



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:16-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: 16606
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Clerk IV **Business Title:** Clerk IV
Department: UBCO-Disability Resource Ctr
Salary: \$ 19.90 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-10-01
Job End Date: 2014-04-30
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-16 **Available Openings:** 2

Job Summary

A normal rate of speech is between 150 and 200 words a minute which makes regular electronic speech-to-text interpreting difficult. Transcribers learn a set of abbreviations built into software, and condensing techniques that allow timely, accurate communication access for students who are Deaf and or Hard-of-Hearing.

Organizational Status

This position reports to the Coordinator of the Disability Resource Centre

Work Performed

The transcriber's primary responsibility is to provide communication access for Deaf and or Hard-of-Hearing students by converting spoken language to text. Using a laptop computer, the transcriber provides verbal information in printed text, in a style which matches the student's preference. Strong written and oral command of the English language and keyboarding skills (minimum 85 wpm without errors) are critical to the position.

Preference will be given to individuals with experience transcribing lectures labs group settings at the post-secondary level for students who are Deaf and or Hard-of-Hearing students.

1. Transcription:

- Prepare for classes by reviewing course materials and adding technical or specialized vocabulary to the transcriber dictionary.
- Meet with students, Faculty Members, or DRC Coordinator to discuss visual communication requirements.
- Transcribe speech from lectures, labs, group discussions, visual media and other communication in the setting, in the manner and style it was intended, and the style preferred by the student.
- Relay important non-verbal information.
- Voice comments or questions as needed for the student.
- Obtain ongoing student feedback to assess effectiveness of transcription and



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adjust as required.

- Transport equipment; manage equipment set up and storage.
- Ensure equipment is kept secure, well maintained and has charged batteries.
- Provide an edited copy of notes to the student within 12 hours of the lecture time.
- Follow Transcriber AVLIC Code of Ethics and Guidelines for Professional Conduct.

2. Participation within the University setting:

- Develop positive working relationships with students and assist in resolving communication issues, in co-operation with the DRC Coordinator.
- Work cooperatively with the DRC Clerk for textbook ordering and assistance to obtain course outlines or course materials in advance.
- Communicate respectfully with students, faculty, and staff.
- Assist in resolving technical problems related to the service or equipment.
- Demonstrate strong interpersonal communication skills (excellent listening skills and excellent English writing skills).
- Demonstrate a strong understanding of educational issues barriers related to students who are Deaf and or Hard-of-Hearing students
- May need to work some evenings, based on students' class schedule.

Participates in other duties assigned.

Supervision Received

Works independently as assigned with minimum supervision from the DRC Coordinator.

Supervision Given

This position is not required to exercise supervision, consults on matters which depart from Institutional policy or procedures.

Consequence of Error/Judgement

The TypeWell Transcribers must strictly adhere to the University's regulations and procedures and to the Transcriber AVLIC Code of Ethics and Guidelines for Professional Conduct. Not following these guidelines could cause negative working relationships with students and Faculty Members; embarrassment and reputational consequences to the DRC, as well as the University.

Qualifications

Completion of secondary school (grade 12) or equivalent and graduation from a two year community college program or equivalent. Practical TypeWell training software experience preferred or successful completion of on-line and on-site TypeWell training is preferred. Over 6 months and up to and including 1 year of experience transcribing lectures labs group setting at the post-secondary level.

- Strong written and oral communication of the English language.
- The ability to type 85 word per minute (minimum) without errors.
- Strong knowledge of computer and word processing.

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



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Supervision Given

May oversee and direct the work of a small group of employees at lower classifications and be responsible for accuracy, production, and control of the work unit; may have input into staff selection and performance evaluation of employees.

Consequence of Error/Judgement

Decision Making Accountability:

Exercises judgment in planning the sequence of duties, the work methods to be employed and the action to be taken on unusual problems; decisions are based upon appropriate application and thorough knowledge of procedures, guidelines, regulations and established precedents.

Qualifications

High School graduation and Business Training in Office Procedures and Practices. Minimum of 4 years of related experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 16642
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Second Cook-Food Services **Business Title:** Second Cook - The Point Grill and Food Truck
Department: Food Services
Salary: \$ 17.82 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-23 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-22 **Available Openings:** 2

Job Summary

Positions in this classification cook, bake and prepare products in accordance with a menu plan production list and assume responsibility for an assigned area of meal preparation in a high volume commercial kitchen for restaurant dining and mobile-kitchen.

Responsible for cooking and preparing products for the Point Grill restaurant and the Food Truck, a mobile kitchen, that travels all over UBC Point-Grey campus serving a heavy volume of customers.

Organizational Status

Reports to Commissary Cook, First Cook, Unit Supervisor or Manager. Reports to Manager and Commissary Chef.

Work Performed

1. Cooks and or prepares main courses, salads, sandwich plates, pastry items, desserts, sweet & savory baking, specialty desserts, breads and other items on a large scale and as per production requirements & established menu plans.
2. Cooks and or prepares hand-crafted sandwiches and products as per established Food Truck menu plan. Assumes responsibility for a specific area (bakery) of food production as required by the unit, delegating tasks to assistant cooks and food service workers as required.
3. Executes recipes including reading, understanding, & following instructions.
4. Assesses and ensures quality and consistency of finished product prior to shipping out. Specifically, evaluates product, assesses whether it needs correction and or seasoning, and implements measures to ensure appropriateness of completed products.
5. Executes sophisticated recipes for menu plans that include West Coast cuisine & other ethnic cookery to meet the service standards of the department
6. Maintains high standards of sanitation and safety, ensures work is performed in compliance with Food Safe guidelines, UBC policy and UBC Food Services safety guidelines. Including organizing and cleaning kitchen, bakery, mobile kitchen and equipment.
7. Recommends food inventory levels and assists with maintaining inventory.
8. Responsible for the mobile kitchen including loading and unloading the truck with supplies and inventory; assists in checking and maintaining that the truck and equipment is in working order.
9. Relieves responsibilities of other food service workers as operationally required as well as provides direction to food service



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personnel on assembly preparation of food products.

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

WORKING CONDITIONS

The Point Grill restaurant is a fast-paced and high volume commercial kitchen environment. The Second Cook assumes responsibility for an area that requires multitasking critical tasks as well as consistently ensuring the quality and detail of each item produced. Must be responsive and adaptive to the constantly changing environment of a commercial kitchen.

The Food Truck is a fast-paced and high volume mobile commercial kitchen environment. The Food Truck will travel across the University campus. The kitchen is a small, open environment with a small team working on board in very close quarters. The Second Cook requires strong organizational skills with the highest level of detail to the quality and timeliness of each item produced. Additionally, the Second Cook is responsible for maintaining a high-energy and fun culture for the customers. Acts as the public face of the Food Truck.

Must be able to work a flexible schedule including weekday, evenings and weekend shifts. May be required to work offsite for events. Presents in a professional and respectful manner and demonstrates strong customer service skills and knowledge.

Supervision Received

Works under general supervision of Commissary Cook, First Cook, Unit Supervisor or Manager. Works independently as required.

Supervision Given

May delegate work to assistant cooks and other food service workers as required.

Consequence of Error/Judgement

Decisions relate to the sequence of food preparation; errors may result in minor delays or impact to food quality and quantity.

Qualifications

Certificate in cooking from a recognized cooking institution and Food Safe Level 1 Certificate. 2 years relevant experience or the equivalent combination of education and experience. Prefer for experience to be in an upscale trendy dining & catering environment including experience with corporate catering & off-site events. Knowledge and experience with West Coast cuisine and other ethnic cuisines preferred. Excellent knife skills & good butchery skills. Effective oral and written communication, leadership, interpersonal and time management skills. Strong interest in self-improvement and further education in culinary arts. Ability to remain calm under pressure. Ability to maintain accuracy with great attention to detail. Ability to problem solve and to exercise resourcefulness and initiative. Ability to be responsive to urgent issues and situations.

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Job Posting

Job ID: 16641
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: General Worker (Heavy)-F/S **Business Title:** General Worker (Heavy)-The Point Grill
Department: Food Services
Salary: \$ 16.26 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2013-09-23 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-22 **Available Openings:** 2

Job Summary

Positions in this classification perform cleaning, stockroom, dishroom and assigned kitchen duties that may require heavy lifting and physical exertion and assist in food preparation and serving.

Organizational Status

Reports to unit Manager or Supervisor.

Work Performed

Washes and handles dishes and pots up to 25 kg. in weight.

Performs stockroom duties, such as, , receiving products in loading bay, counting items to match with corresponding paperwork, shelving products up to 25 kgs. and filling in paperwork as required; assists with inventory responsibilities.

Performs a variety of cleaning duties, such as, cleaning tables, kitchen preparation and seating areas, and kitchen equipment, mopping floor and cleaning washrooms and other areas as required, ensuring that proper cleaning substances are used and that areas are marked hazardous as required.

Recommends food inventory levels and calls in approved orders.

Busses tables.

Assists cooks in the preparation of food by pulling out and re-storing supplies, assisting in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items and portioning, plating, wrapping and packing food items.

Plates, portions and dispenses food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.

Sets up service counters and replenishes supplies for sale, ensuring appropriate stock levels and stock rotation in refrigeration, storage and counter display units.

Assesses and ensures quality of finished product prior to serving customers.

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.



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Supervision Received

Works under general supervision and independently as required.

Supervision Given

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

Consequence of Error/Judgement

Minor decisions related to cleaning needs; impact of errors is minimal and can be easily corrected.

Qualifications

Completion of Grade 10 and Food Safe Level 1 Certificate. Minimum of 1 year of related experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 16661
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: Microbiology
Salary: \$40,500.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-12
Job End Date: 2014-11-11
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-22 **Available Openings:** 1

Job Summary

With direction from faculty supervisor successful applicant will oversee routine field operations focused on the chemical, physical and genetic properties of coastal and open ocean marine ecosystems.

Organizational Status

Reports directly to faculty supervisor and senior Technician 2

Work Performed

Successful applicant will clean and prepare reagents and sampling equipment for ocean-going research and directly participate in sampling trips of up to several weeks to various marine locations in and around British Columbia. Must be able to operate and calibrate sampling equipment in the field (CDT-Rosette, oxygen and nitrate sensors, Environmental Sample Processor) and basic analytic instrumentation in the laboratory (ultracentrifuge, thermocycler, bioanalyzer, varioskans plate reader). Collect and analyze water samples for trace gas, nutrient and genetic analysis. Conduct DNA and RNA extractions from GF D and sterivex filters, run QC QA tests on nucleic acid extracts and perform PCR qPCR and cloning experiments. Will also assist graduate students and postdocs with experiments, as directed by the faculty supervisor. Will keep a detailed laboratory notebook, recording all experimental work and maintain common database of all sampling data.

Supervision Received

Initially, all experiments and organizational tasks will be performed under the direct supervision of the faculty supervisor or other trained personnel. Written and or verbal protocols for all procedures will be provided on a need to know basis. Once familiar with the techniques and procedures, immediate supervision will decline, unless requested or required.

Supervision Given

None expected. We are looking for an independent and self-starting individual with a thorough knowledge of molecular biology and oceanography. Moreover, as the successful applicant becomes familiar with new protocols and procedures they will be asked to transfer this knowledge to incoming lab members and to assist in their instruction



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Consequence of Error/Judgement

Work to be checked by faculty supervisor on a biweekly basis. In the event that errors occur, related and dependent experiments performed by other lab members could fail or be compromised. Valuable reagents, research time, and money will be lost. Any errors or lapses in judgment will be corrected during biweekly meetings.

Qualifications

High School graduation. Minimum B.Sc. in the sciences. Minimum of 2 years related experience or the equivalent combination of education and experience. Prior experience performing experiments under supervision in a biology laboratory and aboard research vessels is a must.

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Job Posting

Job ID: 16634
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: 2013-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-22 **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.



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Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

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: 16353 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 1 (Gr1) **Business Title:** Administrative Support
Department: Payment and Procurement Svcs
Salary: \$29,472.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-19
Job End Date: 2013-12-20
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-20 **Available Openings:** 1

Job Summary

This position performs administrative tasks including filing, sorting, moving and scanning of large volumes of documents for Payment and Procurement Services. The incumbent will be responsible for the organization and maintenance of physical files in the archive rooms and filing areas. This involves lifting, moving and rearranging existing file boxes, sorting and creating new ones. File boxes contain various records and weigh up to 25kg. Removing inactive surplus equipment (up to 25kg) and materials throughout the department.

Organizational Status

This position reports to the Payroll Manager. General work is assigned by the Payroll Manager; specific assignments may be received directly from various Managers within the portfolio.

Work Performed

- Collect various boxed materials, supplies, and equipment. Relocating to the appropriate filing, storage or archive area.
- Rearranges the physical layout of the archive and filing rooms ready for document sorting, retention & disposal. This involves moving existing box files, equipment and materials.
- Labels files according to retention and disposal schedules; Prepare files for disposal;
- Removes box files and purges large volumes of documents.
- Files large volumes of various documents including off cycle batches, faculty, staff & student appointment forms, benefit forms, union letters and HR letters.
- Operate information retrieval system. Retrieve documents upon request from archives and filing rooms.
- Review content and quantity of archived files offsite at the current storage facility for retention & disposal purposes.
- Cross-references and stores records in correct filing area system.
- Removes inactive surplus equipment through Re-use It program or appropriate UBC departments.
- Identifies, sorts and codes documents by type and category.
- Confirms exactly which documents need to be scanned.
- Prepares documents for scanner- this process entails separating individual pages in a document, removing items such as, staples, paperclips, etc., and reorientation of pages where necessary.
- Maintain records of scanned documents through daily tracking sheets.
- Provides basic maintenance of copier, printing and miscellaneous office equipment (i.e., loads paper, changes toner cartridges)



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- Maintain a day by day productivity log of archives and indexing activities. Keeping records of materials filed and removed.
- Communicate with departments regarding collection, delivery & sorting of materials. Ensuring timely follow-up.
- Stamp files and materials received.
- Performs other varied tasks related to the qualifications and requirements of the job.

Supervision Received

Works under general supervision within guidelines; applying knowledge of University policies, procedures and regulations to establish priorities; Receives detailed instructions during orientation and on subsequent new assignments or changes in procedures.

Supervision Given

Is not required to supervise; may explain work procedures to new or inexperienced staff

Consequence of Error/Judgement

Errors made at the sorting, filing, scanning or archive stage are difficult to resolve and will negatively impact the record management system. Thus, proper sorting, filing scanning and archiving is crucial to ensure the timeliness of processing. Data entry errors could result in incorrect personal financial information being recorded.

Qualifications

High School graduation. Plus one year post-secondary education with training in office procedures and practices. 2 years relevant experience or the equivalent combination of education and experience. Physical ability to perform the duties of the job. (e.g., lifting, standing, working at heights,) Ability to lift and move boxed materials and equipment up to 25kg and push fully loaded dollies. Ability to effectively move within a multi-storied facility. Ability to maintain accuracy and attention to detail. Ability to identify and correct missing and incomplete data. Ability to create and accurately maintain record and filing systems. Ability to effectively perform inventory control procedures. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to data enter with a key stroke rate of 8,000 characters per hour and to operate normal range of office equipment.

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Job Posting

Job ID: 16160 (Repost)
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 Assistant (AMPEL)
Department: Adv.Materials & Proc.Eng Lab
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-26 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-17 **Available Openings:** 1

REPOST

Job Summary

Manages the non-academic activities of the Centre and provides advanced, senior level of diversified administrative and secretarial assistance to Director and faculty in AMPEL. Manages on-going and special projects for the Director.

Organizational Status

AMPEL, the Advanced Materials and Processing Engineering Laboratory, is a multidisciplinary Research Centre with participation of research groups from the Faculties of Applied Science, Science and Dentistry and strong collaborations with the Faculty of Medicine. Approximately 160 people work in AMPEL, with faculty and researchers coming from six participating Departments. The Administrative Assistant is the "Department Administrator" for the Unit and is the only office staff person.

Reports to the Director, and has a dotted line reporting and working relationship with the Manager, Finance in the Dean's office. This position provides high-level, confidential assistance to the Head and requires mature, independent decision-making based on an in-depth knowledge of the Head's agenda.

Meets regularly (monthly) with the Manager, Finance in APSC to ensure University and Faculty financial policies are being followed.

Liaises with Department Committees.

Interacts regularly with administrative staff in the participating Faculties and departments.

Contacts representatives of other institutions, government agencies, and industry.

Negotiates with vendors, service providers and publishers.

Work Performed

Financial

- Financial administration of AMPEL's Operating fund and Research Accounts. . Manages invoicing processing and cost recovery for Liquid Nitrogen, Nanofabrication Facility, and IARL lab invoices. Tracks and monitors AMPEL QMI Machine Workshop invoices that are submitted by the QMI admin clerk.
- Prepares/authorizes or ensures proper authorization for all financial documents (cash deposits, journal vouchers, cheque requisitions, travel claims, purchasing requisitions). The processing is done through the Dean's Office in Applied Science.
- Tracks financial transactions and enters data into the shadow system and reconciles to FMS; follows up and resolves discrepancies appropriately.



- Prepares timely financial reports relating to both projected and actual expenditures, revenues, cost recoveries, and salaries.
- Prepares invoices for services provided by AMPEL, including office supplies and services, liquid nitrogen, scanning electron microscope and salary recoveries; maintains records of invoices and payments.
- Assesses efficacy of cost recovery processes and making recommendations as required.
- Maintains Departmental Petty Cash Fund by tracking expenditures and arranging for reimbursement of funds.
- Reconciles monthly all P-card holder transactions.
- Maintains files, including electronic files, of all financial transaction documents and supporting material.

Administrative Support

- Works closely with the AMPEL director in strategic planning, policy development and implementation, financial management, building and facilities management, human resources, and other administrative activities in AMPEL. Updates building lists, statistics, records of standing committees etc., and ensures that this information is kept accurate at all times. Creates and maintains administrative databases. Assembles budget information as required. Acts as liaison with other administrative units within UBC and external agencies.
- Responsible for preparation of appointments for AMPEL research associates, engineers, and staff, as well as necessary paperwork for salary increases. Compiles and maintains spreadsheet of salaries committed against departmental salary accounts. Provides orientation to new faculty, post docs, students and other visitors. Assists with coordinating and assigning office and lab space to faculty, visiting faculty, graduate students and tenants and dealing with their needs such as communications, keys and building security and safety, Acts as a resource for the director, faculty and staff on a variety of issues, including the interpretation of University and Department policies and in the application to situations not covered by existing policies.
- Acts as a directory administrator for AMPEL members: initiates requests to Voice Services for setup and or change of new phones, call-display, voice mail and long distance privileges. Provides updates to content on the UBC online directory and AMPEL website in an accurate and timely manner.
- Assesses the need for, makes recommendations on, composes and, under the approval of the AMPEL Director, implements administrative policies, practices, and procedures to be observed by faculty, staff and graduate students in AMPEL. Handles queries of an interpretive nature from Faculty, Postdoctoral Fellows, Research Associates, visitors, students, general public. Maintains ongoing awareness of University policies and procedures, and provides interpretation, advice, and guidance to faculty and staff.
- Ensures the Director is informed of the progress of all initiatives taking place and is kept abreast of the deadlines that are approaching.
- Creates and maintains administrative databases (e.g. salaries, re-appointment dates)
- Interprets guidelines and practices as outlined by collective agreements and by University Policies and procedures; advises the Director on required actions and implements processes.
- Prepares documents for Payroll, Human Resources & Faculty Relations (eg Staff, Student and Faculty appointment forms, timesheets, job postings).
- Purchasing all department equipment and supplies. Liaises with technicians to order equipment and laboratory supply purchases; follow up with vendors as necessary to ensure that delivery is correct, on-time and priced correctly; acts as liaison between Finance and vendor to resolve issues of payment.
- Supports Space Committee in coordinating and assigning office and lab space to faculty, visiting faculty, graduate students and tenants and dealing with their needs such as communications, keys and building security and safety; maintains building usage information.
- Provides office orientation to new faculty, staff, post docs, students and visitors.
- Serves as Secretary to all AMPEL Committees (Space, Safety, Executive and Advisory); takes, transcribes and edits minutes of AMPEL Safety meetings. Serves as building first aid attendant.
- Liaises with Facilities Management; prepares Work Orders as required; liaises with work crews, provides building access to contractors.
- Carries out other administrative assignments as may be required by the Director from time to time.

Office Management

- Manages the smooth operation of the AMPEL office and maintains the office as a resource for faculty, staff, and students to facilitate their research activities.



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- Develops and implements procedures for improved office efficiency and effectiveness.
- Performs reception duties for the AMPEL office. Greets visitors, answers, screens and prioritizes all incoming phone calls, emails and other materials. Responds to inquiries and provides information to faculty, students, staff and visitors.
- Main resource for office photocopier. Troubleshoots operational problems, and promotes best practices for sustainable office procedures. Places service calls, orders consumables. Receives and sends out courier packages. Receives other packages and deliveries for AMPEL faculty members and researchers.

Communications

- Maintains the AMPEL web pages in consultation with Applied Science Communication's Manager and Webmaster by ensuring that all information, including the news section, is kept current. Compiling information with respect to activities and research projects conducted in AMPEL and composing written information for web page.
- Creates and edits brochures for AMPEL using graphic program. Takes and scans photographs for brochure, compiles information and graphics, prepares presentation and format. Coordinates with printers.
- Coordinates lectures and other special events (travel arrangements, publicizing event, itineraries, accommodation, honoraria and reimbursements) as well as occasional conferences workshops initiated by the Department Head.
- Facilitates ceremonial aspects of the Department, ensuring that regular social and ceremonial activities (e.g. retirements) of the Department are coordinated and managed.
- Maintains various Department electronic mail lists, committee membership lists, laboratory directory, address directory, faculty, staff and student lists.
- Create and designs Director's Annual Report using graphic program. Collect and compile info for each group, including funding, special projects, equipment and graphics.
- Prepares and circulates agendas, takes detailed and concise minutes; drafts, reviews and distributes minutes; prepares reports and presentation materials.
- Coordinates various meetings and special events, including room bookings, equipment, caterers, and all other requirements.
- Carries out other administrative assignments as may be required by the Director from time to time.

Supervision Received

Reports to the Director and Manager, Finance in the Dean's Office of Applied Science. Works independently in accordance with objectives and general directions established by the Director.

Supervision Given

n a

Consequence of Error/Judgement

Exercises judgement and initiative in handling matters of a non-routine nature requiring the interpretation of University and Faculty guidelines, procedures and policies. Expected to exercise judgement in establishing priorities and carrying tasks through to completion in a timely manner. Reviews working procedures and suggests and or implements changes where deemed appropriate. Incorrect interpretation and analysis of programs and policy requirements could affect timely service, cause monetary salary loss, and loss of funds from research grants.

Qualifications

High School graduation and 1 year post-secondary education. with training in accounting, administrative secretarial skills, and office procedures and practices. 4 years related experience or the equivalent combination of education and experience. Minimum five years of related experience or four years of relevant UBC experience. Ability to type 60 w.p.m. with excellent word processing and accurate data entry skills required. Ability to compose complex correspondence and prepare reports in clear concise business English, and to draft complex correspondence for signature. Ability to take and transcribe accurate meeting minutes. Demonstrated ability to prioritize work, multi-task and coordinate the work flow of the unit. Ability to work under pressure to meet deadlines in a hectic environment, exercising confidentiality, sensitivity, tact and



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discretion. Excellent oral and written communication, interpersonal and organizational skills. Ability to obtain and disseminate information effectively and tactfully with individuals from all levels of the University and the external community. Demonstrated ability to take initiative, exercise good judgment and resolve problems. Thorough knowledge of University policies and procedures required Computer experience required (Word, Excel, PowerPoint, Outlook, Dreamweaver and PageMaker and FMS preferred) at an advanced level.

Ability to use word processing, spreadsheet, scheduling, mail and presentation applications at an advanced level. Ability to maintain accuracy and attention to detail Ability to work both independently and in a team environment and to bring energy, motivation and enthusiasm to the job. Ability to plan, schedule and organize a variety of complex events such as conferences, visits by foreign dignitaries, receptions, and off-site executive-level meetings. Ability to plan and ensure efficient records management procedures and practices are followed. Ability to comprehend and interpret University manuals, handbooks, and reports. Flexible approach to work; willingness to work irregular hours as and when necessary.

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: 16635
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 3 (Gr6) **Business Title:** Administrative Support 3 (Gr6)
Department: Surgery
Salary: \$40,752.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-07 **Ongoing:** Yes
Job End Date:
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-26 **Available Openings:** 1

Job Summary

The Senior Administrative Assistant provides administrative support to the UBC Department of Surgery, for the activities of its Division of General Surgery and the Head of the Division.

The UBC Division of General Surgery provides advanced expertise in all aspects of general surgery, including oncology, trauma, transplantation, critical care, and diseases related to the gastrointestinal tract. Its activities include a Royal College-approved, Residency training program, the training of MD Undergraduates (medical students), training for core Residents in other surgical subspecialties, and continuing medical education programs. The Division also conducts research in transplant immunology, oncology, critical care, minimal invasive surgery, inflammatory bowel disease, and surgical education.

Organizational Status

The Senior Administrative Assistant reports directly to the General Surgery Postgraduate Program Manager receiving day-to-day supervision and direction regarding the Division's operations and to the Head of the Division of General Surgery for some assignments and tasks. The Department's Director of Administration provides overall management of, and direction to, this position regarding work performance.

This role collaborates and interacts extensively with other University staff and faculty members and with other health professionals outside UBC to support the clinical academic activities of the Division.

Work Performed

- Coordinates conferences, meetings, symposia, presentations, committee sessions, academic and business visits, visiting professors rounds and other regularly scheduled and special events pertaining to Division of General Surgery activities. Duties include: scheduling of activities; booking venues; issuing notices and invitations; preparing and distributing agendas; confirming speakers and visiting professors; creating posters for rounds; making travel and catering arrangements; processing, tracking and confirming registrations; receiving, copying and distributing reports and other written materials; coordinating videoconferencing and other A V functions; and attending and taking minutes of proceedings.
- Prepares and distributes on-call, OR, ambulatory clinic, endoscopy clinic schedules for General Surgery faculty, residents and medical students, and requests hospital privileges for visitors to the OR.
- Supports the MD Undergraduate Program by coordinating and scheduling clinical training sessions, providing additional



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information as required for payment of Clinical Faculty and providing information on UBC's policies and procedures to MD Undergraduates.

- Prepares accurate and grammatically correct written communications via transcription, dictation and notes.
- Processes UBC cheque requisitions, journal vouchers and purchase orders; monitors and reconciles P-card use and reimbursements and bank deposits; and creates various UBC standing orders as required. Reconciles monthly financial statements.
- Assists in preparation of research grant applications and scientific manuscripts by conducting literature searches and typing and editing applications and manuscripts.
- Tracks attendance for Division for City Wide Round and M&M Rounds, distributing information regularly.
- Prepares Fellowship and Postgraduate applications as well as following up on Fellowship enquires.
- Assists in the design and presentation of teaching tools required by the teaching faculty such as A V presentation and printed materials.
- Assists new faculty appointees in converting curriculum vitae to UBC's requirements.
- Screens, prioritizes, and redirects oral and written enquiries and materials in accordance with deadlines and other priorities, responding as directed.
- Performs general office duties such as filing, photocopying, ordering office supplies, completing courier waybills, dropping off or picking up documents from offices.
- Supports the General Surgery postgraduate residency program as required.
- Performs other related duties as required.

WORKING CONDITIONS

Work is performed at one of several workstations in an open area of the main administrative office of the UBC Department of Surgery inside Vancouver General Hospital, on a floor where there is no direct patient care. Work is required occasionally in evenings and early mornings, and infrequently on weekends (if at all).

Supervision Received

The position reports directly to the Head of the Division of General Surgery for assignments and to the General Surgery Postgraduate Program Manager to receive day-to-day supervision and direction regarding the Division's operations. The Department's Director of Administration provides broad oversight and functional management of this position.

Supervision Given

None.

Consequence of Error/Judgement

Errors in judgment and performance may result in lost OR and other valuable time in delivery of clinical care, unnecessary schedule changes, inaccurately prepared grant applications, unnecessary expenditures, and delays to participants, other faculty and students. Inappropriate interactions and communications can adversely affect the reputation of the Division, Department, and the University. Breaches of confidentiality and security may result in serious clinical and academic consequences.

Qualifications

High School graduation and 1 year post-secondary education. Training in office and procedures and practices. Training in bookkeeping procedures and practices an asset. 4 years related experience or the equivalent combination of education and experience. - Solid judgment and a proven ability to maintain confidentiality, tact and discretion in interactions and in handling information. - Computer (PC) software (Word, Excel, PowerPoint, Outlook, and Internet), applications experience at an intermediate level. Ability to type 60 w.p.m. and to operate normal range of office equipment. - Effective organizational skills, including ability to prioritize work, multi-task, and to meet deadlines and schedules. Demonstrated ability to maintain a high degree of accuracy and attention to detail. - Ability to conduct on-line searches using medical and scientific applications. - Effective oral and written communications, with ability to compose clear and grammatically correct routine correspondence and other business documents. - Consistent track record of contributing positively to a productive, supportive workplace. - Ability to



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take and transcribe minutes.

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Job Posting

Job ID:	16643		
Location:	Vancouver - Hospital Site		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Administrative Suppt		
Classification Title:	Administrative Support 4 (Gr7)	Business Title:	Administrative Assistant, Faculty Development
Department:	Medicine - Dean's Office		
Salary:	\$42,072.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2013-11-04		
Job End Date:	2014-11-21	Possibility of Extension:	Yes
Funding Type:	Budget Funded		
Other:	Leave Replacement		
Date Closed:	2013-09-18	Available Openings:	1

This posting is to fill a maternity parental leave for approximately one year.

Job Summary

Provides personal and confidential administrative support to the Assistant Dean, Faculty Development. Provides administrative support to the Office of Faculty Development and Educational Support and assists with tasks related to the MD undergraduate faculty development curriculum renewal.

Organizational Status

Receives work assignments from and reports to the Assistant Dean, Faculty Development. Works with the leadership and members in the Office of Faculty Development, faculty members and staff in the Faculty of Medicine involved in faculty development as needed to provide support for projects approved by the Assistant Dean Faculty Development.

Work Performed

Manages the calendar of Assistant Dean, Faculty Development, by performing duties such as organizing and prioritizing the calendar based on judgement and consultation with the Assistant Dean, scheduling meetings, recurring meetings and appointments, coordinating with other schedules, identifying and communicating high priority requests, researching and preparing documents and materials for meetings;

Conducts research as required by the Assistant Dean and Office of Faculty Development to compile data across all faculty development programs (undergraduate and postgraduate) and within medical education activities for purposes of accreditation, evaluation, report and information;

Provides administrative support to committees chaired by the Assistant Dean, Faculty Development, as required: schedules committee meetings, prepares materials for distribution, arranges room bookings, catering and audio-visual equipment and takes minutes and prepares action tracking reports, and provides follow up for action items as required;

Coordinates and assembles materials for projects and meetings from a variety of sources as required;

Coordinates travel arrangements for the Assistant Dean, Faculty Development including airline, hotel, visas, ground transportation, and reimbursement of expenses;



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Develops and manages databases for registration and events summaries ensuring the accuracy of information required for accreditation and reports;

Coordinates core workshops and activities for faculty development within the MD undergraduate program portfolio;

Performs complex financial duties such as preparing, monitoring, reconciling, and reporting on budgets;

Assists with the production of Faculty Development newsletters, program catalogues, workshop packages and other materials including soliciting estimates from printers suppliers, sending proofs, transferring graphic files, editing and formatting power point presentations and editing videos;

Assists with the creation of appropriate resource materials, specific to the function and arranges honoraria for speakers, reimbursements for expenses and catering;

Ensures and maintains the smooth running of the office during the absence of the Faculty Development Program Managers and or Assistant Dean by exercising independent judgment and initiative on complex and unusual issues;

Screens and prioritizes incoming calls and mail, exercising judgment as to whether matters require urgent attention and or whether background information must be acquired immediately. ;

Drafts routine and complex correspondence including monthly emails to listserv and faculty development communications (involves working with site directors, curriculum renewal secretariat and administrative assistants);

Performs other related tasks as required by the Assistant Dean.

Supervision Received

Works under the direction of, and receives work assignments from the Assistant Dean and Program Managers (undergraduate and postgraduate), Faculty Development. Performs familiar duties independently and in accordance with established procedures.

Supervision Given

May supervise temporary administrative staff during peak periods.

Consequence of Error/Judgement

This area is administered by the Assistant Dean, Faculty Development. The incumbent, in coordination with the Program Managers, is responsible for the daily administration of the office. It is important that faculty records, payments and all materials be dealt with conscientiously and accurately and that faculty members be given correct information regarding the Faculty Development programs.

Qualifications

High School graduation and two year post-secondary diploma. Secretarial skills and training in office procedures and practices are essential. 4 years related experience or the equivalent combination of education and experience. Experience working in a college or University environment preferred.

Computer experience required (Word, Excel, PowerPoint, Outlook, Photoshop, Adobe InDesign...).

Experience with Intranets preferred. Knowledge of UBC Policies and Procedures is preferred.

Ability to communicate effectively verbally and in writing. Ability to deal with a diverse group of people in a calm, courteous and effective manner. Ability to type 60 words per minute. Ability to use the normal range of office equipment. Ability to use word processing, Excel spreadsheet, PowerPoint, electronic mail, electronic calendars and Internet applications at an intermediate level. Ability to manage an Intranet electronic database and document system. Ability to prioritize and organize work effectively



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under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to maintain accuracy and attention to detail. Ability to take and transcribe accurate meeting minutes. Ability to compose correspondence, reports, presentations and other written materials using clear, concise business English. Ability to exercise a high level of initiative, tact and discretion when handling sensitive and or confidential matters. ability to work effectively independently and in a team environment.

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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



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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.



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

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Job Posting

Job ID: 16653
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 1 (Gr1) **Business Title:** Financial Proc. Spec 1 (Gr1)
Department: Payroll
Salary: \$29,472.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-23
Job End Date: 2014-11-07
Funding Type: Self Funded
Other: Leave Replacement
Date Closed: 2013-09-19 **Available Openings:** 1

Job Summary

Provides front counter support to the Department of Financial Services, of which duties include: responding to inquiries both in-person and via telephone in a professional, courteous and friendly manner; filing and distributing Payroll and General Accounting cheques; opening, sorting and distributing payroll related mail; organizing couriers. Responsible for the accurate and timely processing of honorarium payments, data entry of TD1s (personal tax forms) and direct deposit information into HRMS. Filing of various documents including off cycle batches, faculty, staff & student appointment forms.

Organizational Status

Reports to the Financial Analyst, Payroll.

Work Performed

- 1.Provides front counter support to the Department of Financial Services. Duties include: responding to inquiries both in-person and via telephone in a professional, courteous and friendly manner; filing and distributing Payroll and GA cheques; opening, sorting and distributing payroll related mail; and organizing couriers.
- 2.Responsible for the accurate and timely processing of honorarium payments, data entry of TD1s and direct deposit information into HRMS. Also responsible for Special Letter processing. Provide support and ability to coordinate coverage of work with the other members in the team to ensure all deadlines are met
- 3.Responsible for all bank recalls, bank rejects and correcting banking information
- 4.Responsible for all cheques and advices being folded and sealed
- 5.Responsible for mailing out cheques as requested in writing from employees and off cycle cheques with off campus addresses.
- 6.Filing of various documents including off cycle batches, faculty, staff & student appointment forms, benefit forms, union letters and HR letters. . Knowledge and familiarity of all forms issued and used by the Payroll department and the ability to provide immediate assistance in filling out these forms is required.



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7. Responsible for signature and mailout of all faculty board notices and HR letters to employees

8. Responsible for mailouts of weekly and monthly reports to faculties and departments

9. Performs other duties related to the qualifications and requirements of the position including the ability to be flexible.

Supervision Received

Reports to the Financial Analyst, Payroll

Supervision Given

N A

Consequence of Error/Judgement

Works within well-defined guidelines and procedures but is expected to exercise some initiative and judgment in establishing priorities and carrying tasks through to completion.

Qualifications

High School graduation and 1 year post-secondary education. Training in accounting and office procedures and practices. 1 year related experience or the equivalent combination of education and experience. Experience with Microsoft Word and Excel required. Experience with PeopleTools (FMS HRMS) preferred. Good communication skills with an ability to communicate tactfully and discreetly. Knowledge and familiarity of all forms issued and used by the Payroll dept and the ability to provide immediate assistance in filling out these forms. Professional, friendly and pleasant disposition. Ability to work effectively with the public. Accuracy and attention to detail are critical in this position. Ability to work under pressure and meet numerous deadlines.

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Job Posting

Job ID: 16288 (Repost)
Location: Vancouver - Hospital Site
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Program Assist
Classification Title: Sr Program Asst-Gen (Gr8) **Business Title:** Facilities Coordinator
Department: Medicine,Udgrd Ed.(Dean'sOff)
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: 2013-09-29 **Available Openings:** 1

Job Summary

The incumbent provides a very complex videoconference and non-videoconference facilities booking and event coordination service and advice to UBC and Health Authority departments, and other organizations interested in using the Faculty of Medicine (FoM) videoconference and non-videoconference facilities for their event.

Works closely and collaboratively with facilities, program, logistics and technology staff at all regions across the province (Vancouver Fraser Medical Program, Island Medical Program, Northern Medical Program, Southern Medical Program), to ensure smooth and continued operation of the FoM distributed MD program.

Maintains a complex centralized room booking system, which is used for the booking of the FoM distributed MD program curriculum sessions, academic rounds and activities in support of curriculum. Provides standardized training to new and existing users on the room booking system.

Provides input and advice towards the development and implementation of complex policies, procedures, guidelines and standards at the interface between facilities coordinators, event coordinators, logistics and technology staff.

Through collaboration and education, promotes the use of FoM videoconference and non-videoconference facilities and services to UBC and Health Authorities departments and other organizations.

UBC Faculty of Medicine (FoM) currently has over 70 videoconference and 150 non-videoconference facilities located in University Campuses, Clinical Academic Campuses and Affiliated Regional Centres throughout the province of BC. These facilities enable attendees across the province to participate in lectures, academic rounds, administrative meetings, and other events. The FoM develops and implements policies, procedures, guidelines and standards for the booking, utilization and support of these facilities.

UBC FoM uses the centralized room booking system 'Resource Scheduler' as the operational platform, to efficiently manage these facilities and the services offered. The FoM distributed MD Program relies on Resource Scheduler for accurate and time-sensitive



information for the delivery of curriculum sessions. Over 400 users across the province use Resource Scheduler on a regular basis to enter and extract information, to schedule and dispatch resources, and to generate a variety of reports.

Organizational Status

The incumbent reports to the Manager Academic Shared Resources, and to the Director of Administration.

The incumbent works closely and collaboratively with senior program staff, event coordinators, logistics and technology staff (including MedIT and Videoconference Service Desk), and facilities coordinators throughout the province, to ensure smooth and continued operation of the distributed MD program.

This position is located in the Children and Women's Hospital site.

Work Performed

- Provides videoconference and non-videoconference room booking and event coordination services, primarily for Undergraduate, Postgraduate curriculum, Academic rounds, student initiated events and all events at the Children's and Women's Hospital site.
- Books videoconference facilities and services across the province and non-videoconference facilities at Children's and Women's Hospital site.
- Assesses all facilities and services requests, ensures all relevant information is provided, establishes priorities and determines the most efficient use of the facilities and services.
- Approves or declines or redirects requests based on the compliance with established policies, procedures, guidelines and standards. Suggests alternatives where possible.
- Enters complex and time-sensitive curricular and non-curricular information in the room booking system, and ensures information is complete, accurate and reliable.
- Ensures facilities and services information is relayed effectively and accurately, verbally and in writing, to event coordinators, service providers, logistics and technology staff. This includes information on mobile videoconferencing, audio-insertion, connection to external networks, tech support level, facilities access, and other details.
- Acts as an interface between the event coordinators and the logistics and technology staff, and provides time-sensitive facilities and services information to the logistics and technology staff for the support of videoconference and non-videoconference sessions.
- Provides regular back-fill for other members of the facilities coordinator team at the Vancouver Fraser Medical Program.

- As the first point of contact, responds to all enquiries related to the use of videoconference and non-videoconference facilities and the services offered.
- Works as a member of a team responsible for the day-to-day supervision and operational readiness of the instructional facilities and services.
- Liaises with housekeeping and building maintenance and initiates service work orders as needed, to ensure videoconference and non-videoconference facilities are in good operational condition at all times.
- Liaises with access control to provide users access to videoconference and non-videoconference facilities in Children and Women's Hospital site and maintains an active list of users who have access to the facilities.

- Performs quality control of sessions scheduled to ensure accuracy and reliability of data entered in the room booking system.
- Provides standardized training on the room booking system and the room booking process, to new and existing users, to ensure compliance with current policies, procedures, guidelines and standards.

- Liaises with facilities coordinators and provides mentorship and guidance at distributed sites on a regular basis to ensure bookings are made in a coordinated and consistent manner as per policies, procedures, guidelines and standards.
- Provides guidance and advice to faculty, staff, students and various users (internal departments and external organizations), on the policies, procedures, guidelines and standards.
- Identifies and documents patterns in reoccurring issues related to facilities, services and event coordination. Assesses and develops approaches for standardized processes, work flow and issues resolution. Resolves complex and sensitive issues on a



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regular basis.

- Provides input and advice in the development and implementation of new and existing policies, procedures and guidelines related to videoconference facilities, services and event coordination.

- Provides valuable input and advice towards the management of facilities and services by participating in the monthly inter-site facilities coordinators meetings and facilities-technology meetings.

- Has a thorough knowledge of the complex policies, procedures, guidelines, standards, protocols, work flows and systems used for booking of videoconference and non-videoconference facilities and services.

- Initiates, builds and maintains good relationships with program leadership, logistics and technology staff, UBC departments, Health Authority departments including Telehealth, and external organizations.

- Schedules videoconference training sessions, educates event coordinators on the benefits of videoconference training program, registers them for training, and maintains an active list of trained users.

- Provides administrative support to the Manager. This includes compiling and sorting data and reports in spreadsheets and databases, maintaining documents on the SharePoint site, preparing minutes, etc.

- Provides emergency reception back-fill, and end of term exam invigilation as required.

- Performs other duties related to the requirements of the job.

Supervision Received

Works independently under the general direction and supervision of the Manager, Academic Shared Resources.

Tasks are governed generally by broad instructions, objectives and policies, usually involving frequently changing conditions and priorities. Exercises independent judgment in selecting and interpreting information, and reconciling deviations from standard methods.

Supervision Given

Explains work procedures and provides direction to new and temporary staff members.

Consequence of Error/Judgement

The Faculty of Medicine's distributed MD program relies on the accuracy of information provided in room booking system for the delivery of curricular and non-curricular sessions.

Work pressures, peak periods, multiple demands, deadlines and interruption impact tasks completion ability which could negatively impact delivery of curriculum sessions and other events.

Errors in booking facilities and services can have significant impact on the delivery of curricular lectures, and non-curricular sessions such as academic rounds and administrative meetings. Errors can reduce or impair the dispatch of videoconference technical support and service. Errors can also have an adverse reaction from faculty, staff, students, event coordinators, external organizations, and in some cases the media.

Incorrect decisions made on the priority and use of facilities and services can cause sensitive situations and result in senior management staff becoming involved to diffuse the situation. Incorrect information and training provided can compromise the reliability of the room booking system and the room booking process.

Qualifications

High School graduation and two years post-secondary education. Training in office procedures and practices. 4 years related experience or the equivalent combination of education and experience. 3 years relevant UBC experience.

Computer experience required (intermediate to advanced level in Word, Excel, Access and Outlook). Effective oral and written



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communication, interpersonal and organizational skills. Ability to use tact, courtesy and diplomacy when handling sensitive issues. Ability to negotiate and problem solve. Ability to prioritize work, multi-task and meet constant deadlines. Ability to maintain accuracy and attention to detail. Ability to work both independently and within a complex team environment. Ability to work in a fast paced environment that is constantly changing and in a state of ambiguity. Ability to be patient, flexible, adaptable, creative and innovative.

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Job Posting

Job ID: 16660
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 2 (Gr3) **Business Title:** Scheduling and Administration Clerk
Department: Food Services
Salary: \$38,148.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-07 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-20 **Available Openings:** 1

The hours for this position are 7:30 a.m. - 3:30 p.m. Monday - Friday.

Job Summary

This position is primarily responsible for scheduling on-call employees; providing reception and customer service, and performing data entry and general administrative support.

Organizational Status

Reports to Manager, Employee Development and Administration. Takes direction from SHHS Human Resources team. Interacts regularly with SHHS management and employees, other UBC departments and personnel.

Work Performed

Contacts employees for on-call scheduling shifts and tracks results of attempts to fill shifts as per Collective Agreement, governing agreements and UBC policy and practices.
Prepares reports related to departmental on-call policy.
Prepares, updates, and maintains master scheduling documents. Assembles and maintains data and or information and ensures its reliability and quality.
Prepares and distributes documents and notices pertaining to departmental scheduling, vacations and other cyclical processes including on-call policy letters, probation notifications, exit interviews and availability form updates.
Composes general correspondence via email to department staff, supervisors and managers.
Assists with processing forms; performs data entry, mail merges and general administrative support including scheduling interviews, filing, ordering office supplies; organizes and coordinates department mail outs, courier deliveries and mail distribution.
Resolves routine problems and relays general information concerning issues of concern, to appropriate managers.
Assists with distribution of Fire Procedures and WorkSafeBC forms; updating and ordering First Aid supplies; assists with annual flu clinics; inputting and filing Safety Committee and Inspection Reports.
Takes and distributes minutes at various committee meetings.
Enters, edits, and manipulates data in relevant information systems, requiring data manipulation processes of a moderately complex nature, such as updating web pages and databases.
Handles room bookings, catering orders and other details and logistics related to new employee orientations, retirement parties, staff parties and other department-wide events.
Acts as a main point of contact for the department by receiving visitors, answering the telephone, and responding or redirecting



people as appropriate. Responds to inquiries and provides general information by email, phone and in person.

Works closely with unit supervisors and managers.

Performs other related duties as required.

Supervision Received

Works independently under general supervision.

Work is performed in accordance with established procedures and accepted practices involving freedom to select which methods are applicable in any given situation.

Job tasks are generally standardized with ability to choose action within limits defined by standard accepted data, information and procedures.

Organization of work to accomplish goals is expected.

Supervision Given

None.

Consequence of Error/Judgement

This position requires adherence to SHHS scheduling practices. Accuracy and attention to detail are necessary. Failure to adhere to policies and procedures correctly can directly impact employees' work hours and entitlements and may result in a grievance.

Knowledge of University procedures and the ability to exercise good judgement and initiative in handling matters would be helpful to eliminate errors.

Qualifications

High School graduation and one year of related training. 2 years relevant experience or the equivalent combination of education and experience. Relevant UBC experience preferred. Proficiency in MS Office software application (Word, Excel, PowerPoint) experience required. Ability to type 50 w.p.m. Effective oral and written communication, interpersonal and organizational skills. Ability to type 50 w.p.m. and to operate an normal range of office equipment. Ability to use word processing, spreadsheet and electronic mail and applications at an intermediate level. Ability to maintain accuracy and attention to detail. Ability to prioritize work and meet deadlines. Ability to work both within a team and independently.

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Job Posting

Job ID: 16628
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:** Academic Services Information Clerk
Department: FacofGradStudies&PostdocStdies
Salary: \$42,072.00 (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: 2013-09-17 **Available Openings:** 1

Job Summary

This is a multi-incumbent position (4 positions); along with two Sr. Information Clerks, each Information Clerk oversees an assigned portfolio. Responsible for complex Admissions, Records and Awards administration processes in the Faculty of Graduate and Postdoctoral Studies in support of 9,000 graduate students from over 140 (140) programs across UBC. Each Information Clerk is responsible for a portfolio of approx. 20% of this total.

Information Clerks need to establish strong working relationships with their assigned programs. These positions serve as primary information resource (content knowledge) contacts for Department Heads, Graduate Advisors (faculty members), Graduate Program Staff, graduate students and prospective students. Responding to complex queries, providing advice, and making recommendations on the Policies and Procedures of the Faculty of Graduate and Postdoctoral Studies, including but not limited to: applications, evaluation of academic documents (from both foreign and domestic institutions), admission eligibility requirements, Records, Graduation and merit-based Graduate Awards and Scholarships.

Organizational Status

These positions report to the SAS Admissions and Records Manager. They have ongoing, independent contact with the Director and Associate Director of Student Academic Services, Department Heads, Graduate Advisors, and Graduate Program Staff and students. Independently communicate and work with the Business and Systems Manager, Manager of Graduate Awards, Awards staff, other SAS support staff and Doctoral Examinations staff, as well as with staff from Enrolment Services, and Exchange Program Office.

Work Performed

Admissions 40%

1. Makes admissions decisions based on detailed evaluation of recommendations for admission to Master's and Doctoral programs from Graduate Programs. This includes detailed analysis of North American and international college and university undergraduate and graduate degree transcripts according to established guidelines to determine admission eligibility. Ensures Recommendation for Admission data and file are complete, checking for and requesting from Graduate Programs required documents such test scores, proof of immigration status, reference letters.
2. Forwards inadmissible decisions for admission with detailed rationale for their decision to the Admissions and Records Manager or Associate Director for secondary review to ensure consistency in application of policy across all portfolios. Responds to queries from students, who may be angry or upset, who have been denied admission on options to improve their chances for future admission



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3. Monitors status and communicates with Graduate Programs regarding nature of outstanding admission and graduation requirements on an ongoing basis. Upon receipt of required academic documents, updates Admission System to remove conditions of admission. Ensures that the final admission status is electronically triggered over to the SISC system.

4. Checks eligibility for UBC students requesting permission to attend Canadian and International universities on various student exchange agreements. Adjudicates applications from visiting students to UBC from other Canadian Universities on various exchange agreements.

5. Generates acceptance letters, providing detailed admission and biographical data.

6. Liaises with administrative staff at other academic institutions to facilitate student approvals for exchange credit etc...

Records 30%

1. Makes Records decision based on consistency with Policy or regulation when processing requests for amendments to graduate student records on Student Information Service Centre (SISC) (includes adding dropping courses, change of grades, removal of registration blocks, minor financial correction of student fees, transfer of programs, transfer of credits, permission for graduate students to teach courses, leave of absence, extension of maximum time period in which to complete program, withdrawal, and reinstatement); Assigns SAS Secretary to generate records letters.

2. Forwards Records requests which fall outside Policy to Admissions and Records Manager with summary and rationale for review and action. Advises Department Head, Graduate Advisor or Graduate Secretary on the rationale based on the Policy for decline of request.

3. Evaluates applications for graduation based on established graduation requirements.

4. Reviews standard student progress reports to identify students whose performance falls below minimum standards and inform academic Graduate Programs accordingly. Advises Department Head, Graduate Advisor or Graduate Secretary regarding need to submit academic recommendations.

5. Participate in planning and development of procedures related to administration of maintaining records.

Awards 10%

1. Reviews, checks for completeness, accuracy and for eligibility according to NSERC SSHRC regulations all applications for these various externally funded award competitions. This is a deadline driven process and timely response follow-up is required. Tasks include checking for transcripts, meets eligibility requirements, accurately completed application forms etc. follows up with submitting Graduate Programs for missing or incomplete information.

2. Reviews and checks eligibility of Graduate Award Recommendations for 4-Year Fellowships. This is a deadline driven process and timely response follow-up is required.

3. Provides information and responds to inquiries via e-mail, the telephone and at the front counter regarding routine and non-routine graduate awards and funding opportunities.

Front Counter Information 15%

1. Provides information and responds to complex inquiries and requests (from UBC faculty, staff, including Department Heads, Graduate Advisors and Graduate Staff, students; prospective students, other universities and the general public) on the telephone, via mail, e-mail and at the front counter (up to 25 hrs. per month) on general information and specific complex questions regarding Application, Admissions, Records, Graduation and Merit-based Awards, based on established policies and regulations from Faculty of Graduate and Postdoctoral Studies Policies and Procedures manual, UBC Calendar and G+PS web site.

Performs other related duties in keeping with the qualifications and skill-set of the job. 5%

Supervision Received

Works independently under minimal supervision of Admissions and Records Manager, conferring regularly with the Director and Associate Director.

Supervision Given

Assists with the training of and occasionally oversees work of new clerical and secretarial staff (new full time employees, temporary staff & Work-Study students). Has functional supervision responsibility over the SAS Secretary on processing of admissions and records letters, and SAS Data Clerk on processing of applications and fees.

Consequence of Error/Judgement



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This position has responsibility for identifying the Policy or guideline, which addresses the issue at hand, and accurately communicating that policy or guideline information to UBC faculty (Department Heads, Graduate Advisors), staff (Graduate Secretaries), students, prospective students, or the general public. Decisions are based on a thorough knowledge and accurate interpretation of information contained in various resources including the Faculty of Graduate and Postdoctoral Studies Policies and Procedures, Faculty of Graduate and Postdoctoral Studies web site, UBC calendar, UBC Registration Guide, Admissions Manual, Records Manual, and Student Academic Services Questions and Answers.

Extraordinary issues are referred to the Admissions and Records Manager, Assistant Dean, Director, Associate Director or Associate Dean with recommendations for solution or action.

Errors in decision or information provided could impede the academic progress of a student, cause adverse relations with students, faculty and staff, and incorrect procedures performed can cause acceptance implications, incorrect tuition fee assessments, course credits calculations, or delays for students. Any errors and or omissions in judgment could seriously undermine the roles, responsibilities and effectiveness of The Dean and or The Faculty of Graduate and Postdoctoral Studies.

Qualifications

High School graduation and two year post-secondary diploma. preferably in a university setting or the equivalent in education and experience. 4 years related experience or the equivalent combination of education and experience. Or three years of relevant UBC experience in administrative, systems and procedures. Knowledge of UBC Graduate programs and requirements for admission to Graduate Programs. Knowledge of university admissions processes and procedures. Thorough knowledge of academic terminology and Graduate Studies. Ability to read and understand North American transcripts and international academic records. Ability to read and comprehend a variety of resources including Faculty of Graduate and Postdoctoral Studies Policies and Procedures, Faculty of Graduate and Postdoctoral Studies web site, UBC calendar, Admissions Manual, Records Manual, and Student Academic Services Questions and Answers. Ability to read, understand and apply policies appropriately. Ability to work well with others in a team environment and to deal effectively with faculty, staff, students and the general public. Attention to detail, ensuring accuracy. Ability to work under pressure to meet strict deadlines and handle heavy volumes during peak periods. Intermediate level in word processing, spreadsheet, e-mail software and Internet navigation skills. - Ability to use systems such as SynApps, and the Student Information Service Centre (SISC). Ability to deal effectively with people who are irate, frustrated, or upset. Typing Speed 50 wpm. Ability to exercise utmost tact and discretion, to understand and comply with the Freedom of Information and Protection of Privacy Act and University policies and procedures. Strong analytical skills and ability to use good judgement. Excellent oral communication skills in English. Ability to communicate sensitively in cross-cultural situations. Ability to communicate politely, clearly, and effectively. Ability to articulate and interpret issues, guidelines or policies from one party to others clearly and without error.

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Job Posting

Job ID: 16652
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level B **Business Title:** Financial Analyst
Department: Financial Systems
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-20
Job End Date: 2014-09-19
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-09-19 **Available Openings:** 1

Job Summary

The Financial Analyst performs a variety of complex accounting and reporting tasks as well as financial analyses to support and streamline procure to pay operations. Major responsibilities include analyzing existing workflows and outputs; making recommendations to enable the procure to pay section to work effectively; monitoring internal controls and ensuring compliance with GAAP, policies, procedures and tax regulations; developing and maintaining policy and procedure manuals; acting as a campus tax resource for HST GST PST issues; performing complex reconciliation's; implementing risk-based audits on transactions; developing management reporting on data integrity; testing operational improvements to systems; providing technical support for our document management system, ImageNow, users and distributed users of FMS, procurement and payment modules and other customized applications; working with procure to pay managers to ensure efficient processes, and performing other related duties.

Organizational Status

The Financial Analyst reports to the Financial Systems Manager, but works independently and in collaboration with managers and staff members. The Financial Analyst will serve as the primary liaison for payment and procurement monthly, quarterly and year-end procedures. The Financial Analyst interacts with internal and external contacts, such as the Canada Revenue Agency, the University's external auditors, government agencies and other organizations, on financial, accounting, audit and tax-related matters.

Work Performed

- Develop, implement, conduct and review monitoring reports on Procure to Pay transactions such as purchase order invoices, requisition for payments including travel advances, claims and clearances, moving and relocation fund claims, journal vouchers and cash receipts and tax related to purchases to ensure adherence to the University policies and procedures and to GAAP and tax regulations.
- Develop management reporting associated with data integrity and daily operational control of the section.
- Assess, evaluate and recommend accounting internal controls, policies and procedures.
- Design and conduct training on FMS procure to pay modules, accounting procedures, policies and document imaging systems.
- Develop and document departmental procedural and operational manuals.
- Test and recommend operational improvements to current systems.
- Provide technical support to ImageNow users and the distributed users of the FMS procure to pay systems and other customized applications.



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- Answer queries from, and provide training to, internal and external parties regarding payment processing policies and procedures.
- Interpret accounting procedures and reporting guidelines, and provide financial advice to directors, managers, supervisors and staff.
- Ensure that HST GST PST are self-assessed and paid according to tax regulations.
- File sales tax returns on a timely fashion and assist with CRA audit.
- Monitor and reconcile the AP sub-ledger, outstanding travel advances, UBC Visa card clearing account and other PPS accounts.
- Maintain current knowledge of and ensure compliance to GAAP, University policies and procedures, Canada Revenue Agency regulations on the issuance of tax slips, audit requirements, and other relevant federal and provincial regulations.
- Provide insight into significant financial risks and make practical recommendations to reduce risk, improve operational performance and increase management confidence.
- Perform year-end procedures to ensure appropriate AP accruals and PO roll-over.
- Lead moderately complex projects under broad directives from the Financial Systems Manager
- Perform other related duties as required.

Supervision Received

The Financial Analyst works independently under broad directives from the Financial Systems Manager. Work is reviewed in terms of service provided to the P2P team and other UBC units, soundness of judgment, adherence to deadlines, achievement of objectives, and overall effectiveness of analytical and problem-solving skills demonstrated.

Supervision Given

N A

Consequence of Error/Judgement

Accuracy and timeliness are essential as errors and delays may result in financial loss and disrepute to the University. Failure to adhere to GAAP, policies, procedures and tax regulations may damage the University's reputation and potentially expose the University to legal liability.

Qualifications

Undergraduate degree in a relevant discipline, Two years of post-secondary education in financial management and Completion of three years in an accredited accounting program (CGA or CMA or CA). Minimum of three years experience or the equivalent combination of education and experience. Previous accounting experience in a complex organization is an asset. Experience with PeopleSoft FMS or equivalent. Working experience with tax regulations. Knowledge of internal controls required. Knowledge of University policies and procedures preferred. Advanced spreadsheet (Excel) skills required. VBA and ACL knowledge preferred. Strong process development skills and multi-tasking capabilities. Effective oral and written communication, interpersonal, analytical, problem-solving and organizational skills. Ability to work both independently and within a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy, and to demonstrate strong initiative, work ethics and integrity. Ability to see the big picture without sacrificing attention to details. Knowledge of internal controls required. Knowledge of University policies and procedures preferred. Advanced spreadsheet (Excel) skills required. Strong process development skills and multi-tasking capabilities. Effective oral and written communication, interpersonal, analytical, problem-solving and organizational skills. Ability to work both independently and within a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to maintain accuracy, and to demonstrate strong initiative, work ethics and integrity. Ability to see the big picture without sacrificing attention to details.

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Job Posting

Job ID: 16509 (Repost)
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: 2013-09-19 **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.



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- 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



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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: 16656
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Academic Administrator
Department: Theatre and Film
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-21 **Available Openings:** 1

Job Summary

This position is responsible for operational and administrative management of academic programs in the Department of Theatre and Film. The position plans for and manages human resources, finance, physical resources, and supervises or discharges administrative functions related to the operations of these programs.

Organizational Status

The Academic Administrator of Theatre and Film reports to the Department of Theatre and Film Administrator and the Head. The position also works closely with editors, faculty advisers, and other supervisory personnel for all Theatre and Film activities and events. The Academic Administrator has latitude for decision-making regarding budgets, financial reporting, human resource management and other administrative matters.

Work Performed

General< b>

Provides operational and administrative management of academic activities, and develops, manages, and evaluates human, financial and physical resources and systems.

Maintains sound business practices relative to Theatre and Film studies program budgets, activities, procedures, and policies.

Recommends and implements Theatre and Film studies program budgets and other resource allocations according to the priorities, policies, and schedules established by the Head of Theatre and Film.

Manages the smooth transfer of information within the programs.

Budget and Financial Management< b>

Prepares and manages program budgets, under the direction of the Department Administrator and the Head.

Develops, recommends and implements budgets to achieve goals and priorities established by Department policies and activity schedules.

Manages multiple budget areas, including endowments, cultural and research grants, and earned revenues; monitors all financial activities; ensures that transfers and deposits have been made.

Develops and oversees policies and procedures related to financial management.

Human Resource Management< b >



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Manages 1.5 staff, and approximately 15 student employees (editors, TA GAA, UAA, Work Study). The position also all non-academic appointees in a variety of contractual models, necessitating and understanding of copyright legislation and employment standards for the engagement of self-employed artists and cultural professionals.

Provides leadership and guidance by advising on and implementing sound management practices; interpreting and implementing various collective agreements (CUPE 2950, CUPE 2278, M&P); ensuring departmental practices are consistent with agreements; assisting in the handling and resolution of complaints; hiring, training, evaluating and terminating staff; developing and updating job descriptions.

Provides guidance and consultation to faculty and staff regarding employee relations and human resource issues re: the appointment of faculty, staff and students.

Participates in the hiring and performance appraisal of some staff.

Assists faculty with the hiring of graduate and undergraduate assistants by advising on terms and rates of employment, clarifying UBC policies.

Facilitates faculty appointment process, ensuring all information is correct. Ensures that appointments are correct and grant-funded positions receive proper funding handling.

Facilities and Infrastructure Management< b>

Manages the space and equipment designated for T.A.'s and Academic Assistants, Visiting Scholars, and, in consultation with faculty and staff, develops, implements and supervises usage policies, guidelines, and schedules regarding facilities and equipment.

Maintains current inventories of all Theatre and Film Studies academic support spaces, equipment, and infrastructure and interfaces between the Program and Land and Building services regarding these facilities.

Is responsible for the day-to-day decision-making on security, deliveries, and constant ongoing minor, major and emergency response for these areas.

Strategic Planning, Schedule, Marketing and Publicity, Other< b >

Develops and maintains systems and procedures for reporting and evaluation regarding activities. Manages ancillary activities and projects (visiting writers, community outreach projects, magazines, etc.)

Consults regarding and or implements marketing, publicity, and development plans.

Provides support and advice for ongoing curriculum development, and facilitates curriculum revisions.

Coordinates website updates, including writing, collecting, and posting material.

Performs other duties as needed.

Supervision Received

The Theatre and Film Academic Administrator works under the direction of the Departmental Administrator and the Head. Work is regularly reviewed in terms of sound management practice and achievement of specific objectives.

Supervision Given

Manages Theatre and Film Studies staff, including student workers (editors, work study, TA, GAA, UAA), and is responsible for hiring, discipline, evaluation and termination of Theatre and Film Studies temporary staff.

Consequence of Error/Judgement

Incumbent is responsible for the smooth administration of the Theatre and Film academic programs. Makes decisions regarding budget expenditures; administrative processes and procedures and student advising. Makes decisions regarding management of human and financial resources, contracts, and administrative policies. The consequences of errors are that the programs could run at a serious resource and financial deficit.

Qualifications

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



experience. Arts management, administrative and supervisory experience. Experience in budgeting, planning, staff management and event planning required. Experience in human resource management preferred. Familiarity with contemporary Canadian Theatre, preferred. Experience in academic programming an asset. Knowledge of financial systems and business applications in an arts or university management context preferred. Knowledge of UBC financial, human resource, student information and scheduling software and systems and asset. Ability to effectively use MS Excel, Word, Front Page, Internet Explorer, Adobe Creative Suite, and Outlook at an intermediate level. Ability to apply generally accepted accounting principles in an appropriate manner. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 16620
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Support Analyst I - Client Services
Department: UBCO - IT Services
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-16 **Available Openings:** 1

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

Job Summary

The Support Analyst I - Client Services provides technical advice and support in use, configuration and selection of software, hardware and network systems and various end user devices. This position provides client services support in a timely, efficient manner in accordance with all service level agreements.

This position is a shift-based position, working either a 7:30am to 3:30pm shift, or 11:30am to 7:30pm shift as needed.

Organizational Status

The Support Analyst I - Client Services provides support for faculty, staff and students for the entire UBC Okanagan campus.

The Support Analyst I - Client Services reports to the Senior Manager, IT Client Services. The Support Analyst I - Client Services requires extensive contact with faculty, staff and students. This position is also occasionally required to interact with members of the general public. The Support Analyst I - Client Services provides the initial point of contact for IT, Media and Classroom Services clients. This position accepts tasks from the IT Service Coordinators and works closely with other Support Analysts, AV Analysts, Network Analysts, Business Analysts and Systems Administrators. This position works in cooperation with various UBC Vancouver IT departments.

Work Performed

This position:

- Troubleshoots wired networking issues from both endpoints and network switches.
- Troubleshoots wireless endpoints and ensures that wireless encryption and security standards are met for client devices.
- Modifies network user ports to ensure that they are located on the appropriate virtual network.
- Provides troubleshooting for network user accounts in accordance with established security policies.
- May deploy new laptops, desktops, mobile devices, peripherals, software and A V



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equipment for the entire UBC Okanagan campus.

- Follows established procedures for equipment deployment and remote desktop support, providing feedback and recommendations on improvements as necessary.
- Resolves issues related to hardware, software, operating systems or A V equipment.
- Identifies recurring hardware and or software issues and brings them to the attention of the IT Service Coordinators.
- Provides campus-wide problem resolution for callers to the campus IT, Media and Classroom Services helpdesk phone line.
- Provides in person support for walk-up customers at the IT, Media and Classroom Services service counter.
- Works with IT Service Coordinator to establish work request priorities.
- Provides training to staff and faculty on hardware, software and A V equipment.
- Troubleshoots and resolves A V issues in classrooms.
- Deploys, tracks, and retires information technology.
- May be required to provide training on support procedures to other IT, Media and Classroom Services staff.
- Demonstrates excellent customer service by diagnosing client needs and determining effective solutions.
- Assists in maintaining the security of the department's IT resources.

Core Duties:

Provides advice on information technology improvements, services, policies and procedures.

May design basic record and report formats.

Develops training materials and provides training for users in use and configuration of software, hardware, network systems and peripheral equipment .

Assists users, both remotely and in-person, to diagnose and resolve problems, escalates when necessary, and documents problem status and action taken.

Performs preventive maintenance tasks, troubleshoots and repairs on a variety of computer systems and peripheral equipment.

Deploys new hardware, software, networking and security updates.

Maintains an inventory of equipment, service contracts, warranty and maintenance agreements.

Modifies and debugs applicable existing software application modules using disciplined software development processes, quality standards and procedures.

Prepares and maintains documentation in accordance with prescribed standards.

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 Senior Manager, IT Client Services. Must be able to work independently and carry out work to completion. Keeps Senior Manager, IT Client Services and IT Service Coordinators informed of the status of work in progress.



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Works to deadlines and tasks on projects. Work is reviewed in terms of achievement of desired results.

Supervision Given

This position works as a member of a support team. This position may supervise the work of junior IT professionals and may be required to train staff on software and hardware used by IT, Media and Classroom Services staff as well as clients.

Consequence of Error/Judgement

Errors in the implementation and support of client systems could cost the University many thousands of dollars in lost productivity in teaching, learning and research time, and could impact the timely delivery of services to clients [e.g. students, faculty, staff and the general public].

Qualifications

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

The Support Analyst I - Client Services is expected to have extensive knowledge of the Microsoft Windows XP 7 and Mac OSX operating system environments including standard office productivity applications, antivirus and VPN technologies. Knowledge of Linux and or a Novell Netware environment is an asset. In addition, the Support Analyst I - Client Services is expected to have a comprehensive understanding of hardware diagnosis and replacement, including desktops, laptops, monitors, printers and other peripherals.

Appropriate professional certifications such as MCSE, MCP, A+, Network+, Security+ are preferred. This position also involves extensive customer interaction in person, as well as via phone and email, excellent written and verbal English communication skills are critical.

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

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

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

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

Analytical Thinking - Coordinates the information gathering and reporting process. Reviews trends and compares to expectations. Conducts research to define problems and prepares responses to anticipated questions. Prioritizes multiple issues and opportunities. Identifies relationships and linkages within several information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Defines priorities within performance objectives. Reports and identifies areas that need guidance in order to resolve complex issues. Anticipates the possible outcome of potential solutions.



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

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Job Posting

Job ID: 16640
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Support Analyst I
Department: MedIT
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: Budget Funded
Other:
Date Closed: 2013-09-19 **Available Openings:** 1

Job Summary

The Support Analyst I provides support for Desktops, Virtual Desktops, Desktop Peripheral Hardware, Laptops, Macs and Mobile Devices. The role will provide support for multiple operating systems, a variety of software and provide basic Network troubleshooting to faculty, researchers, and staff under the Faculty of Medicine.

This position is a customer facing role and requires excellent interpersonal, organizational and communication skills. This position may require providing after hours support as necessary and the Support Analyst I will be expected to respond to an assigned cellular phone during regular business hours.

Organizational Status

Client Services is the Single Point of Contact (SPoC) for MedIT's customers, supporting both our videoconference and IT infrastructure. The team is comprised of three areas of focus: Desktop Support, Videoconference Support, and the Service Desk. Technicians work directly with our faculty, researchers, physicians and staff to address incidents, problems, and requests.

This role reports to the team lead of the Computer Support Specialists (CSS) on daily operation and project tasks. The role will receive instruction from other MedIT team leads and project managers.

The Support Analyst I works closely with the staff and technicians from the Faculty of Medicine Departments, Schools and Research Centers

This role also works closely with all other leads and managers across MedIT to identify areas of improvement on incidents, requests, and service delivery. The role will also interact with numerous partners on and off campus, to help identify and improve services.

The Support Analyst I works closely with the MedIT Service Desk and provides guidance and support when required.

Work Performed

Specific Duties:

Performs analysis, diagnosis, and resolution of complex desktop problems for end users, recommends and implements corrective solutions, including offsite repairs for remote users as needed



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Installs, configures, tests, maintains, monitors, and troubleshoots end-user workstations and related hardware and software in order to deliver required desktop service levels

Manages and maintains the Virtual Desktop client side infrastructure, including the design and implementation of new "Gold Images", creation of new resource pools, identify any new end user requirements.

Provides input or advises to the CSS team lead regarding technology hardware lifecycle

Contributes to the development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms

Liaises with third-party support and PC equipment vendors when necessary

Work on assigned operational projects when required

Core Duties:

Provides advice on improvements, to information technology services, policies and procedures.

Develops training materials and provides training for users in use and configuration of software, hardware, network systems and peripheral equipment

Assists users, both remotely and in-person, to diagnose and resolve problems, escalates when necessary, and documents problem status and action taken.

Performs preventive maintenance tasks, troubleshoots and repairs on a variety of computer systems and peripheral equipment.

Deploys new hardware, software, and security updates.

Maintains an inventory of equipment, service contracts, warranty and maintenance agreements.

Modifies and debugs existing software application modules using disciplined software development processes, quality standards and procedures.

Prepares and maintains documentation in accordance with prescribed standards.

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 supervision and receives instructions from the Client Services Manager, and the CSS Team Lead. Work is reviewed in terms of professionalism, completeness, accuracy and timeliness.

Supervision Given

No direct supervisory role.

Consequence of Error/Judgement



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Staff Job Postings

Work requires judgment through the application of basic information processing principles, and concepts. Errors could have a major impact on Faculty of Medicine teaching, research and administrative network operations, impact on the continued functioning of the Faculty of Medicine, and Hospital computer operations for the supported clients and could have negative effects on the image of MedIT's service offerings.

Qualifications

Undergraduate degree in a relevant discipline. University Degree in Computer Science, or the equivalent combination of education and experience.

Professional IT certifications are desirable. Minimum of two years experience or the equivalent combination of education and experience. A minimum of 3 years of experience working with enterprise level networks, desktop software operating systems, and other end user technologies.

Technical knowledge and experience configuring hardware and software for PCs, Macs, mobile devices, smartphones and printers. Very familiar with networking (DHCP, DNS), Active Directory including Microsoft System Configuration Manager (SCCM) software and image deployment, SharePoint and Windows Server environment. Advanced knowledge of Windows XP, 7, 8, Microsoft Office products, Mac OS, some Linux experience is desirable. Knowledge on ThinClient management would be an asset. Strong experience in incident management and IT work ticketing systems.

ITIL Foundation certification would be an asset.

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

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

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

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

Analytical Thinking - Coordinates the information gathering and reporting process. Reviews trends and compares to expectations. Conducts research to define problems and prepares responses to anticipated questions. Prioritizes multiple issues and opportunities. Identifies relationships and linkages within several information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Defines priorities within performance objectives. Reports and identifies areas that need guidance in order to resolve complex issues. Anticipates the possible outcome of potential solutions.

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



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Strong customer service orientation.

Excellent interpersonal and relationship-building capabilities.

Strong written and oral communication skills.

Ability to present ideas in user-friendly language.

Understanding of the organization's goals and objectives.

Very comfortable working independently or as part of a team.

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Job Posting

Job ID: 16657
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level B **Business Title:** Data Manager
Department: Health Servcs & Plcy Res Ctr
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2013-10-01
Job End Date: 2014-09-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-20 **Available Openings:** 1

Job Summary

This position supports a research project. The Data Manager will extract health information from one or more electronic medical records (EMRs) systems running in participating family physician practices. The Data Manager is required to write query programs for an SQL database and convert to a suitable format for transfer and storage at a local or central access(or equivalent) database. Other responsibilities will include: interpreting extracted health information, reviewing data quality, identifying causes of poor data outputs, developing feedback reports for individual physician offices, and writing data processing programs.

Organizational Status

Reporting to Drs. Sabrina Wong and Ruth Elwood-Martin of the BC Canadian Primary Care Sentinel Surveillance Network and collaborating with the CPCSSN Information and Technology Manager, the Data Manager will work closely with the network directors, other data managers across the pan-Canadian Primary Care Sentinel Surveillance Network and research assistants to communicate data quality issues to physicians, troubleshoot IT issues, and participate in regular CPCSSN Data Manager teleconferences and face-to-face meetings.

Work Performed

- 1) Extract data from an EMR database and re-structure into the standard CPCSSN database schema. This may require SQL programming and the development of automated data checking programs to improve data quality.
- 2) Develop a data CPCSSN ID and Key and ensure data extracted at local network site is transferred to the central repository without personal identifiers.
- 3) Clean data. This will include verifying extracted data against source documentation, identifying causes of poor data quality, and troubleshoot IT issues and then submit clean data in a timely manner to the central repository regularly.
- 4) Write data extraction and data checking programs, develop standard operating procedures (SOP), troubleshoot IT issues and assist Research Associates at the local network as required.
- 5) Participate in regular Data Manager Meetings, and communicate in a timely manner about data quality issues to the Information & Technology Manager, the CPCSSN Project Manager, and or physicians.

Supervision Received

The Data Manager will receive little direct day-to-day supervision.



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Supervision Given

The Data Manager will not oversee other staff members.

Consequence of Error/Judgement

This position requires high degree of accuracy. Any errors and exercise of inappropriate judgment could jeopardize the research project, reputation of the research team, Centre and the University as a whole.

Qualifications

Undergraduate degree in a relevant discipline. Master's degree in Computer Science or Information Systems preferred. Minimum of two years experience or the equivalent combination of education and experience. A minimum of 2 years hands on experience in database administration using MS SQL Server, MS Access, MySQL, or Oracle, preferably in a medical research environment. Good project management skills and excellent time management. Ability to meet strict deadlines is required. Direct experience in programming to extract data from EMRs is an asset. Advanced computer skills, with documented ability to develop programs that allow the extract of data from SQL databases required.

Knowledge of best practices in the field of software application & database development, health information regulations, REBs, and applicable provincial laws regarding privacy and confidentiality. Strong communication skills (verbal and written). Excellent organizational skills, attention to detail with a high degree of accuracy. Sound judgment; proven ability to work independently and as a team member; ability to work within and adjust to shifting timelines. Independent management of day-to-day data extraction and data cleaning. Must use judgment and personal initiative to adapt data extraction and checking programs to suit individual EMR systems. Make recommendations regarding process for extracting information, and for the content of data reports. Ability to multi-task and excellent interpersonal skills required. Ability to write query programs, contribute to analysis of data also required. Knowledge of applicable privacy confidentiality policies and laws regarding the collection and use of health information for the purpose of surveillance and research is considered an asset.

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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
- Assess needs and provide recommendation on purchase and installation of computer hardware, software and related equipment



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- 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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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: 16627
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Database Developer
Department: Pathology
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Part-Time (80%)
Desired Start Date: 2014-01-01
Job End Date: 2014-12-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-17 **Available Openings:** 1

Job Summary

Join a world-class Cancer Genomics Research team at the BC Cancer Agency. We have an immediate need for an experienced database developer to support data management of high dimensional and complex datasets. Focused on next-generation sequencing datasets, the individual will develop robust relational database solutions to the need for efficient storage, retrieval and interfacing with human-genome level data from cancer patient tumour samples. The Database Developer will interface with a team of Software Developers, Bioinformaticians and Principal Investigators to ensure enterprise level integrity of genomic data. The position will involve facilitating tight integration of genomic and clinical databases from breast and ovarian cancer research groups. Solutions will be deployed broadly in the BC Cancer Agency.

Organizational Status

Working independently and reporting to the Principal Investigator in Molecular Oncology or designate, and in conjunction with investigators within the BCCA, UBC and Internationally.

Work Performed

- Provides expertise in the planning and development and application of relational database solutions for genomic data
- Designs relational schemas, views, integrity constraints and indexing
- Implements API - based programmatic interaction with the database

Supervision Received

Supervision from Principal Investigator or designate. Results reviewed for achievement of overall objectives.

Supervision Given

May manage undergraduate, research, programming and bioinformatician trainees.

Consequence of Error/Judgement

Exercises professional judgment in the overall data capturing and analysis. Accountable for maintenance of data quality that will



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have significant research progress implications.

Qualifications

Undergraduate degree in a relevant discipline. Minimum BSc degree in Computer Science or equivalent Certified Database Administrator training. Minimum of three years experience or the equivalent combination of education and experience. 3 years experience Designing, Developing or Administrating relational Database Systems. Strong programming skills in at least two of: Python, C C++, Java. 2 years experience working in Linux with open RDMS systems such as MySQL or PostgreSQL. Experience with RDBMS APIs. Familiarity with Bioinformatics resources, (ie) Human Genome Database's such as Ensembl, UCSC Genome Browser, NCBI. Experience with Bioinformatics tools such as Bioconductor, BioPerl BioJava, BLAST considered an asset. Must have excellent communication skills and fully fluent spoken and written English.

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Job Posting

Job ID: 16295 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Change Management Analyst
Department: MedIT
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16
Job End Date: 2014-09-12
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2013-09-22 **Available Openings:** 1

Please apply with your resume and cover letter.

Job Summary

As a member of the MedIT Change and Customer Experience team, this position is responsible for facilitating the adoption of new or improved technologies and processes throughout the Faculty of Medicine. On a day-to-day basis, this role is responsible for identifying the impacts of technological activities on customers and planning the change management activities required to support these customers through the change.

Organizational Status

This position works as a member of the UBC Faculty of Medicine's MedIT Change and Customer Experience Team, and works closely with staff in MedIT, including the Project Management Office (PMO), and UBC IT. This position also works with MedIT customers in Dean's Office units, health authorities, departments, schools, centres and institutes. This position also liaises with contract resources, and the wider IT community affiliated with the Faculty of Medicine. It reports to the MedIT Change and Customer Experience Manager.

The Faculty of Medicine at UBC, together with its partners including B.C.'s Health Authorities, provides innovative programs in the areas of health and life sciences through a province-wide delivery model. The largest of the 12 faculties at the UBC, the Faculty of Medicine is composed of 19 academic basic science and or clinical departments, two schools and nine UBC Senate-approved research centres. The Faculty's annual consolidated budget is over \$400 million including operating, research, special purpose, endowment and trust funds. The Faculty is the largest and most complex at UBC with over 1,475 secretarial clerical support, management and professional staff, as well as over 600 full-time academic faculty and more than 4,000 clinical faculty members distributed across the province.

Work Performed

Major responsibilities include:

- Works with the PMO to apply a structured change management approach and methodology for the adoption of new processes and technologies focusing on the interaction between people and technology.
- Develops change management plans for complex and varied IT projects based on a situational awareness of the details of the change and the groups being impacted by the change.
- Identifies potential adoption risks, and develop specific plans to mitigate or address the concerns.



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- Develops a set of actionable and targeted change management tactics - including communication methods, process training curriculum and recommendations for increasing or accelerating adoption.
- Works as an integral part of project teams to integrate change management activities into the overall project plan.
- Leads the development of change management guidelines and templates
- Coaches IT staff on communicating with stakeholders of varying technical ability and subject matter expertise
- Provides feedback and guidance to MedIT staff on communications with customers, including outage communications
- Creates documentation, manuals and guides as necessary
- Maintains up-to-date knowledge of current information technology tools
- Assists the Change and Customer Experience Manager in all phases of change and customer experience efforts
- Performs other related duties, as required

Supervision Received

The individual in this position will be expected to work independently under the direction and counsel of the MedIT Change and Customer Experience Manager and the direction of a Project or Program Manager on assigned projects. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

This individual oversees the change management-related work undertaken by MedIT staff and external service providers on projects.

Consequence of Error/Judgement

Decisions and actions taken by the Change Management Analyst will have a direct impact on how efficiently and effectively new systems and processes are adopted by the user community. Must exercise tact and diplomacy when dealing with internal and external stakeholders. May need to balance multiple projects with competing deadlines and make decisions on how best to manage the work given, based on the timeframe, the relative strategic importance of the projects and the impact for failing to meet deadlines.

The consequence of error in this position could be serious for the Faculty and or the University since it concerns the public image and profile of the Faculty and the University on a local, provincial, and national level. Incorrect or insufficient information could have grave consequences.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years' experience with project management and working on project management teams

Experience with ITIL and IT service management (ITSM) principles an asset.

In-depth technical knowledge of standard office tools including MS Office (Word, Excel, PowerPoint, Outlook), and MS Project.

Up-to-date knowledge of current information technology techniques and tools. Exceptional communication skills - both written and verbal Excellent active listening skills Ability to convey technical information in a way that is understandable to the layperson. Organization, accuracy and attention to detail required. Demonstrated ability to set priorities, work effectively under pressure and be results-oriented. Ability to influence others and move toward a common vision or goal Ability to work both independently and within a team Problem solving and root cause identification skills

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



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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: 16644
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Systems&Technlgy, Level D **Business Title:** Systems Administrator II
Department: UBC IT - Systems
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-19 **Available Openings:** 1

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

Job Summary

The Systems Administrator II designs systems hardware and software solutions, defines systems scope, and provides recommendations for all systems supported infrastructure as part of regular operations.

The Systems Administrator II deploys, configures and maintains systems infrastructure, and participates in medium to large scale infrastructure projects. The Systems Administrator II consults with users and analyzes their requirements, problems, and contributes to the design, provisioning and configuration of systems based on user needs. This position also provides systems hardware and software solutions, defines systems scope, and makes recommendations for systems supported infrastructure as part of regular operations. This position is also responsible for systems infrastructure provisioning, configuration, and support in a timely, efficient manner in accordance with all service level agreements.

This Systems Administrator II provides coverage during core hours (8AM to 5PM) but requires flexibility as some work must be performed outside of regular business operating hours. The Senior Systems Administrator will also be required to act in an on-call capacity to provided maintenance activity and in the event of major service disruptions.

Organizational Status

The Systems Administrator II supports clients of UBC's Department of Information Technology (UBC IT). This position reports to the Senior Manager, UBC IT Systems. The Systems Administrator II requires extensive contact with UBC staff, faculty, and students and also with members of the general public. The Systems Administrator II accepts tasks from the Senior Manager and the Team Lead of UCB IT Systems. This position works closely with the Senior Systems Administrator and Systems Architects, other Systems Administrators of UBC IT Systems and collaborates with management and staff of various UBC IT departments.

Work Performed

Specific Duties:

- Deploys new hardware, software, or security updates, and provide issue resolution related to hardware or software
- Implements new technologies and service as well as supporting existing technology and services
- Implements, manages and maintains industry standard infrastructure and services, largely centered on self-provisioning and



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automation.

- Monitors and analyzes technologies and services offered by UBC IT Systems, makes modifications and updates to network and server monitoring systems as needed
- Ensures appropriate security is maintained across all technologies and services offered by Systems
- Writes and maintains documentation in accordance with prescribed standards
- Configuration, installation and maintenance of server and storage infrastructure, virtualization infrastructure, backup and disaster recovery infrastructure, patch management and antivirus solutions
- Provides training to less experience IT Support staff
- Provide senior level expertise and guidance to System Administrators in maintaining an inventory of equipment, service contracts, warranties and maintenance agreements
- Participates in the life cycle of information technology
- Performs assessments, diagnostics and issue resolution to clients locally as well as remotely

Core Duties:

- Designs solutions to resolve system related business problems, meet user requirements, and streamline system work flows
- Formulates and defines system scope and objectives and recommends a strategy, potential solution, or "work-around"
- Monitors and analyzes systems issues and provides recommendations for all systems supported infrastructure as part of regular operations
- Provides guidance and training to less experienced analysts
- Writes and maintains systems documentation including user and technical manuals
- Designs, provisions and configures systems
- Acts as a liaison between technical groups and stakeholders to coordinate the system's installation and ensure technical compatibility and satisfaction
- Prepares documentation and defines system specific dependencies to assist in problem analysis
- Provides recommendations for improving procedures and coordinating system implementation
- Integrates development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools
- Performs other related duties as required

Supervision Received

Works under the general direction of the Team Lead, UBC IT Systems. Must be able to work independently and carry out work to completion. Keeps the Senior Manager and the Team Lead of UBC IT Systems informed of the status of work in progress. Works on tasks to meet deadlines on various projects. Work is reviewed in terms of achievement of desired results.

Supervision Given

This position works as a member of a UBC IT Systems support team. This position may require the training of newly hired staff on software and hardware used by UBC IT Systems and UBC IT staff.

Consequence of Error/Judgement

Errors in the implementation and support of enterprise systems could lead to significant financial loss for the University as well as lost productivity in teaching, learning and research time, and could impact the timely delivery of services to clients [e.g. students, faculty, staff and the general public].

Qualifications

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



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supporting VMware environments, operating system and application patch management, and antivirus solutions. Experience supporting Windows, Mac, and Linux server configurations.

The Systems Administrator II demonstrates strong technical, analytical, and problem-solving skills in order to design, install, trouble-shoot, and maintain IT infrastructure.

Knowledge of computer networks and system monitoring. A good understanding of data storage, backup and recovery, and load balancing.

Must be able to move and lift a wide assortment of equipment.

In addition, the Systems Administrator II is expected to plan and carry out multiple tasks and projects, prioritize and organize effectively, work under pressure and meet established timelines.

Ability to work independently and in a team environment with minimal supervision. Demonstrated willingness to learn and continually upgrade skills.

Since this position also involves extensive customer interaction in person, via phone, and email, as well as documentation creation: excellent written and verbal English communication skills are critical.

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

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

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

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

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

Initiative - Seeks out new challenges that require risk taking. Determines the resources, team support, and technical needs necessary to enable success and procures them. Keeps responding to the challenge in spite of obstacles and setbacks.

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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: 16645
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Systems&Technlgy, Level D **Business Title:** Systems Administrator II
Department: UBC IT - Systems
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-19 **Available Openings:** 1

Job Summary

The Systems Administrator II designs systems hardware and software solutions, defines systems scope, and provides recommendations for all systems supported infrastructure as part of regular operations.

The Systems Administrator II deploys, configures and maintains systems infrastructure, and participates in medium to large scale infrastructure projects. The Systems Administrator II consults with users and analyzes their requirements, problems, and contributes to the design, provisioning and configuration of systems based on user needs. This position also provides systems hardware and software solutions, defines systems scope, and makes recommendations for systems supported infrastructure as part of regular operations. This position is also responsible for systems infrastructure provisioning, configuration, and support in a timely, efficient manner in accordance with all service level agreements.

This Systems Administrator II provides coverage during core hours (8AM to 5PM) but requires flexibility as some work must be performed outside of regular business operating hours. The Senior Systems Administrator will also be required to act in an on-call capacity to provided maintenance activity and in the event of major service disruptions.

Organizational Status

The Systems Administrator II supports clients of UBC's Department of Information Technology (UBC IT). This position reports to the Senior Manager, UBC IT Systems. The Systems Administrator II requires extensive contact with UBC staff, faculty, and students and also with members of the general public. The Systems Administrator II accepts tasks from the Senior Manager and the Team Lead of UCB IT Systems. This position works closely with the Senior Systems Administrator and Systems Architects, other Systems Administrators of UBC IT Systems and collaborates with management and staff of various UBC IT departments.

Work Performed

Specific Duties:

- Deploys new hardware, software, or security updates, and provide issue resolution related to hardware or software
- Implements new technologies and service as well as supporting existing technology and services
- Implements, manages and maintains industry standard infrastructure and services, largely centered on self-provisioning and automation.



- Monitors and analyzes technologies and services offered by UBC IT Systems, makes modifications and updates to network and server monitoring systems as needed
- Ensures appropriate security is maintained across all technologies and services offered by Systems
- Writes and maintains documentation in accordance with prescribed standards
- Configuration, installation and maintenance of server and storage infrastructure, virtualization infrastructure, backup and disaster recovery infrastructure, patch management and antivirus solutions
- Provides training to less experience IT Support staff
- Provide senior level expertise and guidance to System Administrators in maintaining an inventory of equipment, service contracts, warranties and maintenance agreements
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- Acts as a liaison between technical groups and stakeholders to coordinate the system's installation and ensure technical compatibility and satisfaction
- Prepares documentation and defines system specific dependencies to assist in problem analysis
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- Integrates development of best practices, standards, procedures and quality objectives across systems infrastructure or platforms
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools
- Performs other related duties as required

Supervision Received

Works under the general direction of the Team Lead, UBC IT Systems. Must be able to work independently and carry out work to completion. Keeps the Senior Manager and the Team Lead of UBC IT Systems informed of the status of work in progress. Works on tasks to meet deadlines on various projects. Work is reviewed in terms of achievement of desired results.

Supervision Given

This position works as a member of a UBC IT Systems support team. This position may require the training of newly hired staff on software and hardware used by UBC IT Systems and UBC IT staff.

Consequence of Error/Judgement

Errors in the implementation and support of enterprise systems could lead to significant financial loss for the University as well as lost productivity in teaching, learning and research time, and could impact the timely delivery of services to clients [e.g. students, faculty, staff and the general public].

Qualifications

Undergraduate degree in a relevant discipline. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Experience configuring and supporting VMware environments, operating system and application patch management, and antivirus solutions. Experience supporting



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Windows, Mac, and Linux server configurations.

The Systems Administrator II demonstrates strong technical, analytical, and problem-solving skills in order to design, install, trouble-shoot, and maintain IT infrastructure.

Knowledge of computer networks and system monitoring. A good understanding of data storage, backup and recovery, and load balancing.

Must be able to move and lift a wide assortment of equipment.

Plan and carry out multiple tasks and projects, prioritize and organize effectively, work under pressure and meet established timelines.

Ability to work independently and in a team environment with minimal supervision. Demonstrated willingness to learn and continually upgrade skills.

Since this position also involves extensive customer interaction in person, via phone, and email, as well as documentation creation: excellent written and verbal English communication skills are critical.

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

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

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

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

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

Initiative - Seeks out new challenges that require risk taking. Determines the resources, team support, and technical needs necessary to enable success and procures them. Keeps responding to the challenge in spite of obstacles and setbacks.

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



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



Job Posting

Job ID: 16632
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Business Analyst II
Department: UBC IT - Research Systems
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-18 **Available Openings:** 1

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

Job Summary

The Business Analyst II leads the assessment of client needs in an effort to align business initiatives with information technology solutions.

Representing UBC IT, the Business Analyst II will provide expertise in the areas of requirements definition, business process analysis and design, functional design, configuration, implementation, testing, training and documentation to deliver enterprise solutions to the UBC community. Majority of work will be performed in a project team. Projects typically have a high degree of complexity, influence, and impact as solutions are generally designed for the majority of constituents in the UBC research community.

Organizational Status

This role interacts directly with other UBC technology professionals and primarily Office of Research Services, Office of Research Ethics, Office of the University Counsel and affiliated research institutions. This position reports to the Manager, Research Information Systems, as part of the Application Management Services Group.

Works daily with a project team typically made up of a manager, developers, functional experts, and other project specialists.

Works closely with a broad range of stakeholders, including management and staff of UBC IT, clients from administrative and academic units, and external entities including vendors, regulatory agencies, and partner institutions.

Work Performed

Specific Duties:

- Leads and provides specialist advice to project team on project assignments include but not limited to work on the enterprise Research Administration System known as RISE
- Project assignments include but not limited to work on the enterprise Research Administration System known as RISE.
- Project types include but not limited to software development, various commercial-off-the-shelf (COTS) implementations, infrastructure transformation, IT Service Management (ITSM), Business Process Improvement (BPI) Business Process Reengineering (BPR), vendor analysis & selection.
- Ensures solutions are consistent with the overall technical and business architecture of the university and complies with UBC 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 UBC IT and other UBC departments.
- May perform data analysis and data modeling as required
- Acquire and maintain a working knowledge of the university's technical and business environment. Have a high-level overview of the services delivered by UBC IT.
- Understands key technical environments to effectively identify integration, security, scalability, and performance requirements
- Build and maintain good working relationships with project teams, business analyst peers, UBC IT colleagues, and client stakeholders.

Core Duties:

- Leads the assessment of client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities and recommends options.
- Identifies, elicits, and documents business requirements, defines business rules and communicates requirements for the implementation of business solutions.
- Communicates with stakeholders of varying technical ability and subject matter expertise.
- Leads short-term planning sessions to implement integrated business process improvements and documents discussion and agreements.
- Provides consultative services for the development of policies and procedures.
- Analyzes metrics to ensure for client satisfaction.
- Provides input to feasibility studies for standard development projects and enhancements.
- Provides technical guidance and leadership to less-experienced individuals.
- Prepares functional, system and program specifications.
- Develops user test cases and validates test results during user acceptance testing and system acceptance testing stages.

Typically performs functional testing.

- May prepare project status reports and communicate status to client.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the general direction of the Manager, Research Systems in the Application Management Services Group of UBC IT. Must be able to work independently as well as contribute actively and collaborate openly as a team member. Results are reviewed for achievement of overall and long term objectives.

Supervision Given

In general, provides mentoring and coaching to new or less experienced business analysts, as well as provides leadership and education to other staff in the Office of Research Services, Office of Research Ethics, Office of University Counsel, affiliated research institutions and UBC IT on demonstrated areas of expertise. May supervise work of other business analysts or UBC IT staff on a project.

Consequence of Error/Judgement

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Business Analyst will have a direct impact on how efficiently and effectively the systems and processes will perform and function. 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 UBC IT and UBC.

Qualifications

Undergraduate degree in a relevant discipline. Professional development in business analysis and related disciplines. Formal



certification from a recognized professional organization or professional development provider is an asset. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Experience as a Business Analyst in the Information Technology sector is an asset. Experience in at least one of the following areas of IT is required: software development, research administration systems, implementation, infrastructure, and ITIL ITSM. Experience in a higher education environment is an asset.

Ability to effectively facilitate groups to achieve appropriate outcome.

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

Demonstrated knowledge and proven experience in producing BRDs, use cases, user scenarios, user stories, BPMs. Strong knowledge of BPM.

Working experience on enterprise-wide projects.

Knowledge of business process re-engineering improvement

Knowledge of data analysis and data modeling (conceptual, logical).

Experience in producing two or more of the following: BRDs, use cases, user scenarios, user stories, BPMs. Knowledge of BPMN.

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

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

Effective interpersonal skills. Proven ability to work effectively and diplomatically with a wide range of individuals at all organizational levels.

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

Proven knowledge and continuous learning of business analysis discipline and best practices. Demonstrated contributions to the continuous improvement of business analysis practices, methodology and implementation.

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

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

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

Analytical Thinking - Coordinates the information gathering and reporting process. Reviews trends and compares to expectations. Conducts research to define problems and prepares responses to anticipated questions. Prioritizes multiple issues and opportunities. Identifies relationships and linkages within several information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Defines priorities within performance objectives. Reports and identifies areas that need guidance in order to resolve complex issues. Anticipates the possible outcome of potential solutions.

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

Initiative - Seeks out new challenges that require risk taking. Determines the resources, team support, and technical needs necessary to enable success and procures them. Keeps responding to the challenge in spite of obstacles and setbacks.



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Job Posting

Job ID: 16633
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Business Analyst II
Department: UBC IT - Research Systems
Salary: \$70,106.00 - \$87,633.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-16 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-18 **Available Openings:** 1

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

Job Summary

The Business Analyst II leads the assessment of client needs in an effort to align business initiatives with information technology solutions.

Representing UBC IT, the Business Analyst II will provide expertise in the areas of requirements definition, business process analysis and design, functional design, configuration, implementation, testing, training and documentation to deliver enterprise solutions to the UBC community. Majority of work will be performed in a project team. Projects typically have a high degree of complexity, influence, and impact as solutions are generally designed for the majority of constituents in the UBC research community.

Organizational Status

This role interacts directly with other UBC technology professionals and primarily Office of Research Services, Office of Research Ethics, Office of the University Counsel and affiliated research institutions. This position reports to the Manager, Research Information Systems, as part of the Application Management Services Group.

Works daily with a project team typically made up of a manager, developers, functional experts, and other project specialists.

Works closely with a broad range of stakeholders, including management and staff of UBC IT, clients from administrative and academic units, and external entities including vendors, regulatory agencies, and partner institutions.

Work Performed

Specific Duties:

- Leads and provides specialist advice to project team on project assignments include but not limited to work on the enterprise Research Administration System known as RISE
- Project assignments include but not limited to work on the enterprise Research Administration System known as RISE.
- Project types include but not limited to software development, various commercial-off-the-shelf (COTS) implementations, infrastructure transformation, IT Service Management (ITSM), Business Process Improvement (BPI) Business Process Reengineering (BPR), vendor analysis & selection.
- Ensures solutions are consistent with the overall technical and business architecture of the university and complies with UBC 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 UBC IT and other UBC departments.
- May perform data analysis and data modeling as required
- Acquire and maintain a working knowledge of the university's technical and business environment. Have a high-level overview of the services delivered by UBC IT.
- Understands key technical environments to effectively identify integration, security, scalability, and performance requirements
- Build and maintain good working relationships with project teams, business analyst peers, UBC IT colleagues, and client stakeholders.

Core Duties:

- Leads the assessment of client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to identify business priorities and recommends options.
- Identifies, elicits, and documents business requirements, defines business rules and communicates requirements for the implementation of business solutions.
- Communicates with stakeholders of varying technical ability and subject matter expertise.
- Leads short-term planning sessions to implement integrated business process improvements and documents discussion and agreements.
- Provides consultative services for the development of policies and procedures.
- Analyzes metrics to ensure for client satisfaction.
- Provides input to feasibility studies for standard development projects and enhancements.
- Provides technical guidance and leadership to less-experienced individuals.
- Prepares functional, system and program specifications.
- Develops user test cases and validates test results during user acceptance testing and system acceptance testing stages.

Typically performs functional testing.

- May prepare project status reports and communicate status to client.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under the general direction of the Manager, Research Systems in the Application Management Services Group of UBC IT. Must be able to work independently as well as contribute actively and collaborate openly as a team member. Results are reviewed for achievement of overall and long term objectives.

Supervision Given

In general, provides mentoring and coaching to new or less experienced business analysts, as well as provides leadership and education to other staff in the Office of Research Services, Office of Research Ethics, Office of University Counsel, affiliated research institutions and UBC IT on demonstrated areas of expertise. May supervise work of other business analysts or UBC IT staff on a project.

Consequence of Error/Judgement

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Qualifications

Undergraduate degree in a relevant discipline. Professional development in business analysis and related disciplines. Formal



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certification from a recognized professional organization or professional development provider is an asset. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Experience as a Business Analyst in the Information Technology sector is an asset. Experience in at least one of the following areas of IT is required: software development, research administration systems, implementation, infrastructure, and ITIL ITSM. Experience in a higher education environment is an asset.

Ability to effectively facilitate groups to achieve appropriate outcome.

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

Demonstrated knowledge and proven experience in producing BRDs, use cases, user scenarios, user stories, BPMs. Strong knowledge of BPM.

Working experience on enterprise-wide projects.

Knowledge of business process re-engineering improvement

Knowledge of data analysis and data modeling (conceptual, logical).

Experience in producing two or more of the following: BRDs, use cases, user scenarios, user stories, BPMs. Knowledge of BPMN.

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

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

Effective interpersonal skills. Proven ability to work effectively and diplomatically with a wide range of individuals at all organizational levels.

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

Proven knowledge and continuous learning of business analysis discipline and best practices. Demonstrated contributions to the continuous improvement of business analysis practices, methodology and implementation.

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

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

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

Analytical Thinking - Coordinates the information gathering and reporting process. Reviews trends and compares to expectations. Conducts research to define problems and prepares responses to anticipated questions. Prioritizes multiple issues and opportunities. Identifies relationships and linkages within several information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Defines priorities within performance objectives. Reports and identifies areas that need guidance in order to resolve complex issues. Anticipates the possible outcome of potential solutions.

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

Initiative - Seeks out new challenges that require risk taking. Determines the resources, team support, and technical needs necessary to enable success and procures them. Keeps responding to the challenge in spite of obstacles and setbacks.



The University of British Columbia

Staff Job Postings

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Job Posting

Job ID: 16621
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Client Services Manager
Department: UBC IT - Client Services
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-09
Job End Date: 2014-09-05 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-18 **Available Openings:** 1

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

Job Summary

The Client Services Manager I leads the delivery, implementation and operation of a campus-wide technology service or provides management of information technology services within a defined client portfolio.

Engaging with their client unit(s), the Client Service Manager evaluates the effectiveness of enterprise solutions in meeting academic, administrative, and research needs and leads projects to implement or integrate solutions. The Client Service Manager develops business and project plans, identifies requirements, and manages budgets to ensure the successful implementation and operations of integrated, cost-effective IT services within a defined portfolio and manages projects comprising multiple systems and services that align or integrate campus-wide systems and services within the departments and faculties in their portfolio. The Client Service Manager is responsible for ensuring business needs within the faculties and departments are identified, and that requirements are understood and, working with staff and managers internally within UBC IT and externally, translates these needs into IT solutions.

Organizational Status

The Client Services group within UBC Information Technology is responsible for providing broad overall management of UBC IT's services within a client portfolio and acting as their single point of contact for UBC IT's services, including obtaining and supporting services, and developing and reporting on performance measurements.

The Client Service Manager interacts at an operational level with senior staff and faculty across the University in such as Dean, Associate Dean, Director, as well as IT managers and staff in the various faculties and units. Within UBC Information Technology, the Client Service Manager reports either to a Senior Client Service Manager or to the Director, Client Services. Actively participates as a member of the UBC IT Services Group leadership team.

This position has interdependencies with: UBC IT Infrastructure group, UBC IT Client Services Group, UBC IT Project Office, UBC IT Strategy group, UBC IT Human Resources groups, UBC IT Finance groups, senior members of departments and faculties, other IT groups on campus, and selected vendors providing ongoing contracted services to UBC IT.

Work Performed



The University of British Columbia

Staff Job Postings

Specific Duties:

- Develops partnerships with key stakeholders within their portfolio
- Develops a solid understanding of individual Faculty and Administrative units environment and priorities; applies this knowledge to the development of technology solutions.
- Leads strategic assessments of IT services within the faculties and make recommendations for optimizing resources and develop associated plans upon request.
- Provides advice to units within their portfolio, and proposes strategic and tactical directions for IT departments across campus and for the UBC IT portfolio of services and business processes to align them with UBC's campus IT strategy
- Proactively identifies areas that are of key risk or are not aligned with the overall strategic directions and works with key stakeholders to identify the appropriate actions
- Coordinates the provisioning of enterprise services, ensuring customer-driven direction.
- Analyzes and reviews functional requirements, system features, integration requirements, security requirements, scalability and performance requirements.

Core Duties:

- Leads the analysis of a campus-wide technology service or information technology services within a defined portfolio, translates client organizational needs and UBC's information technology strategy into service requirements and portfolio directions, and makes recommendations for optimizing resources and delivery of services.
- Leads the development of business and implementation plans, policies, standards, and budgets for projects and information technology solutions.
- Identifies implementation options, evaluates risks, benefits, complexity and flexibility of the various options, and discusses approach and recommendations with staff and stakeholders.
- Assembles project teams and other resources.
- Works collaboratively with vendors, key customers, and internal stakeholders to plan and deliver IT's portfolio of services to the UBC community.
- Monitors and evaluates the quality of services delivered by reviewing and analyzing performance information, metrics, and reports and ensures that contractual obligations and related goals are met.
- Develops working relationships across the organization
- Advises other information technology professionals and senior leaders on the effective use of specific information technology services.
- 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 administrative direction of the Director, Client Services, UBC IT, Information Technology. Results are reviewed for achievement of overall and long term objectives and broad strategic goals. The Client Service Manager has interdependencies with the members of the UBC IT Management team. The Client Service Manager must be able to work independently and assume full responsibility for his/her decisions.

Supervision Given

Leads interdisciplinary project and service teams comprising of UBC IT staff, Faculty IT staff, and contractors. May supervise direct reports.

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 Client Service Manager plays an important role in the implementation and operation of the IT services for their Client groups. These units may include academic units with responsibility for teaching, learning and scholarship, and administrative units responsible for the efficient, cost effective delivery of a wide range of services and processes that must meet the needs of students, faculty and staff.

The Client Service Manager also plays a key role in ensuring that these Clients receive the IT services and support required to achieve their mandates and strategic objectives.

If UBC IT strategic plans do not support the strategic goals of the University, or the UBC IT services, facilities and support that clients units receive are not fully aligned with their needs and goals, the University's information technology resources will not enable the University to achieve its strategic goals and vision. As the Client Service Manager will be providing advice and assistance to numerous client groups, the impact of decisions, and the consequences of error will be serious and far reaching, affecting the budgets of many groups, as well as the efficient delivery of the Clients' mandates

Qualifications

Undergraduate degree in a relevant discipline. Effective leadership, consulting, facilitation, conflict resolution and negotiation and team-building skills are required as well as the ability to coach and mentor staff; the ability to build relationships and to consult with customers and potential customers; and the ability to interact at all organizational levels.

A demonstrated understanding of key trends and players in the IT industry and higher-education sector. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Experience developing business plans, communication strategies, marketing strategies, project charter and other management documents. Demonstrated ongoing career development through active and self-motivated professional development. Demonstrated track record and commitment to delivering results and proactively supporting the applications.

Demonstrated knowledge and experience in project management disciplines and best practices, applications development and implementation. Knowledge and experience in business analysis and requirements gathering. Experience developing operational processes required for service development, service management, service implementation, service delivery, and ongoing lifecycle management of services.

Experience in problem-solving, change management, budget development and financial management. Knowledge and experience working within ITIL processes and service management techniques.

Experience in areas of strategic planning, tactical planning, project management, risk management, business process improvement, continuous improvement, quality assurance, research, applications development and maintenance, operations management and customer service.

Effective leadership, consulting, facilitation, conflict resolution and negotiation and team-building skills are required as well as the ability to coach and mentor staff; the ability to build relationships and to consult with customers and potential customers; and the ability to interact at all organizational levels.

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

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

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

Building Relationships - Establishes and maintains relationships and alliances. Shares information and readily determines to whom to go for relevant information. Seeks assistance and feedback in the problem solving process. Partners with others to achieve expectations.

Business Enterprise Knowledge - Develops and implements technical solutions that meet operational improvement needs. Ensures that decisions are supported by relevant stakeholders, as well as sound performance data. Effectively communicates technology changes to clients and how the changes affect their business drivers.

Change Advocate - Participates in change programs by planning implementation activities with other change champions. Interprets the meaning of new strategic directions for the work group and sets objectives and standards. Implements monitoring and feedback systems. Evaluates progress and finds ways of making continuous improvements. Solicits and offers ideas for improving primary business processes. Improves effectiveness and efficiency through the involvement of peers and business partners by initiating new approaches.

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Job Posting

Job ID: 16631
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E **Business Title:** Senior Systems Analyst
Department: MedIT
Salary: \$76,415.00 - \$95,518.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-18 **Available Openings:** 1

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

Job Summary

The Senior Systems Analyst manages the development of the systems infrastructure vision and leads medium and large scale systems infrastructure projects.

Senior Systems Analyst serves as a technical project leader to manage multiple complex projects and is responsible for the overall implementation and success of the initiatives.

Organizational Status

The Collaboration technologies portfolio provides synchronous (real time) communication solutions to enable the Faculty of Medicine to meet its mandate - in particular the Distributed Medical Education Program.

Reports to the Senior Manager, Collaboration Technologies, MedIT

Work Performed

Specific Duties:

Provides technical leadership to strategic projects and leads stakeholders through ambiguous requirements and conceptual ideas, using appropriate program management methodologies.

Conducts analysis and provides expert advice to senior management on long term strategic technical direction and prepares comprehensive information packages to be considered for technology and service roadmap.

Serves as technical project leader on complex medium and large scale projects with MedIT; provides work direction and leadership to assigned project teams.

Researches and develops business and system analysis processes and methodologies for MedIT.

Provides expert technical mentorship and support to project team members and other staff.



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

Works with wide latitude within general policies and an administrative framework. Work is reviewed in terms of achievement of specific objectives.

Supervision Given

May manage and mentor staff and project team members.

Consequence of Error/Judgement

Work requires judgment and initiative. Errors could have a significant impact on the delivery of the Distributed Medical Program's curriculum with subsequent effects on Medical School Accreditation. Errors will also affect service delivery to higher education institution partners utilizing shared services with the Faculty of Medicine.

Qualifications



Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline such as Business, Computer Science or Management Information Systems. A minimum of 8 years of experience and 2 years of managerial experience or the equivalent combination of education and experience. Business and system analysis and project management experience preferred. Knowledge of communication and collaboration technologies - audio, video and web conferencing and associated technical standards. Knowledge of enterprise IT systems - physical and virtual LAN WAN, Server, Storage and Operating Systems. Strong analytical research skills. Strong verbal and written communications skills. Management and leadership capabilities. Flexibility adaptability managing multiple priorities. Strong people management and relationship management skills. Core Competencies:

Collaboration (Advanced - A):

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.

Communicating for Results (Advanced - A):

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 (Advanced - A):

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. Role Based Competencies:

Accountability (Advanced - A):

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.

Information Systems Knowledge (Expert - E):

Engineers, coordinates, and submits approval for significant enterprise-wide information system solutions that align with organizational processes and long-term strategies. Recommends large-scale, best practice technological opportunities. Engages appropriate technical consultants, experts, and leaders.

Initiative (Advanced - A):

Describes future scenarios and related opportunities. Plans potential responses involving resource holders, peers, processes, and technology. Leads a timely response, seeking internal external advice and consultation, and sustains progress through uncharted territories.

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Job Posting

Job ID: 16600
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Conf, Accom, Cerem & Events
Classification Title: Conf,Accom,Ceremonies, Level A **Business Title:** MDRU Event Planner
Department: Earth and Ocean Sciences
Salary: \$42,204.00 - \$50,664.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-10-21
Job End Date: 2014-10-20 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-29 **Available Openings:** 1

Job Summary

This position will take the lead to design, organize and present a wide range of events, workshops, lectures, short courses, conferences and exhibits to achieve MDRU's on and off-campus objectives. This position will be responsible for promoting MDRU events to the global mining and exploration industry, and to ensure the financial success, including revenue generation, of its events and activities. This position will also contribute to implementation of events related to MDRU's Training Initiative to significantly increase the educational and professional development opportunities that MDRU provides to the industry and graduate students. The candidate will be responsible for organizing and running numerous events, short courses, workshops, training programs and promotional activities at UBC and at domestic and international conferences. Expertise in marketing and communications will ensure a high profile of MDRU's activities to its client group.

This position will initially be hired at 60% time. The episodic nature of events encourages flexibility in schedules to accommodate the increased demands leading up to and time spent at events. The position may increase to 100% depend upon the financial success of events.

Organizational Status

Reports to the MDRU Business Manager and collaborates with a wide range of stakeholders.

Work Performed

- Participates in strategic planning of event schedules
- Organizes MDRU participation at conferences and trade shows
- Develops marketing and financial plans for events
- Conceives and controls marketing and event budgets
- Manages event logistics from inception to post-event follow up.
- Negotiating and establishing agreements with providers and suppliers
- Construction of event budgets during planning, and financial statements after event completion
- Contributes to the operations for training and educational programs
- Manages financial transactions and credit card transactions related to events
- Manages the on-line registration process for courses



The University of British Columbia

Staff Job Postings

- Contributes to MDRU project logistics, where appropriate
- Supervise part time staff
- Manages travel schedules for event speakers and negotiates accommodation packages with the vendors
- Marketing and promotion of events
- Contributes to development and distribution of Press Releases, promotional materials and related communications

Supervision Received

Works under direction within established guidelines but is expected to resolve problems using initiative and judgement.

Supervision Given

Will supervise event staff as required.

Consequence of Error/Judgement

Embarrassment to MDRU and the risk of losing revenue.

Qualifications

Two year diploma in Hotel Management, Hospitality, Tourism, or Event Management. Minimum of two years experience or the equivalent combination of education and experience. Proven experience in organising successful events, and knowledge experience in how to use them to create a revenue stream. Excellent verbal and written communication skills. Ability to listen actively and attentively, and obtain clarification as required. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to effectively market and promote products and services. Ability to anticipate problems and issues and plan ahead. Excellent organisational skills. Ability accurately estimate costs, and to bring a event in on budget.

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Job Posting

Job ID: 16638
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Editorial & Production Serv
Classification Title: Editorial&Prod.Serv , Level A **Business Title:** Production Editor
Department: UBC Press
Salary: \$53,163.00 - \$63,821.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-10-15 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-18 **Available Openings:** 1

This job has been reposted solely for the purpose of receiving applications for an external advertisement. While you may apply to this posting, any rights specific to internal applicants will not apply to this particular posting.

Job Summary

Coordinates the production of assigned book projects from approved manuscript to final printed book and e-book and performs assigned administrative tasks related to the overall goals of the department.

Organizational Status

Reports to the Assistant Director and Manager of Production and Editorial Services and ultimately to the Director. Works in a department with four other in-house production editors, and supervises dozens of freelance copy-editors, proofreaders, technical artists, indexers, designers, typesetters, and printers, as well as interns and student support staff.

Work Performed

- Coordinates tasks of copy-editing, proofreading, design, typesetting, and printing of assigned book projects.
- Confers with the acquisition editors and authors to ensure that all elements for a project -- such as art, technical drawings, maps, etc. -- have been received in acceptable form and that permissions are complete.
- Sets up a transmittal meeting for each new book project, updating transmittal form at end of meeting.
- Cleans up digital files and assesses figures for manuscripts.
- Contracts, oversees, and assesses the work of suppliers, including freelance copy-editors, proofreaders, technical artists, indexers, designers, typesetters, printers, interns, and occasional student support staff.
- Sets and monitors production schedules for assigned book projects to ensure that projects stay on schedule and meet deadlines.
- Performs copy-editing and proofing on parts of manuscripts and proofs as needed.
- Handles and checks various stages of page proofs.
- Manages the production of cover and promotional copy for use in marketing of book and final cover, and writes promotional copy for key books.
- Works with freelance designer to design cover for book and oversees production of final cover spread.
- Obtains quotes from printers for new book projects in consultation with Production Manager.
- Ensures compliance with legal requirements with regard to permissions to use materials in assigned books.
- Liaises with printer re printing, scheduling, and shipping of books.
- Integrates digital production into print production workflow.
- Obtains CIP for assigned books.



The University of British Columbia

Staff Job Postings

- Makes sure information about book projects is up to date in Klopotek and Press Track.
- Makes sure digital assets for books are uploaded to CoreSource.
- Proofreads catalogue copy and liaises with marketing department on catalogue issues.
- Performs other administrative tasks for the department as needed.

Supervision Received

Reports to the Assistant Director and Manager of Production and Editorial Services and generally to the Director.

Supervision Given

Supervises freelance copy-editors, proofreaders, indexers, designers, and typesetters, interns, and occasional student support staff.

Consequence of Error/Judgement

Responsible for the editorial and production quality of books produced by UBC Press, as well as the efficient management of that process. Inexperience or lack of attention to detail at any stage of the editorial production process could result in an inferior end product that could affect sales of the book or damage the reputation of the Press. Poor management of time and resources could seriously impact the schedule, affecting sales, and increasing book production costs.

Qualifications

- Two year diploma in Journalism or Publishing. Minimum of two years experience or the equivalent combination of education and experience. - Undergraduate or graduate degree
- Five years' experience publishing experience, preferably with a scholarly press
 - Demonstrated copy-editing, proofreading, and copywriting skills
 - Ability to work and supervise an array of freelance contract workers (including copy editors, designers, indexers, cartographers, typesetters) and printers, as well as authors
 - Accuracy and attention to detail
 - Strong written and oral communication skills
 - Time management and negotiating abilities
 - A good understanding of database and other information systems.
 - Proficient computer skills (word processing, spreadsheet, and page layout programs)
 - Understanding of HTML and CSS coding
 - Ability to learn new technologies and ability to adapt and innovate when faced with new processes.
 - Capacity to work as a member of a publishing team.

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Job Posting

Job ID: 16546
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level A **Business Title:** Course Specialist (Junior)
Department: The Sauder School of Business
Salary: \$42,204.00 - \$50,664.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-07 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-30 **Available Openings:** 1

Job Summary

The position is an entry-level position, with typical responsibilities including writing assignment and examination materials and assisting in course materials development; participating in curriculum reviews; redesigning existing materials to meet client needs; marking of examinations and assignments; and acting as a content and academic advisor to a wide range of students. The position contributes to the creation of curricular content within a specific academic discipline. The position may manage graduate student staff and support service staff directly and indirectly and responds to the educational needs of a nationally distributed student audience.

Organizational Status

Reports to the Senior Course Specialist and works with student tutors and graders, as well as various full- and part-time staff involved in course and examination production and delivery.

Work Performed

Academic Operations - the position requires judgment in maintaining the academic integrity of the Division's courses and examinations. Responsibilities include assisting in the development of course, assignment and examination materials and providing academic support in the development and production of program offerings where expertise is appropriate. This position assists the Course Specialists or Senior Course Specialists in the management of the workflow of the Division's internal textbook production and delivery teams. The position assists in the hiring and supervising of summer and part-time tutors on academic issues, provides tutorial instruction and responds to student enquiries that go beyond part-time tutor capabilities.

Program Development - the position contributes to the planning and development of the Division's numerous programs and their related examinations. The position participates in the assessment of program offerings and assists in developing and redesigning procedural guidelines and policies to meet educational and organizational goals.

Student Relations - the position contributes to the Division's complex public relations activities and acts as a content and academic advisor to a wide range of students, and includes addressing academic policy issues with students. The position requires conflict resolution skills and an in-depth knowledge of program content and education technology. It also requires a specific knowledge of the policies applicable to the Division's various programs and general knowledge of the issues related to the educational programs of regulatory organizations and professional associations.



The University of British Columbia

Staff Job Postings

Supervision Received

May be responsible for managing the workflow of student tutors and graders, as well as various full- and part-time staff involved in course and examination production and delivery.

Supervision Given

The position works under the direction of the Senior Course Specialist(s), within defined policies and procedures. Work is reviewed with respect to effectiveness, accuracy and progress towards established objectives. The position consults with the Senior Course Specialists, who provide direction on course development and program planning.

Consequence of Error/Judgement

This position is expected to exercise judgment in establishing priorities, carrying tasks through to completion, and in referring issues to more senior staff. Decisions made will have a direct impact on program offerings and of students' experiences with those programs. Poor decisions could negatively impact the organization's reputation with students and with industry stakeholders, and ultimately, effect profitability.

Qualifications

Undergraduate degree in a relevant discipline. Requires post-secondary degree in real estate or urban land economics or finance. Minimum of two years experience or the equivalent combination of education and experience. This position requires knowledge of the real estate industry in Canada, and preferable also internationally. Candidates must possess exceptionally strong written and oral communication and interpersonal skills. The position requires a creative individual who is skilled in working in team-based projects. The position also requires some knowledge of the regulatory framework of numerous sectors of the real estate industry in Canada and abroad, and a well-developed understanding of the competitive nature of professional real estate education.

May require some travel within and outside Canada.

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Job Posting

Job ID: 16244 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Educational Assessment Specialist
Department: The Sauder School of Business
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-08-19 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-22 **Available Openings:** 1

Job Summary

The Educational Assessment Specialist has primary responsibility to facilitate and oversee the School's Assessment of Learning processes and accreditation efforts.. The Educational Assessment Specialist works as a member of the School's Learning Services team and collaborates closely with faculty to foster and sustain an evidence-based comprehensive learning assessment program for the School's degree programs.

The job focuses on strategic planning for, and implementation of, activities to collect, analyze, manage and apply assessment data related to the School's program goals These data play a pivotal role in Sauder's curriculum planning processes, as they guide on-going enhancements to courses and programs that are designed to improve our graduate outcomes.

The Educational Assessment Specialist also tracks AACSB and EQUIS assurance of learning accreditation requirements and oversees the preparation of necessary reports to ensure that they are submitted in a timely and professional manner. In this capacity, s he collects and maintains relevant strategic, curricular and institutional information.

This position operates within a busy office environment, during regular work hours, with some flexibility to accommodate faculty and staff needs. The incumbent must be self-motivated, adaptable and creative, able to respond to occasional requirements for travel and urgent timelines.

Organizational Status

Reports directly to the Director, Learning Services, with additional accountability to the Senior Associate Dean Academic Programs . Collaborates with Sauder Faculty, Faculty, Division Chairs, and Associate Deans. Works with the Learning Services team, as well as Program and Divisional Assistants.

Work Performed

Assessment

Collaborate with faculty and staff to design and implement value-added assessment strategies, measures and processes to support the School's educational assessment requirements, including data collection and analysis.

Work with faculty and staff, as well as appropriate committees, to interpret assessment data to inform program and curriculum planning and design.

Ensure educational assessment activities align with and support accreditation requirements.

Data Management & Reporting

Identify, implement and coordinate appropriate processes and information systems to manage all accreditation data, course syllabi



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collection and documents. This includes and is not limited to: assessment of learning activities, faculty information, strategic plans and resource management and the UBC learning technology eco-system.

Prepare content for inclusion in accreditation reports

Develop and maintain program-level curriculum mapping in collaboration with Divisions

Communication

Publish key activities and outcomes of educational assessment activities regularly via Sauder communication channels.

Maintain regular communication with internal stakeholders to enhance understanding and awareness of key components of the School's accreditation requirements pertaining to learning outcomes assessment .

Provide regular updates for external groups and stakeholders.

Promote and foster a "culture of evidence and assessment" across the School.

Provide leadership and representation on assessment-related committees, professional associations and workgroups as directed.

Professional Development

Track and communicate changes to accreditation standards.

Inform faculty development planning to support adoption of assessment-related best practices in curriculum design and delivery.

Supervision Received

The Educational Assessment Specialist works under general departmental guidelines. Work is reviewed in terms of quality and effectiveness in meeting departmental, School and external accreditation goals.

Supervision Given

The Educational Assessment Specialist does not formally supervise staff. However, coordination of people, data and events is a key responsibility of this position.

Consequence of Error/Judgement

The Educational Assessment Specialist makes recommendations and decisions that affect resource management at the program, staff and faculty levels. S he is responsible for the accuracy, integrity and timeliness of accreditation data management, processes and reporting.

Qualifications

Master's degree in Education. Minimum of six years experience or the equivalent combination of education and experience.

Experience in the practice management of learning assessment in higher education.

Previous experience managing accreditation requirements for business schools, specifically AACSB and EQUIS preferable.

Applied knowledge of learning design theory, curriculum development and program planning in higher education.

Awareness of current trends and directions in assessment in higher education.

Qualitative and quantitative research expertise.

Proficiency with software tools such as Excel and SPSS; information visualization; basic web publishing; Office. Experience with Learning Management Systems, including Blackboard Outcomes is an asset

Project management skills leading ad-hoc teams of internal colleagues.

Outstanding written and verbal communication skills.

Extensive experience working with research faculty, preferably at a business school.

Strong organizational abilities, with excellent attention to detail.

Ability to build networks and work with diverse people.

Independent work ethic and desire for excellence.

Able to solve problems creatively in a challenging environment with limited supervision and direction.

Strong time management and ability to work to tight deadlines.



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Job Posting

Job ID: 16547
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level C **Business Title:** Course Specialist Senior
Department: Sauder - Real Estate Division
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-07 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2013-09-30 **Available Openings:** 1

Job Summary

The position is responsible for the planning, development, assessment and delivery of the Division's education programs. The position is integral to the Division's overall strategic vision, and typical responsibilities include conducting curriculum reviews and needs assessments; consulting with clients to determine their educational needs, and developing new or redesigning existing programs to meet those needs; collaborating with instructional support units and curriculum developers to facilitate the delivery of the Division's educational programs; participating in market research to identify potential educational programming opportunities; recruiting instructors; conducting instructional design research and analyses; and, assisting in developing marketing plans for the Division's educational programs. The position is responsible for developing policies, systems and organizational practices related to the Division's licensing education and examination operations, and contributes directly in the creation of curricular content within a specific academic discipline. The position manages staff and instructors directly and indirectly and responds to the educational needs of a nationally distributed student audience.

Organizational Status

Reports to the Director and works with editors, tutors and graders, as well as various full- and part-time staff involved in academic operations, course and examination production and delivery.

Work Performed

Academic Operations - the position is responsible for maintaining the academic integrity of the Division's courses and examinations. Responsibilities include conducting needs assessments and consulting with external stakeholders to identify new and existing curricular requirements and providing academic support in the development and production of program offerings. This position is responsible for hiring and managing consultant contributors and manages related functions of the Division's internal textbook production and delivery teams. The position advises summer and part-time tutors on academic issues, provides tutorial instruction and responds to student enquiries that go beyond part-time tutor capabilities, and edits and writes new course and examination materials where expertise is appropriate.

Program Development - the position plans, develops and implements educational policies for the successful operation of the Division's numerous programs and their related examinations, balancing the need for customer-focused student services with maintaining the academic and regulatory integrity and security of the programs. The position conducts instructional design research and analyses, and develops and redesigns programs and policies, systems and organizational practices to meet educational



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and organizational goals.

Student Relations - the position is a key part of the Division's complex public relations activities and acts as a content expert and academic advisor to a wide range of students, and includes addressing academic, regulatory and equity policy issues with students and stakeholders. The position carries a critical conflict resolution mandate, and requires in-depth knowledge of program content, education technology, and an understanding of the competitive, political and regulatory environment within the real estate industry in Canada and abroad. It also requires a specific knowledge of the licensure, enforcement and regulatory issues related to the educational programs of regulatory organizations and of the specific policies applicable to the Division's various programs.

May require some travel within and outside Canada.

Supervision Received

Responsible for overseeing the workflow of both internal and external authors, editors, tutors and graders, as well as various full- and part-time staff involved in academic operations, course and examination production and delivery.

Supervision Given

The position works under broad directives set by the Director and Associate Director, and is expected to exhibit considerable autonomy in pursuing the strategic vision of the Division. Work is reviewed with respect to adherence to broad policies and progress towards goals. The position consults with the Director and Associate Director, who provide direction, input and advice on course development, strategy, financial matters, and policy issues.

Consequence of Error/Judgement

This position makes decisions regarding the Real Estate Division's program administration and curriculum design. As such, decisions in this area have both immediate and long-term impacts on the operating results of the organization. In playing a key role respecting the development of programs for important clients such as the Real Estate Council of BC and the Financial Institutions Commission, poor decisions by this person would have significant and permanently negative effects on profitability. Decisions made regarding curriculum, program structure, and delivery have a direct impact on students' ability to learn, on their ability to meet academic and professional licensing requirements, and ultimately on their ability to become active members of the real estate industry and supporters of the Sauder School of Business.

Qualifications

Master's degree in Education. Requires post-secondary degree in real estate or urban land economics, finance or law. Education experience or related educational discipline preferred. Minimum of six years experience or the equivalent combination of education and experience. Demonstrated ability to operate strategically in a complex competitive environment.

This position requires an in-depth knowledge of the real estate industry both in Canada and internationally. Candidates must possess exceptionally strong written and oral communication and interpersonal skills. The position requires a creative individual who is skilled in working in team-based projects. The position also requires an extensive knowledge of the legal and regulatory framework of numerous sectors of the real estate industry in Canada and abroad, and a well-developed understanding of the competitive nature of professional real estate education.

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Job Posting

Job ID: 16629
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Services
Classification Title: Information Services, Level C **Business Title:** Communications Manager
Department: Brain Research Centre
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-23
Job End Date: 2014-09-22
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-17 **Available Openings:** 1

Job Summary

To manage the internal and external communications at the Brain Research Centre, a large administrative unit at the university and with faculty at all major post-secondary research institutions around the Province. Major responsibilities include: providing information and communications services for the Centre, working in collaboration with Vancouver Coastal Health (VCH), Vancouver Coastal Health Research Institute (VCHRI), UBC Public Affairs, and UBC Faculty of Medicine on a variety of scales of projects; writing, editing, and managing production of publications, including e-newsletters, annual reports, and website; coordinating and planning graphic design and layout; writing high profile articles, reports, and media releases; planning, conducting, and assisting with media events; developing and implementing communications planning; developing and implementing strategies for media relations; providing media training; planning and organizing events; directing flow of communication; acting as a liaison with other organizations and responding to inquiries from the public; supporting and performing other related duties.

Organizational Status

Reports to the Director, Brain Research Centre. The position provides communications bridges between the Centre and the University and Hospital. The position also collaborates with faculty and administrative, communications, and technical staff at UBC, VCH, VCHRI, and other institutions. Interacts with senior University and Hospital administrators, including the Offices of the President, Vice Presidents, Public Affairs, Deans, Heads and Directors, and other senior University and Hospital officials, members of the media and public, and other academic communities and from government.

Work Performed

Establishes, manages, and supports internal and external communications efforts of the Brain Research Centre, including print publications, web publications, events, and media and public relations.

Key duties include:

- Oversees the development and implementation of communications strategies, and identifies potential stories which showcase the Centre, research projects, program areas, faculty members, students, and their impact on the community.
- Plans, develops, maintains, and evaluates the Centre's annual communications plan and all of its related activities.
- Oversees the Centre's visual identities and the production of publications produced in-house or by external consultants for the Brain Research Centre.
- Cultivates relationships between the Centre and UBC Public Affairs, VCH, VCHRI, UBC Faculty of Medicine, UBC Development Office,



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other UBC Faculties, provincial, national, international, community organizations, and the media, to strategically promote the work of the Centre, its faculty, staff, and trainees.

- Plans, researches, writes, edits, and approves the production of a wide variety of Centre publications, and contributes to publications for University and Hospital partners.
- Provides input on establishing budgets for communications activities.
- Oversees the production the Centre's Annual Report and newsletters, including writing, editing, design, and production schedules.
- Works with partner organizations to plan and coordinate media events and conferences.
- Responds to media and public inquiries.
- Monitors, tabulates and analyzes media pick-up statistics to determine major trends and issues.
- Provides communications and media relations expertise and training to the Centre's faculty, staff, and trainees.
- Designs, implements, manages, and tracks activities to promote the Centre's faculty, staff, and trainees.
- Works with partner organizations to disseminate relevant funding news and information to Centre faculty, staff, and trainees.
- Oversees the Centre's website, including coordinating content, design and graphic standards, facilitating navigation, developing online applications, and recommending IT infrastructure upgrades as required.
- Researches, develops, prepares, and reviews presentations, speeches, and articles as requested by the Director.
- Performs other related duties as required.

Supervision Received

Works under the direction of the Director and autonomously within policies. Work is reviewed in terms of achievement of high professional standards in the delivery of communications services.

Supervision Given

Manages event volunteers, consultants and contract personnel, and external service providers. Provides training to Centre staff, as needed, on website maintenance.

Consequence of Error/Judgement

This position makes decisions regarding the quality and accuracy of communications materials produced that are critical to the Brain Research Centre, UBC, VCH, and VCHRI. Given the high profile and wide distribution of these materials throughout the University and Hospital, across the country, and around the world, inappropriate or inaccurate statements may seriously affect the image and reputation of individuals, the Centre, the University, or the Hospital. This position frequently juggles multiple projects with competing deadlines and must come up with creative plans to keep projects on track and on budget. The Communications Manager makes decisions regarding the management of a full range of communications, editorial, and web services. This position must exercise tact and diplomacy.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Marketing, Communications, English, or a related discipline. Masters preferred. Additional diploma or certificate in Management preferred. Minimum of six years experience or communications services or the equivalent combination of education and experience. Minimum of four years of related experience in public relations, publicity, media relations, journalism, or marketing. Minimum 4 years of work experience in a science, biology, or health setting ideal. Knowledge and experience in publishing, website development, media relations, communications planning, event planning, and managing people and projects. Working understanding of the nature of issues inherent in research, graduate teaching, and clinical activities. Demonstrated ability and experience to work collaboratively with large organizations, departments, administrative and executive staff at all levels, and the media, with multiple competing deadlines, and exercising a high degree of tact and diplomacy. Demonstrated design and management experience in print and web with a capacity for innovation, idea generation, research, analysis, and project management. Ability to effectively use word processing, spreadsheet, presentation software, HTML, e-mail, programs, and various design and layout programs at an advanced level. Ability to adapt writing styles for various purposes, media requirements, and audiences. Superior oral and written communication, interpersonal, management, and



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organizational skills. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 16651
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Marketing & Sales
Classification Title: Marketing & Sales, Level A **Business Title:** Facility Events and Services Coordinator
Department: Athletics and Recreation
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-01
Job End Date: 2014-10-31 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2013-09-26 **Available Openings:** 1

Job Summary

This position will work with both the Doug Mitchell Thunderbird Sports Centre and the Facilities units within the Department of Athletics and Recreation. Responsible for overseeing the marketing, promotions and events at the Doug Mitchell Thunderbird Sports Centre, as well as developing and coordinating marketing and sponsorship initiatives with external companies for other facilities in the department of Athletics and Recreation. This position will require evening and weekend work. This position works out of an office located in the Doug Mitchell Thunderbird Sports Centre.

Organizational Status

This position reports directly to the Facility Services Manager and works with the Business Development Manager. Works closely with the DMC Facilities Manager. Interacts with all Doug Mitchell Thunderbird Sports Centre Staff and with other department facility coordinators, coaches, community users, and on-campus booking groups

Work Performed

Specific duties include (but not limited to the following):

1. implement marketing strategies and facility websites that are consistent with UBC and Athletics and Recreation brand guidelines, and quality standards
2. print and digital media production for Athletics and Recreation facilities and sponsorship initiatives
3. execute the strategy to increase arena concert rentals
4. assist in increasing facility booking during prime and non-prime times
5. implement sponsorship and partnerships sales strategy on behalf of the department
6. assist in event management from both an operational and sponsorship initiative perspective
7. financial reconciliation and accounting

WORK PERFORMED

MARKETING:

Implementing marketing strategy for events hosted at the arena, including print and digital media as well as social media and web presence.

Implement marketing strategies for facilities in the department.



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Maintain and develops sports facility websites.
Graphic and web design initiatives.
Researches new initiatives and markets for concert promotion and facility bookings.
Maintaining and updating Thunderbird Arena website.

EVENT:

Financial reconciliation and accounting processes.
Pre-event and onsite liaising with clients, contractors and staff.
Work closely with internal and external groups to ensure that event goals and objectives are met.
Establish communication protocols and operating procedures for events.
Supervise, direct and coordinate the work of vendors, staff and contractors during the event.

SPONSORSHIP:

Meet select companies after consultation with the Business Development Manager and sell them on the benefits of partnering with UBC Athletics and Recreation.
Acquire, develop and service relationships with new and potential sponsors.
Involved with penning contractual agreements, invoicing, and payment follow up.
Research and design sponsorship packages and briefings follow-ups.
Help implement social media and e-communication sponsorship strategy across the department.

OTHER:

Budget preparation.
Financial accounting and CLASS software contract entry.
Financial reconciliation of client accounts and payment collection.
Develops and plans work shops for Athletics and Recreation student staff (ie. Sensitivity and cultural awareness training.)
Develops and implements business plans associated with sustainability and energy savings.
Assists with the developing, implementing, monitoring, and evaluation of departmental policies and procedures.
Attends meetings for the VPS (Vice-President, Students) communications group and contributes to portfolio wide communications planning and initiatives.

Supervision Received

The Facility Services Manager and Sponsorship Manager give guidance and direction to the position, but the execution of the responsibilities are solely that of the incumbent. Due to the magnitude of the program, staff are empowered to execute their responsibilities and work independently

Supervision Given

2 to 5 part-time facility student staff; hires, trains, schedules and ensures established procedures are followed.

Consequence of Error/Judgement

Work is subject to general checking by supervisors to ensure desired goals and objectives are being achieved.

If any part or portion of this person's duties is neglected, severe consequences will be felt not only by the unit itself, but potentially, also by participants and patrons of the facility. The improper execution of details associated with the management of the Doug Mitchell Thunderbird Sports Center operations could result in a tarnished program and university image.

Qualifications

Diploma in Marketing. Minimum of one year experience or the equivalent combination of education and experience. Experience in



a recreation setting with an emphasis on program, facility management and corporate relations. Working experience with CLASS software (The Active Network) required. Demonstrated self-starter. Strong computers skills essential including working knowledge of Microsoft Office Suite. Strong financial, organizational, and time management skills required. Experience in the management and marketing of a variety of recreational events and activities is an asset, as is a familiarity with UBC. Strong working knowledge of Adobe Creative Suite (InDesign, Photoshop, Illustrator). Excellent oral and written communication, interpersonal and organizational skills. Demonstrated conflict resolution skills. Ability to work well both as a member of a team and independently. Ability to exercise sound judgment, multi-task, prioritize and work effectively under pressure to meet deadlines.

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Job Posting

Job ID: 16659
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level A **Business Title:** HR Coordinator
Department: Medicine,Udgrd Ed.(Dean'sOff)
Salary: \$45,579.00 - \$54,717.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-29 **Available Openings:** 1

Job Summary

This position is responsible for developing, planning and coordinating an effective and efficient infrastructure for the human resource operations in the VFMP Undergraduate Dean's Office and faculty appointment activities (including searches) for the UBC MD Program.. This is a new and developing position.

Responsible for providing overall HR guidance to contribute to the effectiveness of staff at the Vancouver Fraser Medical Program (VFMP). Is the point person and a resource for the distributed sites, in terms of UBC faculty appointments. Manages and reviews all faculty leadership appointments for the Undergraduate program at VFMP. This position is the first point of contact for all human resource queries (eg salary, resignations, benefits, staff postings, etc.) from faculty and staff in the MD Undergraduate Program Office at VGH. Where necessary, HR issues will be escalated to the Dean's Office, HR Coordinator or HR Advisor. The incumbent will be responsible for developing and implementing new systems and processes that contribute to the MD Undergraduate Program's strategic objectives and desired outcomes.

This position works at the Diamond Health Care Centre, at Vancouver General Hospital.

Organizational Status

Reports to the Administrative Director, VFMP and to the Director, Human Resources, Faculty of Medicine,. Works collaboratively with the Faculty Appointments & Recruitment Management (FARM) team and HR Coordinator, Dean's Office.

The Human Resources Coordinator has regular meetings with the Director (s) to set objectives, establish priorities and develop strategies to improve human resource operations. Liaises extensively on unique issues with Departmental Administrators, and the Faculty of Medicine - Dean's Office. Communications can be sensitive and confidential and the incumbent must utilize a thorough knowledge of the department in addition to strong communication and interpersonal skills to respond effectively in each situation.

The Coordinator regularly liaises with staff to address and facilitate issues and resolve problems.

Work Performed

Works collaboratively with the Director (s) by participating in setting and implementing strategic plans, goals and objectives for Human Resources. Collaboration with Dean's Office Human Resources required to ensure policies are in line with the Dean's Office.

Coordinates all Human Resources activities for the Undergraduate Dean's Office. . Responsible for the full-cycle recruitment and hiring process including e-recruit and e-paf. Responsible for the following activities; job descriptions, external postings (when



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appropriate), classifications (re-classifications), reviewing resumes, telephone screening, designing behavioural interview questions, shortlisting recommending candidates, identify hiring committee, coordinate interview panel, and participate in interviews, candidate testing (in-basket and skills assessment), reference checks, recommending hires, employment offers and declining of unsuccessful candidates, employee orientation and set-up. Authorizes access for staff on SharePoint site. Provides information to new staff related to access for FMIS, SISC as needed.

Drafts and revises job descriptions, in conjunction with manager, consulting with UBC Compensation as required. Maintains accurate job descriptions for all staff in the position management system.

Ensures that managers are in compliance with collective agreements and UBC policies and practices.

Provides general advice in regard to interpretation of collective agreements, agreements and handbooks governing conditions of employment.

Responsible for the accurate preparation of all documents (paper or electronic) related to staff transactions including; employment offers, salary changes, leaves, promotions, layoffs, resignations, retirement, transfers, promotions etc. and ensures that they adhere to the various employment agreements.

Monitors end date for all staff positions, ensuring individuals are reappointed or terminated as necessary.

Responsible for the coordination of leave management records (vacation, sick and attendance). Oversees all leave management activities including maternity, parental, medical, unpaid leaves as well as reduced appointments and secondments.

Advises on salary administration for all staff groups including hiring salary, probationary increases, mid-point progression, merit, and step increases.

Handles human resources issues, in collaboration with Dean's Office, HR Coordinator or UBC HR Advisor and ensures compliance with all UBC collective agreements and alignment with UBC policies and procedures.

Coordinates and provides advice to managers on employee performance reviews. Works with managers to identify skill upgrading needs of support staff and ensures appropriate training is received.

Recommends and implements approved initiatives for staff member recognition.

Oversee budgets as they relate to the human resource component to ensure there is no over expenditures.

Establishes practices for the department on attracting, retaining and developing staff. Including staying current on issues such as Dean's Office HR Best Practices, Health & Wellness, Performance Management, Coaching & Mentoring.

Analyzes requests for temporary ongoing assistance, to determine if additional resources are required.

Responsible for the processes related to hiring of new faculty.

Manages and reviews all faculty leadership appointments for the undergraduate program in the VFMP. This includes the faculty appointment and reappointment process by ensuring compliance with university policies and procedures. Responsible for preparing the Faculty Appointment form for Administrative positions and faculty offer letters in conjunction with other departments.

Managing the relevant work flow to Deans Faculty Relations Offices for new faculty appointments and re-appointments and ensures that all procedures are followed in accordance with University and Canada Immigration policies and regulations.

Oversees all leave management activities related to VFMP faculty.

Acts as a resource to faculty and management regarding human resource policies and procedures (new and departing).



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Acts as resource person to Site Administrators at the distributed sites on faculty appointments.

Involved in office space reviews and makes recommendations for revisions as appropriate. Responsible for major office moves.

Manages Undergraduate Dean's Office at VGH LSC for coordination of reception coverage, and requests for temporary support staff.

Oversees maintenance and acquisition of resources for infrastructure (equipment, furniture, space, etc) for operation, including offices and space.

Manages all aspects of orientation for faculty, staff, and visitors to the DHCC Undergraduate Dean's Office. Ensures integrity and confidentiality of all personnel (faculty and staff) files and system for the MD Undergrad Dean's Office.

Ensures that the workplace meets UBC and Hospital standards for occupational health and safety.

Performs other duties as required.

Supervision Received

Reports to the Director of Administration.

Supervision Given

Manages staff as appropriate (receptionist and temp. staff).

Consequence of Error/Judgement

This position must use strong organizing and prioritizing skills to effectively and efficiently manage the area of Human Resources relating to all employee groups at the University of British Columbia.

An error or the impact of a decision regarding human resource activities could result in faculty or staff payroll problems, grievances, lawsuits, misclassifications of positions and an impact on the program budgets. If freedom of Information grievance request is not processed correctly, the result could be a breach of confidentiality of faculty or staff's personal information or the improper release of department administrative information.

This position is expected to represent the undergraduate Dean's Office on all Human Resources matters. If the Dean's Office were to be misrepresented, it would adversely affect the credibility of the unit.

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline. Degree in Business or HR Management preferred. Minimum of two to three years of related experience or the equivalent combination of education and experience.

Minimum of 2 to 3 years experience in coordinating HR functions within a unionized and or complex environment

Thorough knowledge of University of British Columbia's business procedures and practices and their application preferred.

Experience in a health care or educational environment preferred. Experience working with Human Resources systems (HRMS, recruitment systems etc.), Microsoft Word, Excel, Power Point, E-mail - Outlook and Access databases. Experience working with budgets and related accounting methods. Ability to communicate effectively in person and in writing. Ability to build and maintain excellent working relationships with internal and external groups on matters requiring cooperation and of mutual interest. Ability to exercise tact and judgement. Ability to plan, supervise and train in a large and diverse organizational setting. Ability to initiative in decision-making and in resolving problems not clearly covered by guidelines. Ability to devise new methods of procedures to meet changing conditions. Ability to analyze problems, investigate key information and issues, and effectively resolve. Thorough knowledge of current Human Resources Management practices. Knowledge of provincial and federal legislation governing HR policies and practices. Ability to be creative and proactive, to prioritize and to work effectively under pressure to meet deadlines Ability to understand and apply policies, procedures and instructions. Ability to make thoughtful, informed and thorough decisions. Ability to interpret and apply collective agreements in a complex, unionized environment. Customer focused



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approach with the ability to work as part of a team and individually. Ability to effectively navigate and use HRMS, eRecruit, ePAF (any others?) Ability to provide effective and appropriate guidance and counsel on HR related matters.

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Job Posting

Job ID: 16556
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Researcher
Department: James Hogg iCAPTURE Centre
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 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-24 **Available Openings:** 1

Job Summary

To provide research and statistical analysis to investigate the association between genetic polymorphisms and environmental factors causing asthma and allergic diseases.

Organizational Status

This position reports directly to a senior statistician and the Team Lead Principal Investigator. 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

- Conducting research and data analysis of genetic association studies. Familiarity with standard statistical methods such as logistic, longitudinal and survival analysis is required. Familiarity with the application of these methods, to identify genetic factors involved in disease susceptibility is preferred.
- Collaborates with other researchers and statisticians in the identification and completion of assigned research projects.
- The incumbent will extract data and conduct statistical analyses and writes preliminary reports of results and interpretations.
- Prepares statistical reports and presents results in scheduled meetings.
- Assists in preparation of conference presentations, academic manuscripts and technical reports, by compiling statistics and scientific journal paper writing.
- Performs other related duties.

Supervision Received

The incumbent will require supervision and will exercise independent judgment regarding scheduling and timely completion of tasks.

Supervision Given

None.



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Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. Degree in Mathematics, and prior experience in genetic research or statistical genetics would be an asset. Minimum of two years experience or the equivalent combination of education and experience. Experience with programming and statistical software applications. Ability to use JMP and SPSS and program in R or S-Plus 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: 16615
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level C **Business Title:** Centre Manager, Pancreas Centre BC
Department: Pathology
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-01
Job End Date: 2014-08-31
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-16 **Available Openings:** 1

Job Summary

This position is responsible for the strategic planning and execution, and all of the operational functions (HR, communications, financial, policy and program development), of the Pancreas Centre BC. Pancreas Centre BC is a joint program with BC Cancer Agency, Vancouver General Hospital and University of British Columbia. Since its inception in 2012, Pancreas Centre BC has successfully implemented its Steering Committee, Management Committee and Research Advisory Committee. Pancreas Centre BC is focused on excellence in research and clinical care for pancreatic cancer in BC, and to that end has recently established the Gastrointestinal Pancreas Biobank, Patient Registry and Microarray Unit, to add to the ongoing provincial Clinical Trials and Gastrointestinal Outcomes Units. Pancreas Centre BC is lead by the Chair of the Steering Committee and two Co-Directors. This role will be responsible to grow the Centre into a leader of pancreatic cancer research and care both nationally and internationally.

Organizational Status

This position reports directly to the Co-Directors of Pancreas Centre BC and has supervisory responsibilities for the all personnel including financial, administrative, operations, core facilities (Biobank, Patient Registry, Microarray) staff and contracted personnel. This individual will interact with Pancreas Centre BC's partners (local, national and international), stakeholders, funders (donors, grant organization), collaborators, and research staff. The role will also interact closely with the Chair, Steering Committee, Nurse Specialist, and Research Facilitator to identify opportunities and develop the Centre in both translational and clinical research areas. The Centre Manager is responsible for smooth operation of the Steering Committee, Management Committee, and Research Advisory Committee.

Work Performed

1. Facilitates the development and growth of Pancreas Centre BC at local, provincial, national and international levels such that the Centre is recognized as a world-renowned excellence for pancreatic cancer research and care.
2. Develops, maintains and cultivates collaborative relationships with funders (Foundations, grant organizations, etc.) and stakeholders to ensure development, growth and sustainability of Pancreas Centre BC and its vision, mission and goals.
3. Undertakes and facilitates ongoing strategic planning to grow Pancreas Centre BC and takes advantages of opportunities. This planning is done in conjunction with Chair, Co-Directors and Committees. Develops and executes strategic plan and ensures milestones are met within budget.
4. Develops and implements financial policies, procedures, analyses, and controls with the review from the Chair of the Steering



Committee and two Co-Directors. Oversees financial management and reports of the Centre to ensure budgets for core projects and grant-funded activities are followed and transparent accountability is achieved and the Centre remains fiscally sound.

5. Develops, implements, and enhances the systems and processes related to financial budgets, audits, and forecast of the Centre to ensure effective and efficient operations. This will include identification of space, funding and partnership opportunities.

6. Responsible for the strategic human resources planning to achieve the overall mission and success of the Pancreas Centre BC. Manages the hiring, selection, performance management, discipline and termination of all employees and contracted personnel of Pancreas Centre BC.

7. Responsible for the smooth functioning of weekly multidisciplinary patient rounds with BCCA, VGH and other health institutions. Facilitates patient reports and linkages to Patient Registry.

8. Responsible for the ongoing development of the GIP Biobank and Patient Registry to maintain and adhere to national and international standards that have been established and also their expansion as a provincial resource by establishing biobanks satellites in several locations. Ensures all relevant research ethics approvals are maintained and provides progress reports to Pancreas Centre BC leadership and Steering Committee. Acts as external liaison for the Biobank and Patient Registry. Maintains the international best practices standards for biospecimen protocols, including collection, processing, storage and retrieval.

9. Facilitates discussions and consensus with internal and external stakeholders including but not limited to Pancreas Centre BC Co-Directors, Steering Committee, FPON (Family Practice Oncology Network), researchers, nurse practitioners as well as other pancreatic cancer research experts in other North American institutions.

10. Building on the Centre's established Communication Plan and Website, promotes effective communication of amongst and between all audiences, stakeholders, partners, funders, on a local, national and international level. Responsible for creating a strong branding of Pancreas Centre BC. Prepares annual progress report for funders and stakeholders.

11. Fosters and manages collaborations with other institutions to achieve the provincial strategy.

12. Develops and implements project charters, timelines for complex multi-institutional initiatives including infrastructure, capital and translational research projects.

13. Oversees the successful development of the newly established IDEAS grant competition and the biannual pancreas research forums

Supervision Received

Works independently with limited direction from Co-Directors, Pancreas Centre BC

Supervision Given

Manages all staff and contracted personnel and is responsible for hiring, discipline, evaluation and termination.

Consequence of Error/Judgement

Errors could jeopardize the future and existence of Pancreas Centre BC which is currently funded by donor funds and research grants. Error in the implementation and execution of strategic and management plans will affect the reputation of Pancreas Centre BC and its likelihood to raise additional funds through donors and grant funded activities. Error in the GIP Biobank, Patient Registry, and Microarray Unit will be detrimental as our collaborators utilize these as core resources for their research. Such error will impact all researchers accessing and utilizing the core research facilities and their research findings.

Qualifications

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. 4 years or equivalent combination of education and experience if responsible for research project otherwise 6 years or equivalent combination of education and experience if not research work. Minimum of three years of supervisory experience or the equivalent combination of education and experience. Demonstrated effective and excellent organizational, leadership, strategic planning, and communication skills. Experience in facilitation and managing a wide range of partners, stakeholders and projects. Experience and leadership in the development and implementation of core research facilities according to international standards in standard operating procedures, ethics, consent, structure, and function. Strong experience of managing budgets, personnel, communications, and strategic planning and implementation. Strong experience in managing core research facilities and resources with an emphasis on biobank and patient registry management. Ability to develop programs and



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activities that lead to both internal and external policies for pancreas cancer. Sound knowledge of basic science, translational research and clinical research in pancreatic cancer is an asset. Experience working in a multi-disciplinary research and hospital culture is an asset. Knowledge of computer software programs including word processing, spreadsheets, databases, website management system and scheduling applications. Excellent written and verbal communication skills in facilitation, coaching and conflict resolution situations.

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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



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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: 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



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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: 16654
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Security
Classification Title: Security, Level B **Business Title:** Secure Access Assistant Manager
Department: Security Services
Salary: \$62,010.00 - \$74,441.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-11-04 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-15 **Available Openings:** 1

Job Summary

The Secure Access Assistant Manager manages the entire life cycle of a Secure Access project or phases of a larger project including the application of departmental security strategies, the development of project plans, cost estimates, quality standards assurance, effective use of resources, and timely completion of projects. The Secure Access Assistant Manager ensures customer service standards are met and maintains customer satisfaction through effective problem solving and allocation of resources. This position coordinates a team of secure access technicians on a project basis to ensure the security needs of customers are fully understood and objectives are met.

Organizational Status

This position reports to the Secure Access Manager and leads a team of Secure Access technicians on specific projects. This position works with University departmental customers, project teams, design consultants, as well as external agencies, vendors and businesses associated with electronic security systems.

Work Performed

Provides project coordination for Secure Access projects. Develops and implements project deliverables including defining customer requirements, project scopes; assigning responsibilities (resource planning); documenting project timeline and milestones; risk identification and mitigation; and management of project close-out;

Manages Secure Access Technicians on a project basis. Oversees and guides staff to ensure customer service and quality targets are met.

Guides project teams' development and production of security designs. Reviews and make recommendations regarding consultant design and construction documents to ensure University standards and goals are achieved.. Tracks project progress and communicates project status to Secure Access manager. Regularly updates customers during all phases of the project, seeking feedback and making adjustments as necessary

Works closely with the University community to ensure customer and overall campus electronic security needs are met. Consults with users and other stakeholders to ensure customer satisfaction and performance standards are attained. Provides subject matter expertise;



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Liaises, provides and coordinates advisory services to architects, project managers, related consultants and user groups through design and construction phases to ensure successful adherence to UBC Technical Guidelines and Security Systems standards;

Observes and reports contractor deficiencies related to electronic security to project team, taking action as necessary;

Reviews contractor submissions and related project documents. Coordinates Secure Access with contractor during construction, and manages transition of responsibility from contractor to Secure Access at project completion;

Participates in defining, creating and updating Security Systems standards for UBC Technical Guidelines. Manages and ensures consistent departmental creation of Secure Access as-built drawings, operation & maintenance manuals, and other installation wrap-up documentation;

Ensures UBC Secure Access integration with University service infrastructure, including but not limited to UBC Properties, Project Services, Facilities Management, Plant Operations - Project Coordination, Small Works, and Trade Shops.

Researches electronic security industry products and standards to assess the dynamic technology market trends to determine the viability of new products and services.

Supervision Received

The Assistant Secure Access Manager works independently and has considerable autonomy. This position will consult the Secure Access Manager or senior management to obtain direction and advice on non-routine and complex security issues.

Supervision Given

Directs the work of Secure Access technicians on a project basis. Oversees facilities operations in the absence of Secure Access Manager.

Consequence of Error/Judgement

Decisions about policy, systems, and resource allocations have a direct impact on the security of staff, students, faculty and others on campus, as well as on personal and University property. Inappropriate product selection and or inappropriate installation can impact the ability to safeguard staff and or materials and increase liability to the University. Inaccurate quotes for products and service will have a direct financial impact.

Improper or ineffective involvement in design and construction process can lead to increased risk to University property.

Failure to manage customer services requests effectively could result in a risk of reduction in systems coverage, dissatisfied users, high costs and potential safety hazards.

Qualifications

Undergraduate degree in a relevant discipline. Valid and current British Columbia Security Worker License required. Valid and current British Columbia Alarm Technician TQ would be an asset. . Minimum of five years experience in security, training, office and staff management. Experience in commercial and institutional security design would be an asset Experience managing in a unionized environment an asset. Working knowledge of rules, regulations and legislation pertinent to the installation, operation and monitoring of electronic (intruder alarm) security systems.

Computer skills and experience with Alarm and CCTV systems, Access, Word, Excel, PowerPoint, Adobe Acrobat. CAD experience an asset. Ability to communicate effectively verbally and in writing. Ability to write service proposals and project schedules.

Ability to prioritize and work effectively under pressure so that customer service objectives are met. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to develop and deliver effective presentations. Effective marketing and promotion skills.



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Ability to coach staff. Ability to work effectively independently and in a team environment. Ability to effectively manage multiple tasks and priorities. Ability to maintain accuracy and attention to detail Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to work evenings and weekends as is operationally required. Ability to effectively manage multiple tasks and priorities

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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 & Recreation
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



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(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: 16587
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D3 **Business Title:** Associate Director, Stewardship
Department: Communications
Salary: \$66,969.00 - \$80,395.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-18 **Available Openings:** 1

Job Summary

The Associate Director of Stewardship provides leadership to create, implement, manage and assess a university-wide stewardship strategy for the President’s Office and the VP Development and Alumni Engagement (DAE) office. The goal of the strategy builds and maintains long-term relationships in support of the University to reach its strategic fundraising goals. This strategy includes accurate and meaningful donor reporting, donor relations and donor recognition.

The incumbent establishes consistent foundational stewardship activities and ensures those activities are delivered across campus; develops strategy; creates recognition proposals and personalized stewardship plans; expands of the donor reporting program and manages the campaign legacy recognition project that strategically targets all levels of giving. This stewardship role is a key contributor to growing philanthropic support for the Development Office and aids in enhancing alumni engagement.

Organizational Status

Reports to Director of Stewardship and Events.

Work Performed

Develops and evaluates strategic direction and directs a comprehensive donor relations and recognition program to build donor trust through consistent and meaningful contact and maximise opportunities for donor recognition. This will include, but not be limited to: personalized major gift recognition events hosted by the President, major gift announcements, faculty major gift recognition events, gift club recognition, campaign related activities, etc;

Works with the President, DAE principal gifts, leadership staff, key volunteers, faculties, and other offices across campus to create and implement personalized stewardship plans for major donors including the donor gift club recognition activities for over 3000 gift club members;

Oversees and directs the development and implementation of both University-wide and Campaign Recognition and Appreciation plan. This will include, but not be limited to: campaign legacy, architectural recognition, public realm art, donor walls, plaques, media coverage, recognition gifts, individual and group recognition;

Leads the strategy, development and implementation of a comprehensive donor reporting program including the financial and impact reporting to all endowed donors, with consideration for expansion into non-endowed donors as well;

Leads the development of the Annual Report on Giving including the strategy, distribution and measurement of the expected outcomes of the document;

Develop and ensure delivery of a consistent approach to the foundational stewardship activities across the campus, including gift



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acknowledgement letters, thank you letters, donor reports, communications, invitations and recognition.

Works with Annual Giving to develop a stewardship plan appropriate for donors under \$25,000;

Develops and executes annual and multi-year donor recognition and stewardship plans focused on introduction of creative and unique recognition opportunities to support growth in philanthropic giving;

Manages financial and other resources related to donor recognition, gift club events, publications and donor recognition projects (campaign legacy, donor walls, etc);

With Director, sets and meets annual targets benchmarking donor recognition vs. repeat gifts;

Relationship Manager for Wesbrook Co-chairs and <1,000 major gift donors who have no primary relationship manager assigned and are in long-term stewardship phase;

Develops and sustains relationships with academic units to benefit from joint strategic opportunities, forge financial collaborations, and identify other synergistic opportunities to advance shared goals;

Develops and communicates procedures for collaboration between the central Development and Alumni Engagement office and the decentralized fundraising units as it relates to donor stewardship and recognition to ensure the consistent delivery of recognition programs and stewardship plans;

Develops appropriate metrics and conducts periodic audits for evaluation of the strategies and programs and makes recommendations for change as required; Responds to donor enquiries concerning their gifts, endowment performance, expenditures, and other general questions;

Remains informed of stewardship best practices across industries;

Performs other related duties as required.

Normal office environment with travel across Canada and internationally, as required.

Supervision Received

Works under direction within established guidelines but is expected to resolve problems, demonstrate initiative, and apply strong judgment and demonstrated ability to make decisions requiring autonomy and responsibility on a daily basis. Work is evaluated against set performance expectations.

Supervision Given

The Associate Director oversees the work of Stewardship Coordinators, the Data Specialist, students and volunteers, as required.

Consequence of Error/Judgement

Errors may lead to potential financial, philanthropic, political or reputational implications and negatively affect the DAE Portfolio and the University. The Associate Director, Donor Relations & Recognition is expected to exercise good judgement, diplomacy and tact in all interactions associated with the function of this position.

Qualifications

Undergraduate degree in a relevant discipline. A minimum of 5 years of experience including experience in major-gift fundraising and strategy development or the equivalent combination of education and experience. A minimum of 8 years experience in donor relations, stewardship and strategy development is preferred. Thorough knowledge of post-secondary institutions and academic structure is an asset. Strong interpersonal skills with customer service orientation; Excellent verbal and written communication skills; Highly organized, methodical and accountable; Goal-oriented with a proactive approach towards increasing philanthropic gifts; An ability to work independently without ongoing supervision; Excellent time management skills with the ability to handle multiple projects simultaneously; Proven ability to work with the University's senior-most donors to advance the University's mission; Tact, diplomacy, discretion and sound judgment imperative.

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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:



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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.



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- .
- 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.



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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



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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: 16623
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level D **Business Title:** Academic Advisor
Department: UBCO-Academic Advising
Salary: \$57,417.00 - \$68,929.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-30 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-16 **Available Openings:** 1

Job Summary

The Academic Advisor works directly within a faculty on the UBC Okanagan Campus and is responsible for developing, delivering and evaluating student services to strategically support student learning based on the specific and unique faculty needs, encourage student success and ensure student retention in an increasingly competitive University market.

This position is responsible for not only providing unique student support and student programming to a specific faculty, they must also be knowledgeable enough to support other faculties' across campus, advise on Go Global programs and have a broad knowledge of Vancouver campus programs.

Organizational Status

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

Work Performed

1. Participates fully in strategic program development and provides advice to the Dean, unit heads and faculty members by (55%):
 - Providing advice and guidance to faculty committees regarding the development of new courses, how courses might fit Senate requirements and how the new courses would apply to degrees.
 - Providing input into curriculum redesign and helping to facilitate more experimental learning and practicum opportunities within the community for students.
 - Assisting departmental advisors and faculty members in interpreting and applying University and faculty specific policy, procedures and regulations.
 - Evaluating programs and making recommendations for improvements in degree progression.
 - Evaluating and making strategic recommendations for areas of potential improvement and growth in student advising services and developing programs and policies to suit.



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- Developing and promoting best practices specific to a faculty and its programs.
- Performing research to develop faculty-specific advising policies and procedures, ensuring campus-wide consistency with other faculties and programs.
- Evaluating the usage, functioning and communication success of technologies in student advising, recruitment, retention, and development.
- Collaborating on projects within the faculty and across campus partners.
Researching and implement liaison initiatives with other faculty units and community leaders.
- Working in partnership with the departments within the Faculty to develop accurate and easily understood website content and resources for current and potential students.

2. Develops and participates in student retention strategies by (10%):

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

3. Provides Academic Advising by (30%):

- Dealing with complex individual student cases referred by the Associate Academic Advisors.
- Assisting students in determining their academic and personal goals and in identifying appropriate academic programs that support attaining those goals.
- Assisting students with course selection to ensure they meet degree requirements and selected program prerequisites.
- Interpreting and advising on University policies and procedures.
- Providing assistance to both faculty and students regarding student records (full and blocked classes, waivers, transfer credit, academic concessions, late withdrawals and additions, and other issues as necessary).
- Annually evaluating student performance to ensure students are meeting requirements and bi-annually adjudicate student records for graduation eligibility.
- Developing and maintaining a knowledge base of worldwide educational systems in order to advise students participating in exchange programs or considering taking courses outside of the UBC's Okanagan campus and advising students coming from other global educational systems.
- Evaluating and approving student requests to study outside UBC's Okanagan campus.
- Evaluating requests for academic concession and providing appropriate advice, action and follow-up.
- Identifying students in crisis, either personal or academic, and advising on available academic options and personal support services on campus.
- Acting as liaison between students and faculty departments to facilitate appropriate resolution of disputes between faculty members and students.
- Advising students on developing career plans and providing referrals to other appropriate campus units for further exploration.

4. Other Duties (5%):



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- Responsible for recruiting, hiring, training and management of other M&P professional staff and student staff.
- Planning and executing Advising events designed to improve the undergraduate experience. Participating in advising and orientation events for other campus units.

- Currency in the field of academic advising by attending and presenting at conferences and workshops and developing and promoting best practices.
- Performs other related duties as required.

Supervision Received

Academic Advisors work independently under the general direction of the Associate Director, Student Development and Advising. Must be able to work independently and carry out work to completion.

Supervision Given

This position may supervise student staff and or volunteers. This position will supervise the work of junior M&P professionals and will be required to train staff on faculty specific programs, unique advising requirements and program complexities. This position works as a member of a support team.

Consequence of Error/Judgement

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

Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree and a minimum of 4 years experience or combination of education and experience. Minimum of four years experience or the equivalent combination of education and experience. Experience working with the student population, including domestic, international, aboriginal, and disabilities is an asset.

- The ability to deal with a diverse population in a calm, courteous, and effective manner.
- The ability to communicate effectively verbally and in writing is critical.
- The ability to be a team player
- The ability to effectively adopt and successfully use technologies that enhance the student experience and overall advisor efficiency.
- Exceptional interpersonal skills
- Demonstrated ability to work independently and with initiative
- The ability to take the lead within a team environment
- Ability to handle stress within a varied work environment.
- Strong attention to detail.
- Willingness to learn and continually upgrade skills and knowledge.



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Job Posting

Job ID: 16384 (Repost)
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: 2013-09-29 **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.



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 (Repost)
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: 2013-09-29 **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



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- 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



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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: 16630
Location: Vancouver - Point Grey Campus
Employment Group: Service Unit Directors
Job Category: Human Resources
Classification Title: Director, Faculty Relations **Business Title:** Director, Faculty Relations
Department: Faculty Relations
Salary: \$117,575.00 - \$146,970.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-17 **Available Openings:** 1

Job Summary

In order to be successful in this demanding role, the incumbent will be a proven, high-energy human resources practitioner with deep experience in stewarding the human resource function of large, complex organizations undergoing significant change. The incumbent will have demonstrated success in building positive relationships and leading change in the human resources discipline described broadly as employee or labour relations, preferably with academic staff or highly educated professionals. The incumbent will be someone with a sound knowledge of human resource management, creativity, integrity, a fundamental belief in the capacity of people, a builder of relationships, an openness for the opportunities inherent in change, and a steadfast passion and commitment to excellence, learning and service.

Organizational Status

This person will report organizationally to the Vice President, Human Resources, and be a member of the Human Resources leadership team. The role will be responsible for Faculty Relations at the Vancouver campus, and will work collaboratively with the Director, Human Resources and colleagues at the Okanagan campus on faculty relations matters that have system wide implications and may be or are present on both campuses. The role will also work with all Directors in Human Resources to consider, develop and promote strategic integrated approaches to issues affecting both faculty and staff (such as policy development).

In addition, the incumbent will have significant and close relationships with the Office of the Provost and Vice President Academic. Specifically, the incumbent will work closely with the Provost and Vice President Academic, and the Vice Provost Academic Affairs. The incumbent will also provide advice and support to senior academic leaders including the President, Deans, Associate Deans and Department Heads on the Vancouver campus. The incumbent will work with Vice Presidents, and have a successful relationship with University Counsel. The incumbent will be responsible to develop and sustain a strong and professional relationship with the UBC Faculty Association.

Work Performed

With very strong interpersonal and analytical skills, the incumbent will have demonstrated both the ability to think strategically and implement actions to move complex issues forward in pragmatic ways. The incumbent will be someone with the capacity, energy and desire to:

- make a significant contribution as a member of the Human Resources leadership team to the provision of effective and progressive



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human resource stewardship and management at UBC;

- commit to work with academics, and develop strong partnerships with the Office of the Provost & Vice President Academic, Deans and Heads of academic units in enabling effective faculty relations. Provides advice directly to the President, and performs a bridging role for the effective functioning of the relationship between the President and the Senior Appointments Committee (SAC);

- provide effective and forward looking leadership to the human resource function in faculty relations through effective leadership of a team;

- provide strategic guidance and influence in the development of innovative policies and programs to improve human resource management, the quality of working life and the effectiveness of all people who work at UBC as provided for in the commitment to an outstanding work environment in the strategic plan, Place & Promise: the UBC Plan, and champion the mid-level plan, Focus on People: Workplace Practices at UBC;

- lead a team for collective bargaining with the UBC Faculty Association, lead the management of grievance and arbitration matters, and support effective collective agreement administration.

Supervision Received

Reports to the Vice President, Human Resources under broad policies and strategic plans. Results reviewed for achievement of long term objectives

Supervision Given

Directs the activities of a group of management professional and support staff, and external consultants, often through subordinate managers. Responsible for the performance management of the unit.

Consequence of Error/Judgement

Success in the attainment of a positive human resource services environment with an emphasis on the discipline of employees or labour relations, including leading successful collective bargaining.

Qualifications

Master's degree in a relevant discipline. Or post-baccalaureate degree in a related discipline or equivalent combination of education and significant experience. A law degree is desirable. Minimum of 12 years of experience. A complex, service oriented organization of significant size with a unionized workforce that has demonstrated positive and forward thinking human resource policies and practices, particularly with a highly educated and professional workforce. It would be an advantage to have had University experience and or a good understanding of the academic community.

Solid experience in a senior human resource services role with substantive involvement in supporting organizational effectiveness through innovative and relevant employee or labour relations practices. Possesses superb strategic, negotiation and dispute management and resolution skills. Proven ability to see the "whole picture" and strength in working with others to develop and put the pieces in place.

Capable of leading employee relations initiatives in a large, complex, multi union organization. Deep knowledge of labour relations with broad knowledge of human resources.

Able to implement progressive principles and practices in employee relations

An agile mind. Strong analytical and mentoring skills.



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Understands the complexity of the management of human resources in a multi union environment; able to develop effective relationships with union and association leaders that are grounded in respect.

Focused on achieving organizational effectiveness through people development. Is familiar with the elements of coaching and mentoring approaches.

Has a genuine understanding and appreciation for the needs and expectations of a highly educated constituency, and how this can create tensions to fit a traditional unionized employment relationship.

Understanding of issues involved in moving towards equity, diversity and inclusion. Embraces an enhanced sensitivity of cultural diversity.

Possesses knowledge of the public sector and preferably, of universities.

Takes informed risks and fosters such risk taking throughout an organization.

Able to draft, review and respond to a wide variety of written materials with nuance and complexity.

Has excellent organization and administrative skills. Able to prepare and manage a budget for the unit.

Very strong people, leadership skills; open, approachable, tactful and politically sensitive with the ability to lead people to achieve objectives; leads by example.

Team oriented; able to work effectively with peers on the senior management team, all levels of management and staff in the UBC; understands the healthy tension between the people leadership and supportive and service nature of the human resources role and is effective in such a role. Encourages teamwork throughout the organization.

A builder with vision and integrity. Approaches work from a values base. Fosters the reciprocity of learning.

A people person; open and honest in dealing with others; possesses the presence, stature and ability to relate effectively to a wide range of people. Forms trust based relationships.

Articulate with superb oral and written communication skills. Is a skilled listener. Effective in conveying concepts and initiatives to others in a manner that secures a motivated engagement in work objectives.

Effective leader; demonstrated ability to recruit top calibre staff, delegate responsibility, develop, mentor and assess performance.

Sensitive to, and supportive of, the vision, values and service focus of UBC.

Solution-oriented, innovative, creative, focused on new ways of doing things rather than relying on the ways of the past; excited about the potential of taking a leadership role in establishing new approaches to integrated human resource services.

Visionary with the ability to look ahead and see emerging trends in human resources management and translate that insight to the operation of UBC today. A deep commitment to the strategic partnership model of human resource services.

A strategic thinker who keeps the long term vision clearly in view, and who is able to influence in a distributed decision-making environment.

Excellent judgment; has a broad view and good common sense.

Well developed understanding of and capacity to influence. Understands the differences between persuasion, influence and



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decisiveness. Embraces the reciprocal nature of relationships.

Open, participative management style with the ability to make tough decisions as they are required; strategic but willing and able to be hands-on as needed and as appropriate.

Positive, energetic, well-motivated; a self-starter with a high energy level.

A goal oriented achiever who sets high standards and works with the strengths of others to enable them to be successful.

Maintains a keen awareness of the needs of the UBC as a whole and an appreciation of the overall context of university decision making.

High level of personal integrity; values stand out clearly and consistently.

Able to set priorities and manage many competing projects, issues and initiatives.

Able to work in context of broad parameters, not specific direction.

Confident; positive; optimistic; resilient; strong sense of self. Good sense of humour; enjoys a healthy approach to the integration of life and work.

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Job Posting

Job ID: 16614
Location: Vancouver - Point Grey Campus
Employment Group: Service Unit Directors
Job Category: Business Development
Classification Title: Exec Director, International **Business Title:** Exec Director, International
Department: International Office
Salary: \$107,869.00 - \$134,833.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-09-30 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2013-10-03 **Available Openings:** 1

Job Summary

The Office of the Vice President Research and International is responsible for the research and international engagement mandate of the University. It provides strategic direction for UBC's international engagement, supports the creation of international partnerships and formal agreements for mobility and research collaborations, helps people to gain access to resources, and creates new opportunities to connect around the world. The Office of the Vice President Students is responsible for shaping the student experience and learning environment for UBC undergraduate and graduate students. Specifically, oversight of short-term student mobility programming and strategic oversight of the international student experience and development of a diverse learning community of students.

The International Office (IO) reports to the Offices of the Vice President Research and International, and Vice President Students, and provides strategic support to University leaders and faculty members, and acts as a first point of contact for peer institutions around the world. As Executive Director (ED) of the IO, the position is responsible for providing leadership to shape and implement UBC's strategy for international engagement and for communicating a broad and strategic vision for international activities and the role of UBC within an integrated global learning and research environment.

The Executive Director holds a system role and acts as the point person for the coordination of international activity across the UBC system. The ED ensures the development of a strong brand and marketing strategy as well as a comprehensive repository of information and metrics for International activity across both campuses.

Organizational Status

The position reports at a senior level to both the Vice President Research and International (VPRI), and the Vice President Students (VPS). The position works closely with and maintains a strong connection with the Deputy Vice Chancellor and Principal, Okanagan campus (DVC) to ensure integration across the UBC system.

The ED collaborates with the Development and Alumni Engagement (DAE) offices to facilitate communication and coordination of international strategic goals and priorities across portfolios and campuses. The position advises the President on international engagement matters.

The ED works closely with the International Resource and Communications Officer at the Okanagan campus as a collaborative resource to integrate international activity and to ensure strong coordination, inclusive processes and joint sharing of information and



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practices across the UBC system.

The ED collaborates with others in the portfolio and across the University to foster the mandate of the Office and to establish it as the resource centre and single point of contact offering database information and consistent support for Deans and Faculties in their international activities. The ED builds, works with, and maintains relationship with local international communities, other academic institutions, international government offices, private sector organizations, international organizations and non-government organizations. The ED also works with subject matter experts, and provides strong analytical, facilitative, and broad administrative perspectives and support in the performance of duties.

Work Performed

Responsible for the strategic leadership, direction, and accountability for the establishment of the IO as the single point for contact for programs, activities and initiatives relating to international academic partnerships for the University.

Engages in dialogue with the Deans faculties, and senior University administrators, leaders, and key stakeholders to identify and frame international partnership strategies. Identifies initiatives and project implications from different University perspectives; ensures that the leadership team and key constituencies are in agreement on the path forward.

Promotes, advocates, and drives UBC's aspirations and international engagement strategies, and executes international goals and objectives. Coordinates International agreements and International visits.

Responsible for the strategic leadership and direction in the development of rigorous and measurable metrics, outcome measures, and a central repository of international UBC-wide activities for international engagement. Develops a web-based solution to provide easy access to data, information, performance indicators, current activities with partners, alumni engagement, enrolment statistics, etc.

Markets, incentivizes and influences faculties to utilize the map of international activities as a data repository. Continuously provides briefings and support to the VPRI, VPS, President, DVC and Principal, and members of the executive team, and Deans faculties in their international work.

Guides the development of UBC's international brand and marketing strategy. Works collaboratively with Communications and Marketing as well as Prospective Student Marketing to ensure that the principles of internationalization and institutional merits of the University's internationally engaged campuses are clearly communicated.

Provides strategic support to the Deans in the negotiation and approval of international academic programmes. Works closely with the Senate and the Office of the Provost and Vice President Academic, and Office of the Provost and Vice Principal to coordinate approval for joint academic programmes.

Researches, writes or drives the production of reports, policy and briefing documents, and action plans.

Participates as a member of relevant committees including but not limited to the following:

- International Advisory Council,
- Steering Committee charged with oversight of strategic research partnerships,
- Steering Committee charged with oversight of student mobility partnerships and international recruitment, targets, admissions and services,
- Steering Committee on international branding marketing.

Attends meetings and retreats of Academic and Executive Leaders as relevant to collaborate with key stakeholders in the identification of priorities and to ensure effective connection and communication.

Responsible for the management and operation of the IO including accountability for the budget, management of staff, and management of international offices representatives abroad (Hong Kong, New Delhi, Europe). Being responsible for the coordination



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and communication of activities, initiatives and programmes.

Performs other related duties.

Supervision Received

Under broad direction, works independently, utilizing concepts and exercising considerable independent judgment and initiative in the creation and implementation of strategies and initiatives, and in addressing complex matters. Keeps the VPRI and VPS DVC & Principal, Provosts and Development & Alumni offices informed of actions through reports and discussions. Strategies, initiatives and projects are independently managed and may be subject to final review only. Unusual items requiring policy decisions are brought to the VPRI and VPS's attention.

Supervision Given

Manages staff and directs the operation of the Office.

Consequence of Error/Judgement

The position leads an Office that is critical to the University's success in international strategic priorities. Must understand the University's aspiration for international engagement and develop strategic and well thought out action plans to engage Deans faculty. Acts with openness and integrity to build credibility and foster relationship with Deans faculty and senior administrators within the University. Inaction or errors of judgement can result in costly lack of coordination of International activity, duplication of resource effort, loss of global opportunities and loss of reputation for UBC.

Qualifications

Post-secondary education (Masters or Ph.D. preferred) with an emphasis on critical thinking, policy development organizational behaviours and leadership. . At Least ten years of experience in a large and complex organization.

Experience in a university environment preferred. Good understanding of the culture and rhythm of an academic institution and ability to navigate the complex university environment.

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Job Posting

Job ID: 16613
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: Biomedical Research Centre
Salary: \$37,581.00 - \$39,420.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2013-09-09
Job End Date: 2014-09-08 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2013-09-16 **Available Openings:** 1

Job Summary

To work within The Biomedical Research Centre's specific pathogen free animal unit monitoring the health status of animals and participating in daily routines of animal husbandry, cleaning and sterilization.

Organizational Status

Reports to the Manager of the Animal Unit and works closely with other members of the animal unit.

Work Performed

Duties include:

- Animal husbandry - ensuring food and water for the lab mice
- Operates cage washer, autoclave, generator, bedding disposal unit, bottle washer and gamma cell irradiator
- Animal husbandry in the BRC Biobubble containment facility as required
- Cleans and disinfects animal cages, rooms and equipment daily
- Receives and stocks animal food, bedding and cleaning chemicals
- Performs other related duties as required

Supervision Received

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

Supervision Given

May provide training and instruction to seasonal staff as required.

Consequence of Error/Judgement

Incorrect euthanasia techniques will result in animal suffering. Failure to input correct data into the BBMouse database will result in incorrect stock and breeder records. Failure to complete required cleaning and sterilizing protocols will result in contamination of the unit and the mice which will delay research results and publications.



Qualifications

High School graduation. Animal Health Technology diploma preferred but not required. Minimum of 1 year of related experience or the equivalent combination of education and experience. Minimum of two years of practical related experience or equivalent. Experience in an animal research facility, hospital environment or veterinary clinic would be an asset, as would CALAS certification (ARLAT). Previous animal handling husbandry experience an asset. Have the ability to work with lab mice with no known allergies to fur-bearing animals. Computer experience required. Ability to lift 20kg bags of food or bedding. Effective oral and written communication, interpersonal, organizational skills required; ability to prioritize, multitask, and work effectively under time pressure; ability to maintain accuracy and attention to detail; ability to work both independently and with a team environment. Required to work a flexible schedule, stat holidays, including evenings and weekends (including one day per weekend). Potential to full time.

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Job Posting

Job ID: 16624
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: Medical Genetics
Salary: \$39,656.00 - \$43,456.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-01
Job End Date: 2014-10-08
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-17 **Available Openings:** 1

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

Job Summary

The successful applicant will be joining a dedicated, experienced and highly motivated team of neurogeneticists and neurobiologists. The work and environment is fast-paced and exciting, at the cutting edge of molecular insights into his devastating disease. Work is focused on the identification and validation of novel genetic factors involved in neurodegeneration through familial studies as well as large series of cases and control from all over the globe. In depth knowledge of basic genetic concepts is required. Experience with DNA sequencing (Sanger next gen), SNP genotyping (TaqMan Sequenom), and microsatellite and analysis is highly desirable.

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

Organizational Status

The successful incumbent will report to a Research Associate who reports to Dr. Matthew Farrer. Reporting status: Dr. Farrer - Research Associate - Technician

Work Performed

The successful applicant will be part of the genetic neuroscience team. Their objectives are the organization and preparation of samples, and performing sequencing and genotyping towards the identification of known and novel mutations resulting in Parkinson's disease and related neurological disorders. They will join a laboratory with ongoing research and expertise in human genetics of neurological disease. A working knowledge of the etiology and neuropathology of neurodegenerative disease is desirable.

Supervision Received

The applicant will work as a part of a team that includes Graduate students and Technicians (Level 2 and 3), Research Fellows and Research Assistants. They will report directly to the Research Associate, who will report to Dr. Farrer. Where required, or desirable, training in advanced techniques will be provided that will help in career advancement.

Supervision Given



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The applicant will work as part of a team. They will be supervised by senior technicians and research associates.

Consequence of Error/Judgement

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

Qualifications

High School graduation. The successful candidate will hold a B. or B.Sc. in a scientific field. Minimum of 2 years related experience or the equivalent combination of education and experience. Minimum of 2-3 years of work experience in a scientific research laboratory. Communication of results in lab meetings. The applicant will be expected to read, summarize and present relevant literature at journal clubs.

-Expected to provide hands-on assistance to trainees. Molecular genetics and related technologies. Knowledge of sequencing, genotyping and expression assays in a wide range of platforms would be advantages.

-Isolating and quantifying DNA, RNA and protein from blood, eukaryotic cells and tissues.

-Maintaining a laboratory notebook, including a record of all procedures and protocols.

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Job Posting

Job ID: 16639
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 3 **Business Title:** Autonomic Research Technician
Department: ICORD
Salary: \$41,814.00 - \$45,600.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2013-10-08
Job End Date: 2014-10-07 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2013-09-19 **Available Openings:** 1

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

Job Summary

Coordinates the daily research activities of a clinical group studying cardiovascular dysfunction after spinal cord injury. Assists with subject evaluations, provides analysis of scientific and health care data and prepares scientific communications. Assists with implementation of research projects and submission of grant applications to funding agencies.

Organizational Status

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

The Autonomic Research Coordinator reports to Dr. Andrei Krassioukov, Director of the Autonomic Research Unit. Works closely with other laboratory members including postdoctoral research fellows and graduate students. Liaises frequently with members of Dr. Krassioukov's Discovery Science laboratory at ICORD. Has frequent contact with staff at UBC Office for Research Services and Vancouver Coastal Health Research Institute, researchers at other institutions, and current and potential research participants.

Work Performed

Assists with clinical research on cardiovascular aspects of spinal cord injury (SCI), both independently and as part of a team.

Duties may include

- recording and or coding data for various cardiovascular parameters;
- extracting data from SCI databases and conducting independent analysis using computer statistical analysis programs;
- recruiting research participants;
- performing statistical analyses on experimental data using analysis software, and providing written summary of results and conclusions;
- either independently or collaboratively, preparing manuscripts for publication;
- scheduling and participating in meetings and or conference calls with research subjects, project collaborators, principal investigators and lab members;
- coordinating multi-centre research studies, acting as a liaison between study investigators and research personnel and compiling data for analysis from various study centres using Excel-based forms.
- creating, updating and maintaining study-specific web site.



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Assists with the preparation of research grant applications and manages existing grants, including

- reviewing grant application documents and liaising with contacts at funding agencies to ensure adherence to guidelines and ensure timely submission of all grant components;
- performing literature searches using PubMed, proofreading and compiling proposals, assisting with budget preparation and obtaining appropriate signatures and institutional approvals;
- assisting with the creation of new Project Grants within UBC, tracking and monitoring reporting and ethics approval deadlines for existing research projects, coordinating the preparation and submission of interim and final reports to funding agencies.

Performs other duties from time to time as required.

Supervision Received

Works independently from day to day, and is expected to complete tasks within agreed time frames. Discusses new assignments and or unusual or unexpected results of analysis with the PI. Depending upon the task assigned, work is reviewed as completed.

Supervision Given

This position generally does not supervise other staff. May distribute work assignments to junior staff and or undergraduate trainees.

Consequence of Error/Judgement

Misinterpretation of funding agency guidelines and reporting requirements could result in loss of grant funding for the laboratory.

The Research Technician will be expected to exercise judgment, responsibility, and initiative. Carelessness during the performance of research duties could reduce the quality of research conducted in the lab and jeopardize the lab's ability to secure funding by competing for research grants. Poor communication with research collaborators and or research participants could negatively affect the quality of research done by the lab, requiring the intervention of the PI to repair relationships.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Masters Degree in health management, or biomedical research an asset. Minimum of 3 years related experience or the equivalent combination of education and experience. Physical therapy experience necessary. Ability to use MS Office programs at an intermediate level, and statistical analysis programs at an advanced level. Excellent written and oral communication skills. Ability to work independently and collaboratively, and exercise tact and discretion. Knowledge of clinical and social aspects of SCI preferred.

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Job Posting

Job ID: 16543 (Repost)
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: 2013-09-18 **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.



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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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