharing information on: current and historical Aboriginal initiatives at UBC; UBC statistics on Aboriginal participation and programs; best practices in areas of concern; other relevant statistics; and faculty expertise in Aboriginal areas.
- Identifying, gathering and analyzing information in support of UBC Aboriginal initiatives and priorities; assist in establishing work plans and timelines; writing and editing reports, research proposal, policy papers and briefs and other communications in support of initiatives generated by the FNHL Director or Associate Director.
- Drafting of policy statements, reports, and others documents in support of the Director and other groups.
- Preparation of relevant materials in support of FNHL and UBC communications strategies.
- Planning and coordinating meetings, workshops, conferences and other special events.
- Identifying and coordinating funding and partnership opportunities.
- Developing expertise and understanding of research and policy trends and processes relevant to Aboriginal peoples and Aboriginal Education.
- Providing communication liaison between individuals, units, campuses, and with institutional and community partners for research and policy development and dissemination; and resource and referral services for UBC units and others seeking advice on Aboriginal issues. Designing communication strategies for the dissemination of collected and developed materials.

General

- Maintains familiarity with major communications trends, issues, and technologies.
- Functions as a communications resource for FNHL, sharing expertise and developing intuitive and easy to use materials that allow



Supervision Received

The incumbent works independently under the supervision of the Associate Director of First Nations House of Learning . Receives guidance from the Director and other staff in Student Communications Services on communications related initiatives and projects.

Supervision Given

Provides training and supervision for temporary work students or support staff. Supervises staff involved in specific communication projects as needed.

Consequence of Error/Judgement

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 a student undergraduate experience. Culturally inept interactions with Aboriginal students and community members damage the credibility of the programs and university in Aboriginal communities and the ability of the programs, faculty, and university to effectively recruit in those communities.

Qualifications

- Undergraduate degree in a relevant discipline. (English, communications, journalism, marketing, or publishing) Minimum of five years experience or the equivalent combination of education and experience. Experience
- Proven experience in strategic communications planning and project communication.
 - Proven experience in research gathering, maintaining, archiving, analyzing and circulation.
 - Proven experience with presentations, proposal and grant preparation.
 - Demonstrated experience in coordination and creation of publications and reports.
 - Demonstrated experience in web content development including writing for the web, search engine optimization and digital asset integration.
 - Experience using established and emerging social media channels for communication and audience engagement.
 - Background in English, technical writing, or other editing experience with English usage, spelling, grammar, and punctuation.
 - Computer experience and training required include Adobe Acrobat and the Microsoft Office suite. Experience with content management systems an asset.
 - Experience working with First Nations, Metis and Inuit students, institutions or communities.

Knowledge, Skills & Abilities

- Ability to plan and implement a broad range of digital and non-digital communications projects.
- Adept in researching, selecting, testing and measuring traditional and innovative communications channels.
- Demonstrated understanding of web design and usability best practices.
- Strong analytical skills and ability to use analytical tools, e.g. Google Analytic, to measure success and deliver actionable recommendations.
- Effective oral and written communication and interpersonal, presentation, and public relations skills. Demonstrated leadership and motivational skills.
- Demonstrated ability to function as a member of a team. Ability to exercise diplomacy, tact and discretion when working with confidential and or sensitive information and in dealing with various levels of administration and external agencies.
- Demonstrated ability to work in a project based environment and handle multiple and concurrent priorities.
- Capacity for creativity and innovation; ability to exercise initiative, resourcefulness and judgment.
- Ability to work proactively and effectively under pressure to meet deadlines.
- Accuracy and attention to detail.
- Ability to work independently. Ability to assess own performance and regularly report on project status.
- Familiarity with current research and policy issues relevant to Aboriginal people.



The University of British Columbia

Staff Job Postings

- Knowledge of Aboriginal cultures and issues preferably within British Columbia or Canada.
- Ability to exercise tact and discretion when handling culturally sensitive issues.
- Preference will be given to Aboriginal candidates.

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



Job Posting

Job ID:	16544		
Location:	Kelowna - UBC Okanagan		
Employment Group:	Management&Professional (AAPS)		
Job Category:	Information Services		
Classification Title:	Information Services, Level B	Business Title:	Communications and International Resources Officer
Department:	UBCO-Dep.ViceChanclr&PrncplOfc		
Salary:	\$57,417.00 - \$68,929.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2013-10-07		
Job End Date:	2014-11-07		
Funding Type:	Budget Funded		
Other:	Leave Replacement		
Date Closed:	2013-09-08	Available Openings:	1

Job Summary

The Communications and International Resources Officer serves as the lead staff member in managing communications materials and projects for the Office of the Deputy Vice-Chancellor and Principal. Key activities include developing and implementing a variety of communications strategies and materials designed to inform and disseminate information about the University and overseeing all internal and external communications for the Office. In addition, this position manages international relations for the campus, including the development of international partnerships and programs, under the guidance of the Deputy Vice-Chancellor and Principal (DVC&P).

This is a maternity leave coverage position.

Organizational Status

The Communications and International Resources Officer reports to the DVC&P. The position requires regular contact with all major portfolios on campus, including University Relations, Alumni and Development and Deans of Faculties. This position also has a working relationship with the Executive Director, International to ensure alignment of initiatives and organizational arrangements regarding UBC's international activities.

Work Performed

Responsibilities of the Communications and International Resources Officer:

1. Lead all communications projects for the Office of the DVC&P:

- Develop and implement a variety of communications strategies for the Office and work collaboratively with other portfolios on campus to develop campus-wide communication strategies.
- Serve as the public affairs contact person for the Office in matters of internal and external interest and as a first point of contact for other portfolios seeking consultation and approval by the DVC&P on communication materials.
- Act as the liaison between the Office and other campus portfolios on major communication projects and events, specifically University Relations and Alumni and Development.
- Manage content for information materials and prepare speeches, briefing notes, presentations and reports.
- Review, edit and approve all communications material delivered by the Office.
- Develop and maintain website content and identify opportunities for website improvement, controlling editorial flow to improve



The University of British Columbia

Staff Job Postings

usability and functionality.

- Develop and monitor the visual identity of the Office while supporting the UBC brand to ensure consistent branding and messaging. Takes responsibility in establishing consistency with UBC's overall strategic communications goals.

2. Serves as the main contact for international relations on the Okanagan campus and works closely with Deans, faculty members and other portfolios to develop and coordinate international programs and partnerships:

- Manage relationships with international partners abroad.
- Develop international partnerships and programs; has a lead role in drafting proposals for international collaboration, funding applications and others.
- Prepare international documents, such as Memoranda of Understanding and other collaborative arrangements, including exchange agreements, working closely with UBC legal and other portfolios, as necessary.
- Research institutions and individuals and prepare reports for the DVC&P as to potential partnerships, synergies and opportunities for UBC.
- Coordinate correspondence and briefing materials for the DVC&P's international meetings.
- Identify opportunities for international engagement by faculty and students from a wide range of sources.
- Lead strategies to promote the international face of UBC's Okanagan campus to international and external contacts and stakeholders.
- Liaises with Executive Director, International on system initiatives as required.

Supervision Received

The Communications and International Resources Officer reports to the DVC&P. The incumbent will need to be highly proactive and able to work without close supervision. Exercising good judgment and initiative is vital in handling matters of a non-routine nature.

Supervision Given

While the incumbent does not directly supervise staff, he/she may delegate tasks to the support team, as necessary.

Consequence of Error/Judgement

Providing incomplete or inaccurate information could result in misinformation and misstatements on the part of the DVC&P to UBC executives and external partners. As a key resource in communications and international relations, failure, error or omission could lead to consequential financial and/or reputational damage to UBC. Such damage could impact the success and financial viability of key initiatives of UBC's Okanagan campus as it builds its reputation.

As the incumbent will be privy to information of a highly confidential and sensitive nature, he/she must be able to recognize the sensitivity of issues and constantly maintain the strictest confidentiality.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree with a focus on communications. Minimum of five years experience or the equivalent combination of education and experience. Excellent written and verbal communications skills. Strong editorial and analytical skills with excellent attention to detail. Proven ability to develop credibility and effective working relationships with faculty, staff and other relevant stakeholders. Ability to deal with a diversity of people in a calm, courteous and effective manner. Strong interpersonal skills. Strong time management skills, ability to work independently, set priorities and initiate and complete projects with minimal oversight. Ability to take complex information and translate into clear and succinct language for a broader audience.

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The University of British Columbia

Staff Job Postings

applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.



Job Posting

Job ID: 16483
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level C **Business Title:** User Experience / Usability Specialist
Department: Communication Services
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-08 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-07 **Available Openings:** 1

Job Summary

The User Experience Usability Specialist applies a user-centred design process to deliver digital communications projects that support student success, enhance the current student experience and adhere to the UBC brand identity. This position contributes requirements gathering, user research and analysis, information architecture, prototyping, and usability testing to projects. The Specialist is a digital interaction design professional with specialized skills in user research, testing, and analytics.

Organizational Status

The User Experience Usability Specialist reports to the Director, Student Communications Services. This position also works closely with Enrolment Services (ES) and Student Development & Services (SD&S) Communications Specialists on project definition and planning, and will interface with UBC IT Services web developers on project deliverables.

As one of two user experience professionals within the Student Communications Services unit, the User Experience Usability Research Specialist will bring research, testing, and web analytics expertise to the user experience design services provided by the unit.

Work Performed

Information architecture, design, and usability:

- Develops and maintains information architecture and usability standards for ES and SD&S units.
- Analyzes business and functional requirements for student focused websites and web applications; works with other units to guide overall strategic direction and vision for websites and other digital communications (such as RSS news feeds and email newsletters).
- Creates user personas, task and user flows, storyboards, site maps, schematics, wireframes, feature lists, mockups, and working prototypes and other artifacts to describe the intended user experience.
- Defines site architecture and navigation to serve as blueprints.
- Applies user experience design, information architecture, and problem-solving skills to create compelling, highly usable web interfaces.
- Works with web developers to define and implement technical requirements.
- Researches and makes recommendations on software to support and enhance the UX design process.



The University of British Columbia

Staff Job Postings

Research and testing:

- Designs research protocols, prepares research plans, and develops usability templates.
- Conducts rapid iterative usability testing of wireframes, mockups, and prototypes to validate whether features and products have met business and usability objectives.
- Conducts competitive site research; reviews and analyzes industry trends; and makes recommendations to enhance the user experience.
- Coordinates focus groups, card sorts, surveys, and other methods of user testing; analyzes test results; makes recommendations.
- Reviews and analyzes web analytics, creates regular reports, and makes recommendations regarding site optimization.
- Researches, makes recommendations, and manages social media monitoring tools.
- Contributes to implementation of an online community research panel.

Design and production:

- Develops conceptual diagrams, UX flows, site maps, wireframes, and prototypes for ES and SD&S digital communications projects, including blogs, email newsletters, social media platforms, and websites.
- Implements functional designs by providing standards-based CSS and HTML documents to web developers.
- Designs and tests layouts for cross-browser functionality and accessibility.
- Ensures concepts adhere to UBC brand identity guidelines.

Project management and quality assurance

- Works collaboratively with ES and SD&S unit Communications Specialists on delivery of student facing digital communications projects.
- Leads project definition and development of project plans; manages technical implementation of projects.
- Responsible for project timelines and coordinating workflow of content providers, designers, and other contributors.
- Liaises with UBC IT Services web developers, providing documentation and negotiating timelines for completion of projects.
- Facilitates project planning meetings with ES and SD&S staff when required.
- Works with vendors of UX, research, and analytics software systems to ensure service level agreements are being met.

General:

- Stays abreast of developments in UX and interface design practices, and emerging research and testing methods.
- Researches and advises on reporting and analytics tools; assists with implementation and provides training on selected systems; educates and advises departments on best practices in UX.
- Represents Student Communications Services at University meetings as required.
- Performs other duties as required.

Supervision Received

The User Experience Usability Specialist reports to the Director, Communications Services. This position works autonomously within Provost & VP Academic and ES policies. Work is reviewed in terms of achievement of high professional standards in the delivery of student communications services.

Supervision Given

This position acts as a key contact person and Specialist for the University's student facing digital communications projects. User Experience Usability Specialist hires external support as needed. This position is expected to make complex decisions, with guidance provided in exceptional circumstances. She works as a member of Student Communications Services, and works collaboratively on projects with other staff in Enrolment Services Student Development & Services.

Consequence of Error/Judgement

This position must exercise tact and diplomacy when dealing with staff and faculty. Given a rapidly changing digital landscape, she must make decisions on how best to manage projects given short timeframes, relative strategic importance of projects, and the impact of failing to meet deadlines.



Our web pages, like our print publications, must present complex information in an understandable way, and online versions of publications, including the Calendar, now function as official versions. People who rely on our web pages to present this information accurately include faculty, staff, and students at UBC; faculty, staff, and students at other universities and colleges; and high-school students and counsellors both within Canada and in other countries. The impact of errors in our online publications would be considerable. Students make academic and personal decisions based on material published online. Errors would cause serious inconvenience to large numbers of people and could have legal and financial consequences for UBC.

Applying expertise and attention to user interface design and information architecture provides clarity, reduces redundancies, and delivers a better experience for users. Providing online material for faculty, staff, and students offers significant cost savings and improvements in efficiency when done well. People using the web expect fast response, simple and intuitive design, and readable material. Up-to-the-minute knowledge and expertise in this area and meticulous attention to detail are crucial to the delivery of the University's Place and Promise student learning commitments for providing information and services on the web.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of six years experience or communications services or the equivalent combination of education and experience. Six years of experience that demonstrates proficiency in communications, human-computer interaction, information architecture, as well as user-centred interface design for a variety of outputs, including different browsers, operating systems, and email clients. Candidates must also have strong research, usability, and analytics skills plus solid project management experience. Demonstrated ability to apply user experience design methods and information architecture best practices.

Demonstrated experience in producing user interfaces, optimizing application flow, and designing for a variety of outputs, including different browsers and email clients, operating systems, and hardware platforms (including mobile devices).

Demonstrated ability to create user personas, task and user flows, storyboards, site maps, schematics, wireframes, feature lists, mockups, and working prototypes for testing.

Knowledge of UX related software tools such as Axure, Morae, Dreamweaver, Omnigraffle, Visio, etc.

Knowledge of WCAG and Section 508 Accessibility compliance standards.

Demonstrated experience performing various forms of user research (contextual inquiry, focus groups, usability testing, etc.), conducting analysis and providing recommendations.

Experience with current web analytics and social media monitoring tools including configuring and running reports, compiling and analyzing results, and preparing summary reports with recommendations.

Demonstrated success in staying current with user-centred design processes and methodologies.

Ability to create user-centred web interfaces using HTML, CSS, JavaScript libraries, and other current web technologies.

Familiarity with Adobe Creative Suite software, including Fireworks, Photoshop, and Illustrator.

Knowledge of browser standards, common plug-ins helper applications, and related design issues, especially developing accessible pages.

Knowledge of branding and working within a graphic identity system.

Solid understanding of social media and web content best practices and usability conventions. Organizational and project management skills; ability to prioritize tasks and manage timelines. Effective oral and written communication, interpersonal, and presentation skills. Demonstrated ability to function well as a member of a team. Ability to exercise diplomacy, tact, and discretion when working with confidential and or sensitive information and in dealing with various levels of administration and external agencies. Accuracy and attention to detail. Capacity for creativity and research; ability to exercise initiative, resourcefulness, and judgment. Professional experience in a post-secondary institution or similar environment an asset.

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Job Posting

Job ID: 16524
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Institutional Analysis
Classification Title: Instit. Analysis, Level B
Business Title: Research and Evaluation Analyst
Department: VP Students Office
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-23
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-04
Available Openings: 1

Job Summary

To plan, implement, analyze and report on research projects, student surveys and evaluations of key initiatives across the University. Position will provide support across UBC regarding student survey research and evaluation, and the VPS portfolio with all forms of research and evaluation.

Organizational Status

Vice President Students Office. This position reports to the Director, Portfolio Initiatives in the VPS Office. This position will also participate in projects as part of a small team of analysts, and with project teams across campus.

Work Performed

Major responsibilities include: working with stakeholders and decision-makers (e.g. Vice President, Managing and Senior Directors, Associate Deans and Directors) to identify key research and evaluation needs to support strategic planning and decision-making; planning and implementing research projects, surveys and other investigative tools; developing statistical analyses and models to support decision-making and evaluate progress towards strategic objectives. tracking new research trends and developments; and presenting proposals to government, industry and university officials.

Work will also include providing consultative supports to a suite of programs in the VPS portfolio to support evidence-based decision making, including : providing tailored reports out of centrally collected data; supporting the development of student input mechanisms such as surveys, focus groups, etc.; developing evaluation frameworks, evaluation tools and leading conducting evaluations related to the student experience at UBC. The position will also work with the Director of VPS Portfolio Initiatives, Managing Directors and other Service directors to develop and implement a comprehensive research and evaluation framework and plan for the VPS portfolio in support of the VPS Strategic Plan.

The position will also provide consultative support services to Faculties and other administrative units across UBCV, including: providing tailored reports and analyses from centrally collected data; and supporting Faculties and administrative units in undertaking survey research and other student input functions.

Supervision Received



The University of British Columbia

Staff Job Postings

This position should be able to work independently for the most part, having been assigned tasks by the Director. Analysis produced will be reviewed at a high level by the Director, but detailed analyses will be the accountability of the Analyst.

Supervision Given

Is responsible for providing direction to administrative staff and student staff, as well as leading cross-unit teams.

Consequence of Error/Judgement

Data and analysis from this position will be used for decision-making at all levels of the institution, and errors in the data and analysis can potentially have consequences in terms of strategic direction, programming, policy, and budget and human resource decisions. The analyst, given initial parameters, would be expected to be able to obtain the necessary data and create an analysis without supervision. Analysis produced will be reviewed at a high level by the Director, but detailed analyses will be the accountability of the Analyst.

Qualifications

Post-graduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Demonstrated quantitative and qualitative analytical skills. Demonstrated research and evaluation skills. Ability to thrive and adapt to the changing and challenging demands of a research and evaluation office with a broad range of stakeholders. Familiarity with word-processing and spreadsheet software. Familiarity with SPSS statistics. Effective oral and written communication, interpersonal, problem-solving, organizational and multi-tasking skills. Ability to work both independently and within a team environment.

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Job Posting

Job ID: 16321
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level C **Business Title:** Compensation Consultant
Department: Human Resources
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-09
Job End Date: 2014-09-08
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-09-06 **Available Openings:** 1

Job Summary

Working in partnership with stakeholders and employee groups, the Compensation section has responsibilities in job evaluation, salary costing and administration, bargaining costing and data reporting, market surveys, and reward and recognition initiatives. The section also has responsibilities in providing interpretation and administration of collective agreements and other agreements and handbooks governing job evaluation and salary administration.

Identifies client department needs and advises them on all matters relating to compensation, including job evaluation and salary administration. Works in partnership with stakeholders and employee groups to design, implement and administer effective compensation systems. Interprets and administers job evaluation and salary administration matters from collective agreements and employee handbooks. Interprets University policies, procedures, and practices. Develops and implements University guidelines for salary administration.

Organizational Status

Reports to the Manager, Compensation. Collaborates with Human Resources Advisors Associates, Organizational Development & Learning Practitioners, and other members of the Total Compensation section on matters that may impact labour relations, organizational restructuring, and total compensation. Works with and advises various joint employee University committees on compensation matters.

Work Performed

Works in partnership with stakeholders and employee groups to facilitate discussions on developing, delivering, and implementing equitable and consistent compensation systems.

Provides consultative and technical advice to departments and joint committees in relation to compensation, job evaluation, and salary administration.

Conducts position evaluation of new and vacant positions.

Conducts classification reviews for positions that have changed as a result of organizational change and or technological change.



The University of British Columbia

Staff Job Postings

Conducts research and analyzes compensation data and trends for application to maintain competitive advantage (includes market pricing, job evaluation, and salary plan administration). Gathers and prepares data for reports and analysis of varying complexity. The reports are used by the Vice President, Human Resources, the University Executive, Board of Governors, and the provincial government

Responsible for providing a full range of compensation costing services for collective bargaining support, including providing consulting advice, measuring labour cost baseline and the cost of prospective negotiated wage increases, and calculating the cost of a wide range of novel and complex non-salary proposals.

Prepares data analysis and costing for Public Sector Employer Council (PSEC). This involves retrieval, compilation and summarization of data in accordance with government regulations, communicating the employer's methodology on bargaining proposals, and representing the University in a respectful manner during rigorous internal and external discussions regarding costing methodology.

Oversees the implementation of communication strategies for compensation.

In collaboration with joint committees and consultants, develops and conducts training sessions for employees and managers on compensation and salary management matters; develops and conducts training sessions on topics such as job description writing..

Makes recommendations related to developing and implementing University guidelines for salary administration.

Initiates improvements to existing procedures and monitors processes to ensure that they are delivered efficiently and with regard to the needs of the client departments and various joint committees.

Conducts compensation surveys and participates in surveys conducted by other organizations.

Conducts research for classifications not covered by a collective agreement and facilitates salary changes by reviewing rates annually, conducting necessary research, preparing recommendations on findings and maintaining rates for all groups.

Liaises with Employee Relations Managers regarding issues having an impact either on the University's practices or the administration of collective agreements and employee handbooks.

Works with various joint committees to develop and implement University guidelines for salary administration.

Is the resource person regarding specific classification position matches for University departments and external organizations requiring thorough knowledge and interpretation of University Job Standards.

Provides advice to departments on job design including providing consulting support for reorganizations of client work units.

Conducts a variety of special compensation projects to enhance and improve salary administration for employee groups.

Participates on University and Departmental committees. Represents the University and or Human Resources Department in contacts with external organizations.

Performs other duties as related to the job.

Supervision Received

Works under the general direction of the Manager, Compensation. Work is reviewed for quality of analytical methods, professional judgement and for comprehensiveness.

Supervision Given



The University of British Columbia

Staff Job Postings

Does not manage staff. Provides training to colleagues in areas of expertise. Acts as subject matter expert and quality control oversight on a range of sensitive reports. Provides functional leadership to clients in areas of approvals, consistent application of rules, and exceptions.

Consequence of Error/Judgement

Exercises considerable judgement in advising management on compensation and salary administration trends and practices. Information gathered and analyzed, and reports produced by this position are used by senior management in making decisions relating to request for funding, equity, and compensation matters that may impact the University

Qualifications

Undergraduate degree in a relevant discipline. Or equivalent combination of education and experience. Certified Compensation Professional (CCP) designation an asset. Minimum of five to seven years of related experience or the equivalent combination of education and experience. Five to seven years of experience in compensation and salary administration. The position requires strong interpersonal, negotiating, facilitating, analytical, problem solving, and written and oral communication skills. This is a high volume area, and excellent organizational skills are required. Experience in costing and data analysis and point factor job evaluation systems an asset. Knowledge in job market matching, salary surveys, and salary plan administration. Experience working in a university or public sector environment with labour relations knowledge desirable. Ability to work in a team and to collaborate with others. High level of integrity, respect for confidentiality and balanced judgement.

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Job Posting

Job ID: 16535
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Clinical Research Assistant Manager (Hem/Onc/BMT)
Department: Paediatrics
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16
Job End Date: 2014-09-15
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-07 **Available Openings:** 1

Job Summary

This position is the functional interface between the CRA (Clinical Research Associates) group and the Director Principal Investigators in the Division of Hem Onc BMT. This position will be providing vision and will be responsible for developing and strategically managing the CRA group.

In addition to areas of the hospital, outpatient visits are performed in the clinical offices and research recording and communications occurs within the research office. Attendance at clinical rounds and study meetings occur frequently. Travel to international conferences and study meetings may occur. The manager attends study and other meetings along with, or on behalf of, the Director of Clinical Research (or Director of Research in the absence of the Director of Clinical Research).

Organizational Status

Partners with clinical study management and supervises the CRA group to manage all clinical trials. The CRA Manager works collaboratively and closely with the Clinical Research Manager.

Work Performed

- Responsible for the overall management and support of the CRA group; prioritization and assigning of work for all studies.
- Responsible for the hiring, oversight and evaluation within the CRA group.
- Manages the clinic Trials group to ensure preparation, submit ion and maintenance of CREB documentation for a large number of protocols under the direction of study PIs.
- Monitors and assists the accuracy of Informed Consent Documents and related regulatory documents for studies assigned to the group as per protocol. Prepares regulatory documents to be sent to Sponsors.
- Manages the clinical trials group regarding the Writing, preparation and amendments of ethics applications and other regulatory documents required by Health Canada and the FDA.
- Manages the clinical trials group ensuring that trials will be conducted according to legal and ethical requirements.
- Acts as lead for audits and accreditations of cooperative groups including (Children's Oncology Group (COG, Health Canada (HC), Foundation for the Accreditation of Cellular Therapy FACT), International Bone Marrow Transplant Registry, Therapeutic Advances in Childhood Leukemia and Lymphoma, Pediatric BMT Consortium, C17 DVL).
- Oversees Public Health Agency of Canada (PHAC) project.
- Responsible for continuing quality improvement.



The University of British Columbia

Staff Job Postings

- Mentors department personnel in study management within Oncology Hematology BMT.
- Provides strategic leadership in the coordination and administration of clinical trials.
- Initiates and manages study related activities (includes, but is not limited to, staff scheduling, recruiting, contact with outside vendors and contractors).
- Schedules and leads study specific unit meetings and lead general staff training activities.
- Supervises the pre-site and site initiation and monitoring of all study activities for assigned protocols.
- Facilitates operational linkages within and among co-investigators, clinic directors, physicians and other health care professionals within the hospital and medical community.
- Ensures that there is up to date clinical trials group training to align with GCP (Good Clinical Practice).
- Demonstrates communication and general behavior which facilitates positive attitudes toward participation in clinic research.
- Maintains accuracy, accessibility, and confidentiality of study records and reports.
- Assists in the resolution of all queries specific to subject data.
- Attends meetings and conferences and performing other related duties.

Supervision Received

The CRA Manager reports to the Director of Clinical Research (or Director of Research in the absence of the Director of Clinical Research). The CRA Manager also reports directly to the COG-PI, DVL-PI, PBMT PI, TACL PI and other study PIs to support the work related to that cooperative group or study.

Supervision Given

The CRA Manager advises and directly supervises all the Clinical Research Assistants (Non Union Techs) involved in clinical trials. The current compliment of CRA's is 7.

Consequence of Error/Judgement

The most important feature of a research group is its reputation. It is the responsibility of the CRA manager to be vigilant to ensure the reputation of the research group is preserved by conducting trials according to standards set out by the ethics committee, as well as standards of the ethical and international guidelines regulating the conduct of the clinical trials.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Computer knowledge essential. Effective written, communication and interpersonal skills. Advanced organizational skills and ability to manage multiple projects at various stages of development and organization. Ability to maintain relationships with both clinical and technical staff. Ability to work both independently and manage a team environment. Ability to motivate and lead a team and resolve any conflicts that may arise.

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: 16525
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Statistical Analysis
Classification Title: Statistical Analysis, Level A **Business Title:** Statistician
Department: James Hogg iCAPTURE Centre
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16
Job End Date: 2014-09-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-17 **Available Openings:** 1

Job Summary

To provide statistical analysis and investigate the association between genetic polymorphisms and a variety of environmental factors causing asthma and allergic diseases, and manage the team under the guidance of the Team Lead. This position is implementing advanced quantitative methods determined by collaborative efforts of an international research consortium.

Organizational Status

This position reports directly to the Team Lead. The incumbent will work collaboratively with other team members to analyze data. The incumbent will work within a team of clinical and basic science investigators to analyze genetic data on large cohorts of subjects and patients involved in a large scale genetics project. The position will have a dedicated workspace, including desk, computer, software, and filing cabinet space. The workspace will be in a shared office work station.

Work Performed

- Develops analysis plans and performs analysis for genetic association studies to identify genetic factors involved in disease susceptibility.
- Develop analysis plans for gene-environment interaction studies using multivariate regression (logistic and linear). Work with multiple study designs and populations and phenotypes.
- Mentors junior statisticians and students, delegates work to the team members.
- Collaborates with other researchers and statisticians in the identification and completion of assigned research projects. The incumbent will write statistical reports, present the results in scheduled meetings and participate in writing scientific journal papers.
- Presents posters at conferences, writes academic manuscripts and technical reports.
- Performs other related duties, as required.

Supervision Received

The incumbent will meet with the Team Lead on a regular basis and also exercise independent judgment regarding scheduling and timely completion of tasks.

Supervision Given



The University of British Columbia

Staff Job Postings

Will provide guidance to junior statisticians and students.

Consequence of Error/Judgement

The position requires statistical judgment to identify sound analytic techniques for research projects.

Qualifications

Post-graduate degree in Statistics. PhD in Statistical Genetics, Genetic Epidemiology, Biostatistics or related field preferred. Minimum of two years experience in research analysis or the equivalent combination of education and experience. Alternatively, a MSc in Statistics or Statistical Genetics and substantial years of experience in statistical genetics. Prior experience in genetic research or statistical genetics is recommended. Proficient in programming and statistical software applications. Ability to use SAS, SPSS and program in R or S-Plus. Programming skills in PERL would be preferred. Effective oral and written communication, organizational, multi-tasking, problem-solving and interpersonal skills. Accuracy and attention to detail.

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Job Posting

Job ID: 16491
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Statistical Analysis
Classification Title: Statistical Analysis, Level B **Business Title:** Statistician
Department: Cardiology Division
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-09-03
Job End Date: 2014-09-02 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-09 **Available Openings:** 1

Job Summary

The Statistician is responsible for performing statistical analyses to support clinical and outcomes research. This position will provide independent and collaborative analyses, interpretation and reporting of data to evaluate health outcomes of patients with cardiovascular disease and the effectiveness and quality of cardiovascular treatments and interventions. This is a highly skilled technical position that is also responsible for providing expert advice on statistical analysis to researchers and clinicians.

Organizational Status

Position is located at Providence Health Care Research Institute (PHCRI). Works within a team of biostatisticians, epidemiologists, graduate students and clinical researchers engaged in research focused on cardiovascular disease, its determinants, treatment, and outcomes. Reports directly to the Scientific Director.

Work Performed

- Performs independent and collaborative statistical analysis and modeling of health data from administrative and clinical data sources.
- Provides technical expertise on study design, data standards, statistical analyses, and appropriate presentation for reports and other publications.
- Performs data linkage between clinical and administrative health databases.
- Develops complex and customized queries for relational databases.
- Performs other related duties, as required.

Supervision Received

Works independently under general direction from the Director of Biostatistics and Epidemiology and the Scientific Director.

Supervision Given

No supervision responsibilities will be given.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Exercises professional judgment and initiative in assessing design and testing approaches. Accountable for the delivery and reliability of the work.

Qualifications

Post-graduate degree in Statistics. Level of education, training, and experience equivalent to a Masters degree in Statistics or Biostatistics. Minimum of three years experience in research analysis or the equivalent combination of education and experience. Minimum of three (3) years recent related experience in biostatistics. Advanced knowledge of descriptive statistics, statistical inference and modeling; proven, advanced expertise with SAS® statistical software; familiarity with R software would be an asset. Strong analytical and problem-solving skills including the ability to comprehend complex issues and related data information. Ability to function in a self-directed manner, and handle multiple concurrent tasks. Strong communication skills, both written and oral; demonstrated interpersonal skills to support working with a variety of people. Strong preference will be given to applicants familiar with cardiovascular research clinical terminology.

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Job Posting

Job ID: 16526
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Statistical Analysis
Classification Title: Statistical Analysis, Level B **Business Title:** Statistician
Department: James Hogg iCAPTURE Centre
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16
Job End Date: 2014-09-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-17 **Available Openings:** 1

Job Summary

To conduct statistical analysis in research projects and provide statistical advice to the investigators. Major responsibilities may include: designing and developing statistical software, coordinating and facilitating database development and statistical analysis, performing statistical modeling, developing merged core datasets; being responsible for the security and integrity of the databases; writing research proposals and publications.

Organizational Status

Work within a team of researchers and associated staff on identifying the association between genetic polymorphisms and environmental factors in causing asthma and allergic diseases. This position reports to the Informatics Team Lead, Dr. Denise Daley. The position will have a dedicated workspace, including desk, computer, software, and filing cabinet space. The workspace will be in a shared office.

Work Performed

- Designs and develops statistical analysis strategies and integrates feedback from the research group
- Develops complex statistical models for the analysis of genetic data and performs analyses in statistical packages
- Tests assumptions of statistical models
- Develops and implements statistical models for graphical visualization of statistical results
- Statistical analysis and provide advise to the principal investigators
- Develops scripts and computer programs as required to ensure the analyses can be performed
- Manages research database
- Prepares conference presentations, academic manuscripts and technical reports, as required
- Performs other related duties, as required

Supervision Received

Works independently and under the general guidance of Dr. Denise Daley.

Supervision Given



The University of British Columbia

Staff Job Postings

May provide technical guidance to other members of the research teams located at the iCAPTURE Centre.

Consequence of Error/Judgement

The position requires judgment to ensure the tasks outlined by the Informatics Team are specifically followed. The position will require supervision and will exercise minimal judgment regarding scheduling and timely completion of tasks.

Qualifications

Post-graduate degree in Statistics. Minimum of three years experience in research analysis or the equivalent combination of education and experience. Experience with database management, programming and statistical software applications. Ability to program in S-Plus, R, SAS and scripting languages preferred. Strong problem-solving and analytical skills. Effective oral and written communication, organizational, multi-tasking, and interpersonal skills.

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Job Posting

Job ID: 16083 (Repost)
Location: Robson Square
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Manager, Business Clubs & Regional Reps
Department: The Sauder School of Business
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-07-22 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

Job Summary

This is a new initiative for the Sauder School of Business. The role is responsible for managing the business clubs of the Sauder School of Business and cultivating relationships with regional representatives. Establishing these clubs with the purpose of ensuring long terms relationships for students and creating possible long terms prospects for fundraising. Sauder Business Clubs are being created in regions of primary importance to the School and University. The Manager has the primary responsibility to steward these volunteer teams and advisory boards. Developing a regional representatives program is also of high importance to engage & manage alumni volunteers internationally in a meaningful and rewarding way.

The Sauder Business Club Program is largely about harnessing the power of alumni. Today's entrepreneurial and business savvy Sauder graduates recognize the value of networking. Many feel a strong sense of pride in their alma mater and yearn to give back both by supporting one another and raising the profile of the School. Technology has paved the way for a new model for alumni relations, allowing alumni to take a leadership role.

The Sauder Business Club Program began in 2008 at the initiation of a group of young alumni in Toronto. It has grown organically since then and now comprises four Clubs: Toronto, Calgary, London, and China with three branches in Hong Kong, Shanghai and Beijing. The Clubs are led by alumni with the support of the School and serve the greater goal of both engaging and tracking alumni as well as providing a meaningful post-graduation connection point for young alumni.

Each Sauder Business Club has a board made up of 3-5 senior alumni at the executive level in the city. The Manager, Sauder Alumni Clubs and Representatives, and the club's past-President are both ex-officio on the board. The primary responsibilities of the board include:

- Participating in the development and review of the club's strategic plan
- Evaluating the success of club activities and membership engagement annually
- Reviewing the budget and monitoring the financial performance of the club
- Assisting the club executive with engaging other senior alumni as speakers or event hosts

Each branch representative works directly with the Alumni coordinator responsible for Clubs and Regional Representatives and reports into the Manager, Sauder Alumni Clubs & Representatives.

Organizational Status

Reports to the Associate Director, Alumni. Works closely with Manager, Development and External Relations,(DAE), Senior



The University of British Columbia

Staff Job Postings

Associate Director, Development, Faculty members, Sauder staff, DAE staff

Work Performed

Provides leadership and planning guidance for the operation of the Sauder Business Clubs and Regional Representatives initiative globally.

Provides leadership and direction to the Business Club Executives and Advisory Board Relationships.

Responsible for recruitment and engagement of senior alumni to participate on each Club's advisory Board.

Responsible for the evaluation of the success of this initiative in meeting overall faculty objectives and vision.

Manage all business clubs and branches globally, excluding Vancouver.

Sets annual alumni plan to achieve Club and Regional Branch goals that will lead to a minimum of doubling alumni engagement with Sauder School by the completion of the Start an Evolution Campaign.

Responsible for Alumni Club and Regional Branch budgets based on goals and objectives.

Evaluate Alumni Club and regional programs and prioritize to ensure annual goals and targets are achieved.

Participates in overall DAE activities as required to support the mission of the Sauder School of Business.

Represents the Sauder School at Club and Regional Events as required.

Presents a positive image of the Sauder School of Business to the University and the external community.

Builds collaborative partnerships with the University and other faculties to deliver strategic event and relationship management around faculty objectives.

Normal office environment with travel across Canada and internationally, as required. The Associate Director leads and participates in joint alumni relations and fundraising teams within Sauder and the University and potentially with other universities and organizations across the country.

Supervision Received

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

Supervision Given

The Manager, Business Clubs & Regional Representatives supervises the work of the Alumni Relations Coordinator, Regional Club and Representatives. The Manager also has significant responsibility for managing 65+ volunteers, including senior volunteer leaders.

Consequence of Error/Judgement

The position is a critical point of contact for Sauder alumni and staff in relation to alumni relations activities. The Manager of Business Club & Regional Representatives is expected to influence decisions and make recommendations that impact some of Sauder's senior relationships in the community. Incorrect interpretation or communication of university positions, policy and procedures or lack of tact, diplomacy or sensitivity in dealing with these alumni and senior administrators could potentially result in damaged relationships and credibility for Sauder Alumni & Development, the Dean's office and the University as a whole, leading to potential financial, media and political implications.

This position is also critical in advising and ensuring proper interpretation of alumni attitudes, feelings and interests to senior decision-makers and development colleagues. As the Manager, Business Clubs and Regional Representatives, the incumbent is responsible for the management of highly sensitive relationships. If inappropriate advice, incorrect interpretation or improper analysis were conveyed to these alumni or senior university administrators, considerable financial, political and reputational resources could be incorrectly solicited or administered.

Qualifications

Undergraduate degree in a relevant discipline. A graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred.



The University of British Columbia

Staff Job Postings

Experience: A minimum of seven years' related experience or an equivalent combination of education, training and experience. Proven experience in strategy development and program implementation. Thorough knowledge of the university environment and academic structure is preferred. Minimum of three years experience or the equivalent combination of education and experience. Ability to work independently while exercising good judgment at all times. Well-developed analytical and problem-solving skills are required, along with strategic thinking and skills in conflict resolution. Strong conceptual abilities combined with high attention to detail. Ability to work simultaneously on a variety of complex projects with imposed deadlines; ability to formulate strategic plans; effective communication skills, verbal and written; strong interpersonal and negotiation skills required in liaising with senior alumni, corporate executives and senior university administration; proven ability to work with some of Sauder's senior-most alumni & donors to advance the University's mission; tact, diplomacy, discretion and sound judgment required.

The incumbent should have the ability to plan, coordinate and supervise the work of others, in order to execute a variety of complex projects with imposed deadlines. Computer experience required; MS Windows environment, Microsoft Office preferred.

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: 16550
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Development Officer, Athletics
Department: Development Office
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01
Job End Date: 2015-09-30
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-28 **Available Openings:** 1

Job Summary

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

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

Organizational Status

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

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

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

Work Performed

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



The University of British Columbia

Staff Job Postings

(20-25 annually) at the major gift level; or administering fundraising programs, conducting research, developing strategies and preparing proposals;

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

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

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

Qualifications

Undergraduate degree in a relevant discipline. A degree in commerce, marketing or economics would be an asset. Minimum of three years experience or the equivalent combination of education and experience. Requires UBC wide knowledge and understanding of priorities, projects and opportunities. Thorough knowledge of the university environment and academic structure is preferred. Ability to 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: 16439
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D3 **Business Title:** Associate Director, Development
Department: UBCO - Development
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-11 **Available Openings:** 1

Job Summary

This fundraiser position is responsible for generating strategic prospect contact at the major gift level. The Associate Director is responsible for managing a defined development program at an average \$1.5+ million level, or resource development activity at an average \$1+ million annually. Responsible for managing a minimum of 75-150 prospects, making 20-25 solicitations and raising a minimum average of \$1+ M annually.

The Associate Director works in partnerships with senior management to facilitate maximum private and public sector support; develops and implements comprehensive and complex plans for identifying, cultivating, soliciting and stewarding major gift prospects and donors and develops and manages a portfolio of major gift prospects and meets potential prospects on a one-on-one basis. The position will ensure appropriate donor recognition, acknowledgement and stewardship programs are in place and oversees the generation of donor prospect solicitation materials and correspondence, and will have some administrative responsibilities.

Organizational Status

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

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

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 University, with a Faculty unit specific individual annual dollar goal;
- Develops and manages a portfolio of major gift prospects (75-150) making face-to-face visits (100-200 annually) for the purposes of discovery, cultivation and solicitation strategies for prospects at the major gift level (defined as \$25,000 and up). Responsible for coordinating and attending face-to-face prospect donor meetings, with an expectation to meet annual benchmarks for these meetings;
- Develops and implements a comprehensive plan for identifying, cultivating,



The University of British Columbia

Staff Job Postings

soliciting, and stewarding major gift prospects and donors. Responsible for management of a portfolio of relationships;

- Develops proposals and works with donors to generate gifts for priority projects. Develops and implements strategies for closing major gift solicitations, with an expectation to make solicitations (20-25 annually) at the major gift level;
- Ensures that appropriate donor recognition, acknowledgment and stewardship programs take place;
- Generates donor prospect solicitation materials and correspondence;
- Performs other related duties as required.

Supervision Received

This position works under general direction according to broad objectives.

Works independently with discretion relating to donor negotiations, policy administration and interpretation, and administrative responsibilities. Overall strategic planning on global fund-raising initiatives is executed in consultation with manager.

Supervision Given

Normally Associate Directors do not have direct supervisory responsibilities, but may mentor junior development staff.

Consequence of Error/Judgement

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

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

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

Qualifications

Undergraduate degree in a relevant discipline. A graduate degree and or an undergraduate degree in commerce, marketing or economics is preferred. A minimum of 5 years of experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. Thorough knowledge of the University environment and academic structure is preferred.

- Experience working with a centralized fundraising system an asset.
- Ability to work independently while exercising good judgement at all times.
- Well-developed analytical and problem-solving skills are required, along with strategic thinking and skills in conflict resolution.
- Strong conceptual abilities combined with high attention to detail.
- Ability to work simultaneously on a variety of complex projects with imposed deadlines.
- Ability to formulate strategic plans; effective communication skills, verbal and written; strong



The University of British Columbia

Staff Job Postings

interpersonal and negotiation skills required in liaising with major donors, corporate executives and senior university administration.

- Proven ability to work with the University's senior-most donors to advance the University's mission; tact, diplomacy, discretion and sound judgment required.

The incumbent should have the ability to plan, coordinate and supervise the work of others, in order to execute a variety of complex projects with imposed deadlines. Computer experience required; MS Windows environment, Microsoft Office preferred

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



Job Posting

Job ID: 16511
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Development
Classification Title: Business Development, Level C **Business Title:** Manager, Business Development
Department: The Sauder School of Business
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-09 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-03 **Available Openings:** 1

Job Summary

Responsible for creating and developing a relationship infrastructure involving influential members of local, national and international business communities, that is designed to secure deep and long term engagement with multiple divisions of the Sauder School of Business and UBC as a whole, and deliver significant value in the form of brand enhancement, recruitment engagement, multi-divisional commitment and revenue generation. Primary goals are to identify short and long employment opportunities for Sauder students and alumni through the development of business partnerships with local, national and international companies.

Organizational Status

Reports to the Assistant Dean and Director, Hari B. Varshney Business Career Centre.

Externally, this position engages with local, national and international organizations (employers) and industry association representatives ranging from senior level executives (CEO, SVP, VP) to human resources staff.

Within the Business Career Centre, this position works closely with other Business Development Managers and Business Career Center staff, including the Assistant Dean, Directors, Career Managers, Program Managers and support staff. Within the Sauder School of Business, this position interacts with multiple divisions including: the Development Office, Alumni and External Relations, the Business Family Centre, Alumni, Executive Education, Marketing Communications, Faculty, the Undergraduate Office, the Graduate Programs Office and the CUS. Within UBC, this position interacts with UBC Central Career Services and other faculty Co-op teams.

Work Performed

Business Development and External Relations

- Conducts market analysis on growth industries and geographic regions, hiring trends, and competitive skills requirements to identify new opportunities for student and alumni employment and lucrative business partnerships
- Researches and profiles Tier 1 local, national and international companies within priority industries (e.g. Banking and Finance, Government, Oil & Gas, High Tech, Consumer Goods Products, Telecommunications and Manufacturing), and geographies (e.g. Vancouver BC, Calgary, Toronto, Seattle, Hong Kong), with a goal to:
 - Establish and implement 5+ Partnership Agreements per year outlining significant levels of engagement between the organization and the Sauder School of Business, including initiatives such as:



The University of British Columbia

Staff Job Postings

- Multi-departmental (Finance, Operations Supply Chain, HR, Marketing, etc.) recruitment of MBA, BCom, Co-op and ECM students and Alumni
- MBA Mentor Program membership
- Speakers at various events such as the Careers In and Business Now seminar series,
- Guest lecturers (arranged with Faculty)
- Case Competition Sponsors
- Information Session hosts
- Trek Program sponsoring companies (Asia, Toronto, Calgary, Seattle)
- Career Fair participants (UBC and or Sauder)
- Student Club sponsorship
- Identifying UBC Sauder Alumni within the organization
- Identify and facilitate an introduction to potential relationship building and revenue generating opportunities for other Sauder divisions including Alumni Relations, Exec Ed, the Development Office, the Business Family Centre and UBC Central Career Services
- Identifying an assigned quota of relevant and high quality paid work experiences for Sauder's MBA candidates, BCom undergraduates, Co-op students, ECM students, FOM students:
through the use of internet-based research, industry publications, newspapers and personalized outreach initiatives such as cold calling, email, business networking events, trade shows, career fairs and conferences.
- Develop and manage ongoing relationships with multiple departments within potential Tier 1 employers through client needs assessment, face-to-face meetings with representatives from multiple departments, integration of their recruitment strategy with Sauder School of Business and campus-wide programs and events, faculty liaison, liaison with cross-divisional departments such as Exec Ed, Business Family Centre, etc.
- Gathers feedback from employer organizations on competitive skill requirements, and distributes such information to Sauder curriculum program designers, with a goal of influencing the curriculum that makes our students highly competitive in the marketplace
- Responds to recruitment inquiries needs of Tier 2 3 organizations.
- Enhances the Sauder brand perception established by the Sauder Marketing Communications Department through day-to-day, on the ground interaction with employer organizations
- Develops and initiates surveys in support of fine tuning business development strategies and initiatives.
- Tracks and reports on the quantity and quality of summer, co-op, internship and permanent positions
- Tracks and reports on annual budget expenditure
- Regular travel to industry hubs, including inter-provincial and international. Trip planning includes scheduling meetings with Tier 1 existing clients and new business, attending relevant networking industry events conferences, and or alumni events.

Supervision Received

The Manager, Business Development works independently under general guidance from the Assistant Dean & Director, Hari Varshney Business Career Centre. Participates in setting annual business development objectives and strategies and quarterly goals and tactics with other members of the Business Development team well as other BCC Managers.

Supervision Given

Delegates and reviews the work of student assistants, administrative support. Hires and manages contract work performed by outside suppliers such as market research firms.

Consequence of Error/Judgement

This position represents the Sauder School of Business, the students and the University. Incorrect decisions judgement will directly affect the Sauder School of Business and UBC's reputation with the employer community and future alumni of the faculty. Incorrect decisions would have impact on the employment of students, the operations of the programs, and the reputation of the Faculty and the University.

Qualifications



The University of British Columbia

Staff Job Postings

Undergraduate degree in a relevant discipline. Master's degree in business administration preferred. Minimum of six years experience or the equivalent combination of education and experience. Experience in sales business development required. Experience in financial services with a functional understanding of investment, commercial, and retail banking, and asset wealth management, banking and finance designations and careers would be an asset. Exposure to oil and gas, mining and engineering industries and experience in the area of talent or human resource management (recruitment) an asset. Excellent interpersonal, communication, research and business development relationship building skills with a particular focus on initiating and expanding the value delivered from key client relationships. Effective organizational, supervisory and presentation skills required. Experience and comfort with cold calling required. Familiarity with a university or similar environment an asset. Computer skills required (Word for Windows, Excel, PowerPoint, email (Outlook), Internet research; working knowledge experience of databases CRM preferred).

A valid BC driver license and regular access to a vehicle.

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



Job Posting

Job ID: 16488
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Operations Mgmt
Classification Title: Business Operations, Level C **Business Title:** Course Materials Manager
Department: Bookstore
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-21 **Available Openings:** 1

Job Summary

The Course Materials Manager is responsible for managing the Course Material's department within the UBC Bookstores to ensure that it meets the evolving needs of students and faculty in a financially viable manner. This includes developing and implementing strategic business plans, especially around technological advancements and digital learning strategies; managing inventory and procurement; managing staff; and managing budgets. The Course Materials Manager is also responsible for Faculty outreach; to gain insight into new learning methods and tools and develop strategies to keep the course materials department relevant. The course materials business is in a state of transition and the manager of this department is required to keep current with new and emerging products and trends so that the department's operation can continue to meet the needs of UBC students and faculty on the Vancouver and Okanagan campuses.

Organizational Status

The UBC Bookstore is the 2nd largest University Bookstore in Canada with annual sales of \$30 million. Course Materials is the largest department within the store with annual sales in excess of \$16 million. The Course Materials department plays a vital role in the operation of the University and the success of students by ensuring that all of the required course materials are available for sale at the start of every term. Course materials currently include new and used books, custom course packages, ebooks and rental books.

As a member of the Bookstore's management team, the Course Materials Manager will have daily contact with the warehouse and retail floor to ensure the smooth operation of the department. The Course Material's Manager will also work closely with the Bookstore's Human Resources Manager, Finance Manager, Systems Manager and Marketing Manager to meet the objectives within their departments. The Course Materials Manager works with publishers and other vendors to ensure that orders arrive on time and in the correct quantity.

The campus store industry has a number of associations and professional networks that the Course Materials Manager will participate in and be exposed to over the course of each year.

Work Performed

Development and Implementation of Strategic Business Plans:



The University of British Columbia

Staff Job Postings

The Course Materials Manager is responsible for strategically managing campus relationships by maintaining and developing strong connections with faculty and departmental administrators, and as a result preparing appropriate business plans:

- . - Responsible for preparing and executing strategic business plans in consultation with faculty members, discussing their course material needs, exploring new technologies and identifying new operational processes to make the department more effective.
- . - Works with administrative staff in various faculties to coordinate the provision of book requests each term and assess customer satisfaction.
- . - Works with the Centre for Teaching and Learning Technology to identify opportunities to support the University's learning management system.
- . - Identifies the needs of departments and works as a credible advocate of course materials options for platforms, devices, formats and content
- . - Actively participates on the Bookstore Advisory committee to address any issues related to the provision and sale of course materials
- . - Accountable for meeting department goals and objectives as well as maintaining appropriate metrics to gauge success
- . - Provides metrics and reports that support the implemented initiatives and impact future decision making
- .

Procurement and inventory control of all course materials for the UBC Bookstore:

- . - The incumbent is responsible for establishing the correct order quantities for all course materials ordered for the UBC Vancouver and UBC Okanagan campuses and managing to budgeted inventory levels limiting any financial losses:
- . - Establishes the pricing policy, including dynamic pricing adjusted to market conditions, for course materials based on a thorough knowledge of the Bookstore's budget to ensure that financial objectives are achieved.
- . - Establishes ordering criteria for the course materials buyers based on an analysis of past sales history, current campus enrollments, competition and inventory budgets
- . - Implements new ordering methodology as available including electronic data interchange (EDI) and online purchasing from website companies.
- . - Actively promotes the acquisition and sale of used books and other cost effective course material options
- . - Develops and manages the processes to follow-up on orders to ensure student and faculty needs are met
- . - Establishes the policy and schedule to return excess inventory to the publishers and other vendors to meet inventory budgets
- . - Negotiates with vendors to address pricing and service issues as required
- . - Manages agreements with printers for custom course materials
- . - Is familiar with Blackboard and the University Library and the roles they play in course content development and related copyright issues.
- . - Researches and analyzes new and emerging course material formats (eBooks, online materials, rental, etc.) and trends, recommends changes and drives delivery of new services and products through all store transactional channels.



The University of British Columbia

Staff Job Postings

- Searches out new opportunities to provide course materials for other institutions or businesses and to grow sales in the course materials department (eg private colleges, training companies, etc.)
- Utilizes existing software applications (Visual Ratex) to attain efficient, profitable and successful department operations; and works with the systems group to implement new processes and procedures
- Identifies marketing projects to support the course materials department and works with the Marketing department to create the events and promotions
- Prepares and delivers presentations and reports for internal and external audiences
- Reviews all processes annually to ensure the operation is using best practices

Management of Course Materials staff:

- The Course Materials Manager is responsible for directly managing a group of buyers and support staff using a coaching approach to achieve results:
- Responsible for hiring staff to work in the course materials department and may participate in hiring staff for other positions within the store
- Schedules staff based on operational requirements and approves vacation requests
- Works with the staff to set annual performance goals in line with the Bookstore's budget and operational expectations and meets with the staff on a regular basis to ensure that goals are being met
- Identifies training requirements and works with the Human Resources Manager to address any training needs
- Addresses any performance issues within the department and follows up with performance management action discipline as needed

Financial Planning:

The Course Materials Manager is responsible for developing short and long term financial goals for the department:

- Prepares financial projections, identifies new departmental initiatives and forecasts cost benefits for new projects or services as they relate to Course Materials
- Drafts an annual budget and targets for sales, margins, inventory levels, staffing and marketing for presentation and approval by the Merchandise Manager
- Monitors all aspects of the budget throughout the year and takes corrective action as necessary

Access and Copyright Guidelines

The Course Materials Manager works closely with the University Counsel, Vice-President Academic's office and the Library to

Supervision Received

This position reports to the Merchandise Manager and is responsible for the overall management of the course materials department. Work is reviewed by the Merchandise Manager to determine if goals are achieved. Receives instructions on special projects, with end results reviewed by the Merchandise Manager.



The University of British Columbia

Staff Job Postings

The Course Materials Manager works with the Managing Director, University Community Services on strategic issues that impact the Bookstore's overall direction to identify appropriate approaches and direction.

In the absence of the Merchandise Manager, the Course Materials Manager will be responsible for all of the Merchandise Division.

Supervision Given

The Course Materials Manager supervises a group of buyers and clerical staff by:

·
Assigning goals and responsibilities

Reviews work performed to ensure that it meets established goals; uses a coaching style to address performance issues

·
Resolves personnel issues within the department

Has the authority to hire, train, evaluate, discipline and terminate staff as required

Consequence of Error/Judgement

Decisions made regarding merchandise selection, inventory, and margins significantly affect the financial viability of the Bookstore, the store's reputation as a credible source for course materials and, potentially, the University's reputation. The Course Materials Manager must set appropriate purchasing guidelines for the department to ensure that the store has enough inventory for students and that the store has the correct mix of new, used, custom, eBooks and rental books. Failure to set appropriate purchasing guidelines could cause significant loss of sales and public relations issues for the store. Decisions made regarding staffing and the monitoring of work performance can affect the morale and productivity of the department.

Decisions are reviewed by the Merchandise Manager to determine if they meet the Bookstore's budget, business plan and long term strategic goals for growing the business.

Qualifications

Undergraduate degree in a relevant discipline. A minimum of 5 years of experience or the equivalent combination of education and experience. At least five years' experience in retailing and retail management preferably in a campus bookstore, experience buying course materials for a University is strongly preferred, or any equivalent combination of education and experience

Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

Experience researching and advising on new learning technologies for instructional purposes an asset

Mathematical skill required to calculate figures; prepare and analyze spreadsheets; apply mathematical concepts to practical solutions; read and interpret financial data.

Ability to interpret an extensive variety of information; defining problems, collecting data, establishing facts, drawing conclusions, developing solutions and preparing reports.

Ability to supervise and train employees, using a coaching style to foster a cooperative work environment.

Ability to organize, prioritize and schedule work assignments.

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



The University of British Columbia

Staff Job Postings

community.

Ability to foster a cooperative work environment.

Skill in the use of personal computers, and software including MS Office. Experience with the Ratex operating system, ideal.

Ability to communicate effectively, both orally and in writing.

Knowledge of retail floor merchandising and stock control procedures.

Skill in budget preparation and fiscal management.

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



Job Posting

Job ID: 16534
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** International Academic Advisor
Department: Arts Academic Advising
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01
Job End Date: 2014-09-05
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-05 **Available Openings:** 1

Job Summary

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

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

Organizational Status

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

Work Performed

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

1) GENERAL-GLOBAL RESPONSIBILITIES

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

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



The University of British Columbia

Staff Job Postings

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

2) ACADEMIC ADVISING

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

a) Program Plan

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

b) Evaluate

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

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

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

d) Career Planning

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

3) RECRUITMENT OUTREACH

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



The University of British Columbia

Staff Job Postings

a) Recruitment

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

b) Admission

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

c) International Student Initiative

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

4) TRANSITION & RETENTION OF INTERNATIONAL STUDENTS

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

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

5) PROMOTION OF UBC FACULTY OF ARTS

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

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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



The University of British Columbia

Staff Job Postings

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

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

Qualifications

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

Must be able to travel outside of Canada

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

Exceptional communication skills (oral and written).

Excellent time management and organisational skills.

Excellent analytical and problem-solving skills.

Good decision-making abilities.

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

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

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

Accounting budgeting experience.

Knowledge of SIS SISC an asset.

Experience working with international students an asset.

Valid BC Driver's License

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



Job Posting

Job ID: 16384
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Unassigned
Classification Title: Veterinarian **Business Title:** Clinical Veterinarian
Department: Animal Care Services
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-19 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-12 **Available Openings:** 1

Job Summary

Animal Care Services (ACS), the largest animal care program in Western Canada and the second largest in Canada, is a centralized unit that oversees and is accountable for the University of British Columbia's animal research facilities for both the Vancouver Campus and the Okanagan Campus including the Centre for Disease Modeling, Modified Barrier Facility, Centre for Comparative Medicine, Rederivation Transgenics, and Facility for Infectious Disease & Epidemic Research.

ACS employs over 100 technical, administrative support, and management and professional staff, and has an annual operating budget of over 10 million dollars that provides comprehensive research support to all UBC researchers in multi-million dollar facilities.

In addition to the housing facilities and services for animals, it also provides veterinary and diagnostic services, as well as training and expertise in laboratory animal medicine, plus veterinary oversight of 23 animal facilities that must meet Canadian Council on Animal Care (CCAC) guidelines regulating governance, facilities and operations, including facilities owned by VCHRI, PHSA, PCHRI and the Open Water Facility (Port Moody), and the Cultus Lake Aquatic Research Facility. ACS is committed to providing excellence in research support to all UBC researchers.

Provide veterinary care to a varied research animal population; research oversight, and training and expertise in a variety of facilities and laboratories; provide veterinary support to the UBC Animal Care Committee in the form of protocol review, laboratory oversight, policy development, etc . The Clinical Veterinarian is instrumental in ensuring good animal welfare through the duties listed above.

Organizational Status

Reports to the University Veterinarian, Animal Care Services. Works with a team of veterinarians.

Work Performed

Provide clinical support to a varied research animal population, including domestic and wild animals at the University of British Columbia and associated teaching hospitals.

Participate in the UBC Committee on Animal Care, attending meetings, reviewing protocols, supporting the Continuing Review process undertaking facility assessments.

Confer with principal investigators and their staff regarding protocol design, including the type and number of research animals needed. Provide instruction and assistance in the special care and treatment of animals related to these protocols.

Advise faculty and research staff regarding Canadian Council on Animal Care and legal guidelines on the care of research animals and facilities. Ensure program and studies comply with provincial and federal humane legal standards.



The University of British Columbia

Staff Job Postings

Prepare and maintain a variety of records and operational reports concerning consultations and diagnostic decisions ensuring compliance with applicable CALAM and CCAC guidelines and unit institutional policies.

Practice health management of animal colonies to best practices standards, develop and analyze sentinel programs for laboratory animals, advise on colony management and husbandry practices.

Assist with training programs for laboratory animal technicians, animal health technicians, research staff and investigators. Keep abreast of new advances in the care and treatment of laboratory animals, animal models, surgical and research techniques utilizing animal models and welfare of laboratory animals.

Participate and assist in an ongoing effective quality control system for animal research; revise techniques and procedures as required to obtain desired results and meet current standards.

Be available for evening and weekend rotation of on-call duties.

Perform other related duties incidental to the work described herein.

Supervision Received

Works independently under the direction of the University Veterinarian, Animal Care Services and within a team of veterinarians.

Supervision Given

Functional supervision of animal health technicians, research technicians and investigators involved in the care and treatment of animals.

Consequence of Error/Judgement

Works under professional standards and general guidelines. Errors could affect animal welfare, animal health and jeopardize research outcomes.

Qualifications

Degree in Veterinary Medicine. Licensed to practice veterinary medicine in the Province of British Columbia. . Experience in laboratory animal medicine and research methodologies preferred.

Effective oral and written communication, interpersonal and organizational skills.

Ability to exercise initiative, judgment, tact and discretion. Ability to work both independently and within a team environment.

Sound analytical and problem solving skills.

Ability to work evenings and weekends.

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



Job Posting

Job ID: 16441
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Unassigned
Classification Title: University Veterinarian **Business Title:** University Veterinarian
Department: Animal Care Services
Salary: \$98,962.00 - \$123,702.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-09 **Available Openings:** 1

Job Summary

The University Veterinarian (UV) plays a significant role in providing strategic and technical leadership in all matters related to animal care and welfare at the University of British Columbia (UBC). The UV is part of the leadership team within Animal Care Services (ACS), working closely with the Director of Business Development and Operations and the Director of Finance. Together, these three positions are responsible for providing excellence in preclinical research support to all UBC researchers. In addition, the UV will assist in attracting new business to ACS to increase the unit's financial viability. The UV is responsible for leading a team of clinical veterinarians, who act as expert advisors in all aspects of animal care as well as providing professional veterinary services across all UBC facilities.

ACS, the largest animal care program in Western Canada and the second largest in Canada, is a centralized unit that oversees and is accountable for the University's animal research facilities for both the Vancouver Campus and the Okanagan Campus including the Centre for Disease Modeling, Modified Barrier Facility, Centre for Comparative Medicine, Rederivation Transgenics, and Facility for Infectious Disease & Epidemic Research.

ACS employs over 100 technical, administrative support, and management and professional staff, and has an annual operating budget of over 10 million dollars that provides comprehensive research support to all UBC researchers in multi-million dollar facilities.

In addition to the housing facilities and services for animals, it also provides veterinary and diagnostic services, as well as training and expertise in laboratory animal medicine, plus veterinary oversight of 23 animal facilities that must meet Canadian Council on Animal Care (CCAC) guidelines regulating governance, facilities and operations, including facilities owned by VCHRI, PHSA, PCHRI and the Open Water Facility (Port Moody), and the Cultus Lake Aquatic Research Facility.

Organizational Status

The University Veterinarian reports to the Associate Vice President Research. The UV works as part of a large and critical leadership team, including the ACS Director, Business Development & Operations (DBDO), the ACS Director of Finance, Academic Directors, Facility Managers and Chair of the Animal Care Committee.

Work Performed

1. Strategic Leadership

-In collaboration with key stakeholders, establish strategic goals and develop a vision and strategic plan for ACS



- Working closely and collaboratively with senior leadership to operationalize strategic goals
- Working with the DBDO, establish and maintain partnerships and collaborations to support the vision, mandate and goals of ACS
- Representing UBC in veterinarian matters, acts as the liaison between UBC, CVMA and BC veterinary community
- Build and maintain strong relationships with animal research programs in Canada and internationally
- Liaison with animal related humane law enforcement community in BC (i.e. BCSPCA enforcement branch)
- Support DBDO in exploring business development opportunities including the work of the BC PRC
- Advocate for UBC's continued access to a state of the art program in support of animal based research, protecting UBC's continued ability to use animals in research
- Provide advice and guidance to senior UBC personnel with respect to the public, legal and media aspects of the use of research animals at UBC, in a national and international context

2. Technical Leadership

- Provide leadership to the clinical veterinarians, researchers and animal care personnel in matters related to provision of animal care services, animal health and welfare, compliance, education and training, direct hands-on involvement with researchers, technical staff and students in promoting the sound conduct and practice of animal research
- Serve on the UBC Animal Care Committee as an ex-officio member and support the Continuing Review process, including protocol reviews and facility inspections. Ensure that the standards of the CCAC are upheld in all aspects of animal care.
- Ensure the well-being and welfare of the animals used in research and teaching at UBC, by promoting and monitoring animal welfare before, during and after their use. The UV is responsible for making determinations concerning animal welfare, in collaboration with the Animal Care Committee, the animal care staff and animal users. Authority for this is provided through the Vice President Research & International and the UBC Animal Care Committee.
- Align UBC policies, programs and processes to support UBC's animal research, providing oversight of animal research at an institutional programmatic level
- Maintain communication with security agencies, national government agencies (CFIA, PHAC, ITC) and Canadian Council on Animal Care (CCAC) regarding UBC animal care program and related issues
- In conjunction with Campus Planning and Facilities Planning, participate in the pro forma, programming, planning, architectural development, construction oversight, commissioning, operational oversight and trouble-shooting animal care and research facilities issues
- Working with the ACS Directors, develop operational tracking performance metrics for ACS
- Promote, ensure and advocate best practices in the welfare, care and use of research animals at UBC and affiliated teaching hospitals and institutes, which meet the standards of the CCAC, and legal standards enforced at the provincial and federal level
- In collaboration with the ACS Directors, the other veterinarians, and UBC Risk Management, develop and implement policies and procedures to appropriately manage risks
- Support and contribute to a respectful and collegial working environment for researchers and animal care staff

3. Management of Clinical Veterinarians and Other Staff

- Oversight of all veterinary services within the 23 facilities in the UBC system
- Manage, train and mentor clinical veterinary staff
- Ensure professional practices comply with CALAM standards of veterinary care; clinical veterinary responsibilities of all DVM personnel including this role follow the guidelines as defined by the national standards established in the Canadian Association of Laboratory Animal Medicine Standard of Care documents
- Recruit, orient and train DVM locum tenens and specialist assistance when appropriate from western Canadian veterinary community
- Working with the DBDO, provide advice and assistance in the selection and recruitment of key ACS personnel, coaches and advises key ACS personnel, continue to provide an environment and culture conducive to recruitment and retention of veterinarian staff

4. Teaching & Training

- Provide consultation, advice and training to staff and research personnel in matters pertaining to animal research and animal care

5. Professional Veterinarian Services

Working with a team of veterinarians to:

- Provide clinical oversight support to a varied research animal population, including domestic and wild animals at UBC and



The University of British Columbia

Staff Job Postings

associated teaching hospitals

- Confer with principal investigators and their staff regarding protocol design, including the type and number of research animals needed. Provide instruction and assistance in the special care and treatment of animals related to these protocols
- Prepare and maintain a variety of records and operational reports concerning consultations and diagnostic decisions ensuring compliance with applicable CCAC guidelines and unit policies
- Keep abreast of new advances in the care and treatment of laboratory animals
- Participate and assist in an ongoing effective quality control system for laboratory work; revise techniques and procedures as required to obtain desired standards
- Be available for evening and weekend rotation of on-call duties
- Visit UBC Animal Care Committee regulated facilities regularly

Supervision Received

The UV works independently and with delegated authority under broad directives from the Associate Vice President Research.

Supervision Given

Direct supervision of staff veterinarians. Through the DBDO, co-supervises the facility managers.

Consequence of Error/Judgement

As a key player in the ACS's strategic and leadership team and operating with a high degree of independence and responsibility, the UV must exercise superior judgment in all areas and at all times. Errors could result in significant concerns regarding the liability, credibility and integrity of Animal Care Services and the University and may result in an additional financial burden on the Unit and or University. Errors could result in UBC being held in non-compliance with The Canadian Council on Animal Care which could result in research grant funds being withheld (more than 80 million dollars annually tied to animal-based research) thus damaging the University's reputation and stature. Errors in judgment could affect animal health and jeopardize research outcomes.

Qualifications

Doctor of Veterinary Medicine degree, eligible for licensure in B.C. An MSc or PhD in a relevant field preferred. Diplomate of the American College of Laboratory Animal Medicine preferred or eligible. . A minimum of ten years' experience with the management of laboratory animals and or provision of veterinary services within an academic or industrial research environment. Highly refined analytical, strategic and visionary skills. Thorough knowledge of regulatory and compliance requirements related to animals care use in research Ability to motivate and inspire measurable results in others. Experience with Containment Level II and III facilities. Sound analytical and problem solving skills. Prior experience in service provision and relationship management with contract research organizations, private industry and biotech an asset. Background in contract and legal aspects of dealing with biotech and pharma. Experience in post graduate training of research professional in laboratory animal sciences and laboratory animal medicine.

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Job Posting

Job ID: 16505
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Laboratory Assistant **Business Title:** Laboratory Assistant
Department: Centre for Disease Modeling
Salary: \$ 15.94 - \$ 16.92 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-02
Job End Date: 2014-09-01
Funding Type: Self Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

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

Job Summary

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

This position will be responsible for providing daily care and maintenance required for the health and cleanliness of research animals and their housing facilities in all areas of the facility. 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

Duties include:

Operation of rack and tunnel washers

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

General Housekeeping including:

The preparation and use of disinfectants and detergents

Removal of waste

Cleaning and general upkeep of the facility

Operating a bedding vacuum system, bottle filling system, high pressure spray units and autoclaves Assemble clean caging units

Perform minor maintenance tasks on facility related equipment

Performing other related duties.

Supervision Received

Works under little supervision in direct consultation with the supervisor and in conjunction with other animal technicians.



The University of British Columbia

Staff Job Postings

Supervision Given

Position works in conjunction with other animal technicians and will not be supervising any other staff.

Consequence of Error/Judgement

Incorrect decisions could result in disruption of critical care services.

Qualifications

High School graduation or an equivalent combination of education and experience. . Experience in an animal research facility 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 listen actively and attentively, and obtain clarification as required. Ability to work effectively independently and in a team environment. 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: 16481
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Fisheries Centre
Salary: \$37,581.00 - \$39,420.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-01
Job End Date: 2013-09-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-02 **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 assist in the fisheries catch reconstruction work for selected countries as determined by Sea Around Us Project

Organizational Status

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

Work Performed

Tasks:

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



The University of British Columbia

Staff Job Postings

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

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

Supervision Received

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

Supervision Given

None

Consequence of Error/Judgement

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

Qualifications

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

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

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Job Posting

Job ID: 16507
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: \$ 19.27 - \$ 20.22 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-12
Job End Date: 2014-09-11
Funding Type: Self Funded
Other:
Date Closed: 2013-09-02 **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



The University of British Columbia

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: 16504
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: \$ 19.27 - \$ 20.22 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-02
Job End Date: 2014-09-01
Funding Type: Self Funded
Other:
Date Closed: 2013-09-02 **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



The University of British Columbia

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: 16508
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: Ophthalmology
Salary: \$37,581.00 - \$39,420.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-01
Job End Date: 2014-04-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-03 **Available Openings:** 1

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

Job Summary

To assist with psychophysical and functional magnetic resonance imaging (fMRI) experiments on vision and hearing in children at BC's Children's Hospital. To assist with patient scheduling and computer data entry.

Organizational Status

This position reports directly to the Principal Investigator and may also receive instructions from Graduate Students and Postdoctoral Fellows in the Ophthalmology Research Lab at BCCH. This position works with one other research assistant (work-study student).

Work Performed

- i) Assist the Principal Investigator and or her graduate students and fellows with the psychophysical testing of children and parents between 3 and 60 years of age. This will include running computer programs and instructing subjects.
- ii) Interact with young volunteers and their parents over the phone and at BCCH. This will include scheduling appointments, providing routine information about ongoing research studies, and helping participants to feel comfortable in each testing environment.
- iii) Assist the Principal Investigator in fMRI experiments. This will include setting up equipment, running computer programs and instructing subjects under the direct supervision of the Principal Investigator.
- iv) Enter and manipulate data in Excel spreadsheets and Endnote databases.
- v) Obtain copies of books and journal articles requested by other lab members. This will involve trips to the UBC libraries and on-line ordering.

Supervision Received

The Principal Investigator will initially train the incumbent on all tasks and check periodically to ensure that testing protocols



The University of British Columbia

Staff Job Postings

are followed uniformly by all researchers in the lab. On a daily basis, the incumbent will be supervised by graduate students and or postdoctoral fellows and interact with the part-time work study student.

Supervision Given

None.

Consequence of Error/Judgement

The psychophysical testing is always done by a team of at least 2 researchers. This position never needs to make an independent decision in this situation. The Principal Investigator and or other members of the research team will always be available should parents have questions about studies or should problems arise with the data collection or data entry. All data entry and manipulation will be reviewed by more senior lab members for accuracy. Errors can usually be corrected and have only slight impact.

The fMRI experiments are carried out by a team of technicians and researchers, and the Principal Investigator is always present. It is unlikely that an error or independent decision by the incumbent will occur.

Qualifications

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

Education - completed high school

Experience - minimum of one year experience working with children

Skills - good language and personal interaction skills; familiarity with Macintosh computers.

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



Job Posting

Job ID: 16520
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: Obstetrics & Gynaecology
Salary: \$39,656.00 - \$43,456.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-09-03
Job End Date: 2014-01-31 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-05 **Available Openings:** 1

Job Summary

The primary focus of the Research Assistant is to provide assistance with on-going studies conducted within the Department of Obstetrics and Gynaecology Research Program - including the Maternal and Infant Research on Environmental Chemicals (MIREC) research study, the PETRA Normals study, and the CHIPS study. The incumbent will also provide assistance with various studies on-going with the Research in Advanced Fetal diagnosis and Therapy (RAFT) group. Exceptional interpersonal skills, as well as a high degree of motivation, enthusiasm, and initiative are required. Formal phlebotomy training (blood draws) would be an asset. Access to a vehicle an asset. Some travel required.

Organizational Status

Is supervised by and reports to the Research Program Manager, Principal Investigator(s) and Research Coordinator(s).

Work Performed

Assisting with study visits:
Obtaining study samples (e.g. urine, meconium, blood)
Taking blood pressure measurements
Administering questionnaires to patients
Conducting home visits
Organizing study files
Preparing and organizing study materials (e.g. preparation of visit materials; assisting with mail-outs)
Assisting with study recruitment (identifying subjects; explaining study procedure; obtaining informed consent; posting flyers)
Assisting with data collection, including assistance with Case Report Form completion
Assisting with preparation of abstracts, manuscripts and grant applications

Supervision Received

Aspects of the work will be done independently or under supervision of the Research Program Manager and Research Coordinator(s).

Supervision Given



The University of British Columbia

Staff Job Postings

No supervision will be required.

Consequence of Error/Judgement

The Research Assistant is required to conduct all research activities in an ethical manner and with adherence to the Tri-Council Policy Statement concerning Ethical Conduct for Research Involving Humans. Any procedures or data recorded as part of this study must be accurate and must accurately reflect the work performed. Strict confidentiality of all study participants must be adhered to. All activities involving participants are accountable to the Principal Investigator, the Department Head, and the Research Assistant's governing professional organization (if applicable).

Qualifications

High School graduation. Lab Technician Certification preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Excellent organizational and multitasking skills. Previous experience in research is an asset. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Phlebotomy training necessary.

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Job Posting

Job ID: 16506
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Centre for Disease Modeling
Salary: \$ 20.34 - \$ 22.29 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-06
Job End Date: 2014-09-05
Funding Type: Self Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 1

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

Job Summary

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

This position will be responsible for providing: 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



The University of British Columbia

Staff Job Postings

- Daily census recording
- Maintaining records
- Maintaining inventory
- Assisting in sample collection
- Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general - Participating in continuing education program
- Shipping and receiving of animals

- Operation of rack and tunnel washers
- Cleaning of cages, accessories, bottles, carts, and racks
- General Housekeeping, including:
 - Preparation and use of disinfectants and detergents
 - Operating a bedding vacuum system, bottle filling system, high pressure spray units and autoclaves
 - Removal of waste
 - Cleaning and general facility upkeep
- Assemble clean caging units
- Perform minor maintenance tasks on facility related equipment
- Performing other related duties

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

High School graduation. 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: 16502
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Centre for Disease Modeling
Salary: \$ 20.34 - \$ 22.29 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-02
Job End Date: 2014-09-01
Funding Type: Self Funded
Other:
Date Closed: 2013-09-02 **Available Openings:** 0

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

Job Summary

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

This position will be responsible for providing: 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



The University of British Columbia

Staff Job Postings

- Daily census recording
- Maintaining records
- Maintaining inventory
- Assisting in sample collection
- Recognizing and reporting concerns involving the animals, animal rooms, and the facility in general - Participating in continuing education program
- Shipping and receiving of animals

- Operation of rack and tunnel washers
- Cleaning of cages, accessories, bottles, carts, and racks
- General Housekeeping, including:
 - Preparation and use of disinfectants and detergents
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 - 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.



The University of British Columbia

Staff Job Postings

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The University of British Columbia

Staff Job Postings

well as within a team environment.

Supervision Given

None.

Consequence of Error/Judgement

As appropriate, in order to achieve agreed objectives (personal and organizational) and within established parameters.

Qualifications

High School graduation. University Degree in a relevant biological science (e.g: ecology, conservation biology, fisheries) preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Must have excellent research and organizational skills. 2 years of related experience with experience in conservation-related research and management is a highly desirable. Experience in developing countries and language skills would be a significant asset. Ability to multi-task.

Familiarity with issues in aquatic conservation.

Familiarity with all elements involved in producing scientific research.

Strong communication skills (written, oral and listening).

Excellent computer management and graphic skills.

Robust database skills.

Must be able to work independently under minimal direction.

Must be highly organized with great attention to detail.

Must have a positive attitude and be a team player.

Must be flexible and perform well under pressure.

Must know how to complete work to deadlines, applying strategic thinking where necessary.

Must be willing and prepared to render assistance after hours when required.

Note: All applicants must apply through the University of British Columbia Staff Careers webpage. Visit <http://www.hr.ubc.ca/careers-postings-staff.php>. Deadline: September 6, 2013.

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Job Posting

Job ID: 16468
Location: Vancouver - Point Grey Campus
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Cellular&PhysiologicalSciences
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16
Job End Date: 2014-09-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-05 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Work Performed

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

Supervision Received

Reports directly to the Principal Investigator.

Supervision Given

None

Consequence of Error/Judgement

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

Qualifications



The University of British Columbia

Staff Job Postings

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

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Job Posting

Job ID: 16543
Location: Vancouver - Other
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Cont. Professional Development
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16
Job End Date: 2014-09-15 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-09 **Available Openings:** 1

Job Summary

To perform various research and associated administrative activities in support of innovation and education delivery for the UBC Division of Continuing Professional Development (UBC CPD).

Organizational Status

The individual interacts with CPD staff members, physicians and other health professionals in practice, funding agencies, and physician organizations.

Work Performed

- Assists with research study design, logic model design, and program evaluation;
- Works with health care professionals to developing needs assessments and evaluation instruments;
- Conducts literature searches, environmental scans, and article reviews.
- Helps develop and conduct surveys; leads focus groups and conducts interviews;
- Prepares, collects, enters, and analyzes data (qualitative and quantitative);
- Assists in making curriculum available through online learning platforms;
- Supports faculty related inquiries regarding the industry relations module;
- Assists in the planning, coordination and implementation of research and educational activities, in a variety of formats including the department rounds calendar;
- Supports the preparation of conference presentations and research reports;
-
- Investigates applicable granting agencies; searches and compiles submission criteria; assists with developing grant proposals and frameworks; assists with the final drafting of proposals; drafting components of letters of intent;
- Participates in meetings with internal staff and external stakeholders;
- Performs other related duties as required.

Supervision Received

Works under general supervision; receives detailed instructions on the assignment of new duties from project managers, director and or other senior leadership.



The University of British Columbia

Staff Job Postings

Supervision Given

May oversee the work of one or two more less experienced employees in which case they are responsible for accuracy and production.

Consequence of Error/Judgement

Tasks are assigned and the candidate plans and schedules his her own work. Failure to work cooperatively and collaboratively with UBC CPD staff could lead to lower office productivity. Responsible for errors in work, reporting problems and mistakes in a timely way, and for correcting those errors.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University degree (Graduate degree an asset) in an area of health science plus minimum three years of related experience. Minimum of 3 years related experience or the equivalent combination of education and experience. Experience with a variety of research traditions and methodologies Experience with data analysis software (SPSS, Nvivo or equivalent preferred) Experience with the BC medical community. Ability to prepare effective grant applications. Knowledge of educational research requirements and procedures. Computer experience required (Word, Excel, Outlook, and Powerpoint and Internet Explorer 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 exercise tact and discretion. Ability to make thoughtful, informed, and thorough decisions. Effective organizational skills. Ability to exercise initiative and judgment. Ability to effectively work both independently and within a collaborative team environment.

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Job Posting

Job ID: 16490
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Research Asst/Tech 3
Department: Paediatrics
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-09
Job End Date: 2014-09-08
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-02 **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 Federal Public Health Agency of Canada. Data for children diagnosed in British Columbia prior to the start of the project will be obtained from medical records and entered into a national database.

The RT3 works with physicians and staff in the Data Management office and Oncology clinic. The RT3's office is located in A119 of the Shaughnessy Building.

Organizational Status

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

Work Performed

- Identify eligible patients diagnosed with pediatric cancer
- Retrieve, document, abstract and interpret complex data from the health record for the purpose of treatment and outcome surveillance.
- Liaise with physicians, nurses and other related health care professionals to accomplish tasks as necessary.
- Maintains comprehensive study files and enters data into online system with accuracy.
- Maintains standard of excellence in data management.
- Accurate and timely completion and submission of data with the ability to meet contractual quarterly patient abstraction quota.
- Communicate with the national coordinating center and other centers as necessary.
- Attend annual training meeting
- Assist Bone Marrow Transplant Co-ordinator with data collection once a week.
- Performing other related tasks.

Supervision Received

It is expected that the RT3 will demonstrate the ability to work independently once training has been successfully completed. The



The University of British Columbia

Staff Job Postings

RT3 will be required to problem solve on a limited basis.

Supervision Given

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

Consequence of Error/Judgement

The incumbent is required to conduct all research activities in an ethical manner, suited to the proper activities of the University of British Columbia and to the professional organizations governing 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. 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.

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.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Health Information Technologist Health Information Management diploma, medical office assistant or unit clerk certificate (preferred) plus minimum two years of clinical research experience or a combination of education and experience. Certified member of SoCRA (Society of Clinical Research Associates) preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Knowledge of medical terminology and patient record systems required. Experience in an oncology setting preferred. 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 communication skills (oral, written and interpersonal). A high degree of focus, motivation, enthusiasm and initiative. Ability to effectively prioritize tasks. Ability to exercise initiative and maintain confidentiality. Ability to learn new software. Ability to work both independently and within a team setting. Must be able to handle a variety of projects at one time and meet multiple deadlines. Strong commitment to accuracy and detail are essential. Excellent work record. Participates in the accomplishments of the organizational goals.

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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