



# The University of British Columbia

## Staff Job Postings

---

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:05-MAY-2014

**PLEASE POST ON A BULLETIN BOARD IN A CONSPICUOUS PLACE**

**THE UNIVERSITY OF BRITISH COLUMBIA**

### **APPLICATION INSTRUCTIONS**

**All career opportunities can be accessed at: [www.hr.ubc.ca/careers](http://www.hr.ubc.ca/careers)**

#### **INTERNAL APPLICANTS**

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

#### **EXTERNAL APPLICANTS**

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

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

#### **THE UNIVERSITY OF BRITISH COLUMBIA**

**Human Resources**

**350-2075 Wesbrook Mall**

**Vancouver, BC**

**V6T 1Z1**

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

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

#### **VIEW OUR CAREER OPPORTUNITIES WEEKLY**

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

#### **VIEW YOUR APPLICATION STATUS**

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

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

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

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



### Job Posting

**Job ID:** 18189  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Food Services - CUPE 116  
**Classification Title:** Commissary Cook-Food Serv.      **Business Title:** Commissary Cook-Mobile Food Operations  
**Department:** Food Services  
**Salary:** \$46,344.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-12      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-05-11      **Available Openings:** 1

### Job Summary

This position will oversee and participate in the day-to-day operation of multiple, individually and uniquely branded mobile food operations (trucks, trailers and carts), assuming responsibility for ongoing menu design and refresh, as well as food preparation, production, and presentation. The chef will be responsible to effectively and efficiently coordinate and allocate the work of a geographically diverse staff team.

### Organizational Status

Reports to the Manager, Point Grill and Food Trucks. Supervises a variety of food service worker classifications.

### Work Performed

Is responsible for the ongoing research, design, costing, and execution of recipes that align with the identities of the various mobile food operations and meet departmental quality, service and budgetary requirements.

Provides ongoing training and development to culinary and service staff regarding preparation, production, and presentation of all menu items.

Responsible for training, monitoring and evaluating employees on culinary knowledge, techniques, and service standards.

Coordinates workload and provides supervision and direction to the employee team to ensure that daily requirements are met for all departmental mobile food operations.

Responsible for hands-on production; relieves responsibilities of workers as operationally required.

Orders and maintains appropriate inventory levels of products; assists with counting and reconciliation of food inventory levels of management.

Regularly inspects and assesses mobile operations to ensure quality and consistency of menu items and service standards.

Provides input to staff scheduling; recommends staffing levels and scheduling changes to management.



# The University of British Columbia

## Staff Job Postings

---

Sets and maintains high standards of sanitation and safety; ensuring work is performed in compliance with Foodsafe, UBC policy and UBC Food Services safety guidelines. Including organizing and cleaning kitchen and equipment.

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

### **Supervision Received**

Works independently with minimum supervision. Reports directly to the Manager.

### **Supervision Given**

Coordinates, allocates and monitors the work of a geographically diverse staff team of food service workers.

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

Makes decisions related to the coordination and implementation of food preparation and promotion activities in a large commercial production area; inappropriate decisions could impact food quality and quantity and have a negative effect on the department's reputation and financial position.

### **Qualifications**

Certificate in cooking from a recognized cooking institution, Food Safe Level 1 Certificate and Red Seal Cook Certification. 5 years relevant experience or the equivalent combination of education and experience. Experience with mobile food operations preferred. Knowledge and experience with a wide variety of cuisines is essential.

Demonstrated knowledge of modern culinary trends. Excellent knife skills & good butchery skills. Knowledge of food safety and HACCP (Hazard Analysis & Critical Control Points) including Food Safe Certification. Strong interest in self-improvement and further education in culinary arts.

Demonstrated supervisory experience, preferably in a unionized environment. The ability to coordinate, train, teach, and motivate a diverse staff team, and work with a high degree of accuracy in a fast paced environment. Effective oral and written communication, leadership, interpersonal and time management skills.

Must be able to work a flexible schedule including weekday, evenings and weekend. Presents in a professional and respectful manner.

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:** 18227  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 116(Service/Techs/Trades)  
**Job Category:** Research/Technical - CUPE 116  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Assistant Training Coordinator  
**Department:** Animal Care Services  
**Salary:** \$42,696.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-02  
**Job End Date:** 2015-06-02  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-11                      **Available Openings:** 1

### Job Summary

Collaborates and assists the Training Coordinator and the Veterinary Head of Training in coordinating campus-wide training programs, courses and workshops on laboratory animal science for laboratory personnel in the animal research community at UBC, Lower Mainland Biotechnology industry partners and Animal Care Services (ACS) staff, as well as supervision of externships. Complies with the Canadian Council on Animal Care (CCAC) Guidelines on institutional animal user training at both the Vancouver and Okanagan Campuses. Performs duties related to technical research services.

### Organizational Status

Reports to the Veterinary Head of Training through the Training Coordinator. Liaise with clinical and continuing review veterinarians on training needs as well as facility managers and researchers regarding the training program.

### Work Performed

Working closely with the Training Coordinator, this position performs the following responsibilities:

- Delivers educational programs in laboratory animal science to the research community at UBC, as well as Lower Mainland Biotechnology industry partners and ACS staff. These programs may include handling, restraint, injection, blood sampling, anesthesia, euthanasia, gavage, husbandry and surgical techniques; short courses for physicians, surgical residents, medical students, research personnel and staff in techniques, suturing and drug delivery. Training occurs in multiple facilities at UBC.
- For animals used in training in the Centre for Comparative Medicine:
  1. Responsible for species-specific animal husbandry and care, including social enrichment is provided for all species of animals or animals in quarantine.
  2. Ensures compliance with standard operating procedures related to animal infection control within vivaria and surgical laboratories.
  3. Responsible for the health monitoring quality assurance program and maintains documentation and animal health records accordingly. This involves setting up of sentinel animals and regularly collecting blood for serum sampling.



# The University of British Columbia

## Staff Job Postings

---

- Ensures all training activities relating directly or indirectly to animal use and care are in accordance with acceptable veterinary standards and the standards articulated in the Guidelines of the Canadian Council on Animal Care. Ensures that matters of researcher animal use and non-compliance are directed to the veterinary staff and the Animal Care Committee for action and makes recommendation in the development of remedies.
- Responsible for set-up and clean-up for all training activities.
- Responsible for maintaining and updating all online training materials.
- Communicates with students regarding course information, registration, examination, certification, as well as managing the associated administrative components.
- Tracks and reports to the Veterinary Head of Training students unable to complete a course. Keeps records of all training and certification.
- Tracks all animal usage records and prepares reports of animal usage for the Animal Care Committee related to training.
- Prepares draft Animal Care Protocols for animals involved in the training programs.
- Researches and develops Standard Operating Procedures that will be used university-wide for common and specialized surgical procedures, administration of substances, sample collection, etc. as well as developing training materials such as videos to be used as references by research personnel.
- Supervises animal health technology and veterinary students completing externship at UBC.
- Provides instruction and training to new Research Animal Technicians in support and husbandry duties, new techniques and standard operating procedures.
- Evaluates and maintains the extensive inventory of supplies and equipment necessary for surgical procedures (may include general, soft-tissue, orthopaedic and cardiac surgery) in a variety of animal species. Inventory may include narcotics and controlled drugs, sutures, surgical instruments and linens (sterile and unsterile), anaesthesia monitoring and surgical equipment.
- Performs duties relating to technical research services, including various research and special projects as directed by the veterinary staff, such as sample data collection and analysis, anesthesia, surgical models in support of a research protocol. Records equipment and materials, including consumables used, on a researcher's behalf for billing purposes.
- Performs other duties as required.

### **Supervision Received**

Performs duties and responsibilities under minimum supervision. Work is reviewed by the Training Coordinator and Veterinary Head of Training.

### **Supervision Given**

Supervises assigned temporary staff.

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

Errors in judgment may result in financial loss and damage to credibility and image of the department. Errors may impact scientific research and animal welfare.



# The University of British Columbia

## Staff Job Postings

---

### Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Completion of an undergraduate university degree in a relevant discipline, or from a relevant technical program at a college or institute. A diploma in Animal Health Technology is required. Minimum of 3 years related experience or the equivalent combination of education and experience. Minimum of 3 years of related experience or the equivalent combination of education and experience. Several years' experience in the laboratory animal field. Knowledge of the Canadian Council on Animal Care Guidelines. A sound theoretical and working knowledge of the principles and practice of laboratory animal science. Computer skills in MS Word, MS Excel, MS Power Point, Connect (E-learning), video editing, effective oral and written communication, interpersonal, organizational and problem-solving skills. Ability to work both independently and within a team environment.

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



### Job Posting

**Job ID:** 18210  
**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:** Admin Assistant, Operations  
**Department:** Applied Science, Deans Office  
**Salary:** \$40,752.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-08      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-08      **Available Openings:** 1

### Job Summary

Provides administrative support to the HR & Operations functions of the Dean's Office. The incumbent also provides general secretarial support for staff within the Dean's Office as well as reception for the 5th floor Kaiser location.

### Organizational Status

Reports to the Director, Administration who assigns overall direction.  
Interacts regularly with staff from all units of the Dean's Office.  
Liaises regularly with individuals in Financial Services, Supply Management and other University departments as well as a number of external vendors.

### Work Performed

Admin Support: (20%)

- Manages the schedule of the Director, Administration by coordinating meetings with multiple attendees; handling requests for appointments, determining importance and urgency. Reorganizes the schedule as situations require, based on a clear understanding of the Director's priorities.
- Drafts and types routine correspondence, forms and other material.
- Researches and looks up information on the web.
- Sets up meetings as required and coordinates various staff functions and events.

HR & Operations: (75%)

- Creates new positions in Position Management System as directed by the Manager, Operations or Director, Administration.
- Posts staff positions using the eRecruit system, distributes access to applicant resumes for the interview panel, coordinates interviews, and generates offer letters to successful applicants.
- Creates faculty, staff and student appointments and other transactions using the eForms system, or on electronic forms.
- Oversees the semi-monthly timesheet process for hourly staff.
- Maintains vacation and absence records for all Dean's Office staff, including monthly reporting to UBC HR and annual reporting to the Board of Governors.
- Maintains the HR database of Dean's Office staff and runs reports from it as needed
- Maintains the UBC on-line directory for all Dean's Office units and coordinates voice services work requests.
- Oversees access control for the Dean's Office, including use of the Access Control Management System database to determine and



create roles as needed.

- Follows up on pending Work Requests and Trouble Calls with Plant Operations and the appropriate Facilities Manager.
- Maintains the inventory of office supplies for the Dean's Office.
- Oversees the calendars for the Dean's Office meeting rooms.
- Sorts and distributes incoming and outgoing mail each day; arranges for pick-up of courier packages.
- Oversees the Central Filing System; coordinates removal and or disposal of files according to records retention schedule.
- Maintains procedures manual to ensure consistent performance of routines.
- Special projects as assigned (e.g. researching off-site file storage options or major equipment purchases or leases, and compiling information and making recommendations).

Reception: (5%)

- Receives and directs visitors to the Dean's Office in a professional and courteous manner.
- Answers Dean's Office telephone line, responding to routine questions and forwarding calls as appropriate, based on a thorough knowledge of the operation of the Dean's Office, the Faculty of Applied Science, and the University.
- Responds to in-person and e-mail inquiries (including Dean apsc.ubc.ca) in a professional and courteous manner; provides and obtains information effectively and tactfully; refers the individual to the appropriate staff or faculty member as necessary.
- Performs other related tasks consistent with classification.

### **Supervision Received**

Works under general direction regarding projects and regular tasks. Performs familiar duties independently. Receives specific instructions on unusual problems and on matters that depart from established practice.

### **Supervision Given**

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

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

The incumbent is expected to exercise a great deal of judgement and initiative in the handling matters of both a routine and non-routine nature requiring the interpretation of University and Faculty Policies, procedures and guidelines. Works with conflicting demands and exercises judgement in establishing priorities and carrying work through to completion in a timely manner.

Discretion in dealing with confidential and sensitive matters is essential. Must be able to exercise a great deal of judgement and initiative in dealing with administrative matters where there are no established policies procedures or guidelines.

### **Qualifications**

High School graduation and 1 year post-secondary education. with training in administrative secretarial practices and office procedures and practices 4 years related experience or the equivalent combination of education and experience. Excellent oral and written communication, interpersonal and organizational skills. 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 Ability to effectively use Word, Excel, PowerPoint, and Outlook preferred at an intermediate level Ability to perform word processing at 60 words per minute 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 Demonstrated ability to prioritize work, multi-task and work under pressure to meet deadlines in a hectic environment, exercising confidentiality, sensitivity, tact and discretion Demonstrated ability to take initiative, exercise good judgment and resolve problems. Ability to obtain and disseminate information effectively and tactfully with individuals from all levels of the University and the external community. Ability to plan, schedule and organize a variety of complex events such as conferences, visits by officials, receptions, and off-site executive-level meetings. Ability to comprehend and interpret University manuals, handbooks, and reports. Flexible approach to work; willingness to work irregular hours as and when necessary





# The University of British Columbia

## Staff Job Postings

---

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:** 18201  
**Location:** Vancouver - Hospital Site  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 3 (Gr6)      **Business Title:** Administrative Support 3 (Gr6)  
**Department:** Paediatrics  
**Salary:** \$40,752.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2014-05-26      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-08      **Available Openings:** 1

### Job Summary

The Administrative Assistant is responsible for the day-to-day administrative and operational support of the undergraduate and postgraduate education programs within the Department of Pediatrics. This position works to ensure that all phases of the programs match or exceed Faculty, department, and national accreditation standards. The position plays a supporting role in Education to ensure smooth delivery of the Pediatric Division's education program. The main functions include organizing logistics for orientation sessions, taking Minutes at Education meetings, Academic Half Day planning and room bookings, trainee support and printing Education materials. It also includes data entry into ONE45 online scheduling and academic evaluation system; sending and maintenance of electronic teaching evaluations, and coordinating the tracking and payment of Clinical Teaching Faculty and trainee expense reimbursements. The Assistant will provide administrative support to the Program Director as well as the Manager, Education and liaise with other Education Program Assistants in Pediatric Divisions and central administration office. The tasks include supporting and maintaining the annual education activities and assisting in ongoing projects for the Division education program. Use knowledge, discretion, tact, and judgment when dealing with trainees' requests and concerns.

### Organizational Status

The incumbent reports directly to the Manager, Education and liaises with the Education Coordinator and Program Director on operational issues. The administrative office of UBC Department of Pediatrics is located at BC Children's Hospital in Vancouver. The Department is one of the largest and most complex within the Faculty of Medicine. Programs include the General Pediatric Residency, 18 Pediatric Subspecialty Divisions, and Undergraduate Years 3 and 4 Core Clerkships. There are over 65 Clinical Fellows, three Chief Residents, over 56 Pediatric Residents, and over 300 medical students.

### Work Performed

- Provides administrative support for trainees and faculty in the Pediatric Division's Education Program. Ensuring that the day-to-day clerical and academic operations are running smoothly and on schedule.
- Coordinates logistics for week long orientation sessions for Residents, Fellows, Subspecialty Residents, as well as Academic Half Day, Education meetings, and Exams. This includes room bookings, catering, printing materials, arranging videoconference, opening closing of seminar rooms, and room set-up as required.
- Coordinate on-call schedules and trainee rotation schedules. Maintain ONE45 online system for trainees attendings schedules and academic evaluations. Tracking evaluation reports via ONE45 system.
- Responsible for maintaining database of evaluations for Academic Half Days' presentations and speakers. Setting up new users and



# The University of British Columbia

## Staff Job Postings

---

sending out timely reminders for monthly rotations and evaluation forms.

-Responsible for tracking of teaching payments. Ensuring all teachers have Clinical Faculty appointments and ensure current proper rank to determine the eligibility for payment. Use Access, FMS and HRMS databases and ensuring vendor IDs are current and determine payment type. Ensuring all clinical teaching is documented appropriately.

-Schedules calendars meetings for clinical trainees and faculty.

-Responsible for taking Minutes for all education meetings.

-Update and maintain resident and trainee binders as appropriate. Archive old education materials.

-Enter and update student resident faculty information.

-Printing of applications for trainees and other material.

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

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

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

-Keeping division CV's and teaching dossiers

-Organizing continuous flow of data from patient consult numbers from hospital discharge lists and phone consultations

-Ability to present performance data (consultation numbers, evaluation data, divisional funds etc.) to the staff in a divisional meeting setting.

### **Supervision Received**

The Administrative Assistant reports to the Manager, Education and works closely with the Education Coordinator, the Division Head and Program Director.

### **Supervision Given**

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

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

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

### **Qualifications**

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

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

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome



# The University of British Columbia

## Staff Job Postings

---

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



### Job Posting

**Job ID:** 18218  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 3 (Gr6)      **Business Title:** Administrative Support 3 (Gr6)  
**Department:** Family Practice  
**Salary:** \$40,752.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-12      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-09      **Available Openings:** 1

### Job Summary

This is a junior level secretarial position, and while it incorporates elements of other levels, it has a majority of effort associated with more complex secretarial support services or program-related activities.

The administrative assistant provides part time secretarial support and academic support to the Site Director of IMG Family Practice Postgraduate Program and the Site Coordinator.

Shared office in the IMG Administrative offices, 1190 Hornby Street, Vancouver, BC.

### Organizational Status

Reports to the Site Director of IMG Family Practice Postgraduate Program and the Program's Site Coordinator. Interacts with: family practice faculty and staff, site faculty, preceptors and residents, Office of Postgraduate Education in the Faculty of Medicine and various health professionals and healthcare organizations.

### Work Performed

Secretarial Support to Site Director and Site Coordinator:

Facilitate and initiate effective communication with faculty, staff and residents within the postgraduate program, as well as with clinical training sites and hospitals

Respond to complex inquiries and field unusual problems

Develop, prepare, and or compose responses to memos and correspondence

Update and maintain online resident web-based evaluation system - Web Eval, ensuring that resident evaluations are sent to preceptors and returned, and evaluations submitted on hard copy are entered into the system and paper copies are made available to Site Director and filed. Personally responsible for coordinating and maintaining R2 longitudinal scheduling and rotation planner

Maintain the filing system

Attend all program residency meetings. Take and prepare minutes for site faculty and resident meetings in combination with Site Coordinator.

Type and proofread a variety of materials including correspondence, reports and papers

Perform projects or assignments as requested by the Site Director and or Site Coordinator

Assist Site Director with academic duties and activities to include scheduling of appointments, preparation or formatting of



# The University of British Columbia

## Staff Job Postings

---

abstracts, Power Point presentations, manuscripts, conference booking, travel arrangements and accounting and expenses for academic projects.

Acts with some level of independence as liaison with inside and outside contacts in preparing meeting materials, circulating agendas, taking and distributing minutes, programs, updates, and other support functions related to the residency site. Updates and maintains 3 program's combined elective listings (SPH FP, IMG FP, GV FP) plus provide updates to program website. Soliciting and resourcing other elective opportunities for the residents and preparing packages to give to prospective preceptors.

Performing updates for residency program laptop.

Assist the Site Coordinator in planning and organizing of resident educational events, courses and projects such as practice exams, procedural skills workshops, dinners and other residency program activities as needed.

Update the site website by providing the Site Coordinator with all updated documentation.

Catalogue and maintain Residents research papers and publications

Distribute incoming mail

Perform other related duties as required

### **Supervision Received**

Receives initial instruction on new responsibilities. The incumbent is expected to be able to take initiative, problem solve, and seek advice when necessary. Supervision in conjunction with Site Director and or Site Coordinator as required. Work evaluation done together by Site Director and Site Coordinator.

### **Supervision Given**

N A.

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

Error in judgment or ineffective communication may lead to inefficiency of operation or unmet deadlines. Inappropriate action in the handling of confidential and delicate matters would negatively reflect on the program. Error in academic curriculum and other events organization may cause confusion and wasted time for residents, clinical faculty and academic faculty. Generally most errors can be rectified.

### **Qualifications**

High School graduation and 1 year post-secondary education. 4 years related experience or the equivalent combination of education and experience. Ability to take initiative, and work within a team environment. Excellent organizational skills including setting priorities and sense of urgency in completing daily work. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to effectively manage multiple tasks and priorities. Familiarity with MS Outlook and Office including Word, Excel and PowerPoint are essential, as well as knowledge of and ability to manage the Internet and Web Eval, residency online evaluation system essential. Ability to be flexible in assisting with special events outside of normal working hours. Ability to perform word processing at 60 words per minute. Ability to communicate effectively verbally and in writing.

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:** 18207  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Administrative Suppt  
**Classification Title:** Administrative Support 4 (Gr7)      **Business Title:** Administrative and Human Resources Assistant  
**Department:** Mining Engineering  
**Salary:** \$42,072.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-01  
**Job End Date:** 2017-05-31  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-05-14      **Available Openings:** 1

### Job Summary

The Administrative and Human Resources Assistant provides administrative, human resource and program support for an international Institute focused on improving the capacity of developing country governments to optimize the contribution of mining, oil and gas production to sustainable economic growth and poverty reduction. The Institute is funded through a five-year start-up contribution from Foreign Affairs, Trade and Development Canada (DFATD) and operates across three coalition member academic sites: University of British Columbia (UBC), Simon Fraser University (SFU), and Ecole Polytechnique de Montreal (EPM).

The Assistant supports and assists with tasks related to general office procedures including reception, meetings, events and travel planning. The Administrative Assistant provides a variety of administrative and program support to the Director, Institute Development and Management (IDM), and the program, finance and communications team members at UBC. When requested by the Director, IDM this position will contribute program support for activities across the Institute.

### Organizational Status

Reports to the Director, Institute Development and Management. Receives work assignments from and supports the work of a team of managers handling business development, communications, training and programs.

### Work Performed

#### Administration

- Oversees the administration of the office by coordinating work processes, establishing work schedules and priorities and resolving complex issues as it pertains to general office procedures and processes.
- Identifies inconsistencies in processes, recommends changes, develops forms for approval to streamline workflow and revises departmental procedures by drafting and typing for approval.
- Responsible for the role of receptionist during office hours, identifies a replacement when away from the office.
- Screens and prioritizes incoming calls and mail, exercises judgment as to whether matters require urgent attention. Responds to queries and forwards requests as appropriate.
- Provides executive assistant support to the Director, Institute Development and Management including meeting travel planning and other activities as deemed necessary.
- Drafts routine and complex correspondence, including monthly emails to listserv and other communications as requested.



# The University of British Columbia

## Staff Job Postings

---

- Develops, maintains and updates databases of Institute contacts including alumni and training and event participants.
- Drafts and edits reports, compiling statistical data as needed.
- Provides, from time to time, finance support to the finance team as required including creation of spreadsheets, processing payments and travel claims.
- Assists with the production of Institute publications including liaising with printers, (soliciting estimates from printers suppliers, sending proofs, transferring graphic files), editing and formatting PowerPoint presentations.
- Fields incoming media and employment requests and follows up to ensure appropriate response has occurred.
- Oversees computer and equipment inventory and usage, including videoconferencing equipment. Assists with computer software upgrades and storage. Regular maintenance of office equipment including photocopier, printers, computers, scanners and telephones, and for submitting orders for stationary, and other offices supplies.
- Monitors and reports on the environmental management plan in relation to the Institute's administrative activities.
- May assist the Executive Coordinator and Finance Clerk with general errands and special projects.
- Performs other administration related tasks as required.

### Programmatic

- Provides program support for a team of managers based at UBC with regular contact with faculty and staff at two coalition member sites (SFU EPM).
- Coordinates and assembles materials for workshops, events and meetings from a variety of individuals and sources. Assists with the creation of appropriate resource materials, distributes agendas and invitations, arranges travel and expense reimbursements.
- Arranges room bookings, catering, videoconferencing and audio-visual equipment. Records minutes, prepares action tracking reports, and provides follow up on action items as required.
- Coordinates travel arrangements including airline, hotel, visas, and ground transportation.

### Human Resources

- Provides in-kind tracking support by entering and collecting manual and online time sheets and filing HR documents.
- Provides payroll and appointment support such as HRMS data entry, information look up and answering basic HR inquiries.
- Provides support in tracking staff attendance, sick, medical and vacation leaves.
- Provides support around activities related to recruitment, new employee orientation, and departing employees.
- Advises on collective agreement terms, including limited interpretation (e.g., sick vacation accruals, notice periods, posting deadlines)
- Administers and updates staff contact list and Institute's UBC Directory listing.
- Coordinates with building management for building security access, key access, building maintenance and equipment issues for Institute staff.
- Provides other HR related tasks as required.

### Supervision Received

Works under the direction of, and receives work assignments from the Director, Institute Development and Management. The incumbent is given general direction regarding new projects or tasks; and may seek guidance on unusual problems or on matters which depart from established policy and procedures; but otherwise is expected to work independently. S he is required to exercise considerable judgment and initiative in duties and responsibilities.

### Supervision Given

Provide guidance to temporary administrative staff and workstudy worklearn students during peak periods.

### Consequence of Error/Judgement

The Assistant is expected to be thorough, tactful, helpful with faculty members and staff, and to exercise care, attention to detail, tact, discretion, and sound, excellent judgment in all aspects of the job. The Administrative Assistant deals with a large





# The University of British Columbia

## Staff Job Postings

---

volume of confidential material and is privy to confidential conversations. Effective management of resources is critical for the success of the Institute. Errors in judgment could undermine the Institute's ability to achieve its mandate and in a loss of stature and credibility to the University and the public. Work requires diplomacy, confidentiality, and an understanding of interdisciplinary education and research projects and university governance.

The Institute will have significant reputational benefits to UBC and its coalition members.

Mismanagement could have reputational consequences for faculty and schools associated with the Institute, for the Presidents of the coalition Universities, and for DFATD and the federal government more broadly.

### **Qualifications**

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

Ability to communicate effectively both verbally and in writing. Excellent interpersonal, customer service, and organizational skills, with the ability to multitask and juggle many priority projects at once. Ability to deal with a diverse group of people in a calm, courteous and effective manner. 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 type 60 wpm and operate the normal range of office systems and equipment. Ability to use Word, Excel, PowerPoint, email, electronic calendars and web-based applications at an intermediate level. Ability to manage contact databases and document management systems. Comfortable managing videoconferencing bookings and equipment. Ability to exercise a high level of initiative, tact and discretion when handling sensitive and or confidential matters. Ability to work effectively, cooperatively and independently in a team environment and to bring energy, motivation and enthusiasm to the job. 4 years related experience or the equivalent combination of education and experience.

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



### Job Posting

**Job ID:** 18209  
**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 Support 4 (Gr7)  
**Department:** Medicine,Udgrd Ed.(Dean'sOff)  
**Salary:** \$42,072.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-19      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-07      **Available Openings:** 1

### Job Summary

To act as personal and confidential assistant to the Associate Dean, Student Affairs and Assistant Deans, Student Affairs by providing diversified administrative assistance in this role. This position also provides administrative support to the Office of Student Affairs and acts as a liaison with medical students, for student led and faculty events organized by the Office of Student Affairs (OSA).

### Organizational Status

Reports directly to the Administrative Director through the Associate and Assistant Deans, Student Affairs. Interacts with Students, Faculty Members, Committee Chairs, Program Staff in the Dean's Office, Faculty of Medicine and other UBC departments and external organizations.

### Work Performed

Organizes the calendars for the Asst. Assoc. Deans and acts as personal and confidential assistant to the Associate Dean and Assistant Dean, Student Affairs. Schedules appointments and meetings, recognizing their clinical commitments. Identifies high priority requests and makes decisions accordingly on whether or not to contact the Asst. Assoc. Dean.

Responds to confidential telephone, email and in-person inquiries and provides information of a complex nature. Highly confidential information is handled within this office.

Acts as a point of contact for student led activities by providing information to faculty, staff and students relevant to the event. This may involve communications and organization.

Oversees event planning and coordinates with medical students and faculty for events such as Donor Memorial, Convocation, Spring Gala, etc.

Provides administrative support to the Office of Student Affairs for new and existing initiatives and may be asked to assist other team members during peak times.

Provides administrative support to the Student Affairs Committee including taking, transcribing and editing minutes.

Sorts and acts on all outgoing materials from the Associate and Assistant Deans.

Composes complex correspondence and assists in the preparation of presentations and reports which contain sensitive and confidential information and material.

Preparation of confirmation of graduation letters and forms for graduates, collects fees, etc.

Assists in typing Dean's Letters of Reference for students as necessary.



Liaises with external organizations and prepares and gathers survey materials and reports for various programs including the College of Physicians & Surgeons, Association of Faculties of Medicine of Canada, Association of American Medical Colleges, The National Board of Medical Examiners, other Universities and external bodies agencies.

Verifies enrolment online for National Board of Medical examiners and the National Resident Matching Program.

Updates and maintains the spreadsheet for Examination Accommodations provided by the Access & Diversity Office.

Notifies the College of Physicians & Surgeons of BC of leaves of absences for all medical students.

Makes travel and accommodation arrangements for Associate and Assistant Deans

May be required to participate as an invigilator in the end of term year examinations for all years of the program.

May be asked to serve as backup for Reception and other staff positions as required.

Other duties as required in keeping with the qualifications and requirements of the job

### **Supervision Received**

Works independently with some direction from the Administrative Director and daily work is supervised by the Associate Assistant Deans that this position supports.

### **Supervision Given**

None.

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

Impact of error is considerable as incumbent would be dealing with sensitive, highly confidential information as well as material that is widely distributed. Any errors in decision could potentially have repercussions for the Faculty, students and general public and image of the Dean's Office and Faculty as a whole.

### **Qualifications**

High School graduation and two year post-secondary diploma. 4 years related experience or the equivalent combination of education and experience. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to effectively manage multiple tasks and priorities.

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:** 18155  
**Location:** Vancouver - Hospital Site  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Clinical  
**Classification Title:** Clinic Receptionist (Gr2) **Business Title:** Clinic Receptionist (Gr2)  
**Department:** Family Practice  
**Salary:** \$37,500.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-02  
**Job End Date:** 2015-06-26  
**Funding Type:** Self Funded  
**Other:** Leave Replacement  
**Date Closed:** 2014-05-05 **Available Openings:** 1

### Job Summary

This position is located at the UBC Family Practice Centre.

To provide administrative and clinical duties for the Family Practice Unit. Duties include: answering telephone calls; booking appointments using computerized scheduling; cleaning and stocking offices; washing and sterilizing instruments, preparing equipment; updating patient information; preparing patients for examination; preparing forms; arranging procedures; handling test results and prescription refills; processing mail; scanning documents and performing other medical office related duties.

### Organizational Status

Reports to the Clinic Manager and physicians. Interacts with physicians, nurse practitioner(s), residents, other support staff and patients, as well as hospital personnel and computer support staff.

### Work Performed

- Answer calls and respond to callers' requests.
- Make appointments.
- Greet patients at check-in and verify patient demographic info.
- Escort patients into exam rooms.
- Triage phone calls and walk-in patients.
- Open close clinic according to procedure.
- Book referral appointments and notify patients of such.
- Respond to MD requests.
- Stock, clean and tidy exam rooms and waiting room.
- Enter Rx renewals and call back Pharmacies.
- Patient vigilance (waiting room) and action.
- Support Resident involvement in patient care and clinic function.
- Participate in prevention programs e.g. stop smoking project.
- Conduct minor computer maintenance e.g.
- Maintain office machine operations e.g. load paper, clear jams.
- Prepare lab specimens for pick up.



# The University of British Columbia

## Staff Job Postings

---

- Download PathNet and MediNet test results into EMR.
- Open and sort incoming mail; prepare outgoing mail and send.
- Fax and photocopy materials as requested.
- Scan and link documents into patient's EMR.
- Process private payments from patients and 3rd party insurers.
- Prepare patient forms for physicians.
- Clean and prepare instruments for sterilization.
- Record vaccinations in patients EMR.
- Perform certain diagnostic tests including urinalysis, eye exams, height, weight, head circumference, etc., and record in EMR.
- Set up procedure trays using sterile technique.
- Maintain clinic inventory ordering supplies and vaccines as needed.
- Empty physician outboxes.
- Print labels for next day appointments.

### **Supervision Received**

Direction from Clinic Manager and physicians.

### **Supervision Given**

N A

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

Reduced quality of care for patients. Reduced staff and caregiver satisfaction. Loss of income for the clinic.

### **Qualifications**

High School graduation and completion of a Medical or Dental Office Assistant program (including terminology). 1 year related experience or the equivalent combination of education and experience. Knowledge of medical billing and MSP alternative payments preferred. Computer experience, particularly electronic medical record experience, required. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Effective organizational 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 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:** 18151  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Financial Proc. Spec 3 (Gr4)      **Business Title:** Financial Proc. Spec 3 (Gr4)  
**Department:** Schl of Arch & Landscp Arch  
**Salary:** \$38,808.00 (Annual)  
**Full/Part Time:** Part-Time (50%)  
**Desired Start Date:** 2014-05-26      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-09      **Available Openings:** 1

### Job Summary

This position performs financial processing for the School and provides administrative and clerical support to the Manager, Administration. This is a 50% part-time position at 17.5 hours per week.

### Organizational Status

Reports to the SALA Manager, Administration. Interacts regularly with the faculty, staff and students of SALA. Liaises with service providers from Finance, Research & Trust Accounting, Office of Research Services and Accounts Payable and or other UBC Units. Liaises with vendors on purchase order, invoicing and payment issues.

### Work Performed

- Prepares financial documents (cash deposits, cheque requisitions, journal vouchers, invoices, travel claims and purchase requisitions).
- Reviews all financial paperwork to ensure appropriate backup documentation is attached; follows up with the originating student, faculty or staff member when additional documentation is required.
- Submits paperwork to Financial Services for processing and resolves vendor disputes by researching, following up and making corrections as appropriate.
- Advises faculty on expense reimbursements, course budget limits and other reimbursement items.
- Maintains and reconciles the petty cash for the school.
- Performs various cash handling procedures, including receiving payments (Cash, online, Visa), making deposits and paying bills by credit card.
- Monitors research grant accounts and generates financial reports using UBC Financial Services financial management system (FMS) and other financial reporting tools, and as required.
- Reconciles and resolves discrepancies on accounts.
- Maintains all financial records and files. Maintains and organizes financial archives.
- Initiates student, faculty and staff appointment forms using ePAF.
- Maintains student appointment files.
- Collects and submits timesheets for hourly employees.
- Reviews and resolves payroll discrepancies.
- Assists the Manager, Administration by collecting data, running reports, pulling files and providing other information



# The University of British Columbia

## Staff Job Postings

---

assistance as requested.

- Orders and maintains inventory of office supplies, including photocopy paper and office stationery for both SALA program office locations.
- Responds to student printing refund requests, evaluates the requests and issues refunds where appropriate.
- Updates student print system (ITC), adding and deleting student files annually. Will maintain the new "pay for print" records, updating information as needed requested.
- Enters on-line key requisitions for students, faculty, instructors and guests as needed.
- Orders parking passes for both SALA program offices.
- May assist with coordinating of the annual workshops, field courses or other program events.
- May provide support for program meeting organization, agendas and minutes.
- Other related clerical financial tasks as required.

### **Supervision Received**

Performs routine duties independently and in accordance with established procedures; receives specific instructions from the Manager, Administration as necessary. Incumbent is expected to ensure adherence to UBC Financial Practices and Procedures and identifies and resolves problems relating to areas of responsibility; unusual matters are brought to the attention of the Manager, Administration as appropriate.

### **Supervision Given**

No supervision given.

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

Works independently under general supervision. Works within well established guidelines and procedures, but is expected to exercise initiative and judgment in choosing which methods to use in any given situation, establishing priorities and carrying tasks through to completion.

This position is a financially important one in which accuracy, decisions and judgment are relied upon by the School's Administrative Manager. The impact of error in transaction documentation could result in additional work and or substantial monetary loss to the department or grant holder. Improperly completed or filed financial transaction documentation may result in time wasted making corrections or lost original documentation.

### **Qualifications**

High School graduation and Completion of one year post secondary education in a related field. Post secondary training in bookkeeping or accounting. 3 years of related experience or the equivalent combination of education and experience. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to understand and apply policies, procedures, and instructions. Ability to communicate effectively verbally and in writing. Ability to accurately process cash credit card transactions. Ability to analyze and reconcile accounts. Ability to accurately process hourly timesheets within required timelines. Ability to work effectively independently and in a team environment. Ability to exercise tact and discretion. Ability to effectively use MS Office, particularly Excel, Outlook and Word at an intermediate level. Familiarity with accounting software is an asset.

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:** 18222  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Financial Proc. Spec 5 (Gr7)      **Business Title:** Financial Proc. Spec 5 (Gr7)  
**Department:** Faculty of Land & Food Systems  
**Salary:** \$42,072.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-08      **Available Openings:** 1

### Job Summary

Reporting to the Finance Manager, the Financial Processing Specialist is responsible for the delivery of financial services in the fast paced environment of the Dean's Office. The incumbent is the subject matter expert of all routine financial transactions in the department, supporting the day-to-day financial activities of faculty, researchers, staff and students, and supervises up to two staff. The position ensures that all transactions processed by the department conform to University policy, guidelines, procedures and government regulations, and provides financial advice as required.

### Organizational Status

Reports directly to the Finance Manager and indirectly to the Director of Finance, works with the Dean's office, also works collaboratively with the researchers, faculty, staff and students. Acts as liaison with other University administrative units, service providers and vendors as well as external agencies.

### Work Performed

- Reviews and verifies completed requisitions, JVs, travel requisitions in FMS Live to ensure the data entry is accurate and data posted on time.
- Tracks actual results against established budgets, reconciles transactions, and follows up on variances
- Responds to all financial enquiries; troubleshoots issues; solves complex problems, referring unusual issues to Finance Manager.
- Acts as liaison with Dekaban contact person for Dekaban Scholars (visiting scholar program from Poland) and prepares Dekaban financial reporting on an annual basis.
- Monitors, reconciles, and investigates errors and exceptions related to large, complex accounts, such as pre-pays, bank, cheque, and Pcard.
- Using Hyperion, coordinates and monitors the Faculty's Research and Specific Purpose PGs on a quarterly basis, communicating with PI or administrators for deficit PGs and expired PGs.
- Reconciles GPO Administrative PGs on a monthly basis to verify significant items and investigates unusual items.
- Assists Finance Manager to prepare year-end tasks including accruals and adjustments.
- Prepares complex reports and statistics.
- Compiles budget information for the preparation of budget summaries for the Finance Manager as requested.
- Participates in identifying, developing, and implementing financial policies for the faculty in accordance to the University policies. Presents draft policies to Finance Working Group.





# The University of British Columbia

## Staff Job Postings

---

- Responsible for chartfields requests including setting up, inactivation, extension etc.
- Trains faculty and staff to facilitate understanding of existing financial and accounting procedures, policies, and systems as required.
- Manages and monitors the vehicle booking and charge back.
- Processes requisition, JVs, travel requisitions, purchase orders and cash receipts as needed to ensure 24 hour turn-over.
- Oversees maintenance of all department financial records and transactions including paper and electronic filings.
- Performs other related duties as required.

### **Supervision Received**

Works under the general supervision of the Finance Manager. Receives detailed instructions on the assignments of the new duties and thereafter only on new or unusual problems. Technical problems and matters involving policy are referred to supervisor.

### **Supervision Given**

Supervises one CUPE 2950 staff and one work study student. Formally trains new staff or new work study student.

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

This position is required to exercise considerable tact, discretion and initiative in the performance of duties. Errors could result in significant financial and reputational losses. A high level of security and confidentiality is required in all financial transactions. Payment delays can result in poor relations with suppliers. Errors in the Financial Management System could result in inappropriate financial management decisions being made.

### **Qualifications**

High School graduation and CGA CMA Level 2 or Payroll CPA Level 1. UBC financial experience (PeopleSoft and nVision) and FMS on-line certification is required. 4 years related experience or the equivalent combination of education and experience. Training in office procedures and accounting principles and practices is required. Knowledge of Hyperion is an asset. Ability to exercise tact and discretion in providing financial information. Ability to communicate effectively verbally and in writing. Ability to effectively use at an intermediate level (e.g., Outlook, MS Word, MS Excel, FMS) Ability to prioritize and work effectively under pressure to meet deadlines Ability to work effectively independently and in a team environment. Ability to demonstrate initiative. Ability to maintain accuracy and attention to detail. Ability to analyze problems, identify key information and issues, and effectively resolve problems.

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:** 18220  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Financial  
**Classification Title:** Senior Financial Spec 1a (Gr8)      **Business Title:** Senior Financial Spec 1a (Gr8)  
**Department:** Social Work  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-15      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-08      **Available Openings:** 1

### Job Summary

To provide senior financial and administrative support to the School of Social Work. Oversees financial procedures. Handles a complex set of financial duties for research, contract and special purpose grants. Investigates and resolves problems. Provides training and supervision, information and advice on UBC and departmental policies and practices. Develops, recommends and implements practices to improve the efficiency of the School's financial services.

### Organizational Status

Reports to the Director and the Administrator of the School of Social Work. Works closely with other staff positions to fulfill the operational requirements of the School.

### Work Performed

- Ensures accurate and timely processing of payments including Q-requisitions, travel reimbursements, journal vouchers, and purchase order invoices.
- Prepares cash and cheque deposits via FMS; ensures payments are properly coded and internal AR logs are updated.
- Reconciles FMS ledger accounts to internal system and resolves discrepancies.
- Assists in budget process: analysis, consolidation, and data entry into Hyperion system.
- Reconciling any errors, exceptions or variances on Hyperion, and other budgetary related systems.
- Using Hyperion and other budgetary systems to prepare complex reports that account for revenues and expenditures.
- Under the general direction of the Administrator assists in major financial analysis, prepares a wide variety of financial reports; statement of operations, quarterly and ad-hoc reports with the use of FMS, spreadsheets as well as other reporting tools.
- Compares actual ledger balances against budgets; analyses revenue and expense variances.
- Provides detailed financial data for grant applications and prepares financial reports on the use of grant funds.
- Monitors how grants are used, advises faculty and researchers on best practices for handling funds and informs individuals when their practices contravene university or agency regulations.
- Reviews monthly ledger sheets and roll-up reports. Investigates and resolves deficits and other problems. Monitors balances and notifies PIs of small balance or impending deadlines. Processes annual financial statements.
- Assists with the preparation of detailed working papers for external audit
- Assists in the development and review of departmental financial procedures and systems, and provides training to administrative staff as required



# The University of British Columbia

## Staff Job Postings

---

- Investigates discrepancies in accounts, requiring detailed analysis and knowledge of FMS and UBC accounting procedures.
- Assists with year-end procedures (i.e. accruals, account reconciliation, inventory analysis, deferred revenue, preparation of internal audit reports).
- Tracks inventory costs and capital purchases. Assists in costing manufactured and purchased inventory.
- Sets up and maintains purchase orders.
- Manages petty cash including reconciliation.
- Coordinates Department P-Card program. Reconciles statements by verifying supporting documentation, reviewing transactions. Resolves problems with cardholders and vendors. Sets up new users and updates information.
- Coordinates and maintains accounts receivables
- Monitoring and following up on deficit accounts and assist account holders with resolutions.
- Coordinates and provides support to staff on finance-related policies and procedures.
- Coordinates and provides orientation and training to new faculty members, staff and graduate students on financial policies and practices.
- Responds to non-routine requests and queries from external stakeholders requiring investigation and analysis of complex accounts.
- Reconciles sales invoices and maintains filing system.
- Processing credit card transactions on e-payment virtual terminal.
- Performs day-to-day accounting functions ensuring that transactions are processed accurately and in a timely manner within specific deadlines, and according to UBC accounting policies and procedures. Determines cost distribution for transactions, answers vendor queries and maintains accurate internal account of requisition log and expense allocation.
- Coordinates telephone installation, moves, disconnection, account changes, long distance access, etc. Oversees reconciliation of telephone reports from IT Services including long distance charges and collection of funds for personal long distance charges; issuing account changes as required.
- Coordinates maintenance of open orders at various UBC departments.
- Oversees preparing and distributing financial reports, ledgers, Statement of Accounts (Form 300s) and summaries as required.
- Maintains, archives and oversees confidential shredding of departmental financial records.
- Maintains equipment inventory.
- Oversees maintenance of financial filing system including accounts payable, receivable and ledger documents.
- Works on special projects as required. Provides support to Administrator in various accounting functions as required.
- Provides back-up support for other administrative positions when required.

### **Supervision Received**

Implements procedures, sets priorities and completes tasks independently. Works with general direction and supervision from the Administrator, as part of a collaborative team. Receives specific instructions only on unusual matters or problems that depart from established policies and procedures.

### **Supervision Given**

Trains, oversees and supervises other staff with financial transaction duties. Advises and trains faculty and students regarding accounting issues.

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

A high degree of accuracy, a thorough understanding of policies and practices, the ability to anticipate, investigate and resolve problems, and the ability to meet conflicting demands are expected. Providing grant holders with accurate information in a timely manner is critical to preparing research budgets as well as using grant funds. Failure to do so may result in deficits or inappropriate charges which must be covered using departmental funds. Faculty may regard a policy or practice as a nuisance and try to work around it. Failing to identify the reason for resistance, to explain the policy in a way that gains their support or to find acceptable ways to meet their needs could escalate the situation. As the financial contact in the School, this individual can promote significant improvements in efficiency.



# The University of British Columbia

## Staff Job Postings

---

### Qualifications

High School graduation and CGA CMA Level 3. Plus 4 years of related experience, or an equivalent combination of education and experience. 4 years related experience or the equivalent combination of education and experience. Experience with PeopleSoft FMS, HRMS, Hyperion budget system and Centre Suite software an asset, MS Office (intermediate or advanced MS Excel skills) is required and university policies and procedures relating to research grants and financial transactions preferred. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to effectively use MS Office (e.g., Word, Excel, Access) and email software at an intermediate level. Ability to accurately gather, organize, and summarize financial information. Ability to communicate effectively verbally and in writing and to compose routine correspondence using clear, concise business English. Ability to listen actively and attentively, and obtain clarification as required. Ability to identify potential or existing problems, gather and analyze key information and issues, and effectively prevent or resolve problems and conflicts. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to make thoughtful, informed, and thorough decisions. Ability to develop and maintain cooperative and productive working relationships, and to resolve complaints effectively in a calm, non-confrontational manner, and by exercising sound judgement. Ability to train individuals who have little financial experience.

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



## Job Posting

**Job ID:** 18205  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Program Assistant 1 (Gr3) **Business Title:** Program Assistant 1 (Gr3)  
**Department:** Populn&PublicHealth,Schoolof  
**Salary:** \$38,148.00 (Annual)  
**Full/Part Time:** Part-Time (50%)  
**Desired Start Date:** 2014-05-20 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-05-07 **Available Openings:** 1

### Job Summary

The Program Assistant will be responsible for assisting in the coordination of the UBC Learning Circle.

### Organizational Status

The Centre for Excellence in Indigenous Health is located in the School of Population and Public Health, which is in the Faculty of Medicine at the University of British Columbia, Vancouver Campus. The position location is at 1190 Hornby St. in downtown Vancouver.

The Program Assistant will take direction from the Associate Director-Education and Education Coordinator, where appropriate, of the Centre for Excellence in Indigenous Health (CfEIH) and works in collaborative alliance with the Associate Directors (Research, Students and Evaluation) and other members of the Centre as well as across disciplines and community-university boundaries including staff at the First Nations Health Authority. The program assistant will liaise with other UBC First Nations services and programs. This position will also interact with faculty and staff from various units at the University including the SPPH, Faculty of Medicine, College of Health Disciplines, and the First Nations House of Learning as well as external health care professionals, Ministry of Health officials, faculty of other universities, Regional Health Authorities, First Nations Health Council, First Nations band staff, First Nations Health Centre staff, community organizations and the general public.

### Work Performed

#### EDUCATION

Under the direction of the Associate Director and where appropriate, the Education Coordinator, the incumbent will support the UBC Learning Circle and the Youth Circle, performing duties such as:

Assist in event coordination: dates, room bookings, advertising, posters, taking RSVP's using electronic registration system, liaising with speakers and attendees.

Provide technical support to events using video conference and Adobe Connect.

Assist in the preparation of financial and evaluation reporting for the initiative.

Establish and maintain relationships with community partners in respectful ways.

Support senior staff with presentations, literature reviews, compiling documentation.

#### ADMINISTRATION



# The University of British Columbia

## Staff Job Postings

---

Act as point of contact for students, faculty, staff, and community members for CfEIH various programs and projects.  
Organize meetings on behalf of the Associate Director, attend meetings, record minutes and circulate amongst attendees.  
Update information on Aboriginal People's Health and the UBC Learning Circle websites and social media.  
Assist in the development of appropriate promotional materials related to the Aboriginal People's Health activities such as newsletters, pamphlets, brochure and posters.  
Promote events and news by distributing materials through relevant list-serves and communities, including weekly e-blasts using MailChimp.  
Preparation of documents for signature and financial processing using UBC financial system FMSnQuery.

### **Supervision Received**

Works independently and with the supervision of the Associate Director - Education. The incumbent is expected to take initiative, problem solve, determine course of action and follow through on all tasks.

### **Supervision Given**

N A

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

Considerable judgement must be initiated and carried through activities important to the functioning of the Department in absence of established policies, procedures and guidelines. Poor judgement or ineffective communications with community partners, i.e. Aboriginal peoples, could result in strained relations that compromise the delivery programs. The Associate Director - Education may need to intercede in order to resume a productive working relationship. Generally, most errors can be rectified

### **Qualifications**

High School graduation and 1 year post-secondary education. Knowledge of social and historical context of Aboriginal people in BC. Experience working in an academic setting with knowledge of University policies and protocol an asset. 2 years of related experience or the equivalent combination of education and experience. Experience in working with Aboriginal people in a variety of settings and demonstrated understanding of cultural protocols. Ability to work effectively with minimal supervision. Ability to work in a team environment. Articulate with demonstrated oral and written communication skills which would include ability to compose correspondence and take minutes. Ability to make thoughtful, informed, and thorough decisions. Ability to maintain accuracy and attention to detail. Ability to effectively use MS Office at a demonstrated intermediate level (e.g., Outlook, Word, PowerPoint, Excel, etc.) and website management using Wordpress.  
Ability to host online webinars and video conferencing sessions would be an asset.

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:** 18204  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Program Assist  
**Classification Title:** Sr Program Asst-Gen (Gr8) **Business Title:** Sr Program Asst-Gen (Gr8)  
**Department:** Populn&PublicHealth,Schoolof  
**Salary:** \$43,428.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-02 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-05-07 **Available Openings:** 1

### Job Summary

The Senior Program Assistant will be responsible for assisting with the coordination of the educational, research and advocacy objectives and programs of the Centre for Excellence in Indigenous Health. The incumbent will interact and work closely with the Associate Director- Education, the Centre Director(s) and staff, School of Population and Public Health Faculty, Staff and Students; Faculty of Medicine undergraduate and postgraduate Deans, Admissions, Faculty and Staff of Aboriginal programs at UBC and other universities, community health directors and staff, external health care professionals, Ministry of Health officials, Regional Health Authorities, UBC central agencies, community organizations and general public.

### Organizational Status

The Centre for Excellence in Indigenous Health is located in the School of Population and Public Health, which is in the Faculty of Medicine at the University of British Columbia, Vancouver Campus. The position location is at 1190 Hornby St. in downtown Vancouver.

The Senior Program Assistant will take direction from the Associate Director-Education and the where appropriate, the Education Coordinator, of the Centre for Excellence in Indigenous Health (CFEIH). The program assistant will liaise with other UBC First Nations services and programs.

### Work Performed

#### EDUCATION

Under the direction of the Associate Director - Education, support the UBC Learning Circle and the Youth Circle:  
Coordinate events: dates, room bookings, advertising, posters, taking RSVP's, liaising with attendees and speakers.  
Create event descriptions for posting on social media sites such as Facebook and CFEIH webpage. Streamline the email process for advertising and promotion.  
Host facilitate UBC Learning Circle events which may include seminars, workshops and programs in the Centre for Excellence in Indigenous Health (speaker series, Learning Circle).  
Provide technical support to events using video conference and Adobe Connects.  
Troubleshoot technical issues in consultation with technical support to enhance user experience (Adobe Connect webinar platform; streamlining registration system).  
Process and edit videos for promotional purposes.



# The University of British Columbia

## Staff Job Postings

---

Perform filming of promotional videos for the UBC Learning Circle.

Assist in the preparation of financial and evaluation reporting for the initiative.

Compile data used to assess educational needs of community members and evaluate outcomes through surveys and interviews.

Develop, implement, and compile results through creation and administration of survey tools and methods twice a year.

Establish and maintain relationships with community partners in respectful ways.

Attend relevant conferences and inform attendees as a representative of the UBC Learning Circle and Youth Circle.

With assistance and direction from the Associate Director-Education and the Education Coordinator, work with health care professionals, relevant community stakeholders, and faculty members, assist in the coordination and creation of course outlines, educational materials for new courses, seminars, workshops and other educational programs in the Centre for Excellence in Indigenous Health. Coordinating the development, design, and production of CfEIH & UBC Learning Circle promotional materials including liaising with design professionals where appropriate.

Provide input to Associate Director-Education regarding recommending readings for Indigenous Foundations in Medicine for DPAS 410 and IHHS-408.

Development of Doctor Patient and Society tutor guide for Indigenous Foundations in Medicine. Support senior staff with presentations, literature reviews and compiling documentation.

Perform educational research for the Associate Director, i.e. using UBC libraries, archives, online resources, etc.

IHHS 409: Responsible for updating course content, supporting and fixing broken links in the system and providing support in navigating the online format.

IHHS 409: Assisting Centre for Teaching and Learning Technology in transfer from Vista to Blackboard Connect web platforms by cleaning up broken links and checking to make sure they match up with the correct web content.

### ADMINISTRATION

Act as first point of contact for students, faculty, staff, and community members for the CfEIH's various programs and projects.

Register/deregister students using Faculty Services Centre and Student Information Services Centre. Enter students' official grades using Faculty Services Centre and Student Information Services Centre. Attend meetings, record minutes.

Assisting with grant applications, ethical reviews, and reports.

Write, edit, and publish year-end report and interim reports for reporting and funding purposes.

Update information on the CfEIH and the UBC Learning Circle websites and social media.

Assist in the development of appropriate promotional materials related to the CfEIH's activities such as newsletters, pamphlets, brochure and posters.

Promote events and news by distributing materials through relevant list-serves and communities. Prepare financial requisitions for signature and financial processing using FMSInquiry Smart Forms. Work with financial specialists in Faculty of Medicine to learn more about financial processes.

### Supervision Received

Works independently and with the supervision of the Associate Director-Education. The incumbent is expected to take initiative, problem solve, determine course of action and follow through on all tasks.

### Supervision Given

May be required to orient and provide direction to temporary student volunteers for the UBC Learning Circle.

### Consequence of Error/Judgement

Considerable judgement must be initiated and carried through activities important to the functioning of the Centre in absence of established policies, procedures and guidelines. Poor judgement or ineffective communications with community partners, i.e. Aboriginal peoples, could result in strained relations that compromise the Centre's programs. The Centre's Director or Associate Directors may need to intercede in order to resume a productive working relationship. Generally, most errors can be rectified.

### Qualifications





# The University of British Columbia

## Staff Job Postings

---

High School graduation and two years post-secondary education. Knowledge of social and historical context of Aboriginal people in BC. Knowledge of social and historical context of Aboriginal people in BC. 4 years related experience or the equivalent combination of education and experience. Experience working in an academic setting with knowledge of University policies and protocol an asset.

Experience working with Aboriginal people in a variety of settings and demonstrated understanding of cultural protocols. Ability to work effectively independently and in a team environment. Ability to exercise a high level of tact and discretion in internal and external contact work. Articulate with demonstrated oral and written communication skills which would include ability to compose correspondence and reports. Ability to make thoughtful, informed, and thorough decisions Ability to maintain accuracy and attention to detail Ability to effectively use at an intermediate level (e.g., Outlook, MS Word, MS Excel, page-maker, etc.) and website management. Ability hosting online webinars and video conferencing sessions would be an asset.

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:** 18195  
**Location:** Robson Square  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Reception  
**Classification Title:** Front Counter 1 (Gr1) **Business Title:** Part-time Concierge  
**Department:** UBC at Robson Square  
**Salary:** \$ 16.16 (Hourly)  
**Full/Part Time:** Part-Time  
**Desired Start Date:** 2014-05-26 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-05-08 **Available Openings:** 1

### Job Summary

The Part-time Concierge is an essential member of the Event Services team at UBC Robson Square. This position works collectively and independently to provide a wide range of event services to UBC Robson Square clients, partners and guests. Exceptional customer service and communication skills, an ability to perform physical work, an affinity for details and standard audio-visual capabilities will serve you well in this position. Shifts will be primarily on evenings (4pm-11pm) and weekends.

### Organizational Status

Reports to Event Services Coordinator. Works collaboratively as part of the team to provide extraordinary event services for UBC Robson Square clients and guests. Training temporary or student staff as required.

### Work Performed

- Performs the physical set up of rooms in advance of client arrival including setup of tables, chairs, and AV equipment. Ensures that all rooms are fully equipped with event and class supplies according to client specifications (i.e., markers, flipcharts, pens, brushes, notepads, etc.)
- Stacks, moves and stores tables and chairs, as required.
- Tests standard audio-visual equipment ensuring that the equipment is operational prior to the start of the course or event, and provides troubleshooting support throughout the event as necessary. Assists clients with any additional requests for equipment.
- Performs room and venue opening procedures such as unlocking rooms, ensuring all signage is accurate and in place.
- Greets and directs clients and guests to their rooms in a friendly and welcoming manner.
- Directs caterers and service providers to appropriate locations, ensuring that supplier order is accurate. Receives and verifies all in-coming shipments. Maintains information database and distributes shipments as required.
- Monitors customer specifications using in-house software. Reports any changes by shift's end to the Event Coordinators, including room set-up changes, additional equipment, catering etc.
- Performs event completion duties such as: returning all equipment to the store room; converting and preparing rooms for the next client's needs, confirming that the room is tidy and supplies are put away; and ensuring that room is locked.
- Informs cleaning and catering staff of any additional requirements.
- Tracks inventory of supplies.
- Performs other tasks as required.



# The University of British Columbia

## Staff Job Postings

---

### **Supervision Received**

Receives detailed instruction on assignment of new duties or unusual situations. Receives updates every term on new programs, courses, pre-requisites, current promotions, policies and procedures. Works with limited direct supervision.

### **Supervision Given**

None.

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

The mandate of UBC Robson Square is to offer exceptional customer service. Mistakes and errors in customer requires such as inappropriate layout of rooms, missing supplies, or a lack of communication could result in dissatisfied customers and a loss of business. Poor service could affect the image of The University of British Columbia. Providing accurate and timely feedback from clients to event planning staff is critical to the ongoing improvement of programs and business development.

### **Qualifications**

High School graduation. 1 years relevant experience or the equivalent combination of education and experience. Previous event experience is very helpful. Ability to lift up to 65 lbs. using proper lifting techniques on a regular basis throughout the shift. Stack tables and chairs as necessary. Ability to work flexible weekday evenings (4pm-11pm) and weekends as needed. Minimal word processing computer experience required. (MS Word, EventPro, E-mail, and internet preferred). Exceptional frontline customer service ability. Working knowledge of standard audio visual technology and presentation software [Powerpoint, Keynote]. Familiarity with event equipment such as flipcharts, overhead projectors and data projectors. Effective communication (verbal and written), interpersonal, and organizational skills. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to respond quickly to changing demands and priorities under tight deadlines. Ability to work well in a team environment as well as independently as dictated by event. Strong ability to maintain attention to detail and keep accurate records.

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:** 18216  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** CUPE 2950 (Cler/Secr/Library)  
**Job Category:** CUPE 2950 Reception  
**Classification Title:** Front Counter Supervisor (Gr6) **Business Title:** Conference Registration & Sales Coordinator  
**Department:** Conferences & Accommodation  
**Salary:** \$40,752.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-12 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-05-08 **Available Openings:** 1

### Job Summary

The Conference Registration and Sales Coordinator is responsible for the oversight and supervision of the day-to-day operation of the Registration Services functions. Coordinates the provision of a variety of registration services for conference clients, Conference and Accommodation (C&A) management and staff. Responsible for providing sales support and performing receptionist duties for the office. Supervises and coordinates the work of clerical and seasonal employees.

### Organizational Status

Reports to the Director, Conferences. Takes direction from the C&A management team. Works closely with all C&A staff and Student Housing and Hospitality Services (SHHS) support teams. Interacts with various University departments, Faculty and delegates and conference service providers.

Conferences and Accommodation is a year round service business that manages and markets campus-wide meeting, conference, and accommodation facilities and services, and meeting planning at the UBC Point Grey Campus. Incumbent must have an exceptionally service-oriented demeanor. The Conference Registration and Sales Coordinator will work during peak service and operational times to support the department including evenings and weekends. Conference registration requires standing and significant interaction with clients and the public. C&A peak services are from March to August there will be limited holidays and time off during this period.

### Work Performed

#### 1. Registration Services Responsibilities

- o Coordinates and participates in all registration services activities, including, but not limited to: on-site registration and assessing and training extra staff. Determines equipment and supplies required for on-site registration desk, orders required supplies, prepares delegate kits, produces name badges, participant lists, materials collating, etc.
- o Supervises and assigns tasks to staff for registration services including setting up and maintaining registration desks; updating registration materials and supplies and other related registration tasks.



# The University of British Columbia

## Staff Job Postings

---

o Receives and processes registrations for Registration Services and Meeting Planning conferences. Processing includes accurate data entry, collection and reconciliation of fees, and confirmations of receipt to delegates. Creates and maintains filing systems for delegate registrations.

o Manages Registration Services software systems, and is responsible for maintaining and updating registration services manuals.

o Responds effectively and clearly to oral and written inquiries based on a thorough knowledge of each conference.

o Produces registration services materials, including, but not limited to: registration forms, accommodation forms, confirmation letters, registration receipts, delegate packages, letterhead, conference signage, name badges and floorplans.

o Assist in maintenance of registration websites for all registration services and meeting planning groups.

o Assists with accounting and invoicing for Registration Services Conferences.

o Ensures the production and distribution of daily conference schedules and conference signage, compiled from conference event schedules.

### 2. Sales Functions

o Responds to general conference inquiries (collects customer contact information, year or month of proposed meeting, group size).

o Checks availability in Opera for dates as requested by sales staff.

o Accepts group bookings for all accommodation only groups.

o Customizes rooming lists or RAF's, booking agreements, confirmation letters & invoices as required for new bookings.

o Creates files for Sales Managers and inserts relevant documents according to established procedures.

o Maintains sales database, researches new leads, enters new lead information, retrieves customer lists for sales initiatives and direct mail.

o Makes site tour arrangements for the Department, including liaises with front desk to put aside site rooms, informs housekeeping to clean the rooms, post site tour follow up and send thank you note.

### 3. Reception General Office Duties

o Acts as Conferences & Accommodation's main point of contact: 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. Responsible for arranging coverage for reception during daily breaks and scheduled absences from work.

o Responsible for the day-to-day operation of the office including organizing and coordinating department mail outs, courier deliveries and mail distribution; typing correspondence and reports; performing photocopying and sending faxes as required.

o Responsible for office supplies and equipment including maintaining inventory of office supplies and requisitioning supplies when required; maintaining inventory of sales collateral and promotional materials; creating files for accommodation and conference groups; processing mail; and maintaining filing and storage systems.



# The University of British Columbia

## Staff Job Postings

---

- o Maintains the Registration Services Office in a clean and orderly fashion.
- o Evaluates and recommends changes to existing Registration Services office systems.
- o Supervises, assigns work, and monitors clerical employees.
- o Adheres to UBC and Departmental policies and procedures.
- o Carries out any other related duties as necessary in keeping with the qualifications and requirements of the job.

### **Supervision Received**

Works under the general direction of the Director, Conferences. Work is performed in accordance with established procedures and accepted practices involving freedom to select which methods are applicable in any given situation. Receives specific instructions direction from the C&A management team including the Meeting Planner regarding special projects.

### **Supervision Given**

Supervises one permanent clerical employee and provides supervision to seasonal employees.

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

Work is expected to be at a high level of accuracy. Lack of customer etiquette with Faculty clients, incorrect and or untimely information could result in poor financial management decisions and jeopardize revenues, increased expenses, damage relationships with clients, and hurt C&A's image. Failure to provide accurate information, inadequate training of lower level classifications, and or lack of tact and diplomacy can negatively impact revenue, result in varying degrees of potentially costly procedures and damage the reputation of C&A.

### **Qualifications**

High school graduation plus one year of related post-secondary education plus three years of related experience. Or an equivalent combination of education and experience. . Experience in hospitality, sales and customer service industry preferred.

#### Skills:

- o Excellent oral and written communication skills. Demonstrated accuracy and attention to detail.
- o Excellent customer service skills required.
- o Computer experience to intermediate level with MS software Word, Excel, Outlook required.
- o Extensive experience with, and knowledge of relevant software including EBMS, OPERA. Adobe Illustrator and InDesign as well as web design software. Ability to pick up new software programs quickly and comfortable navigating these systems.
- o Proficiency in the use of English grammar, spelling and punctuation and ability to compose clear and concise business letters and memos.
- o Excellent interpersonal, communications and organizational skills.
- o Ability to exercise initiative and flexibility in planning assignments and prioritizing workloads.
- o Excellent time management skills required.
- o Ability to perform duties independently.
- o Positive attitude is a must and the ability to effectively deal with customer complaints.
- o Prefer a candidate with working knowledge of all C & A accommodation and meeting room functions.

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



# The University of British Columbia

## Staff Job Postings

---

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



### Job Posting

**Job ID:** 18128 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Excluded M&P  
**Job Category:** Human Resources  
**Classification Title:** Senior ER Advisor **Business Title:** Senior Employee Relations Advisor  
**Department:** Human Resources  
**Salary:** \$76,415.00 - \$95,518.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-28 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-15 **Available Openings:** 1

### Job Summary

The University of British Columbia is one of the largest universities in Canada, and one of the largest employers in the province of British Columbia, employing more than 6,000 faculty members and approximately 19,000 support staff (including student employees) spread across more than 10 bargaining units or employee groups. One of the key functions of the Human Resources Department is to be responsible for the negotiation, administration and maintenance of collective agreements, conflict management and dispute resolution, and to provide direction and consultation to client departments in the interpretation of legislation governing employment practices.

Reporting to the Associate Director, Employee Relations and working within the Employee Relations team, this position is responsible for developing labour relations strategies and policies affecting staff at the University; acting as counsel or instructs counsel for the University at arbitration and other hearings; interpreting and administering collective agreements and other agreements and handbooks governing conditions of employment of support staff at the University; providing coaching and advice to the Human Resources Advisors, Human Resources Associates and client departments on all matters relating to labour relations management; and developing working relationships with various union and employee representatives.

### Organizational Status

Reports to the Associate Director, Employee Relations. Works closely with other Employee Relations team members. Provides coaching, consultation and advice to the Human Resources Advisors, Human Resources Associates, and client departments. Acts as a liaison with union and employee representatives. Provides work to the Legal Assistant (Law Student) and the Employee Relations Assistant.

### Work Performed

Identifies significant issues, conducts research and prepares recommendations and position papers regarding labour relations policies and procedures.

Investigates, researches and analyzes labour relations and employment issues as they relate to individual cases, grievances or collective bargaining preparation.

Acts as counsel or instructs counsel for the University at arbitration and other hearings. Researches case law, past practice,





assesses impacts exposures, and identifies solutions. Prepares cases by developing strategies, preparing interviewing witnesses and preparing opening and closing statements. Negotiates with union and association representatives to resolve disputes prior to formal hearings where possible.

Drafts and signs Letters or Memorandums of Agreement in settlement of issues. Interprets and administers collective agreements and other agreements governing conditions of employment of employees at the University.

Acts as the University representative in Step 3 grievance meetings. Researches and prepares case in conjunction with the Human Resource Advisor. Presents case on behalf of client Department and attempts to reach settlement of grievance. Attends various informal meetings with union and employee representatives, departmental representatives and employees to resolve disputes or matters.

Provides consultation, coaching and advice to Human Resources Advisors, Human Resources Associates and, where required, client departments on all matters relating to employee relations management and labour and employment law. Provides interpretations of current agreements and policies on more complex employee or labour relation issues. Recommends strategies to support client departments.

Provides direction to Human Resources Advisors and client departments in the interpretation of University policies, procedures, and practices and their application to the work place; and in the interpretation of legislation governing employment practices at the University (e.g. Employment Standards Act, Human Rights Code and Freedom of Information and Protection of Privacy Act).

Provides direction to Human Resources Advisors and client departments engaged in grievance, layoff, termination, or internal placement processes which are particularly complex or which have far reaching legal or financial implications for the University.

Develops effective working relationships with Human Resources Advisors and colleagues and various employee and union representatives.

Creates educational materials and delivers seminars and workshops relating to employee relations.

Maintains current knowledge and awareness of labour and employment law, human resource best practices, labour relations standards and practices and legislative changes to ensure the University's compliance.

Performs other related duties as required.

### **Supervision Received**

Reports to the Associate Director, Employee Relations. Assigned work directly by the Associate Director, Employee Relations or the Director, Advisory Services. Wide latitude for the exercise of independent judgement in problem solution. Performance evaluated in terms of attainment of set objectives.

### **Supervision Given**

Provides work and direction to the Employee Relations Assistant and the Legal Assistant. Provides coaching, advice and guidance to the Human Resources Advisors all matters relating to employee relations.

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

Poorly conceived recommendations provided to the members of the University community, the Associate Director, Employee Relations or to Human Resources which may have a negative impact on the development of sound labour relations strategies and policies.

Inadequate preparation or ineffective negotiation during settlement discussions may undermine the University's success in meeting its objective to achieve a satisfactory agreement or result in long term negative consequences and significant financial



# The University of British Columbia

## Staff Job Postings

---

implications.

Inadequate presentation of argument at an arbitration or mediation may jeopardize the University's position and result in the loss of a case and consequently financial burden and loss of reputation for HR.

Failure to provide satisfactory labour relations advisory support to Human Resources Advisors or to provide timely advice to client departments may result in a disruption of operations in client departments. Unsatisfactory advisory support may result in an increase in the frequency of arbitrations and consequently an increase in the financial commitment of client departments.

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

### **Qualifications**

Undergraduate degree in a relevant discipline. University degree with a specialization in labour relations, or an equivalent combination of education and experience. Postgraduate training in labour and employment law preferred. Minimum of eight to nine years of related experience and at least 3 years of demonstrated management leadership experience or the equivalent combination of education and experience. Experience in labour relations in a complex, unionized environment. Proven track record in hearing and responding to grievances, negotiating settlements, preparing for and presenting at arbitrations and establishing effective relationships with unions and associations. Thorough knowledge of current Human Resource Management practices and specifically those pertaining to employee relations. Thorough knowledge of provincial and federal legislation governing employers' Human Resource practices. Flexible, innovative and creative. Intuitive, confident, self-motivated and able to work independently. Excellent oral and written communication skills. Excellent organizational skills. Excellent analytical and problem solving skills. Ability to take the lead in case management by thoroughly exploring options to support Advisors in meeting their University wide client needs. Ability to influence others. Ability to establish and maintain supportive working relationships with client Departments and partnerships with Advisors and colleagues. Ability to work collaboratively. Ability to develop and implement strategies to meet the needs of departments or units within the University. Ability to establish and maintain effective working relationships with union representatives. Ability to negotiate and to deal with issues involving conflict effectively. Ability to solve complex problems. Ability to work under pressure and to meet deadlines.

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:** 18233  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Accounting  
**Classification Title:** Accounting, Level C      **Business Title:** Finance Manager  
**Department:** Faculty of Land & Food Systems  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-26  
**Job End Date:** 2015-01-06  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2014-05-10      **Available Openings:** 1

### Job Summary

The Faculty of Land and Food Systems is a leader in integrated research and global issues surrounding health and sustainable land and food systems, numbering approximately 45 faculty members, 80 staff, 180 graduate students and over 1100 undergraduate students. Adopting a decentralized academic and administrative model, the Faculty is comprised of three major academic programs (Applied Biology, Food, Nutrition & Health and Global Resource Systems), six research groups (e.g. Animal Welfare, Biometeorology & Soil Science and Food Science) and five research centres (e.g. Wine Research, Dairy Education & Research, Aquaculture & Environmental Research,). In addition to the Point Grey campus, the faculty has satellite sites in Agassiz, Summerland and West Vancouver.

The Finance Manager is responsible for planning, implementing and managing the financial operations of the Faculty. The position also plays a key role in the management of related support services such as building and facilities operations and administration. Provides support to the Dean and Director of Finance in the area of strategic financial management including budgeting, long-range forecasting and resources allocation.

### Organizational Status

Reports to the Director of Finance (a shared 50/50 position with the Faculty of Forestry) and indirectly to the Director of Human Resources & Administration and provides support and advice to Associate Deans, Program Directors, the senior management team and various faculty and staff. This position manages two Finance clerks. Communicates and liaises with the Office of the Vice-President Academic, the Budget Office, Research Services, Financial Services, Supply Management, Building Operations and other central University agencies.

### Work Performed

Financial Management and Budgeting (85%)

- Responsible for the development and implementation of financial and budgetary models ensuring the sustainability of the Faculty and budgetary decisions match the strategic planning initiatives of the Faculty.
- Develops, coordinates and monitors the Faculty budget process for GPOF, FFS, Endowments, Specific Purpose Funds and research accounts for the Faculty. Ensuring appropriate commitment control system is in place. Monitors overall effectiveness and efficiency in all units.
- Works closely with the Dean and the Director of Finance on funding reallocations to ensure ongoing operational needs as well as



# The University of British Columbia

## Staff Job Postings

---

strategic priorities are met.

- Responsible for conducting the annual consolidated budget process for the Faculty in Hyperion and for Senior Management review
- Manages closing of year end books for the Faculty, analyzes returns from Programs at year end, reconciles, resolves discrepancies, manages and prepares accruals
- Develops and prepares customized financial analysis reports, balance sheets, income statements for review by the Dean, Director of Finance and or the Senior Management Team.
- Works with the Director of Finance and develops and maintains the Faculty's 10-year Financial Plan as new strategic initiatives are developed.
- Develops business and strategic plans and long range forecasts, monitors actuals and recommends changes
- Provides financial advice, training, support and on-going assistance to faculty members and staff in the areas of budgeting, accounting, financial matters and implications of various accounting policies and sound business practices. Interprets and advises on UBC financial policies.
- Performs forensic accounting analysis on historical financial data, works with faculty and staff, Internal Auditors and Financial Services to prevent or resolve fiscal year end deficits; produces year to date aggregated or special purpose reports.
- Develops and implements financial policies and procedures for the Faculty to efficiently implement or enhance accounting procedures, financial information flow, administrative procedures, work flow and internal controls. Ensures compliance between Faculty and University budget and financial policies and procedures
- Implements and manages the FMS online-processing. Develops and implements the Faculty's FMS Certification policies and procedures, ensuring that all University Financial Services policies and procedures are followed.
- Coordinates with the VPA office for VP one time or recurring budget commitment allocations, CRC funding allocations and start - up funding allocations
- Liaises with Financial Services, Supply Management, the Budget Office, Office of Research Services, UILO etc on the interpretation of University policies and procedures (GST tax laws, payment of services to individual, etc.) and in resolving complex issues such as budget revenue allocation or expense charge backs
- Administers and oversees Faculty Purchase Card and Departmental Credit Card activities and performs annual spot audits of PCard AMEX users, ensuring compliance with UBC policies.
- Ensures all internal and external reporting deadlines are met
- Undertakes special projects at the request of the Director of Finance, the Dean and or the Senior Management team.
- Signing authority for all Faculty GPOF, Endowment, Trust, Awards, Specific Purpose, Capital and Fees for Service P Gs, ensuring that prior approval is obtained for unusual or non-budgeted requests and reimbursements or payments to individuals have been approved by the supervisor.
- Represents the Faculty on various University Committees such as the Committee of Faculty Business Administrators (CFBA) and other ad-hoc committees as needed
- Keeps up-to-date with accounting and legislation which affects the financial operations of the Faculty
- Performs other related duties as necessary

### Human Resources (15%)

- Works with the Director of Human Resources & Administration and Faculty Liaison to forecast costs related to the human resources activities of the Faculty
- Reviews Position Management cost information to ensure the information work well with Hyperion Workforce data.
- Participates in the annual Faculty and Staff Salary Increase process
- Acts as back up for the Director of Human Resources & Administration in his/her absence to sign off EPAF TA appointments, or other appointment forms
- Manages, evaluates, supervises and trains supporting financial staff.

### Supervision Received

The position works under the general direction of the Director of Finance (who is 50% LFS 50% Forestry) and indirectly to the Director of Human Resources & Administration. Performs duties independently, consulting with the Directors only on matters of an unusual nature.

### Supervision Given



# The University of British Columbia

## Staff Job Postings

---

Manages two CUPE 2950 finance clerks and may supervise temporary staff or workstudy students if needed. When required, provides guidance and training in financial systems, internal controls and administrative processes to financial staff in the Faculty.

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

Works autonomously with attention to timelines, details and a high level of accuracy. Exercises judgment and initiative in examining and analyzing accounts and financial statements, based upon a clear understanding of financial policies, procedures and guidelines. Errors in judgment may impact the short long term financial and operational activities of the Faculty such as a decrease in quality and effectiveness of the services provided and affect the integrity and reputation of the Faculty and the University. Incorrect application of policy could result in potential loss in research funding. Failure to prepare timely and accurate budget reports would make it impossible for the Director to support the Dean in representing the Faculty accurately to the University and would interfere in decision-making and budgetary allocations.

### **Qualifications**

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). UBC FMS financial certification will be required. Minimum of five years experience or the equivalent combination of education and experience. Experience in post-secondary education or healthcare sectors preferred. Experience in fund accounting, financial control and policy interpretation. Experience in working with people at senior levels and other professionals and with large enterprise systems. Ability to work effectively independently and in a team environment. Ability to effectively use of MS Office with a focus on spreadsheets and databases at an advanced level. (e.g., MS Excel, Outlook & Internet). Computer experience required (e.g. FMS, nVision, PS Query, P-Card, PeopleSoft budgeting, Position Management and Hyperion Oracle). Ability to maintain accuracy and attention to detail. Ability to adapt to changing priorities, work under pressure and meet deadlines. Effective oral and written communication, conflict resolution, problem-solving and organizational skills. Ability to develop and maintain cooperative and productive working relationships. Effectively interacting with people at senior levels, professionals and administrative personnel. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Ability to identify, obtain, and effectively manage and analyze organizational resources (e.g., people, materials, assets, budgets).

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:** 18190  
**Location:** Robson Square  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level A      **Business Title:** Client Services Manager, Executive Education  
**Department:** Sauder - Executive Education  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-15      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-05-07      **Available Openings:** 1

### Job Summary

The Client Services Manager (CSM), Executive Education is directly responsible for overseeing the overall client experience and customer service function within the EE business unit at the Sauder School of Business. This position manages the Program Coordination Team of the Executive Education unit, the Program Advisor, the EMBA Coordinator and the Office Coordinator Front Counter and Admin Assistant positions. The CSM is responsible for the workflow management within the Program Coordination area and all aspects of process efficiency and production management.

This position manages the overall facilities contract with Robson Square, and coordinates and manages various suppliers and contracts which support the short and long EE programs.

The CSM oversees the overall client experience as it pertains to the student experience on-site at an EE course offering and manages the client experience as it pertains to the delivery of open and customized executive programs at multiple sites, including UBC Robson, UBC Point Grey and Whistler.

### Organizational Status

The CSM reports to the Director of Program Management and works closely with the Director of Marketing and Business Development, and the Program Director for the Executive MBA Program.

This position interacts frequently with faculty and instructors in the various programs, a variety of Sauder departments and staff, EE students and potential students, as well as facilities staff at the Point Grey and Robson campuses and external suppliers for Executive Education.

### Work Performed

The CSM plans and manages the logistics of customized and open executive programs at multiple seminar sites for domestic and international clients and ensures appropriate service levels are maintained and continuously improved.

The CSM has overall managerial responsibility for all aspects of the Program Coordination function within Executive Education from start to finish. The position is responsible for hiring, disciplining, training, evaluating and terminating staff.

The CSM is involved in strategic planning for the business unit as part of the management team and is responsible for the tactical and strategic human resource plan as it relates to supporting new programs and growth in overall revenue. The CSM is responsible for setting and managing all administrative policies and those related to customer response, registration and course payment.

The CSM is responsible for all aspects of performance management on the Program Coordination Team and is expected to have direct impact and control on Team Structure and customer service strategy for Exec Ed as a whole.



The CSM manages the program co-ordination budgets for all open enrollment and custom programs, including all overtime expenditures. The CSM manages the operational relationship with UBC Robson Square ensuring the overall maximization of classroom rentals, classroom set-up, and catering as well as ensuring the audio-visual service through Learning Technology Services is at the expected service levels.

The CSM manages third party contractor relationships with hotels ensuring contract terms, quality, and performance are as agreed.

The CSM also manages instructor fee schedules and contracts and ensures adherence to UBC procurement guidelines.

The CSM on occasion will be required to work outside of the regular office environment at Robson Square to oversee events at Point Grey or various other lower mainland locations. Some evening and weekends required.

### **Supervision Received**

This position reports to the Director, Program Management and is expected to work autonomously, with minimal direction.

Performance is reviewed in terms of key performance indicators and strategic business objectives, including financial performance of the business unit.

### **Supervision Given**

Manages staff and is responsible for hiring discipline, evaluation and termination. Manages the Program Coordination Team, Program Advisor and all customer service and administrative positions within the business unit.

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

This position plays an important role in the management of the Executive Education business unit for the business school and has a direct impact on its quality and overall customer and student experience.

This position has direct influence on overall customer satisfaction and as such, significant impact on repeat business and overall revenue.

Decision-making requires the application of established methods and procedures and is based on thorough knowledge of the policies and procedures of the University and the Sauder School of Business.

The incumbent exercises considerable judgement and must demonstrate tact and discretion.

Consequence of error is high and incorrect actions or decisions may damage the client experience and the reputation of the business unit, while having direct consequence to revenue.

Poor decisions on service delivery could adversely impact the profitability of the Executive Education Group.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Event Management and Customer Service experience essential, especially with corporate clientele. Management or supervisory experience in customer facing environment is mandatory.

Excellent oral and written communication skills are essential as well as strong interpersonal skills. Of core importance are proven people or relationship management skills with a strong customer service orientation and skill-set.

In addition, the following skills and abilities are required:

Demonstrated ability to multitask or coordinate numerous projects simultaneously while operating in a demanding client-focused environment.

Proven collaborative skills and ability to work with diverse constituencies (students, staff, faculty, business community).

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:** 18130  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Administration  
**Classification Title:** Administration, Level G3 **Business Title:** Executive Director, Operational Strategies  
**Department:** Fac Med Financial Services  
**Salary:** \$117,575.00 - \$146,970.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-02 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-18 **Available Openings:** 1

### Job Summary

As a member of the Dean's Executive Team, the Executive Director, Operational Strategies provides strategic leadership, vision and direction in the areas of finance, administration, IT, and facilities development and utilization of the Faculty. This includes recommending policies, implementing change and working with the Dean and other members of the Executive, to ensure the necessary resources are allocated to support planning, funding, and implementation of appropriate systems and processes required by the Faculty to fulfill its academic mandate. The role provides direction in the allocation of resources to Faculty operations, aligned with the Strategic Directions document guiding the Faculty. This position is expected to cultivate and foster strategic relationships with key individuals and stakeholders, throughout the Faculty, UBC, partner Universities, provincial Health Authorities and other relevant institutions, funding agencies and various ministries within the provincial and federal governments, to achieve improved collaboration and a more coordinated approach.

The Faculty's financial clusters report jointly to this role and the UBC Comptroller through the Senior Director, Finance. This role is integral to ensuring effective financial services are being provided to the Faculty of Medicine (FoM) units while maintaining the ongoing focus on the academic mission and the unique relationships the Faculty has with our health authority partners and government.

### Organizational Status

The largest of the 12 faculties at the University, the Faculty of Medicine is composed of 19 academic basic science and or clinical departments, 2 schools and a number of research centres and institutes. The Faculty has approximately 1800 administrative and research support staff and managers, over 700 full-time Faculty, and over 5000 clinical faculty. Together with its partners including BC's six Health Authorities and their affiliated teaching hospitals, the Faculty provides innovative programs in the areas of health and life sciences through a province-wide delivery model with learners, faculty and staff located throughout British Columbia.

Reports to the Dean, Faculty of Medicine. Works closely with and collaborates all other members of the Dean's Executive and their leadership teams and with Department Heads, School Directors and Senior Administration.

### Work Performed

Strategic Leadership





# The University of British Columbia

## Staff Job Postings

---

Provide leadership in the development and implementation of resource allocation plans, strategic business and operational plans, new initiatives, and policies, procedures and processes across the Faculty that reflect the strategic plan and mission of the Faculty.

- Provide leadership, support and direction to administrative leaders in all units of the Faculty to ensure an effective and efficient allocation and use of resources to support the administrative activities and infrastructure required to achieve the mandate and strategic priorities of the Faculty.

- Lead the development of Faculty wide and Dean's Office unit specific strategic plans, policies, and continuous improvement recommendations related to financial affairs, administration, IT, and facilities development and utilization. Coordinate the priorities of the areas to best achieve the operational strategies of the Faculty.

- Build strong and effective working relationships with University administration, all levels of government, government agencies, health authorities, provincial and national groups in the health professions and associated agencies.

- Oversee development and production of all relevant business operational data, projections, and forecasts that are required to support FoM's strategic planning process.

Work with the Office of the UBC Vice President, Finance, Resources and Operations to ensure the Faculty's strategic priorities and processes align with UBC. Represents the Faculty's interests in negotiations concerning financial management and resources allocations.

### Financial Affairs

Ensure the overall effective stewardship of the financial resources of the Faculty and alignment of those resources with the academic mission.

- Frame discussions on Faculty-wide strategic budget allocation processes and decisions to ensure best outcomes are achieved. Engage Senior Leadership in budgetary discussions throughout the Faculty to ensure key concerns are addressed.

- Facilitates the creation and implementation of a sustainable budget framework for the Faculty and each of its units.

- Work with the Dean and other members of the Executive to establish the necessary relationships with key stakeholders to secure adequate funding for the Faculty.

- Work with government agencies to ensure funding requirements are met and ensure systems are developed to support reporting requirements and accounting structure needs.

- Ensure that provincial legislation and regulations relating to financial issues and University Hospital Health Authority Faculty and external agency or government financial policies and procedures are respected.

- Directs the development of proposals related to budgetary controls, restructuring and or consolidation of functions to support decision making related to budget constraints.

- Provides oversight to the continuous development of Faculty processes for the production of financial projections, forecasts, policies, and systems for developing budget, statistical, variance, and financial reports, as required.

- Based on high level strategies, forecast and identify major financial project needs, direct the identification and analysis of options, and recommend courses of action.

- Direct the development of budgets, funding allocation options, and other financial plans and projections for consideration by the FoM Finance Committee, the Distributed Project Planning Committee (DPPC), and others as required.

- Ensure a strong partnership with the Comptroller, Finance Leadership Office and the Department of Financial Services.

### Administration

Provide leadership, direction and oversight of key administrative policies and procedures.

- Oversee the development, implementation, monitoring, and continuous improvement of administrative policies of the Faculty. Ensures appropriate consultative processes to achieve buy-in from key stakeholders on new initiatives.

- Ensure that all Faculty and University administrative systems are in place and are operating effectively and efficiently to meet the Faculty's goals and objectives.

- Provide strategic counsel and advice to the Dean, Department Heads, and Administrators on major administrative issues, including interpretation of key documents and review of major contracts and agreements.



# The University of British Columbia

## Staff Job Postings

---

- Work collaboratively with Executive Director, Faculty Affairs to ensure that the organizational structure, appropriate staff, and necessary resources are in place, and that administrative staff are given the continuing direction, guidance, and development to contribute effectively to the Faculty's strategic objectives and desired outcomes.
- Responsible for guiding the development of recommendations and successfully implementing changes in the Faculty's administrative and business processes.
- Negotiate and monitor affiliation agreements with academic institutions and health authorities, in concert with Executive Associate Dean, Clinical.
- Negotiate and authorize agreements with service providers on behalf of the Faculty in key areas of responsibility.
- Lead major administrative development projects, as appropriate.
- Work collaboratively with Director, Academic Portfolio Initiatives in the VP Academic and Provost Office.

### Information Technology

In collaboration with the Chief Information Officer, UBC IT, set overall strategic direction and provide coordinated leadership in the development, implementation, and management of information systems and educational technology.

- Ensure all Faculty and University administrative systems are in place and operating effectively and efficiently to meet the Faculty's goals and objectives and support departments in carrying out the academic mission of the Faculty.
- Facilitate the creation and implementation of information technology strategies for improved academic and administrative delivery in concert with Faculty executive, government ministries, university administration, health authorities, and individual hospitals and other clinical sites.
- Facilitate processes for ensuring stakeholder input in the development and implementation IT plans and related endorsement of decisions.
- Provide leadership and oversight on major IT projects.
- Provide leadership on various internal and external committees (Faculty, universities, and health authorities) charged with the development of IT solutions for building academic and administrative capacity, ensuring the Faculty's needs are understood.

### Facility Development & Utilization

Provide overall leadership and guidance in the development and utilization of physical space to enable effective research, education, and administration.

- Facilitate the creation and implementation of strategies for academic space development, acquisition, funding, and administration in concert with Faculty executive, government ministries, University administration, health authorities, and individual hospitals and other clinical sites across the Province.
- Oversee implementation of processes for determining academic space acquisition and utilization plans and related endorsement of decisions.
- Provide strategic leadership on major facility development projects.
  - Advise Ministry of Health, health authorities, and UBC administration of recommended construction projects.
  - Negotiate, maintain, and update health authorities' memoranda regarding academic space with affiliated institutions in concert with the Exec. Assoc. Dean, Clinical Affairs.
  - Maintains effective partnership with UBC Building Operations Facility Management, health authority and off site Facility Management Teams and Facility Management Teams for partner University sites.

Other  
Committees (Member)

### Supervision Received

The Executive Director, Operational Strategies works independently and with delegated authority under broad directives from the Dean as his/her representative.



### **Supervision Given**

- Director, Space Planning and Facilities Management
- Director, IT Operations
- Director, Technology Enabled Learning
- Senior Director, Finance
- Executive Assistant

-Sets broad direction and has indirect management responsibility for departmental senior administrative staff.

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

As a key player in the Faculty's strategic and leadership team and operating with a high degree of independence and responsibility, the Executive Director, Operational Strategies must exercise superior judgment at all times. Errors could result in significant concerns regarding the liability, credibility and integrity of the Faculty and University and partners including, health authorities, government ministries and hospitals. These relationships are key to the success of the Faculty and the incumbent must understand the collaborative nature of these relationships and their importance in our ability to help navigate and manage effectively in an extraordinarily complex environment. Given the extremely sensitive nature of many of the areas of activity, even small errors in judgement or inadvertent omission have the potential to cause great harm. The incumbent must work independently and largely outside of defined terms of reference and draw from knowledge of University and Faculty of Medicine policies and practices in recommending courses of action.

### **Qualifications**

Masters degree in a relevant discipline. . Minimum of ten years experience with more than five years in a related senior financial role or the equivalent combination of education and experience.

Experience in a university environment and or public sector. Knowledge of the governance, systems and decision making processes at the University is an asset. Ability to develop and implement strategic business plans. Demonstrated ability to manage teams of people and deliver results. Ability to establish and build effective, collaborative, trusting working relationships and establish credibility and influence with senior leadership within various organizations. Ability to contribute strategically, creatively, resourcefully and effectively within a strong leadership team. Demonstrated ability to relate to a diverse group of individuals and positions and to facilitate group consensus. Effective negotiation, conflict resolution and mediation skills. Exercises judgment when taking risks. Ability to draw on a breadth of business knowledge and depth of expertise as required to understand implications of various initiatives. Ability to lead change by creating a vision and taking appropriate action to ensure acceptance and support. Capacity to see beyond the immediate problem when directing multiple strategic initiatives. Ability to "read" situations and lead by influence. Ability to balance detail analytical skills with the need for strategic philosophical direction. Demonstrated success in analyzing and effectively resolving issues outside of existing procedures. Effective self-manager; ability to plan and organize a heavy and diverse workload. Solid judgment, particularly when dealing with confidential and sensitive information. Extensive skill set and understanding of multiple business models and budgeting processes is required. Ability to interpret financial data at a high level and to present findings developed from a compilation of complex and possibly disparate financial data is desired. Knowledge in financial and records management systems and in spreadsheet analysis methods. Excellent oral and written communication and presentation 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 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:** 18223  
**Location:** Robson Square  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level A      **Business Title:** Online Learning Systems Specialist  
**Department:** Continuing Studies - Domestic  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-16  
**Job End Date:** 2015-06-15      **Possibility of Extension:** Yes  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-06-03      **Available Openings:** 1

### Job Summary

The Online Learning Systems Specialist is responsible for the management, administration, and support of online learning systems as a component of one or more Certificate Programs and related educational offerings within UBC Continuing Studies Technology, Media and Professional Programs, a cost-recovery operation.

### Organizational Status

Reports directly to the Program Manager and indirectly to the Associate Director and Managing Director of the Division. Expected to work cooperatively with other Online Learning Systems Specialists, Instructional Designers, other clerical and management staff across UBC Continuing Studies, contractors, and consultants. Expected to demonstrate initiative and creativity in achieving set goals. Work will be reviewed in terms of completeness, accuracy, and timeliness.

### Work Performed

**Support and Maintenance:** Provides leadership and knowledge to clients, service contractors, instructors, divisional staff, and contractors in regard to online learning technologies. Responsible for building, uploading, editing, modifying, and maintaining online courses using current learning technologies and other technologies as required. Modifies course content based on revision documentation and direction provided by instructors, divisional management, or clients. Manages regular system of course archiving. Determines file structure for all online content. Provides professional and technical support pertaining to online learning technologies.

**Research and Reports:** Researches and evaluates different or new online learning technologies and provides recommendations and reports to senior management. Prepares documentation and manuals for online learning projects using standard programming development techniques such as flow-charting, remarks, etc.

**Communication:** Provides consultation and develops creative solutions for and between online learning clients, divisional staff, and instructors. Provides online learning notification postings and or emails of upcoming work, modifications, or outages.

**Policies and Procedures:** Creates time-lines and procedures to manage contracted technical support for online learning systems. Develops policies for use and management of online learning technologies. Provides quality assurance testing.



Training and Presentations: Works with instructors and contractors to produce online content. Develops and conducts training sessions and workshops for use of online learning technologies along with documentation and training manuals.

May share an office or occupy single person workstation. Must be able to handle interruptions and plan changes, and readjust priorities accordingly. Generally expected to work Monday-Friday, and to work flexible hours as program or project related events occur during evenings and on weekends.

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

### **Supervision Received**

Receives direct supervision from the Program Manager or designate. Will ultimately report to the Associate Director and Managing Director of the Division.

### **Supervision Given**

May provide supervision and guidance to support staff.

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

Incorrect or poor decisions will have a significant impact on the Division's ability to provide successful educational programs. Poor judgments could result in legal liability of the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. (i.e., Computer Science, Commerce or Business Administration). Minimum of one (1) year of related experience, preferably in an online learning environment, with experience in adult learning an asset. Proficiency with web design tools such as HTML, HTML5, Dreamweaver, Flash, and Photoshop. Minimum of one year experience or the equivalent combination of education and experience. Working knowledge of relational database structures, SQL, Apache, PHP and Linux. Knowledge of effective instructional design and learning technologies is preferred. Effective oral and written communication, interpersonal and organizational skills. Ability to provide supportive leadership and be a team player. Experience in a cost-recovery environment an asset. Ability to exhibit tact and diplomacy. Ability to work evenings and weekends as required.

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:** 18229  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level B **Business Title:** Programmer Analyst I  
**Department:** Center for Teachng,Learnng&Tech  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-19 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-09 **Available Openings:** 1

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

**Job Summary**

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

**Organizational Status**

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

Reports to Manager, Application Development & Web Strategy

Works with other Web team members and with Senior Programmer Analysts

**Work Performed**

Specific Duties:

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

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

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

Provides technical advice on system applications; advices programmers developing faculty and or department specific modules; ensures any unit specific modules are repurposed for use in the UBC community. Advises through face-to-face interaction, phone and email ticketing system

Core Duties:

Programs small discrete software application modules.



# The University of British Columbia

## Staff Job Postings

---

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

Prepares programming documentation for assigned programs.

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

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

Participates in project planning and implementation.

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

Performs other related duties as required.

### **Supervision Received**

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

### **Supervision Given**

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

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

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

### **Qualifications**

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

- Experience:

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

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

- Ability to deliver conceptual design

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

- Web specific graphic design experience

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

- Knowledge of Photoshop, Illustrator and Dreamweaver

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

- Expertise in plugin and themes development for WordPress and MediaWiki

¿ Good troubleshooting skills related to Internet browser issues essential.

¿ Strong word processing skills.

¿ Adept with E-mail and online discussion software.

- Soft Skills:

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

¿ High degree of accuracy and attention to detail.

¿ Good organizational and time management skills.

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



# The University of British Columbia

## Staff Job Postings

---

- ¿ Ability to work under pressure and handle multiple projects at a time while meeting deadlines.
- ¿ Understands and relates to the academic University environment.
- ¿ Demonstrated service orientation.

### Required skills:

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

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

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

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

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

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

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

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

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:** 18231  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level B      **Business Title:** Digital Projects Interaction Designer  
**Department:** Library - Info Sys & Tech Div  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-08-01  
**Job End Date:** 2014-12-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-09      **Available Openings:** 1

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

#### Job Summary

The Interaction Designer is responsible for the user interface design of web sites in support of several externally funded projects, including the BC Bibliography extension project, the BC Historical Newspapers extension project, the Chung Canadian Pacific project, and the West Beyond the West portal. In addition, the incumbent will consider design improvements for the ContentDM Digital Library Collections interface. This position is required to identify application objectives to be met by the end of the term (including designs, wireframes, and other documentation for the above mentioned projects), advocate user needs and provide design solutions that ensure a usable and consistent user experience in these contexts and aligned to design directions of the UBC Library.

#### Organizational Status

The Interaction Designer reports to the Systems Librarian (Applications and Interfaces) and works collaboratively with other Library staff to advise and perform interface design. In addition, this position works with end users through user research activities, project stakeholders through consultations and Library staff as a liaison for design developments and research.

#### Work Performed

- 1) Lead in the creation of intuitive design solutions of applications by:
  - i) Identifying application objectives through consultation, user needs analysis and or analysis of existing interfaces.
  - ii) Performing design research to gather data about functional specifications and design requirements.
  - iii) Analyzing research data to establish information architecture, user flows, navigation structures and interface design.
  - iv) Creating data-driven mock-ups, prototypes and or interactive designs for demonstration and initial testing.
  - v) Developing the application using the appropriate front-end technologies and or working with LSIT and other Library staff to implement the design.



vi) Evaluating the effectiveness of the design's ability to meet objectives through user testing, performance evaluation and traffic analysis and refine design as appropriate.

2) Establish and maintain project related user interface guidelines to improve and promote effective user experiences. With project and Library Digital Collections in mind, create a systematic process for achieving consistent styles, conventions, and user interface components.

3) Keep abreast of current developments in the web development field and share it within LSIT as well as Library staff as it pertains to the improvement of the overall user experience design at UBC Library.

4) Perform other related duties.

### **Supervision Received**

This position reports to Systems Librarian (Interfaces). Work is given in terms of project plan and is assessed through regular meetings and discussions.

### **Supervision Given**

This position is not required to supervise. This position may be required to explain work processes and provide functional supervision to new or inexperienced staff including co-op students.

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

Inability to deliver effective and intuitive designs will directly result in a poor user experience and will negatively affect the credibility and reliability of UBC Library Digital Collections. The increased frustration from end users may result in increased complaints and a general decrease in trust, satisfaction, commitment and loyalty from the UBC and broader research community. Inability to establish a systematic, scalable and consistent interface guideline will decrease the effectiveness of the Library's applications, increase the delivery times of new projects and upgrades, increase the amount of maintenance required for existing systems, and create inefficient use of human and financial resources.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Undergraduate degree and or equivalent training in a relevant discipline. Minimum of 2 years of related Human-Computer Interaction, Information Architecture, User Experience Design, Interaction Design, Visual Design and or equivalent education and experience is required. Familiarity or work experience in academic libraries or related environments is an asset. Experience in working with high volume traffic sites is an asset. Excellent user interface and visual design skills and demonstrated proficiency in related languages (HTML, PHP, CSS, JavaScript) and software (e.g. Photoshop, Illustrator, Dreamweaver) Exceptional understanding of fundamental web design disciplines (typography, layout, navigation and information architecture) and principles (progressive enhancement, separation of content and presentation, consistency, etc.) and how they relate to user experience design. Proficiency in interpreting usability data, common site metrics and statistical analysis skills. Ability to learn and adapt quickly to emerging web development concepts, technologies and platforms. Excellent communication, organization and collaboration skills. Advanced problem solving and analytical 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 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:** 17647 (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 Specialist  
**Department:** UBC IT - IT Application Devlp  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-12  
**Job End Date:** 2015-08-31  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-06      **Available Openings:** 1

### Job Summary

The Change Management Specialist is responsible for interface between people and technologies. Focusing primarily on increasing and enabling the adoption of new processes and technologies by taking a structure change management approach including communication and training plans introduced by assigned project(s) within the Administrative Systems Program (ASP).

The Change Management specialist will create and implement a change management plan which maximizes adoption through employee engagement and minimizes risk. The plan will incorporate comprehensive communication plans and a training curriculum that supports process and technology implementation and incorporates tactics to drive faster adoption, greater utilization and higher proficiency. The Change Management Specialist will create and manage target measures to ensure new processes and technologies meet desired adoption, utilization and proficiency goals.

### Organizational Status

The Change Management Specialist reports to the Program Manager, Administrative Systems in UBC IT.

- Strategic direction is provided by the Program Manager in UBC IT; day-to-day direction is given by a Project Manager on assigned projects.
- Works daily with a project team typically made up of a project manager, business analyst(s), 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

- Apply a structured change management approach and methodology for the adoption of new processes and technologies focusing on the interaction between people and technology.
- Create and manage measurement systems to track adoption, utilization and proficiency of individual changes.
- Develop a change management plan based on a situational awareness of the details of the change and the groups being impacted by the change.
- Identify potential adoption risks, and develop specific plans to mitigate or address the concerns.
- Conduct readiness assessments, evaluate results and present findings in a logical and easy-to-understand manner.
- Develop a set of actionable and targeted change management tactics - including communication methods, process training



curriculum and recommendations for increasing or accelerating adoption.

- Execute on the communication plans and support the execution of coaching, training and process adoption plans by employee-facing managers.
- Identify any issues or concerns relating to adoption of new technologies and work with stakeholders to develop and implement corrective actions.
- Create and enable reinforcement mechanisms and celebrations of success.
- Work with project teams to integrate change management activities into the overall project plan.
- Work with operational managers, HR and union specialists to formulate plans and activities to support project implementation.
- Liaise with Director, People Leadership and Change Management to ensure alignment with overall UBC-IT change activities.
- Work with other PMO staff on establishing guidelines and templates on change management activities
- Liaise with other projects to share learnings and knowledge on change management and the adoption of processes and technologies as required.
- Additional responsibilities on a project may include project coordination, requirements analysis, business process mapping, training, writing and or editing public content.

### **Supervision Received**

Works under the general direction of the Program Manager, Administrative Systemsr at UBC IT and daily direction of a Project Manager on assigned projects. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

### **Supervision Given**

In general, provides mentoring and coaching to managers on how to manage change, as well as provides leadership and education to other staff in the Project Management Office on demonstrated areas of expertise. May supervise, advise, mentor or coach on change-related work of other 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 Change Management Specialist will have a direct impact on how efficiently and effectively new systems and processes are adopted by the user community. 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.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Experience and knowledge of change management principles and methodologies. Previous change management experience is a required. A solid understanding of how people go through a change and the change process. Experience with large-scale organizational change effort. Experience with IT Service Management, ITIL principles an asset. Training and experience in PROSCII or equivalent change management methodology framework. Able to work effectively at all levels in an organization. Must be a team player and able to work with and through others. Ability to influence others and move toward a common vision or goal. 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. 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. Investigates defined issues with uncertain cause. Solicits input in gathering data that help identify and differentiate the symptoms and root causes of defined problems. Suggests alternative approaches that meet the needs of the organization, the situation, and those involved. Resolves problems and escalates issues with suggestions for further investigation and options for



# The University of British Columbia

## Staff Job Postings

---

consideration as required. Participates in change initiatives by implementing new directions and providing appropriate information and feedback. Offers ideas for improving work and team processes. Experiments with new approaches and improves productivity through trial and error. 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. Collates and reports information. Identifies trends and exceptions. Investigates to define problems more accurately. Sorts information in order of importance. Identifies relationships and linkages between components. Identifies variable potential causes and effects. Solicits guidance to define criteria and assign values of importance and urgency. Escalates issues of an exceptional nature.

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:** 18219  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level C **Business Title:** IT Security and Incident Management Analyst  
**Department:** UBC IT - Identity & Access Mgm  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-30 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-15 **Available Openings:** 1

### Job Summary

The IT Security and Incident Management Analyst develops, implements and manages user account and access administration processes in accordance with information Security regulations, policies and service management best practices. The incumbent acts as a Subject Matter Expert to UBC IT, coordinates operational activities, and provides senior user account and access management support and consultation . Acts as Tier 2 and responds to escalations, inquiries, or investigations for supported systems and services.

### Organizational Status

Reports to the Senior Manager, UBC IT Identity Access Management. Works with operational and technical teams in UBC IT to provide access and identity management leadership in the areas of Access and Identity Management processes policies, and guidelines. Acts as a resource to the university in matters concerning UBC policies and procedures related to identity, security, access, and privacy.Works with the Information Security Office to ensure security related policies and procedures are implemented and followed appropriately.

May work with internal and external authorities and policing agencies in the investigation of security-related breaches or possible violations of UBC policy or government laws in the areas of privacy, security, theft, and other relevant areas.

### Work Performed

#### Specific Duties:

- Manages & monitors access and identity processes, systems, and issues to ensure UBC IT is in compliance with information security regulations, university policy, and service management best practices.
- Coordinates internal security scanning activities for all UBC IT systems, generates reports, analyzes and adds context to data, makes recommendations for remediation activities and follows up with various teams on outstanding remediation activities
- Engages UBC Penetration Testing vendor as needed to "validate" vulnerabilities and works with CSM to communicate out to respective faculties units.
- Interfaces with operating staff and client departments to ensure user security awareness.
- Coordinates responses to breaches or violations of secure access and privacy policy or regulation.
- Acts as Tier 2 support for escalated incidents, inquiries, investigations, or requests.
- Track Incidents and Report via Dashboard.
- Effectively resolves or escalates incidents and problems within defined Service Level Agreement.



# The University of British Columbia

## Staff Job Postings

---

- Provides access and security support for services that are highly complex and span a variety of technologies
- Creates and maintains necessary documentation of security systems and or processes.
- Communicates security procedures and best practices to end users and other support organizations
- Participates in internal and external IT audit and IT controls review and or engagements
- Updates ID Provisioning team on policy updates and confirm they have updated proper process and audit documentation.

### Core Duties:

- Consults with technical analysts, project personnel, support analysts, and user groups to ensure the ability of software, hardware, information systems and processes have the ability to comply with regulatory governance with respect to privacy, security and access.
- Makes recommendations on the use of the appropriate technology services and products with respect to issues of secure privacy and access.
- Researches emerging technologies and best practices and their potential impact on the enterprise in the area of secure privacy and access.
- Collects, compiles and analyses case documentation pertaining to complaints and allegations of inappropriate use of UBC information technology.
- Interprets UBC policy and evaluates and assesses appropriate courses of action to follow for complaints, allegations of inappropriate use and or investigations.
- Provides security awareness, security policy interpretation, security alerts, and breaches.
- Provides technical support and troubleshooting in the use of information technology products and services.
- Installs and maintains servers, networks, and related software and hardware.
- Creates and maintains documentation in accordance with prescribed standards.
- Contributes to the 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 independently under administrative direction. Cases of a significant nature or which have legal or public relations consequences may be referred to the Sr Manager for Identity and Access Management or Information Security Management for review and or resolution.

### Supervision Given

May supervise less experienced staff.

### Consequence of Error/Judgement

Errors in judgment, poor decisions or recommendations could lead to staff students faculty undergoing unnecessary investigation and or disciplinary action and improper handling of secure UBC data, resulting in UBC's reputation or legal status being compromised.

The incumbent will have access to highly sensitive information at all levels of executive, management and decision-making within UBC as well as information that may be of a personal or volatile nature. A high degree of maturity and sensitivity is required.

### Qualifications

Undergraduate degree in a relevant discipline. Undergraduate degree in Computer Science or System Administration preferred. Already have or willing to attain professional certification in a Security Discipline and keep current (ie CISA, CISM, CISSP.) Minimum of three years experience or the equivalent combination of education and experience. Experience in security administration and investigation.



# The University of British Columbia

## Staff Job Postings

---

Experience in analysis of computer systems logs and data sources.

Demonstrated ability to deal with potentially volatile and sensitive situations in proactive, calm, professional manner.

Ability to exercise tact, discretion, and diplomacy.

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

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

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

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

Analytical Thinking - Determines criteria for assessing issues and opportunities. Establishes clear goals and priorities needed to assess performance. Identifies relationships and linkages between different information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Establishes clear goals and priorities. Anticipates potential problems and develops solutions needed to resolve them. Systemically analyzes relationships between apparently independent problems and issues. Reviews and cross-reviews reports. Identifies trends as well as isolated events. Translates analytical reports into management presentations, and provides guidance to resolve issues. Anticipates the possible outcome of potential solutions. Identifies areas of significant concern or opportunity. Probes and initiates research to identify critical problems.

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

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:** 17648 (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 Specialist  
**Department:** UBC IT - IT Application Devlp  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-02-12  
**Job End Date:** 2015-08-31      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-06      **Available Openings:** 1

### Job Summary

The Change Management Specialist is responsible for interface between people and technologies. Focusing primarily on increasing and enabling the adoption of new processes and technologies by taking a structure change management approach including communication and training plans introduced by assigned project(s) within the Administrative Systems Program (ASP).

The Change Management specialist will create and implement a change management plan which maximizes adoption through employee engagement and minimizes risk. The plan will incorporate comprehensive communication plans and a training curriculum that supports process and technology implementation and incorporates tactics to drive faster adoption, greater utilization and higher proficiency. The Change Management Specialist will create and manage target measures to ensure new processes and technologies meet desired adoption, utilization and proficiency goals.

### Organizational Status

- The Change Management Specialist reports to the Program Manager, Administrative Systems in UBC IT.
- Strategic direction is provided by the Program Manager in UBC IT; day-to-day direction is given by a Project Manager on assigned projects.
  - Works daily with a project team typically made up of a project manager, business analyst(s), 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

- Apply a structured change management approach and methodology for the adoption of new processes and technologies focusing on the interaction between people and technology.
- Create and manage measurement systems to track adoption, utilization and proficiency of individual changes.
- Develop a change management plan based on a situational awareness of the details of the change and the groups being impacted by the change.
- Identify potential adoption risks, and develop specific plans to mitigate or address the concerns.
- Conduct readiness assessments, evaluate results and present findings in a logical and easy-to-understand manner.
- Develop a set of actionable and targeted change management tactics - including communication methods, process training



curriculum and recommendations for increasing or accelerating adoption.

- Execute on the communication plans and support the execution of coaching, training and process adoption plans by employee-facing managers.
- Identify any issues or concerns relating to adoption of new technologies and work with stakeholders to develop and implement corrective actions.
- Create and enable reinforcement mechanisms and celebrations of success.
- Work with project teams to integrate change management activities into the overall project plan.
- Work with operational managers, HR and union specialists to formulate plans and activities to support project implementation.
- Liaise with Director, People Leadership and Change Management to ensure alignment with overall UBC-IT change activities.
- Work with other PMO staff on establishing guidelines and templates on change management activities
- Liaise with other projects to share learnings and knowledge on change management and the adoption of processes and technologies as required.
- Additional responsibilities on a project may include project coordination, requirements analysis, business process mapping, training, writing and or editing public content.

### **Supervision Received**

Works under the general direction of the Program Manager, Administrative Systemsr at UBC IT and daily direction of a Project Manager on assigned projects. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

### **Supervision Given**

In general, provides mentoring and coaching to managers on how to manage change, as well as provides leadership and education to other staff in the Project Management Office on demonstrated areas of expertise. May supervise, advise, mentor or coach on change-related work of other 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 Change Management Specialist will have a direct impact on how efficiently and effectively new systems and processes are adopted by the user community. 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.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Experience and knowledge of change management principles and methodologies. Previous change management experience is a required. A solid understanding of how people go through a change and the change process. Experience with large-scale organizational change effort. Experience with IT Service Management, ITIL principles an asset. Training and experience in PROSCII or equivalent change management methodology framework. Able to work effectively at all levels in an organization. Must be a team player and able to work with and through others. Ability to influence others and move toward a common vision or goal. 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. 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. Investigates defined issues with uncertain cause. Solicits input in gathering data that help identify and differentiate the symptoms and root causes of defined problems. Suggests alternative approaches that meet the needs of the organization, the situation, and those involved. Resolves problems and escalates issues with suggestions for further investigation and options for



# The University of British Columbia

## Staff Job Postings

---

consideration as required. Participates in change initiatives by implementing new directions and providing appropriate information and feedback. Offers ideas for improving work and team processes. Experiments with new approaches and improves productivity through trial and error. 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. Collates and reports information. Identifies trends and exceptions. Investigates to define problems more accurately. Sorts information in order of importance. Identifies relationships and linkages between components. Identifies variable potential causes and effects. Solicits guidance to define criteria and assign values of importance and urgency. Escalates issues of an exceptional nature.

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:** 18193  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Systems & Tech  
**Classification Title:** Info.Sytems&Technlgy, Level F      **Business Title:** Director, Information Technology  
**Department:** Science, Dean's Office  
**Salary:** \$90,789.00 - \$113,487.00 (Annual)  
**Full/Part Time:** Part-Time (40%)  
**Desired Start Date:** 2014-05-15  
**Job End Date:** 2017-05-14  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-05      **Available Openings:** 1

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

#### Job Summary

This position will provide leadership, communication, and strategic planning for IT initiatives across the Faculty of Science. It will manage IT services among the Faculty of Science departments and between Science departments, UBC IT, and coordinate with other university IT groups. Lead the implementation of the recommendations of the 2013 Faculty of Science IT review and investigate, coordinate, and implement IT solutions to meet the long-term education, research, and administrative goals of the Faculty. This position is expected to work collaboratively, building strong and solid partnerships to achieve their mandate.

#### Organizational Status

The Faculty of Science is one of the largest and most complex faculties in the University, consisting of 400 faculty members, 500 staff and research personnel and more than 20 large and complex buildings. The Faculty is organized into 9 academic departments, 3 interdisciplinary academic units, more than 20 interdisciplinary research centres and institutes, and 3 public venues.

The Director, IT reports to the Dean of Science. The Director will build strong strategic relationships with the Dean's office leadership, Department Heads, and Department IT Managers, and UBC IT groups.

#### Work Performed

- Provide strategic leadership and guidance to professional IT staff engaged in the planning, implementation and management of multiple large and complex information systems to support the long term research, education, and administrative goals of the Faculty of Science.
- Implement the key recommendations as noted in the Faculty of Science IT Review Document (Dec 2013).
- Works with leadership to understand and anticipate business and IT needs for the Faculty of Science.
- Conducts and strategizes planning for IT initiatives within the Faculty of Science and with UBC IT.
- Communicate and explain the strategic importance of information technology and associated policies and procedures throughout the Faculty of Science.
- Provide strategic leadership for the Faculty of Science IT groups, including coordinated planning and oversight of implementation, establishing, implementing and chairing both an IT Planning committee and an IT Managers committee.
- Nurture the community of Science IT staff and encourage key IT staff and faculty members to work together to identify IT needs.
- Work with department IT managers to identify commonalities and improve processes to better support the embedded IT model in the



# The University of British Columbia

## Staff Job Postings

---

Faculty of Science.

- Improve communication amongst departmental IT units to facilitate solution finding and solution sharing and problem-solving between departments.
- Develop Faculty-wide best practices to support the implementation of the UBC privacy and data policies and other UBC IT policies.
- Participate on select university-level committees to gain insight into UBC administrative IT changes; participate in advisory boards, task forces and other university committees to contribute technical expertise and provide leadership to the greater university community.
- Provides advice and guidance to Department Heads and Centre Directors on IT matters including opportunities and risks.
- Help represent the Faculty of Science's IT needs in close collaboration with the Dean, the Associate Dean, Academic, the Associate Dean, Research and Graduate Studies, and the Assistant Dean, Resources and Operations.
- Review and advise on the IT impacts of Faculty-wide initiatives.
- Work with UBC IT to improve communications between the two organizations and implement a help desk service to better support the needs of Faculty of Science IT Staff.
- In conjunction with key Faculty of Science and UBC personnel, help manage change through effective communication and educational seminars.

### **Supervision Received**

Work under the general supervision of the Dean of the Faculty of Science with direction on teaching and learning provided by the Associate Dean, Academic, and direction on research provided by the Associate Dean, research and Graduate Studies. Work is reviewed in terms of long-term goals. The incumbent is expected to be versatile, innovative and creative in their approach to management while demonstrating strong decision making ability, leadership, judgment and discretion.

### **Supervision Given**

Builds partnerships, communicates, and collaborates across multiple communities to implement quality IT practices.

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

This is a key management role, requiring the incumbent to operate at policy and decision-making levels. Information technology is embedded in everything the Faculty does and the Director of IT has critical impact on the development and coordination of Faculty-wide IT initiatives and the long-term support of the academic, research and administrative environment. Failure to implement appropriate data security and privacy controls could expose the Faculty and UBC to considerable risk.

Errors by the incumbent can have serious consequences for the use of information technology in the Faculty of Science, hindering the Faculty's ability to achieve its mandates in teaching, learning and research.

Failure to anticipate change and to foster positive and sustainable responses to that change will have a significant impact on the long-range effectiveness of the Faculty and its ability to achieve established and strategic goals.

Failure to anticipate change and to foster positive and sustainable responses to that change will have a significant impact on the long-range effectiveness of the Faculty and its ability to achieve established and strategic goals.

### **Qualifications**

Post-graduate degree. Minimum of 10 years experience and 4 years managerial experience and 3 years specialized experience in the design and implementation of major computer systems or the equivalent combination of education and experience. Experience in administration and operations of information technology is an asset.

Experience managing projects that have multiple complexities which require research, writing, analysis and executive-level presentations skills. Strong implementation experience, with a track record of improving operations and organization performance by adding value to customers. Knowledge of IT governance and delivery models. Good interpersonal skills; good sense of



organization; self-managing and self-motivated; ability to develop and maintain cooperative and productive working relationships; ability to address and moderate interpersonal conflict by confronting issues and taking appropriate action; ability to effectively facilitate groups to achieve appropriate outcome. Demonstrated ability to understand future trends and technology and successfully integrate them into service direction and delivery where practical. The ability to learn new skills and rapidly adapt to new situations. Effective leadership, negotiation and team-building skills. Ability to enhance and contribute in a collegial and collaborative environment. Ability to communicate effectively in writing and verbally. Ability to listen actively and attentively, and obtain clarification as required. Ability to develop and deliver presentations. Ability to effectively manage multiple tasks and priorities.

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:** 18203  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level A                      **Business Title:** Education Coordinator  
**Department:** Populn&PublicHealth,Schoolof  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-17  
**Job End Date:** 2015-03-31                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-05-07                      **Available Openings:** 1

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

### Job Summary

In collaboration with the Associate Director of the Centre for Excellence in Indigenous Health (CFEIH), the Education Coordinator will assist in the planning, coordination and implementation of the educational objectives, programs, and related administrative functions of CFEIH. The majority of the work is with the UBC Learning Circle in the realm of videoconferencing and online learning.

### Organizational Status

The Centre for Excellence in Indigenous Health is part of the School of Population and Public Health (SPPH) in the Faculty of Medicine at the University of British Columbia.

The position of Education Coordinator reports to the Associate Director - Education of the Centre for Excellence in Indigenous Health and works in collaborative alliance with the Associate Directors (Research, Students, and Evaluation) and other members of the Centre as well as across disciplines and community-university boundaries including staff at the First Nations Health Authority. This position will also interact with faculty and staff from various units at the University including the SPPH, Faculty of Medicine, College of Health Disciplines, and the First Nations House of Learning as well as external health care professionals, Ministry of Health officials, faculty of other universities, Regional Health Authorities, First Nations Health Council, First Nations band staff, First Nations Health Centre staff, community organizations, and the general public. This position is located in downtown Vancouver at, 1190 Hornby Street.

### Work Performed

#### CURRICULUM DEVELOPMENT

UBC Learning Circle Lead (75%):

- Consult, create and maintain partnerships with First Nations communities and organizational representatives to define appropriate learning objectives and content
- work in partnership with various organizations including FNHDA, FNHA, health authorities, urban and rural partners, etc. to determine and develop community-based programming and educational workshops, seminars and sessions for First Nations communities and staff such as health directors, nurses, community health workers



# The University of British Columbia

## Staff Job Postings

---

- Aide content providers and speakers to ensure content is appropriate for audiences
- in consultation with partners and with direction from Associate Director, develop appropriate evaluation criteria and tools for the Learning Circle
- coordinate the writing of the annual report and other reports and articles as necessary
- promote the LC at appropriate venues and conferences
- oversee the creation of promotional materials, website, and newsletters
- make recommendations for LC content, speakers, and format
- make initial contact with LC speakers and communities
- coordinate the continued development and delivery of the Youth Learning Circle, ensuring that it meets the needs of youth in rural and remote communities
- oversee the smooth operation of LC sessions including ensuring that it is appropriately hosted, culturally specific and appropriate protocols are followed, speakers are welcomed, and the technology is functioning.
- host LC if necessary
- write grant and funding proposals
- manage budgets
- oversee work of the program assistant(s) charged with LC duties

### Other duties (25%)

Support the Associate Director-Education in coordinating IHHS-408 -including community engagement and development, student recruitment, and course content.

Coordinate various seminars, workshops and programs in the Centre for Excellence in Indigenous Health (speaker series, curriculum for health professionals, lectures), as necessary.

Coordinate the performance of literature reviews, as necessary

### FINANCIAL ADMINISTRATIVE RESPONSIBILITIES

Work with instructors to oversee administrative functions for IHHS 408 and responsible for the organization and coordination of small and large (500+) conferences as well as managing budgets.

Facilitate with building of partnerships relationships between First Nations House of Learning, other Indigenous focused units at UBC, and community organizations.

In consultation with Associate Director-Education, write and prepare grant proposals, ethics applications, reports, proposals, letters, newsletters, and physician papers submitted for publication or presentation at major conferences.

Maintaining appropriate communication with stakeholders.

May sit on committees representing Centre for Excellence in Indigenous Health.

Other related tasks as required.

### Supervision Received

Works independently, consulting with Associate Director-Education regarding initiatives. The incumbent is expected to take initiative, problem solve, determine course of action and follow through.

### Supervision Given

Responsible for hiring and overseeing work of the program assistant(s), study students and temporary and permanent secretarial and clerical staff, including providing ongoing performance feedback.

### Consequence of Error/Judgement

Exercises considerable judgment initiating and carrying through activities important to the functioning of the Centre for Excellence in Indigenous Health in absence of established policies, procedures and guidelines. Poor judgment or ineffective communications with community partners, such as

Indigenous peoples, could result in strained relations that compromise programs. The Associate

Director-Education or Director may need to intercede in order to resume a productive working relationship. Generally, most errors





# The University of British Columbia

## Staff Job Postings

---

can be rectified.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience in educational programming and curriculum development as well as facility with new learning technologies. Knowledge, skills, and significant experience in working with Aboriginal people and communities. Must be organized and have the ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise a high level of tact and discretion in internal and external contact work. The candidate must be self-motivated and able to work independently without supervision. Ability to effectively use the Microsoft Office Suite (e.g. Outlook, MS Word, MS Excel) at an intermediate level. Ability to supervise and motivate employees. Ability to address and moderate interpersonal conflict by confronting issues and taking appropriate action. Interpersonal skills including: the ability and interest in engaging with community members; ability to work effectively and cooperatively with a wide variety of professional and non-professional staff; comfortable contacting First Nations communities by phone and in person, and maintaining relations while respecting First Nations protocols. Excellent verbal and written communication skills which would include ability to compose correspondence and reports of a complex nature.

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:** 18163  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B                      **Business Title:** Laboratory Coordinator  
**Department:** UBCO - Schl Health&ExerciseSci  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-08-18  
**Job End Date:** 2015-05-01  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2014-05-15                      **Available Openings:** 1

### Job Summary

The person in this position is responsible for facilitating faculty teaching and student learning in exercise science laboratories and for teaching laboratory techniques.

### Organizational Status

There are no employees who report directly to this position. This individual reports to the School Director.

### Work Performed

1. Maintains a modified teaching workload associated with the undergraduate teaching laboratories.
2. Ensures optimum utilization of the laboratory facilities by:
  - Planning utilization of lab facilities and equipment for all four years of the Bachelor of Human Kinetics program, in consultation with appropriate faculty and teaching assistants.
  - Determining supplies and equipment required for implementation of scheduled labs.
  - Developing projections for the yearly equipment supply usage and incorporates this into operating and capital budget requests. Recommending the overall request for capital budget equipment to the School Director.
  - Overseeing the inventory and maintenance of lab supplies and equipment.
  - Developing cost effective ways to use and purchase laboratory equipment and supplies.
  - Ensuring access to lab rooms with due attention to security.
  - Coordinating use of labs by other "on and off-campus" groups.
3. Provides and maintains an environment that is optimal for student learning by:
  - Providing leadership role in the use of innovative methods of curriculum implementation using a variety of teaching strategies and equipment.
  - Participating in research projects related to teaching and learning of professional practice skills.
  - Ensuring the learning activities for the labs are current, relevant, and appropriate to practice learning outcomes.
  - Ensuring that required supplies and equipment are readily available and conveniently set up in advance of scheduled labs.
  - Ensuring that rooms are cleared of supplies and equipment following labs.
  - Providing appropriate opportunities (i.e. open lab sessions) and develops learning activities, including supplies and



# The University of British Columbia

## Staff Job Postings

---

equipment, for student's self-directed practice.

- Developing and updating Student Lab Manuals by working in conjunction with course instructors and utilizing student and TA feedback to enhance laboratory activities for future labs.
- Maintaining communication with the student body through updating bulletin boards, webCT, and attending applicable team meetings.

4. Provides leadership and mentorship in lab teaching pedagogy by:

- Facilitating and overseeing undergraduate research opportunities.
- Designing processes for student evaluation in lab that are aligned with material covered in lecture component e.g. formative feedback, quizzes, skill-set testing, problem solving exercises, simulation, competency tests.
- Developing performance criteria and guidelines for specific health and exercise science competencies consistent with best clinical practices.
- Attending team meetings and other appropriate committees in the School to ensure lab experiences within the program are meeting the needs of students, faculty, program, curriculum and practice.

5. Ensures optimal utilization of all laboratory equipment and resources available to students by:

- Providing instruction to students, TA's and instructors in laboratory equipment use.
- Pursuing professional development opportunities to develop scope of equipment knowledge.
- Initiating self-learning opportunities from other researchers, when appropriate.

### **Supervision Received**

Works autonomously under broad directives from the School Director. Keeps the School Director informed and up-to-date on laboratory and placement issues. Liases with Faculty and with other officials both on and off campus.

### **Supervision Given**

Provides guidance and direction to Graduate and Undergraduate Teaching Assistants.

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

Provides data and recommendations that will be relied on by the School Director. Accuracy and completeness of information will form the basis for good decisions. Poor communication, insufficient research, or inappropriate recommendations leading to inappropriate decisions on procedures, products or strategic initiatives would negatively impact the reputation of the School Director or Dean, the Faculty and the University.

### **Qualifications**

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

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



### Job Posting

**Job ID:** 18232  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B      **Business Title:** Classroom Climate & Educational Resource Developer  
**Department:** Center for Teaching, Learning & Tech  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2014-05-01  
**Job End Date:** 2015-04-30  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-09      **Available Openings:** 1

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

#### Job Summary

The Classroom Climate and Educational Resource Developer develops and implements educational resources and programs that support UBC teaching and learning community members' professional development and capacity development. Evaluates the effectiveness and impact of the resources and programs. Provides consultation services on resource and process design to students, faculty, staff and external clients. Contributes to CTLT's scholarly research and evaluation activities with consultation, the identification of resource needs, resource referral and development.

The Classroom Climate and Educational Resource Developer develops resources and programs to improve the University Community's teaching and learning practices and environments with a special focus on fostering the inclusion of diverse voices, including those that have been underrepresented and excluded, for respectful and critical dialogues. Facilitates the development of classroom climate across UBC where everyone - students and instructors alike - can fully contribute to and benefit from the teaching and learning process, including conversations on socially contentious issues. In collaboration with Aboriginal Initiatives at the Centre for Teaching, Learning and Technology (CTLT) and other groups and stakeholders on campus, the Educational Developer develops strategies for supportive classroom climate in alignment with Aboriginal Engagement and Intercultural Understanding in the UBC Plan: Place and Promise. Addresses different identities in classroom, including but not limited to race, ethnicity, ancestry, gender, sexuality, ability, class, and religion, how they shape classroom dynamics, and how the dynamics affect, positively or negatively, each person's ability to engage in the teaching and learning process.

#### Organizational Status

The Centre for Teaching, Learning and Technology works collaboratively with academic and administrative units to advance the scholarly practice of the teaching and learning community while supporting technology-enabled learning environments. CTLT develops programs, facilitates workshops, lectures, panel discussions, communities of practice and conferences aimed at professionals who are interested in further developing their teaching skills. CTLT also partners with UBC Faculties to develop and deliver distance learning courses, in both print and online formats.

The Educational Resources Developer reports directly to Strategist, Aboriginal Initiatives. This position coordinates with the other Centre staff to address teaching and learning needs of the University Community.

#### Work Performed

Resource Development



# The University of British Columbia

## Staff Job Postings

---

- Identify resource needs within the UBC teaching and learning community by considering needs expressed during consultations, usage patterns for existing resources, and current CTLT and other UBC programming and existing resources.
- Develop new resources as appropriate, including bibliographies, often in consultation and or collaboration with the Educational Resources Developer, other members of CTLT staff, and or the UBC teaching and learning community.
- Develop and design interactive teaching and learning resources to support CTLT's professional development programs and services as well as self-study for faculty, staff and students by utilizing technologies, including WordPress, wiki, and Connect.
- Refer patrons to existing CTLT and other relevant UBC teaching and learning resources and programs when an existing service fills the identified need.
- Maintain and update the Teaching and Learning Resources Portal on the UBC Wiki.
- Implement and refine the developed resources.

### Program Design and Facilitation

- Collaborate with various Centre staff and faculty partners to develop programs and events based on the professional development needs of the UBC community.
- Facilitate workshops and sessions on teaching and learning strategies and approaches to enable productive conversations around socially contentious issues.

### Consultation

- Provide consulting services related to teaching and learning resources for members of the UBC teaching and learning community in alignment with Aboriginal Engagement and Intercultural Understanding in the UBC Plan: Place and Promise.
- Guide scholarly approaches on resource design, learning activity development, and assessment.
- Advise on specific resources developed within the CTLT Aboriginal Initiatives team.
- Consult with faculty partners, including the faculty advisory, Classroom Climate, to develop, implement, and assess resources.
- Foster sustainable practices for knowledge sharing within the UBC teaching and learning community.

### Evaluation and Process Design

- Identify areas of program and resource development, and design the development processes.
- Develop and deliver presentations and or documents on the evaluation processes and outcomes.
- Facilitate discussions on new learning strategies and resources to be applied in teaching and learning situations.
- Evaluates CTLT programs and resources to assess their impact and effectiveness.

### Supervision Received

Works independently under the general direction of Strategist, Aboriginal Initiatives.

### Supervision Given

May hire, supervise, and evaluate student employees in Teaching and Learning Professional Development team as well as coordinates the work of other team members on specific events and projects.

### Consequence of Error/Judgement

Must respond to faculty department requests in a timely and professional manner. Must exercise a high level of professionalism and judgment when dealing with various units and departments, as well as with non-UBC colleagues. Work is subject to informal checks by the Academic Director and the Associate Director, Teaching and Learning Professional Development. This position will work with other Program Coordinators in various aspects of resource, seminar and program development, and follow-up. Failure to follow best practices and exercise sound judgement could result in significant resource and reputation costs to the Centre, and could possibly have a negative impact on future internal and external partnerships.

### Qualifications

Undergraduate degree in a relevant discipline. Graduate degree preferred. Degree in English, Education, Communications, or



related discipline preferred. Minimum of four years experience or the equivalent combination of education and experience. Experience in resource development, program development, facilitation, and evaluation in a higher education setting, especially in the areas of intercultural understanding and critical social justice. Knowledge of University policies and procedures is considered an asset. Ability to develop strategic engagement processes and develop strategic plans. Effective project management abilities. Effective oral and written communication, interpersonal, planning, organizational, and problem solving skills. Ability to work both independently and within a team environment. Ability to prioritize and work effectively under pressure to meet multiple deadlines. Ability to maintain accuracy and high attention to detail. Ability to think strategically and exercise diplomacy, tact, and discretion.

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:** 18208  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Educational Programming  
**Classification Title:** Educ. Programming, Level B      **Business Title:** Project Manager, OESD  
**Department:** Fac.of Pharmaceutical Sciences  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-01  
**Job End Date:** 2015-06-30  
**Funding Type:** Budget Funded  
**Other:** Leave Replacement  
**Date Closed:** 2014-05-07      **Available Openings:** 1

### Job Summary

The Office of Educational Support & Development (OESD) plays a key role in assisting the Faculty of Pharmaceutical Sciences and individual faculty members fulfill the Faculty's collective educational mandate. Activities include student and peer reviews of teaching, curricular mapping initiatives, accreditation activities, strategic planning, promoting professional development opportunities, providing access to evaluation best practices tools, fostering communication related to course evaluation and assessment methodologies, and development of resource materials to guide faculty members and graduate students.

One of the many mandates of OESD will be to support the new Director, Doctor of Pharmacy Programs with the goals of creating new Entry-To-Practice Doctor of Pharmacy (E2P-PDP) and Non-Traditional Doctor of Pharmacy (NT-PDP) degree programs, to ensure continuous quality improvement of the Post-Graduate Doctor of Pharmacy program (PG-PDP), and to develop new post-graduate clinical training opportunities (PG-CP).

The Project Manager provides high-level program development, research, writing, and project management support to the OESD and the Director, Doctor of Pharmacy Programs of the Faculty of Pharmaceutical Sciences. The Project Manager liaises with the Dean and the Associate Deans, Directors, as well as senior administrative levels across campus, external stakeholders, government offices, and other pharmacy and healthcare organizations. The ideal candidate must have a great deal of initiative and integrity, an understanding of and or interest in the profession of pharmacy and healthcare, appropriate education and interdisciplinary research, and a balance of management, creative, technical, analytical, communication and interpersonal skills.

### Organizational Status

This individual will report to the Director, OESD, and the Director, Doctor of Pharmacy Programs, reporting indirectly to the Associate Dean, Academic. This individual will also be required to interact with and work cooperatively with the decanal leadership, directors, faculty, and management administrative staff within the Faculty. Delegates work to support staff as required.

### Work Performed

1. Develops and implements various initiatives and projects, in collaboration with the Office of Educational Support and Development (OESD) and the Director, Doctor of Pharmacy Programs.



2. Researches information on program development and other issues related to the creation of the new degree programs. Monitors and analyzes developments in the area of pharmacy education, identifying salient developments and briefing leadership to ensure a comprehensive understanding of relevant issues.
3. Consults and collaborates with program stakeholders, including affiliated sites, site leaders, preceptors, clinical leaders, residency program directors and coordinators, and directors of other related Faculty programs, such as Office of Experiential Education (OEE); the Office of Continuing Pharmacy Professional Development (CPPD); and the Canadian Pharmacy Practice Programme (CP3).
4. Provides organizational assistance and project management. Sets clear and achievable objectives for projects. This involves meeting stakeholders, reviewing background information, and defining project objectives in line with resource availability. Plans specific actions required to investigate, execute, and present projects, within the time allotted. Monitors the project schedule and responds to problems as they arise. Participates directly in project implementation, communicating with program stakeholders, providing orientations, critical reflection sessions with project participants, evaluations, recognitions, and final reports.
5. Researches and develops key documents including briefing notes, plans and policies, strategic funding proposals, position papers, and sensitive and confidential documents.
6. Serves on committees and task forces and participates in conferences as appropriate, working alongside the Faculty's senior management on projects and committees, including the Office of the Dean; the Office of the Associate Dean, Academic; the Office of the Associate Dean, Research and Graduate Studies; Office of the Associate Dean, Practice Innovation; the Office of Experiential Education (OEE); the Office of Continuing Pharmacy Professional Development (CPPD); and the Office of Development and Alumni Engagement.
7. Performs other related duties as required.

### **Supervision Received**

Works independently under broad directives from the Director, OESD, and the Director, Doctor of Pharmacy Programs. Works from generally defined goals of the University and specifically designed goals established by the Faculty of Pharmaceutical Sciences.

### **Supervision Given**

May oversee and direct the work of employees in a lower classification or work-study students as required.

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

This position impacts directly on the image, reputation and financial status of the Faculty locally, provincially, nationally, and internationally. Careless or uninformed decisions may damage the reputation of the Faculty and the University, and may result in loss of economic opportunities.

The incumbent is expected to exercise judgment in establishing priorities and carrying tasks through to completion in a timely manner. Must create and adapt procedures to meet new and unusual situations. Uses discretion in a wide variety of situations.

Errors may disrupt the operations of the Office of Educational Support and Development (OESD) or jeopardize the mandate of the Director, Doctor of Pharmacy Programs; causing loss of time and resources; jeopardizing relationships established with internal and external contacts; and resulting in a loss of credibility for OESD or for the Director, Doctor of Pharmacy Programs.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Experience and demonstrated ability to work effectively with mid- to senior-level university officials, or high-level





# The University of British Columbia

## Staff Job Postings

---

governmental or private sector management. Experience in managing projects that involve a variety of stakeholders. Experience researching and writing sensitive and complex documents. Demonstrated effective oral and written communication, public relations, organizational, supervisory, problem-solving, analytical and time management skills. Ability to adapt communication styles for various purposes and audiences. Ability to research and to organize materials as well as to compose correspondence and prepare reports in clear concise business English. Demonstrated effective intercultural communication skills, and the ability to deal professionally and diplomatically with faculty, staff, students and the general public as well as external stakeholders and high-ranking government officials. Ability to independently apply a broad knowledge of policies and procedures. Effective project management skills. Must be highly organized with ability to prioritize assignments. Strong attention to detail. Ability to work both independently and within a team environment. Ability to organize the work of others. Ability to work effectively under pressure, handle heavy volumes and meet constant deadlines. Advanced computer skills with a variety of software knowledge required, including knowledge of word processing, spreadsheet and database applications.

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:** 18158  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level C      **Business Title:** User Experience / Usability Specialist  
**Department:** Communication Services  
**Salary:** \$66,969.00 - \$80,395.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-16      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-10      **Available Openings:** 1

### Job Summary

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

### Organizational Status

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

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

### Work Performed

Information architecture, design, and usability:

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



# The University of British Columbia

## Staff Job Postings

---

### Research and testing:

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

### Design and production:

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

### Project management and quality assurance

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

### General:

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

### **Supervision Received**

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

### **Supervision Given**

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

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

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



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

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

### Qualifications

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

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

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

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

Knowledge of WCAG and Section 508 Accessibility compliance standards.

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

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

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

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

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

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

Knowledge of branding and working within a graphic identity system.

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

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:** 18114  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Information Services  
**Classification Title:** Information Services, Level C2      **Business Title:** Senior Manager, Communications and Engagement  
**Department:** VP FRO Communications  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-12      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-08      **Available Openings:** 1

### Job Summary

The Senior Manager, Communications and Engagement will be responsible for developing and evaluating strategies and implementing employee communications and engagement programs and change management initiatives within the Finance, Resources and Operations (FRO) portfolio. Working closely with the Director the position will ensure that adequate and appropriate information is provided to internal and external stakeholders and represent FRO to a broad range of audiences.

The position also works closely and is a part of the Building Operations Leadership Team (BOLT) to ensure communication objectives and strategies that are developed are consistent with other portfolio and university-wide initiatives.

This position may require work outside normal working hours.

### Organizational Status

This position is a direct report to the Director, Communications and Engagement, and has a dotted-line relationship with the Managing Director of Building Operations. This position will be a member of the Building Operations Leadership Team (BOLT). It also relates to other senior staff in the FRO portfolio; and relates to senior staff in the VP, Communications and Community Partnership's portfolio, particularly the Managing Director, Communications and Marketing and the Director, Public Affairs.

### Work Performed

- Works closely with the Director, Communications and Engagement to establish FRO communication priorities and to manage the unit; including administrative and staff management and budget development.
- Leads the development and implementation of employee communications and engagement programs for FRO. This includes developing communications strategies and formal communications plans.
- Plans and implements communications and engagement activities for FRO departments.
- Develops and implements FRO crisis communications and issues management plans
- Develops strong rapport and relationships with all internal and external stakeholder groups, allowing for open and constructive communication and achievement of FRO objectives.
- Oversees and facilitates public meetings, information sessions and outreach activities with internal and external stakeholders.
- Works closely with the BOLT to ensure communication objectives and strategies that are developed are consistent with other portfolio and university-wide initiatives; develops and implements communication and engagement programs.
- Develops strategy and content for social media and online tools.
- Develops and writes materials for print, display monitors, and web media.



- Conducts analysis of FRO communications and engagement processes and reports on effectiveness, including preparing briefs for senior university administrators.
- Acts as the Director in the Director's absence
- Ensures all communications and engagement activities are compliant with Freedom of Information and Protection of Privacy Act (FIPPA).
- Ensures consistency of FRO communications and engagement materials with UBC brand and initiatives in the media, advertising, and other online and print mediums, working closely with staff from the VP Communications and Community Partnership's portfolio.
- Acts as a spokesperson for FRO, when required.
- Exercises a high level of diplomacy and discretion in all interactions.
- Other duties as assigned.

### **Supervision Received**

Works under administrative direction. Supervision and direction provided through a combination of verbal and written instructions. Recommendations are normally accepted as technically sound and feasible. Work is reviewed for attainment of objectives, effectiveness of results and soundness of judgment.

### **Supervision Given**

Supervises the Communications & Learning Specialist. May direct and manage the activities of other subordinate staff, including the assignment of duties and responsibilities and setting of priorities. May supervise contractors.

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

Makes recommendations concerning communications and issues relating to FRO. Exercises professional and managerial judgment in advising senior administration on a variety of matters with potential university-wide impact. The consequence of error associated with this position is very serious in that poor judgment in the handling of these issues could have a negative impact on the reputation of the university; i.e., incorrect or erroneous information could cause embarrassment and loss of credibility for senior administrators. The issues, if handled incorrectly, have the potential to alienate members of the university (i.e. staff, faculty and students).

### **Qualifications**

Undergraduate degree in a relevant discipline. Degree in Communications or Arts preferred. A minimum of 7 years of experience or communications services or the equivalent combination of education and experience. Exceptional oral and written communication, presentation, facilitation and interpersonal skills. Experience with websites (content management systems) and social media. Experience with employee or public engagement. Experience with staff management and budgeting an asset. Experience working in a financial or university environment an asset. Has the ability to establish a high level of rapport with senior management within the university community, stakeholders and opinion leaders; utilize judgment and sensitivity in presenting issues; provides leadership and direction in determining appropriate courses of action. Ability to think strategically. Ability to effectively manage sensitive or controversial issues. Exercises a high degree of diplomacy and discretion in all internal and external interactions. Understands the dynamics of a fast-paced, ever-changing environment and can prioritize effectively. Is flexible and can manage changing priorities within a dynamic work environment. Possesses a collaborative, team-focused working style. Self-sufficient and self-motivated. Takes ownership of programs and tasks. Rolls up his/her sleeves to accomplish tasks. Interest in continuing to develop innovative approaches to employee engagement, including in-person, online and through the use of social media. Takes a proactive stance in solving problems and exhibits understanding and empathy, particularly when dealing with emotional topics of public concern. Able to quickly grasp the scope of specific issues and the potential impacts on the organization.

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome



**The University of British Columbia**

**Staff Job Postings**

---

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



### Job Posting

**Job ID:** 18165  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Human Resources  
**Classification Title:** Human Resources, Level B      **Business Title:** Senior Human Resources Manager  
**Department:** Psychiatry  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-05      **Available Openings:** 1

### Job Summary

The Department of Psychiatry is one of the larger departments in the Faculty of Medicine with over 800 department members including full time and clinical faculty, academic visitors, fellows, student employees and staff in varying job families and classifications in addition to volunteers and others working in clinical and research environments. The Department's full-time academic faculty is a mix of academic clinicians and basic neuroscientists at various locations and sites with significant research programs supported by grants and other sources. The Department's medical education programs are some of the most widely distributed within the Faculty of Medicine with faculty appointees and trainees located within all six (6) health authorities in the province.

The Senior Manager, Human Resources is responsible for leading and managing the effective and efficient day to day infrastructure including the development, implementation, review and continuous monitoring of operations for all human resource activities across the Department of Psychiatry, for all locations. The incumbent provides guidance and advice to faculty and other supervisors on employee related concerns and responds to grievances and other serious labour relation issues. The Senior Manager is responsible for faculty recruitment, foreign academic processes (work permits, PNP), faculty Merit and PSA processes, faculty leaves and managing unusual faculty related situations and oversees the appointment, re-appointment, promotion and tenure processes in the Department.

This position is required to use considerable good judgment, HR knowledge and communication skills in addressing and managing terminations, grievances, labour relations and performance issues. The incumbent is expected to represent the Department in various capacities, including attending and participating in external committees and working groups , addressing challenging issues including complex immigration and work permit issues and in working with partners in the health authorities and medical school expansion sites in the province to resolve issues to achieve common goals.

### Organizational Status

Reports to the Director of Administration and works closely with the management team as well as faculty and all administration staff.

Works collaboratively with the Director of Administration and Department Head to realize the vision, mission and goals of the Department. Meets regularly with the Director of Administration and the Department management team to exchange information and work collectively on projects and to meet specific goals. Meets regularly with Finance and Facilities Manager regarding funding availability to support grant funded positions and notice obligations. Has regular meetings with administrative support staff and interacts regularly with the Department Head, faculty, staff, students and volunteers in building productive relationships. Liaises and consults with UBC units outside of the Department including other managers in UBC academic departments, central UBC





HR, Faculty Relations, Faculty of Medicine HR, Office of Clinical Faculty Affairs and other units and programs that support activities related to appointees in the Department. Liaises with the BC College of Physicians and Surgeons, Health Authorities and related agencies, immigration consultants and government agencies such as Service Canada, Employment Insurance, Canada Revenue Agency and Worker's Compensation to address employment-related issues.

### Work Performed

#### General

- Responsible for leading and managing the effective and efficient day to day infrastructure including the development, implementation, review and continuous monitoring of operations, procedures and processes for all human resource activities across the Department of Psychiatry, for all locations; ensures that procedures and activities are consistent and align with UBC policy and procedures, align with the Department's vision, mission and strategic priorities while ensuring efficient usage of department and external resources; ensures all Department HR procedures are well documented and updated
- Has overall responsibility for all HR related activities related to Department appointees; has functional authority in Department to ensure compliance with UBC and Department HR policies, processes, procedures and protocols and collective agreements and terms of employment ;
- Provides guidance and advice to faculty and other supervisors on terms of employment collective agreements, employee recruitment, employee relation management, conflict resolution, leave entitlements, position classifications, compensation, performance management, employees reviews and other issues as they arise
- Provides oversight to HR, Assistant Manager (level A) in the delivery of his her responsibilities; directly supervises HR Assistant other staff who are assigned HR related tasks or projects; responsible for conducting performance reviews of staff supervised
- Responds to grievances and other serious labour relation issues; consults with central HR as appropriate; oversees resolution of disciplinary issues and grievances on behalf of the Department for all issues involving faculty, staff and students in the Department
- Working with the Finance and Facilities Manager, monitors and addresses notice entitlements against available funding for all soft funded positions (faculty, staff and students)
- Responsible for the integrity, confidentiality and security of all personnel records, documents and file system for these records in the Department
- Responsible for ensuring appropriate orientation for new hires, including developing appropriate orientation packages for various employee groups at various locations; ensures HR content on Department website is reviewed regularly and updated as changes occur
- Manages the implementation of UBC mandated changes in compensation for UBC appointees; communicates changes; advises and works with supervisors on implementation; addresses questions, issues and concerns with supervisors and employees
- Ensures that the Department's criminal record check procedures are compliant with legislation and UBC policy
- Responsible for the development of offer letters for all new hires, ensuring appropriate content and approving for appropriate signature; signs all non-faculty letters and oversees and authorizes all other offer letters for signature
- Responsible for authorizing access, ensuring adequate training and effective and appropriate use of UBC HR electronic systems (HRMS, E-Recruit, HR Workflow, Position Management, etc.)
- Maintains current knowledge of human resource related legislation and UBC and FoM policies, processes and procedures as well as collective agreements
- Develops general resource materials, offers training and orientation to supervisors in meeting their responsibilities
- Performs other related duties

#### Faculty Appointment Specific

- Responsible for the recruitment, advertising and immigration for all full-time faculty positions in the Department liaising with other UBC units, Health Authority Partners and licensing agencies as required; ensures all required UBC and Department procedures and Partner agencies requirements have been followed and appropriate itineraries have been created in consultation with Department Head, interview committees, partners and applicants;
- Responsible for facilitating Royal College academic certification and identifying those faculty who may require this; liaises with BC College of Physicians and Surgeons and Health Authority partners as needed regarding medical licensing for faculty
- Oversees the faculty and clinical faculty appointment, re-appointment, promotion and tenure processes within the Department,



# The University of British Columbia

## Staff Job Postings

---

providing senior level advice and consulting with the Dean's Office, Faculty Relations or other UBC units as needed; ensures Department procedures are aligned with the Faculty Association agreement and UBC and Faculty of Medicine requirements and that the Department procedures are well documented and distributed appropriately

- Manages the Merit and PSA process for the Department faculty, reviewing and updating Department procedures, communicating procedures to faculty, advising faculty reviewers, collecting, monitoring and collating faculty annual reports and reviewer recommendations and working with the Department Head on preparation of recommendations to the Dean; works collaboratively with the Department Administrator and Finance and Facilities Manager on the implementation of approved increases ensuring faculty pay records are appropriately updated in HRMS
- Responsible for the recruitment, appointment and re-appointment of Research Associates, Clinical Fellows, Postdoctoral Fellows, Visiting Scholars and various faculty appointments and ranks and status including Emeriti; consults and provides advice on appropriate faculty ranks status for unusual or new situations

### Staff, Student and Volunteer Specific

- Responsible for position classifications reclassifications; performs formal classification of staff positions for CUPE and Non-Union technicians; consults with and liaises with central HR on positions they classify; responsible for ensuring job descriptions are updated, both internally and on the UBC position management system as necessary;
- Manages and is responsible for all activities related to employment for staff and student hires in the Department including funding verification, job descriptions, position classification, position management, e-recruit, offer letters, workflow approvals, criminal record checks, collective agreement interpretation, application of salary increases
- Responsible for volunteer on-boarding process ensuring it aligns with UBC policies, procedures and expectations; ensures the processes are updated and communicated in the Department
- Responsible for ensuring supervisors are aware of their responsibilities, including providing appropriate orientation, performance reviews, salary progression increases, managing employee leaves and notice obligations, etc...and providing tools to assist them
- Addresses employee performance issues, attendance issues, disciplinary actions and grievances consulting with appropriate Dean's Office and UBC offices as required
- Manages staff merit review processes including preparing appropriate communications and providing tools to assist supervisors and staff with the process

### Supervision Received

The Director of Administration will provide general direction and oversee performance. The position is expected to work independently within UBC, Faculty of Medicine and Department policies, procedures, objectives and goals and to consult and/or advise supervisor of unusual or complex matters and recommended course of action. Must exercise judgment in duties and responsibilities and in identifying unusual matters that require consultation, further investigation, etc. before taking action.

### Supervision Given

Directly supervises and manages HR Level a Manager, HR Assistant and one Work Learn student in the administration office and may provide work direction to additional administration office clerical support persons. Provides guidance to junior professionals and clerical staff. Provides advice and assistance to researchers and supervisors regarding human resource issues, the management of staff, and issues relating to employer employee rights and responsibilities. Has functional authority to ensure HR policies, procedures and processes are adhered to.

### Consequence of Error/Judgement

This position must use strong organizing and prioritizing skills to effectively and efficiently manage the full scope of human resources activities relating to all employee groups in the Department of Psychiatry.

Exercises considerable judgment initiating and carrying through activities important to the functioning of the Department in absence of established policies, procedures and guidelines. Uses considerable judgment in the delegation of tasks. Errors in judgment or procedures in delegating tasks could result in serious human resource or financial problems for the Department.



# The University of British Columbia

## Staff Job Postings

---

Incumbent will be dealing with sensitive, highly confidential information and often unusual situations that require good judgment in the appropriate actions to take and or other UBC units to involve. Errors in faculty-related matters could potentially result in miscommunication with regards to new faculty recruitments and or promotion of faculty that could result in legal action by faculty against the University. Errors in handling HR matters could result in unnecessary stress for the employee, grievance procedures and a considerable loss of time and resources participating administering this process. Errors in classification of employees could result in inequities, unsatisfied staff and unnecessary review processes to correct classifications.

This position represents the Department of Psychiatry and all its members. If the Department were to be misrepresented, it would adversely affect the credibility of the Department and the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Demonstrated ability to supervise, train and motivate staff.

Experience in Human Resource management within a union and non-unionized environment.

Experience in working with the UBC's Human Resources and administrative systems an asset.

Experience with UBC policies, procedures and initiatives, in particular the University's Respectful Environment Statement

Familiarity with the University's Respectful Environment Initiative and WCB Bullying and Harassment legislation

Familiarity with BC Employment Standards an asset

Ability to exercise good judgment, tact, discretion, and diplomacy.

Ability to work both independently and in a team environment and to work under pressure to meet deadlines successfully.

Effective oral and written communication, interpersonal, analytical, problem-solving and organizational skills.

Competency in word processing, spreadsheet and database applications.

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:** 18131  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Human Resources  
**Classification Title:** Human Resources, Level D2      **Business Title:** Director, Human Resources  
**Department:** Library - Administration Div  
**Salary:** \$76,415.00 - \$95,518.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-19      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-12      **Available Openings:** 1

### Job Summary

Responsible for the strategic development and management of comprehensive and innovative human resources programs in support of the Library's strategic plan and within the context of UBC's strategic plan. The Director provides professional knowledge and leadership, creativity and energy to ensure an human resources framework which enables organizational goals and strategies to be achieved. These include guiding and influencing organization wide change, performance management, employee development and workplace excellence programs. This work is done in collaboration with the senior management team; the Library HR team, University Human Resources and other University representatives as required. Additionally, the Director effectively leads the Library Human Resources department.

### Organizational Status

Reports to the University Librarian and works in a highly collaborative manner as required to achieve the identified goals and outcomes. The position requires extensive broad contact throughout the Library; works closely with UBC Employee Relations Managers, Faculty Relations Managers, Human Resources Advisors, Total Compensation Team, and the Organizational Training & Development Team; establishes relationships with local union and association representatives. Works collaboratively with Associate University Librarians, Heads, Managers, Librarians and other Library Staff; other internal and external contacts as required. The Director is required to maintain effective and supportive relations with a broad array of staff, customers, colleagues, internal and external contacts, liaison, support and information groups.

### Work Performed

Provides strategic leadership to the development and implementation of human resources strategies, programs and practices; designed to provide an exceptional workplace for staff to engage and develop.

Directs the Human Resources Staff in managing, organizing and delivering programs and services specific to recruitment and retention; performance management, staff development and planning; employee relations, collective agreement interpretation, recognition, compensation, health and wellness. payroll, record keeping and administrative projects.

Creates and implements programs, practices and policies to support the achievement of the Library's goals. These include but are not limited to:

- Exceptional workplace practices



# The University of British Columbia

## Staff Job Postings

---

Effective staff recruitment, retention, development and performance management programs

Respectful and diverse workplace practices and programs

Student work experience programs and opportunities

Award, reward and recognition programs

Creative compensation practices

Retention and succession planning

Effective labour relations negotiations and practices; including collective agreement application

Support of overarching UBC strategic initiatives

Ensures compliance with all collective agreements and UBC practices related to employee relations and health & safety

Responsible for strategic and managerial work related to bargaining, grievances and arbitrations.

Provides leadership in the development and delivery of programs ensuring effective and sustained employee development initiatives aligned with the Library's strategic direction.

Oversees the management of workplace health and wellness programs, return to work accommodations, safety (e.g. for staff working alone), time loss, compliance, and other health and wellness issues. Reviews the work of the Library's health and safety committees and liaises with University Health Safety and Environment office.

### **Supervision Received**

Works within broad parameters with significant independence. Performance is measured in relation to impact on long-term objectives.

### **Supervision Given**

Directs the activities of the Library Human Resources staff; including human resources professionals and support staff.

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

Information provided by this position is used in making managerial and policy decisions at a strategic and senior level and impacts relations with staff, other units, employee groups. Accuracy, credibility, consistency and confidentiality are critical as information supports decisions with long-term impact. Guidance, direction, influence and coaching provided by this role impact the effectiveness of the Library senior management group and the library staff at large. Strategies, policies and programs created, lead and influenced by this position impact all staff and their ability to achieve their strategic goals.

### **Qualifications**

Undergraduate degree in a relevant discipline. Undergraduate degree in a relevant discipline; with a specialization in human relations, labour relations and organizational development is required. Significant related experience including demonstrated success in leading human resources teams, creating innovative human resources programs, within a complex and multi-union environment, impacting workplace excellence and culture; or an equivalent combination of education and experience is desired. Minimum of eight to nine years of related experience and at least 3 years of demonstrated management leadership experience or the equivalent combination of education and experience. Thorough knowledge of current human resources management practices specifically in human resources organizational development, leading and developing teams along with demonstrated experience is essential. Knowledge of the University's Human Resources and financial systems preferred.

Effective and proven leadership abilities; creative and strategic planning; presentation, organizational and administrative skills are required. Outstanding communication skills including listening, facilitating, coaching, mediating, reflecting and resolving, effective problem solving are required along with demonstrated experience mentoring and coaching professional staff.



# The University of British Columbia

## Staff Job Postings

---

Ability to strategically plan, analyse, communicate, implement and assess complex projects and assignments. Proven ability to lead, direct and inspire teams, committees and individuals with diverse, individualized skills. Proven ability to adapt to changing priorities, set work priorities, work under pressure, and meet deadlines.

Ability to exercise tact, discretion and sound judgment is essential. Must possess integrity, poise and passion, value people and their contributions; understand the need for and maintain confidentiality.

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:** 18202  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Supply Management  
**Classification Title:** Supply Management, Level B      **Business Title:** Category Analyst  
**Department:** UBCV - Strategic Sourcing  
**Salary:** \$53,163.00 - \$63,821.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-19      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-17      **Available Openings:** 1

### Job Summary

Under the direction of the Strategic Sourcing Manager, the Category Analyst is responsible for analyzing the University's operational supplier contracts, databases and market indices as it relates to all system wide programs and major category spend.

The Category Analyst works independently and proactively under the general direction of the Strategic Sourcing Manager and partners with to support Payment & Procurement Services, external stakeholders, suppliers, and other University Departments, Faculties, and units.

The Category Analyst is responsible for analysis of overall operational spend and savings information to create strategic plans for further cost savings and benefits to the University, including the accountability to make recommendations to assist effective contract compliance and decision-making, in order to benefit the academic, research and administrative needs.

The Category Analyst drives a customer-focused culture in alignment with the University's core values, principles, and sustainability goals and leads the development and implementation of analytics and supply chain leadership; sustainable supply chain strategies; supporting supplier relationships; providing expertise and guidance to staff engaged in supply chain activities.

### Organizational Status

Reporting to the Strategic Sourcing Manager, the Category Analyst provides supply chain management support for Payment & Procurement Services. Works closely and liaises with all levels of PPS staff and establishes and maintains close working relationship with administration, management, faculty and staff of all levels of the university community outside of PPS as well as with the supplier community.

### Work Performed

#### 1. Analytics and Supply Chain Leadership

- Responsible for researching and analyzing detailed spend and transactional pricing data for the University's \$250M spend on goods and services. Conducts analyses of price product comparisons; interprets, prepares and presents data to Managers, and or customers and or suppliers in a timely way to support decision-making
- Analyzes a high volume of information from multiple sources ensuring highest levels of data accuracy, relevance and richness



# The University of British Columbia

## Staff Job Postings

---

standards are upheld. Ensures that all relevant information is incorporated and integrated into analyses

- Analyzes and reports findings from all market research data and information, e.g. spend, usage, etc., to proactively anticipate market opportunities and barriers. Provides analysis of the data and information that could have significant impact on the ability to sustain and grow the business; uses advanced quantitative, qualitative and analytical methods
- Develop and implement reportable metrics to meet or exceed defined targets. Monitor trends, supply markets, commodity indices, and future category pricing to improve category spend
- Develop business plans including scope, benefits, disadvantages, risk assessment and management, resource requirements, implementation costs, operational costs and avoidance costs
- Promote supplier agreements to the community via UBCBuySmart and other communication tools to realize projected benefits
- Manage project delivery schedules to ensure project timelines are met and adequate resources are allocated
- Drive category spend solutions to minimize risk and deliver maximum cost improvements opportunities
- Reviews all strategic operational contracts (system wide) (per Policy 122)

### 2. Sustainable Supply Chain Guidance and Assistance

- Leads and promotes Sustainable Supply Chain practices in accordance to the University's sustainable supply chain principles.
- Create, evaluate, and maintain sustainability programs managed or co-managed by PPS. Includes collaboration with various departments across campus, external vendors and students (SEEDS)
- Partners with UBC Campus Sustainability to support initiatives and programs in order to drive campus wide sustainability efforts
- Advocates PPS' Sustainable Supply Chain Strategy within the department.
- Internally, work with staff to ensure PPS is up-to-date on UBC sustainability goals, upcoming events, and courses of interest.
- Work with the Strategic Sourcing Procurement group to create the sustainability statement and evaluation criteria.
- Work with UBC Campus Sustainability as point of contact, and to provide progress updates, for reporting requirements.
- Contribute to various committees on campus such as UBC Waste Free, Green Research, & Fair Trade Committee
- Work with suppliers to provide alignment to UBC's sustainability goals including distribution of supplier sustainability scorecard

### 3. Records and Document Management

- Preparing reports, Contract Compliance and Cost Savings
- Prepares summary reports and presents information to gain understanding and provide value-added insights to customers and potential suppliers; identifies and quantifies the information gathered for both the Sourcing and other key stakeholders as required
- Consolidates data information and prepares reports of results as input into the strategy for confirming and validating the types of products and services to be added
- Responsible for cost savings negotiated savings information for roll-up of PPS' Key Performance Indicators (KPI)

### 4. Supplier Development and Maintenance

- Manages category spend process improvements to monitor vendor performance ensuring they meet or exceed market and University specified performance criteria
- Develop meaningful supplier evaluations to identify additional improvement opportunities
- Collects and reports statistics to measure commodity and or supplier performance
- Assists the Strategic Sourcing Manager in establishing vendor management strategies

### 5. Leadership

- Coach category management strategic sourcing practices for end user groups within all levels of University faculty and administration
- Establishes advisory committees to identify customer needs and , recognize limiting factors and develop a working plans to promote and raise awareness of programs to drive benefits to overcome barriers





# The University of British Columbia

## Staff Job Postings

---

- Develop and deliver presentations to all levels of University faculty and topresentations to end user groups
- Reports on lessons learned to the Strategic Sourcing Manager

### **Supervision Received**

Reporting directly to the Strategic Sourcing Manager, the incumbent works collaboratively with all staff within Payment & Procurement Services (primarily with Strategic Sourcing) and the campus community at large. Decisions have a direct impact on the success of PPS' operational goals, policies and procedures. Performance is evaluated against project and or objectives, as measurable results are achieved.

### **Supervision Given**

May be required to lead category management teams as assigned.

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

Payment & Procurement Services plays a key role in enabling the University to achieve its goal of becoming one of the world's leading universities. The Category Analyst is a key stakeholder and plays an important role in assessing information used in developing and adopting category management strategies that guide the University's procurement and operational activities. Decisions and actions taken or ignored by the Category Analyst will have a direct impact on how efficiently and effectively the systems and processes will perform and function. Errors in judgment or failure to act decisively could have a detrimental effect within PPS and the campus at large. Recommendations made by the incumbent which have been poorly analyzed can lead to increased costs to the University and or negative legal consequence. Failure to uphold PPS' Mission Statement and ethical principalsprinciples could result in a loss of confidence in PPS' Leadership within the UBC community.

### **Qualifications**

University degree in a relevant discipline. Preferably in business administration and or designation in procurement or project management. Minimum of four years experience or the equivalent combination of education and experience. Supply Chain Management Association (SCMA) or Project Management Institute (PMI) designation or training would be considered an asset: SCMP Designation, Certificate in Purchasing or Diploma in Supply Management, Project Management Professional (PMP); Knowledge and experience with an integrated Enterprise Resource Planning (ERP) system; Public sector procurement experience is an asset; Ability to understand and apply policies, procedures, and instructions; Ability to analyze problems, identify key information and issues, and effectively resolve; Ability to communicate effectively verbally and in writing;. Ability to analyze and interpret financial data, determines implications, and provides recommendations. Ability to maintain accuracy and timelines in performance of duties. Ability to work in multi-disciplined teams is also vital. Ability to work effectively under pressure to meet deadlines, prioritize and multi-task. Ability to work independently and proactively.

Flexible, self-starter with high desire to learn and refine approaches to increase impact. Have innate curiosity with the ability to generate ideas and resolve issues.

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:** 18215  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Residence Life Management  
**Classification Title:** Residence Life Mgmt, Level A      **Business Title:** Residence Life Manager  
**Department:** UBCO - Housing & Conferences  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-16  
**Job End Date:** 2015-05-31  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-05-15      **Available Openings:** 1

### Job Summary

To be responsible for all aspects of the day-to-day operation of the residences and the coordination, planning and delivery of services and programs. To manage programming, assignments, maintenance and the operational budget in their assigned area. To interview, select, train, supervise and evaluate residence advisors and housing staff. To coordinate the delivery of all Residence Advisory and Housing services to residents to accomplish departmental goals.

### Organizational Status

Reports to the Director, Housing and Conferences, Okanagan campus. Works in cooperation with the Facilities Management, Conferences Services and contracted janitorial service company. Directly supervises residence advisors and housing office staff. Liaises with Food Services personnel, Parking and Security staff, RCMP, Fire Department, and campus Student Service units and Student Union.

### Work Performed

1. Responsible for the day-to-day operation of the residences by:
  - Responding and giving direction in dealing with any crisis emergency situation in residence, including: suicide, student death, assaults, sexual assaults, riotous behavior, criminal activity, escalating student conflicts, medical emergencies, and natural disasters.
  - Interviewing, selecting and supervising residence advisors and housing office staff.
  - Assisting in developing policies and procedures. Interpreting, implementing and administering departmental policies.
  - Maintaining security and safety in residences.
  - Responding to reports of after-hours facilities emergencies. Investigating and deciding on appropriate course of action; authorizing overtime for trade staff or making alternate arrangements for residents.
  - Promoting, regulating, and supporting residence behavioral standards.
  - Managing programming in assigned residence area.
  - Assisting in budget preparation for residence life.
  - Developing and administering procedures for facilities equipment reservations and use.
  - Publishing, writing, and distributing residence newsletters.
  - Representing the Department with non-residence groups; including parents, campus organizations and private businesses, in relation to Residence policies, student issues, and social and educational concerns.



# The University of British Columbia

## Staff Job Postings

---

-Approving and dispensing departmental programming funds at area level.

2. Manages administrative judicial process (residence standards) by:

- Convening and chairing residence judicial hearings.
- Deciding all judicial sanctions, and communicating decision to appropriate person(s).
- Assisting with appeals of standard decisions.
- Reviewing and revising residence behavior standards, annually.
- Investigating and making final decisions regarding damage assessment appeals.

Acting as a mediator and resource on issues between and among students in residence.

3. Administers and regulates alcohol policies and related events by:

- Reviewing and regulating all social events in residence.
- Developing alcohol policies and procedures consistent with provincial legislation, university and departmental goals.
- Developing and implementing alcohol educational programming within assigned residence.
- Liaising with the university community to promote alcohol educational programs.

4. Provides support to students and staff by:

- Developing a year long outline of educational, recreational, social and cultural programs.
- Implementing programs through advisory staff that contribute to personal and community growth of resident students.
- Acting as a resource person for students and staff on personal, academic, and social concerns.
  - Implementing changes to improve quality of residence living.
  - Providing personal crisis support, guidance and referral.
  - Advising students on a group and individual basis and providing assistance to students on administrative and procedural requirements.
  - Acting as liaison between students, the RCMP, Fire Department and Health Authority, appropriate university and academic departments and other community resources regarding resident crises and concerns.
  - Initiating, developing and conducting training workshops for staff and new students. Areas of training provided to include: assertiveness, peer-counseling, policy implementation, effective leadership, effective programming, student success, mentoring skills, interview skills, conflict resolution, mediation, and suicide intervention.
  - Available daily to students and staff, during posted office hours, and available on page-call 24 hours a day, seven days a week.

5. Provides support to the Department of Housing and Conferences by:

- Reviewing and assessing all aspects of student life in residence.
- Assessing effectiveness of previous policies and programs.
- Compiling reports with specific recommendations and objectives.
- Assisting in revising departmental literature such as handbooks, manuals, and brochures.
- Participating in committees as requested.
- Acting as liaison with other area staff: Facilities Management, contracted Janitorial Service provider, contracted Food Services provider, Campus Security, Health and Wellness, Campus Life, and the Disability Resource Centre.

6. Performs other related duties.

### WORK CONDITIONS:

The Residence Life Manager lives in an assigned apartment in the residence area, is highly visible, works flexible hours, carries a pager and is on-call 24 hours a day. Frequent irregular hours including attendance at evening and weekend meetings, programs, functions and overnight retreats are required. Work has seasonal peaks and an annual cycle.

### Supervision Received

Reports directly to and meets regularly with the Director, Housing and Conferences Okanagan to provide information, assess current and future student housing procedures and concerns. Works with a minimum of supervision in implementing and administering



# The University of British Columbia

## Staff Job Postings

---

departmental policies, procedures and programming.

### **Supervision Given**

Responsible for the supervision of approximately forty (40) part-time residence life staff. This involves delegating tasks, implementing residence policies, evaluating progress and documenting addressing staff concerns. Accountable for the conduct and management of residence environment. Responsible for liaising with contracted Janitorial Service company and Facilities Management to appropriately maintain the buildings

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

Consequence of error could include: financial and legal liability with respect to hiring process, events involving the sale, distribution and use of alcohol, student safety issues, student counseling concerns, administration of residence programs and activities, building and equipment damage.

Departmental and university public relations, credibility and integrity are affected by publications, community interactions (parents and public), residence behavioral standards, quality and content of programming, public presentations to prospective students and their parents families, residence environment which affects student retention satisfaction and recruitment.

Error could result in legal action, loss of life, injuries, and decreased student satisfaction, retention and recruitment.

Department and university credibility and image are strongly impacted by ongoing interactions with students, parents, campus organizations and the community at large. Poor performance could result in failure to provide a comprehensive residential educational experience for students, as mandated by the University and the Department of Housing and Conferences.

### **Qualifications**

Undergraduate degree in a relevant discipline. Masters degree preferred. Minimum of four years experience or the equivalent combination of education and experience. Previous living and recent work experience in a university or college residence setting is essential. Experience with public speaking required. Proven ability to develop and teach training sessions workshops. Demonstrated professional creativity, and critical thinking. Effective oral and written communication and interpersonal skills, including the ability to interact well with all levels of the University community. Consistent history of demonstrated initiative and follow-through. Satisfactory Criminal Records Search is required as a condition of employment.

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:** 18198  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Residence Life Management  
**Classification Title:** Residence Life Mgmt, Level B      **Business Title:** Manager, Residence Admissions and Assignments  
**Department:** Student Housing  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-02      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-05-06      **Available Openings:** 1

Student Housing and Hospitality Services (SHHS) is continuing its strategic growth with the opening of new residences and campus services at the UBC Point Grey Campus.

In preparation for the next phase of growth, SHHS anticipates that this position will be reevaluated in terms of classification and compensation in consideration of the increased responsibilities and increased accountability that this growth will have on the role.

#### Job Summary

This position is responsible for the organization, management, coordination and supervision of administrative services for student, student family, and faculty staff housing managed by SHHS, including applications, assignments, and rent fee collection. This position builds, motivates and leads an administrative staff team responsive to student and organizational needs, committed to service excellence and a culture of care that supports student learning and success. Acts as a senior member of the Residence Life team to effectively communicate information, resolve challenges and establish leadership direction.

#### Organizational Status

Reports to the Director, Residence Life and Administration. Supervises 3 Assignment Coordinators and 5 Assignment Clerks. Works closely with Residence Life, Front Desk Services, Building Services, and other SHHS senior managers.

#### Work Performed

- 1) Develops and implements administrative systems related to the application assignment process and its interface with residence front desk services, including all student financial transactions for student, student family, and faculty staff housing residences. Ensures systems and processes support transitions in the annual business cycle.
- 2) Reviews, recommends solutions, and responds to requests or complaints from students or the community related to residence admissions, assignment and services.
- 3) Administers student room fee collections and deposit refunds.
- 4) Ensures that revenues and refunds are correctly reconciled.
- 5) Initiates and administers residence eviction procedures as required.
- 6) Recommends and facilitates strategic assignments to support university and departmental goals.
- 7) Liaises with other department and university offices regarding residence admissions, assignments and services.
- 8) Recommends changes to departmental operating policy; ensures that admissions policies and practices remain current and adhere to legal principles.
- 9) Reviews and coordinates all marketing materials related to housing managed by the department, with the objective of maximizing



occupancy and promoting student learning and success. Recommends key marketing messages. Ensures communication meets departmental standards.

10) Prepares budget estimates and authorizes expenditures for administrative functions of the student, student family and faculty staff housing operations.

11) Collects and analyses data to forecast application, offer, acceptance and assignment cycles, to accurately inform related departmental decisions.

12) Collaborates with the Manager, Front Desk Services in coordinating the smooth transition of operations between student residence and the Conferences & Accommodation team in May and August.

13) Reviews and approves all broadcast communications from residence administration staff before release. Ensures all communication meets departmental standards.

14) Recruits, trains, motivates, coaches, supervises, evaluates, disciplines, and terminates staff as required. Ensures compliance with UBC and UBC Student Housing and Hospitality Services HR standards and procedures.

15) Initiates, develops and coordinates training programs for service staff. Facilitates programs and writes training materials as required.

16) Assesses admission, assignment and service practices to identify gaps in service. Identifies strategic opportunities and takes initiative to develop innovative and responsive services and protocols.

17) Ensures all employees work in a correct, safe manner, and are trained in regard to all necessary safety and environmental regulations, standards, practices and procedures. Ensures safety practices are in compliance with applicable WorkSafeBC regulations, UBC Student Housing and Hospitality Services policy and UBC policy.

18) Participates on University and related committees as required.

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

### **Supervision Received**

Reports to the Director, Residence Life and Administration. Works independently in accordance with general directives and goals. Work is reviewed in terms of achievement of goals and overall effectiveness in management of services.

### **Supervision Given**

Supervises 3 Assignment Coordinators and 5 Assignment Clerks.

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

Poor judgment or failure to maintain policies and standards could result in poor public relations, loss of property or injury to residents, loss of revenue, loss of prestige and potential legal ramifications for the University.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of six years experience or the equivalent combination of education and experience. Supervision experience in a unionized environment preferred. Experience with budgeting and sales. Experience with automated accounting or data management systems and knowledge of basic accounting principles. Effective oral and written communication, leadership, training, conflict resolution, and organizational skills. Computer skills required. Ability to work effectively within a team environment and collaborate with others. Ability to work under pressure and meet deadlines. Ability to work flexible hours and days of the week. Knowledge of relevant legislation, i.e. BC Residential Tenancy Act is essential.

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:** 18192  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level A      **Business Title:** Research Coordinator  
**Department:** Devlpmtl Neurosci&Child Health  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-28  
**Job End Date:** 2015-03-31      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-05-07      **Available Openings:** 1

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

### Job Summary

The Research Coordinator will provide research-oriented coordination and project management to Dr. Vicky Scott, Senior Advisor on Falls and Injury Prevention, of the BC Injury Research & Prevention Unit. The Research Coordinator will manage various research activities, including planning, coordination and communication of seniors' falls and injury prevention programs within the Unit.

### Organizational Status

The Research Coordinator reports directly to Dr. Vicky Scott, Senior Advisor on Falls and Injury Prevention and also BCIRPU Director Dr. Ian Pike and liaises with other Developmental Neurosciences & Child Health Researchers. He she will interact directly with staff at the Ministry of Health in Victoria, B.C. as well as other members of the Injury Unit including co-investigators, social science researchers, research assistants, students and staff from Developmental Neurosciences & Child Health.

### Work Performed

- Manage research project budgets, contracts, grant reconciliation and record-keeping.
- Collaborate and support research projects (protocols, plans and timelines).
- Oversee projects, research phases, and evaluations surveys to completion.
- Coordinate and facilitate all aspects of a research study from protocol design, ethics and regulatory submissions, data collection, analysis, and manuscript submission.
- Act in a leadership capacity as Secretariat for the BC Falls and Injury Prevention Coalition.
- Coordinate distribution of all information going to or from Coalition members. Update and rewrite documents (based on coalition input) such as terms of reference.
- Develop data organization and filing procedures for research and data monitoring materials.
- Complete literature searches and reviews using Ministry and university databases, and related resources.
- Write documents such as reports, project proposals, presentations, contracts, and manuscripts.
- Support knowledge transfer for interaction of evidence to practice by: developing and designing materials for dissemination, organizing presentations for Senior Advisor, and co-presenting at conferences meetings.
- Respond to information requests from colleagues and members of the public.
- Ensure accurate and detailed records related to travel, grants and contracts are maintained and processed (ie. requisitions, billing, invoicing).



# The University of British Columbia

## Staff Job Postings

---

- Attend, participate, and oversee coordination of meetings with stakeholders, health authority and government contacts.
- Organize and oversee meetings, ensure follow-up on action items.
- Submit documents to research regulatory boards and ethics committees
- Complete desktop publishing projects including visual design for research reports, curriculum packages and program packages.
- Write administrative reports (quarterly, yearly).
- Perform other related duties as required.

### **Supervision Received**

Will work under the supervision of Dr. Vicky Scott, and communicate with the staff of the Injury Unit. The Research Coordinator will be expected to develop a work plan and timelines and to exercise good judgment and initiative in his/her responsibilities.

### **Supervision Given**

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

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

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

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience in a public health environment. Experience working with multi-sectoral teams in both research and health policy. Ability to communicate effectively verbally and in writing. Able to effectively complete and monitor research projects and priorities with minimal supervision. Financial experience and budget management required. High degree of computer literacy required (MS Word, Excel, PowerPoint, EndNote, SharePoint, graphic design software, other databases, basic programming).

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:** 18196  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level A      **Business Title:** Research Coordinator  
**Department:** Neurology Division  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-01  
**Job End Date:** 2015-05-31      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-08      **Available Openings:** 1

### Job Summary

To coordinate clinical and laboratory research studies in dementia.

The office is in the second floor of the Koerner Pavilion in the UBC Hospital with both natural and fluorescent lighting. There are no known hazards.

### Organizational Status

- Reports directly to the Principal Investigators of the research unit
- Interacts and works closely with the clinicians and other staff members of the UBC Division of Neurology and Clinic for Alzheimer Disease and Related Disorders
- Ensures proper implementation of study protocols among the UBC facilities
- Maintains contact with other collaborating organizations and sponsors

### Work Performed

- Implements study procedures in accordance with research protocols
- Screens and recruits research subjects and devises strategies for effective recruitment
- Provides patient education on study background, purpose, procedures and potential benefits and risks, in order to obtain proper informed consents for subject participations in studies
- Manage research budget and ensure it is compliant with the study protocol
- Conducts patient clinical, behavioral and neuropsychological assessments
- Coordinates hospital service and fee approval for research studies
- Prepares and updates submissions to Clinical Research Ethics Board
- Writes and prepares regulatory documents
- Ensures accurate and timely data collection and troubleshoots data collection issues
- Liaises with the UBC Data Management Core
- Organizes collection, storage and shipment of biological samples
- Prepares and coordinates research grant submissions

### Supervision Received



# The University of British Columbia

## Staff Job Postings

---

Reports directly to the Principal Investigators. The Principal Investigators will oversee performance and results of the study.

### **Supervision Given**

None.

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

- Study may be jeopardized if not conducted according to ethical requirements as laid out by the University and other regulatory authorities
- Study files must be kept secured to ensure that patient confidentiality is not compromised
- An error within the realm of a research study may result in biased or incomplete data and skewed study results
- Any procedure or data record as part of the project must be accurate and must accurately reflect the work performed
- An error in scheduling study subject visits may result in a protocol deviation and or significantly increase study expenditures
- An error in the collection, storage or shipment of biological samples could result in them being rendered ineffective, requiring repeat collection

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of two years experience or the equivalent combination of education and experience. Experience with, and knowledge about, special populations such as patients with dementia. Experience with psychometric testing and knowledge of standard neuropsychological tests will be an asset. Working knowledge or research methodology and design. Appropriate knowledge of medical ethics. Ability to effectively use the computer with word processing software, spreadsheets, Internet, and database handling. Ability to communicate effectively verbally and in writing. Ability to exercise judgment and make decisions in accordance with the broad research objectives. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Appreciation of the importance of clinical and basic research. Ability to work independently as well as a team member in an interdisciplinary setting. Ability to independently organize workload.

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:** 18230  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level B      **Business Title:** Research Manager  
**Department:** Ctr IntractvRsrch on Sustnbilty  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-05  
**Job End Date:** 2015-03-31      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-05-09      **Available Openings:** 1

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

### Job Summary

The Research Manager for the Centre for Interactive Research on Sustainability (CIRS) works to achieve the CIRS mission to accelerate the adoption of sustainable building technologies and sustainable urban development practices in society. The position works directly with academic researchers, campus operations and industry government partners on projects and programs under the Campus as a Living Laboratory initiative.

The role is divided into primarily three areas of focus:

- 1) Assisting in the establishment of CIRS as a new research centre through a range of strategic planning, business development and promotional activities.
- 2) Planning, managing, coordinating of research and demonstration activities and projects under the CIRS research program, including the expansion of the capabilities through new research infrastructure, funding and partners.
- 3) Development and management of outreach and education initiatives communicating the results and lessons learned from CIRS research to a wide audience - professionals, practitioners, policy-makers, academics, students, community groups - with an interest in sustainable design and urban development.

### Organizational Status

Reports to and works closely with the CIRS Director of Operations and Business Development. Works in collaboration with other UBC staff (functional and operational), academic researchers, and individuals at a range of levels within external partner organizations (private companies, government agencies, professional organizations); provides direction to staff and students working in supportive roles for specific project and activities.

### Work Performed

Business Development:

Participates in the establishment of CIRS as an internationally recognized research centre, including:

- supporting strategic planning, and setting goals and priorities for business development;



# The University of British Columbia

## Staff Job Postings

---

- establishing and building relationships with research collaborators and external partners;
- supporting pursuit of financial opportunities and establishing revenue generating programs; and
- establishing and organizing CIRS research agenda, values and criteria including external guidance.

Represents CIRS at meetings and events, and to collaborators and partners (both within and external to UBC).

Develops proposals, briefs, plans, reports and other strategic documents for CIRS research and education initiatives, activities and projects.

Co-develops the CIRS prospectus and other promotional documents for the research centre as a whole.

Research, Development and Demonstration Initiatives and Projects:

- Identifies research opportunities and works with researchers, collaborators and partners (external and internal to UBC) on the framing of projects, including goals, priorities, timelines and budgets.
- Identifies funding opportunities and develops applications for grant agencies, private foundations and competitions.
- Manages applied research, development and demonstration projects, including facilitating collaborations and communications between academic researchers and industry partners.
- Coordinates retrofits to and expansion of the CIRS research infrastructure to enhance research capabilities and support individual projects, working in collaboration with UBC Properties Trust, Operations and consultants.
- Supports the creation and ongoing development of CIRS performance reporting processes and documents, and synthesises information results from research projects into plans and strategies for optimization and improvements.
- Contributes to the creation of presentations on CIRS research initiatives, projects and activities at conferences, professional and partner oriented workshops and university classes.
- Advises department staff, research collaborators and external partners in areas related to CIRS planning initiatives, research, development and demonstration projects, education and outreach projects.
- Identifies staffing needs, drafts job descriptions, participates in interviews, recommends the hire and termination of staff in consultation with the CIRS Administration Manager.

Outreach and Education:

- Oversees the development of educational and promotional materials (hardcopy and digital) for CIRS programs, initiatives and research projects.
- Writes and edits technical and educational documents and communications around the application of regenerative sustainable principles in the design, planning and development of buildings and neighborhoods; and provides editorial and subject matter review for others.
- Provides art direction and graphic design services for documents, online digital content and signs as well as other applications as needed.
- Manages revisions, updates and redesign of the CIRS website.
- Manages the development of CIRS educational signage and research demonstration project signage, including the atrium videowall and e-signage.
- Provides technical expertise and input on the programming and planning of strategic CIRS events
- Coordinates UBC student engagement at conferences and partner events.

### **Supervision Received**

Reports to the Director, Operations and Business Development. Works with latitude and independence.

### **Supervision Given**

Provides general supervision to work study students and graduate students.



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

The position is expected to exercise initiative and good judgment in coordination and management of research and demonstration projects, communications with collaborators and partners, and public presentations of CIRS activities (in-person, print and online). The consequence of errors could result in reputational damage, scheduling delays, loss of resources and financial implications for individual research projects and initiatives, CIRS and UBC. Work may be checked by the CIRS Director of Operations and Business Development.

### **Qualifications**

Undergraduate degree in a relevant discipline. University degree in Architecture, Engineering, Urban Planning or similar discipline. Minimum of three years experience or the equivalent combination of education and experience. Knowledge of sustainability and related fields. A solid understanding of the current practices and approaches to green, sustainable, net-zero net-positive and regenerative building design, construction and operation, and urban and neighborhood planning. Experience in or working closely with research teams, with basic knowledge of research methods and procedures. Familiarity with the planning, development, design, and construction practices and documents for architectural and engineering projects, preferably within the UBC context. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to prepare effective grant applications and competition proposals. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to make thoughtful, informed, and thorough decisions. Ability to work effectively independently and in a team environment. Ability to communicate effectively verbally and in writing. Ability to develop and deliver effective presentations and workshops. Ability to maintain accuracy and attention to detail. Must be adaptive and flexible, able to effectively work on multiple projects in an environment of ambiguity and change. Ability to effectively use MS Office at an advanced level (e.g., Outlook, MS Word, MS Excel, PowerPoint, Visio). Ability to effectively use Adobe Creative Suite, at an intermediate level: Photoshop, Illustrator, InDesign. Willingness to learn new ideas and skills, and an optimistic, can-do attitude. Ability to obtain and disseminate information effectively and tactfully with individuals from all levels of the University, external partners and the community

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:** 18015 (Repost)  
**Location:** Kelowna - UBC Okanagan  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level B      **Business Title:** Research Facilitator  
**Department:** UBCO-Officeof ResearchServices  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-15      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-06      **Available Openings:** 1

### Job Summary

The Research Facilitator (RF) is responsible for identifying, promoting, and managing high value impact research opportunities at the University of British Columbia's Okanagan campus (UBCO). The incumbent is responsible for increasing the number and dollar value of successful funding opportunities year over year and for providing expert advice and guidance to faculty in the completion of research applications. To accomplish this, the incumbent works closely with the Okanagan ORS and the 'Support Programs to Advance Research Capacity'(SPARC) Office at the UBC's Vancouver Campus to ensure that he she is fully briefed on key initiatives as they relate to funding opportunities. In addition, the RF is expected to keep the Vice Provost Research (VPR) informed of important funding developments as they relate to research activities on the Okanagan campus and to provide analysis and recommendations on potential opportunities for UBCO's research community.

### Organizational Status

Reporting to both the Manager, Office of Research Services (ORS) and the Vice Provost Research (VPR), the RF works closely with faculty from all Departments and Schools on the Okanagan campus and liaises with the SPARC Office on the Vancouver campus.

### Work Performed

- Works with individuals and teams of faculty members to develop research funding proposals and submissions to provincial, national and international granting agencies;
- Identifies opportunities for, and supports development of, new research teams collaborations and partnerships networks, particularly those that cross disciplines or themes and that will lead to enhanced opportunities to address priority research areas of external agencies (e.g., in response to strategic initiatives and targeted RFAs (Requests for Applications) and or in relation to institutional applications such as CFI, BCKDF and CRC programs).
- Provides expertise for development of large-scale institutional infrastructure proposals (e.g., CFI, BCKDF)
- Perform background research about the research and granting agencies to customize proposals to granting agency mandate, priorities and guidelines;
- Acts as a central resource for knowledge about research funding opportunities and ongoing development of strategic directions



# The University of British Columbia

## Staff Job Postings

---

and priorities provincially, nationally, and internationally; proactively seeks out and encourages individual investigators and research teams to apply for funding

- Facilitate workshops and team meetings for research groups, centres and teams; advises and assists researchers to articulate research programs and proposals; maintains in-depth knowledge and understanding of Okanagan campus researchers and research programs;
- Customizes funding agency presentations and or workshops for target audiences using a comprehensive understanding of the agency group mandates, culture and guidelines.
- Provides liaison and support for multi-investigator teams; coordinate and integrate contributions by multiple authors on team proposals
- Formulate budgets to ensure that all funding agency and university requirements are met

### **Supervision Received**

Works under the general direction of the Manager, Office of Research Services. Must be able to work independently and carry out work to completion. Keeps the Manager, ORS and the Vice Provost Research informed of the status of work in progress. Works to deadlines and tasks on projects. Work is reviewed in terms of achievement of desired results. Works with considerable latitude.

### **Supervision Given**

This position works as a team member in the Office of Research Services.

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

This position has significant influence on the quality and effectiveness of the services provided by the Office of Research Services. Non-compliance with contractual terms and or sponsoring agency guidelines could result in the return of agency funds, loss of future funds and or inability to collect funds owned to the University. Incorrect interpretation of Sponsoring Agency and University policy provided to faculty will result in non-compliance with sponsoring agency terms on the use of funds.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years of related experience, or the equivalent combination of education and experience. Post-graduate preferred. Three years of directly relevant experience in developing, writing, critiquing or evaluating research funding applications. Excellent English verbal and written communication skills including training and or education in academic communication; ability to incorporate a broad knowledge base with understanding and communication of complex research issues to the non-expert reader; and excellent critical review and substantive editing skills. Exceptional interpersonal, organizational and problem-solving skills, including the ability to multi-task a range of complex projects and to meet the required deadlines; ability to work under pressure and handle frequent interruptions; and the ability to work in an independent and flexible environment. Exceptional knowledge of successful grant application procedures and granting agency requirements. Related experience in building collaborative research teams and multi-disciplinary and or multi-institutional research proposals for provincial, national, and international agencies. Related experience in the development of research proposal, publications, grant applications, including project logistics and budget development. Knowledge of project management principles; related knowledge in conducting and designing research programs and in research methodologies. Experience in teaching and or in developing and conducting grant proposal writing workshops and training sessions.

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome



# The University of British Columbia

## Staff Job Postings

---

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





### Job Posting

**Job ID:** 18217  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level C      **Business Title:** Clinical Trials Manager  
**Department:** Oral Health Sciences  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-07-02      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-05-08      **Available Openings:** 1

### Job Summary

Working under the direction of the Director of the Frontier Clinical Research Centre the Clinical Trial Manager (CTM) will be responsible for the planning of clinical research studies, operationalizing study protocols, tracking and managing milestones, resources, and quality; detecting possible problems early, proposing and implementing solutions; providing accurate and timely information to all stakeholders; and facilitating continuous improvement.

### Organizational Status

The Frontier Clinical Research Centre is a dedicated centre for all modalities of dentistry-related, patient-based research. The Centre is a part of the UBC Faculty of Dentistry.

### Work Performed

- Accountable for developing protocol related activities throughout the lifecycle of the project ensuring targets are met according to timelines, budget and quality expectations;
- Developing strategic research plans;
- Managing the protocol development process by providing clinical, scientific and operational input into concept sheets and protocols (rational, objectives, design), Case Report Forms, and other key protocol program documents and activities -
- Develops and manages clinical study budgets (including site and vendor budgets) and manages the reporting and invoicing for the duration of the assigned studies
- Develops and estimates resources (personnel, support staff) required to implement clinical development programs;
- Identify, select, and ensure proper monitoring of investigational sites for clinical studies; ensure there are accurate and timely visit reports from all site interaction visits
- Monitors site and study performance metrics against agreed budget, deliverables and timelines for clinical development programs;
- Developing metrics and evaluation tools for the study including site activation, patient enrollment, monitoring visits using CTMS or other reporting systems in place;
- Writing clinical protocols, amendments, informed consent forms, study guides, case report forms, and any other clinical research related documents
- Tracks clinical staff utilization to gauge adequate resources and request additional staff from management when necessary;
- Participates in the interviewing and hiring process of clinical candidates as required for research projects according to VTI needs;



# The University of British Columbia

## Staff Job Postings

---

- Provides ongoing training for clinical staff as required by operational demands;
- Manages various study team activities, including investigator recruitment and selection, study start-up, enrollment, data collection and reports.
- Manages clinical supplies requirement needs determination and ordering supplies for one or more trials
- Manages the development of clinical monitoring plans and establishes study monitoring priorities.
- Matches funding opportunities to research activities and researchers
- Facilitates the process of collaborative research agreements and provides authoritative information on collaborative research
- Coordinates development, implementation and maintenance of the trials, including research operations management
- Oversees research instrument development, data collection, data management and data entry
- Manages recruitment and follow-up of study participants, program delivery, follow up and outreach activities
- Establishes, updates and maintains research databases and source document worksheets (e.g. pre-study checklist, participant visits, etc.
- Contributes to the establishment of and oversees safety monitoring protocols and reporting of adverse events and safety related issues
- Maintains strict confidentiality related to participant identification and release of research data
- Keeps Principal Investigators informed of any study related problems or trends in research data
- Provide research administrative responsibilities for the Initiative, including meeting coordination, written correspondence, preparing submissions and reports, and the day-to-day operations of the trials
- May work closely with professionals in the community and be involved in creating publicity to promote research, providing information to and between a wide range of organizations and groups
- Other related duties as required.

### **Supervision Received**

Works with wide latitude. Work is reviewed periodically to assess the validity of recommendations or the achievement of defined goals.

### **Supervision Given**

Provides direction and technical knowledge to a research team or provides functional direction to researchers. Manages staff appropriate to a variety of research protocols.

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

The Clinical Trials Manager will exercise professional judgment and initiative in the overall coordination and management of the research projects, and will be accountable for the effective execution of all research related activities. He she is required to conduct all research activities in an ethical manner, suited to proper activities of the University of BC, the granting agencies, and to the professional organizations governing themselves and those governing the activities of all other investigators. Any procedures or data recorded as part of a study or trial must be reliable and accurate, reflecting the work performed. Strict confidentiality of all study participants must be adhered to. All activities involving participants are accountable to the Director

### **Qualifications**

Post-graduate degree or equivalent professional designation if responsible for a research project otherwise Undergraduate degree if not responsible for a research project. Certified Clinical Research Professional (CCRP) designation preferred. 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 four years of research coordination experience in a dentistry setting is preferred. Experience in organizing, coordinating, and managing research projects and or grant based programs, and supervising data collection activities preferred. Clear understanding of the RCT research process acquired through both practical and academic experience. Ability to maintain accuracy and attention to detail. Ability to understand and apply Good Clinical Practice (GCP) Guidelines. Ability to prepare and complete grant applications and other administrative documents. Ability to organize and



# The University of British Columbia

## Staff Job Postings

---

implement projects. Ability to explain, assign, and monitor work (including scheduling and performance evaluation of other staff). Ability to communicate effectively verbally and in writing. Excellent networking skills required. Proficiency in Microsoft Office suite (Word, Excel); Access database management; database proficiency and graphics capability. Ability to work independently and as a member of a team. Ability to deal with a diversity of people in a calm, courteous, and effective manner with a commitment to social inclusion. The ability to occasionally work on weekends is required. The ability to travel on occasion is required.

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:** 18169  
**Location:** Vancouver - Hospital Site  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level C      **Business Title:** Research Coordinator, Level C  
**Department:** Orthopaedics  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2014-05-01  
**Job End Date:** 2015-04-30  
**Funding Type:** Funded by Multiple Sources  
**Other:**  
**Date Closed:** 2014-05-05      **Available Openings:** 1

### Job Summary

The primary focus of the Research Coordinator is to provide leadership in the planning, coordination, communication, and management of clinical research activities of the Lower Limb Reconstruction and Oncology Division.

### Organizational Status

The Research Coordinator's direct supervisor will be the Lower Limb Reconstruction and Oncology Division Head for the Department of Orthopaedics of the University of British Columbia. The individual will also work with other team members of the Lower Limb Reconstruction and Oncology Division including surgeons, physicians, data analysts, research coordinators, research assistants, and clinical health care professionals.

External interactions will be at the local, national and international levels with other Orthopaedic Departments, research organizations, community organizations, and university and hospital personnel.

### Work Performed

#### A. Coordinate Research Projects

The Research Coordinator will be responsible for overseeing all research projects conducted by the Lower Limb Reconstruction and Oncology Division. Responsibilities will include: providing direction in establishing and accommodating research priorities; facilitating collaboration with other research groups and establishing the infrastructure for multi-centre projects; overseeing and working with team members to write grant applications and manuscripts for publication; and acting as a representative of the research team at various scientific and community meetings.

The following detail the above responsibilities:

- developing, revising and implementing policies and procedures;
- providing leadership in the coordination and administration of several multi-site studies for the Lower Limb Reconstruction and Oncology Division including industry-funded studies fellows' and residents' research projects;
- creating strategic project management schedules and timelines;
- developing, coordinating and implementing work plans;
- preparing grant proposals and applications;



- writing, preparing and amending ethics applications and other regulatory documents;
- developing, analyzing, synthesizing and overseeing literature review findings
- collaborating with investigators and other related disciplines to assess requirements of research projects and coordinate and maintain research project plans and timelines;
- presenting projects progress and summaries to investigators, meeting performance goals with respect to grant applications, ethics approvals and data collection;
- managing study protocols;
- facilitating operational linkages within and among co-investigators, clinic directors, physicians and other health care professionals within the hospital and medical community;
- facilitating and troubleshooting recruitment and consenting of subjects throughout the studies;
- coordinating and booking subject appointments for study-related blood draws and imaging (MRI and Ultrasound);
- coordinating the monitoring of subjects, identifying problem areas, and communicating subject concerns and issues with other members of the team;
- managing and facilitating the coordination of a research office, including the management of information derived from the patients' charts and handling of patient and professional queries; managing research office subject charts, tests, files and other confidential information;
- preparing articles for publication;

### B. Administrative Responsibilities

The Research Coordinator will be responsible for various administration duties including:

#### Personnel

Research personnel will assist the Clinical Research Coordinator with various research activities.

#### Fellows and Resident's Projects

The Research Coordinator will assist Residents and Fellows in meeting their goals with respect to conducting the research projects, applying for grant funding, and assisting with the publication and presentation of the results as necessary.

#### Research Meetings

The Research Coordinator will prepare and write presentations for International and National Scientific meetings; coordinate research meetings as well as focused project specific research meetings

#### Communication

The Research Coordinator will supervise the implementation and availability as well as the regular use of standard outcome measures for research studies. Data will be available for research, quality improvement activities and resource utilization decision-making.

The Coordinator will also work closely with each investigator to identify and assess needs for appropriate database storage for each research project; develop, evaluating and implementing databases for data collection and patient data; coordinate and troubleshooting data collection issues; supervise research assistants involved in data collection; identify barriers which could be potential obstacles to accurate, valid and ethical research data collection; coordinate accurate and timely data collection, accurate database and subject records.

#### Research Office

The Research Coordinator will be accountable for optimal use of the research office space.

### C. Fiscal Responsibilities

The Research Coordinator will be accountable for forecasting the research budgets of specific projects for the Lower Limb Reconstruction and Oncology Division.



# The University of British Columbia

## Staff Job Postings

---

### **Supervision Received**

The Research Coordinator will report to the Head of the Division of Lower Limb Reconstruction and Oncology. . Supervision will be provided as necessary.

### **Supervision Given**

The Research Coordinator will be responsible for supervising research personnel for select projects in the Division of Lower Limb Reconstruction and Oncology.

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

The Research Coordinator will meet regularly with the lower limb reconstruction surgeons to lead the planning new initiatives and prioritizing existing research activities, reviewing the financial status, and planning fund development. The Coordinator will be responsible for executing initiatives discussed at the meetings.

### **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. Ability to effectively use <job-specific software> at an advanced level(e.g., Outlook, MS Word, MS Excel). Ability to anticipate problems and issues and plan ahead. Ability to communicate effectively verbally and in writing. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to manage staff performance by establishing standards and goals, evaluating performance, providing feedback, and taking corrective action. Ability to determine the nature and urgency of inquiries and issues, and triage appropriately. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to initiate and conduct research projects.

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:** 18214  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Media Services  
**Classification Title:** Media Services, Level A      **Business Title:** Media Specialist II  
**Department:** UBC IT - Creative Media  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Part-Time (80%)  
**Desired Start Date:** 2014-04-30  
**Job End Date:** 2015-05-31      **Possibility of Extension:** Yes  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-07      **Available Openings:** 1

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

#### Job Summary

The Media Specialist II designs high quality creative media assets and solutions for new or existing campus-wide initiatives, and coordinates small projects, including resource management and delivery.

#### Organizational Status

UBC IT Digital Media Department provides a suite of digital media services to the University community including strategic enterprise-wide technology projects, web mobile services and creative services.

This position reports to the Executive Producer, Creative Services within the Digital Media Technologies Department and the Team Lead (Producer III) for the team they are dedicated to.

The position is part of the Creative Services team that provides senior level production and technical support to all clients including external clients and University community members (alumni, faculty, staff and students). This position is involved in the development of digital media assets for use across all client stakeholder environments (funded and cost recovery). This position is also responsible for the development of digital media for promotional purposes.

This position collaborates with management and staff within Digital Media Technologies and from other units of Information Technology and UBC where appropriate. This position also works in partnership with the Centre for Teaching, Learning and Technologies to deliver funded services for Academic units. This position also Interacts directly with other University technology professionals on relevant projects and tasks.

#### Work Performed

- Develops, produces, and post produces digital assets for a range of activities.
- Researches and offers recommendations regarding the latest software solutions and provides input into the development of overall digital asset design principles. This includes researching vendor product and specifications and providing recommendations.
- Contributes to 'winning pitches', including but not limited to, producing pre-visualization assets such as story boards, animatic, etc.
- Analyzes and reviews existing digital assets features including application, scalability, and performance requirements with clients, Business Analysts, and Team members.



# The University of British Columbia

## Staff Job Postings

---

- Act as a project manager or small projects and associated budgets.
- Packages in-house digital assets for production
- Conducts testing of new or existing digital assets to ensure they meet specifications. Researches and recommends Quality Assurance testing strategies and process.
- Provides ongoing maintenance and operational support for digital assets
- Supports digital asset lifecycle; applies and follows industry standard production development methodologies and production best practices.
- Provide support and assistance to less experienced staff.
- Maintains relevant professional designation through professional development, maintaining up to date knowledge of current digital asset creation techniques, standards, software, and equipment.
- Performs other duties as required.

### **Supervision Received**

This position reports to the Executive Producer, Creative Services within the Digital Media Technologies Department in UBC Information Technology.

### **Supervision Given**

Provides project based supervision to student employees and assists in mentoring less senior Producers and other staff on a project basis.

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

The primary focus of this unit is to provide high quality digital assets and technical support to faculty, staff, students and external clients. The person in this position makes decisions regarding the development of media resources and technologies. Disruptions to these projects or improper delivery of assets (over budget, over time or improperly produced) could have a significant impact on clients and their ability to deliver on strategic goals (academic mission, sustainability, operations, etc.).

Errors in judgment, poor planning, or failure to act decisively could have a detrimental effect on the delivery and consumption of digital media resources by clients. Unreliable systems or poor project management could lead to missed contractual obligations for performance and availability which would damage the reputation of UBC and UBC-IT. This could adversely impact the University community, including the stakeholders involved, which would result in possible lost productivity, funding and revenue.

### **Qualifications**

- Two year diploma in media and broadcast production. Higher Education in Film School or Film Programs is an asset. Minimum of three years experience or the equivalent combination of education and experience. - Demonstrated intermediate expertise in digital asset production (motion picture, motion graphics after effects, visual effects, sound, etc.).
- Demonstrated understanding and proficiency in specialized post production tools: specifically advanced skills in editing, compositing (including Motion Graphics) and 3D work.
  - Intermediate knowledge of key industry standard pre-production, production and post-production processes and techniques (such as but not limited to planning design, production, editing, finishing, quality assurance, etc.)
  - Intermediate knowledge of standard office software (such as but not limited Microsoft Office Word Excel Powerpoint) - Must be able to take initiative and work under pressure to meet tight timelines.
  - 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.
  - 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





# The University of British Columbia

## Staff Job Postings

---

- and diversity, and disagrees without personalizing issues. Utilizes strengths of team members to achieve optimal performance.
- 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.
  - 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.
  - 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.
  - 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.

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:** 18194  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level D      **Business Title:** Development Officer, Faculty of Applied Science  
**Department:** Development Office  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-12      **Available Openings:** 1

As of July 1, 2014 this position will be classified at pay grade 8 and the annual salary range will be \$62,010 - \$74,441.

### Job Summary

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

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

### Organizational Status

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

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

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

### Work Performed

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



# The University of British Columbia

## Staff Job Postings

---

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

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

### **Supervision Received**

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

### **Supervision Given**

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

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

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

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

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

### **Qualifications**

Undergraduate degree in a relevant discipline. Education: An undergraduate degree in an applicable 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. Experience: Three years' fundraising or related experience or an equivalent combination of education, training 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.

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:** 18009  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Development Office  
**Classification Title:** Development Office, Level D      **Business Title:** Development Officer, Library  
**Department:** Development Office  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-12      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-08      **Available Openings:** 1

### Job Summary

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

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

### Organizational Status

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

Works with: UBC faculty and staff involved in fundraising.

Contacts: Donors and outside community groups and organizations.

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

### Work Performed

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



# The University of British Columbia

## Staff Job Postings

---

preparing proposals;

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

### **Supervision Received**

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

### **Supervision Given**

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

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

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

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

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

### **Qualifications**

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

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:** 18191  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Business Operations Mgmt  
**Classification Title:** Business Operations, Level B      **Business Title:** SRC Facility & Operations Coordinator  
**Department:** Athletics and Recreation  
**Salary:** \$45,579.00 - \$54,717.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-23  
**Job End Date:** 2015-06-23      **Possibility of Extension:** Yes  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-05-06      **Available Openings:** 1

### Job Summary

This position will work with both UBC REC and the Facilities units within the Department of Athletics and Recreation. Responsible for overseeing the Student Recreation Centre and the operations centre, this individual's responsibilities include managing the Student Operations staff, maintaining standards for customer service, coordinating all building maintenance and repairs, working with both internal athletic department units and external parties to schedule the facility, handling all private bookings and equipment rentals. This position is responsible for creating a 5 year operational strategy and is also responsible for generating revenue through bookings and retail operations. Specifically this position oversees all retail related aspects of UBC REC program including the administration and auditing of the CLASS software POS, registration and facility rental systems, cash reconciliation, cash handling, inventory management, sales reporting, office administration and management of the online registration system. This position will require evening and weekend work.

This position works out of an office located in the Student Recreation Centre. This role often requires inspections of certain areas within the facility as well as assisting at the operations desk. The person filling this role should expect to be at their desk only 75% of the time.

### Organizational Status

This position co-reports to the Associate Director, Intramurals and Recreation and Associate Director, Facilities and Business Development. Manages over 20 student building, operations and admin staff. Interacts with other UBC REC staff and with other department facility coordinators, coaches, community users, on-campus booking groups, and plant operations staff.

### Work Performed

#### FACILITY MANAGEMENT

- Develops a 5 year operational plan focusing on facility administration and revenue generation
- Leads and makes decision on facility related projects including project scope, hiring consultants and negotiating contracts.
- Manages the Student Recreation Centre, which includes the multi-purpose triple court gymnasium, dance studio, and martial arts dojo.
- Manages the Ponderosa Commons Studio in the Ponderosa Commons - which includes: developing custodial services plans, studio maintenance and developing booking policies & procedures
- Develops long term preventative maintenance plans and manages renovation projects for the Student Recreation Centre in addition to overseeing the day to day services and works closely with UBC Plant Operations for implementation



# The University of British Columbia

## Staff Job Postings

---

- Develops cleaning schedule for custodial services - liaising with Plant Operations
- Negotiates contracts and manages private bookings for the SRC & Ponderosa Commons Studio, working with other facility coordinators on any larger scale bookings
- Develops and executes a long term sales strategy for the Student Recreation Centre working closely with marketing staff.
- Creates contracts in CLASS and collects rental payments
- Oversees locker rental process: creating booking policies, updating rental rates, and developing locker clear out procedures
- Oversees the maintenance, cleaning and ordering of all facility related sports equipment and the UBC REC vehicles.
- Manages the facility schedule in conjunction with the needs of the intramurals, recreation and varsity programs as well as with other rental groups.
- Creates and updates risk management & emergency procedures for the Student Recreation Centre; chairs Student Recreation Centre safety meetings.
- Manages the Student Recreation Centre budget, including revenue targets and expenses in a fiscally responsible manner.

### OPERATIONS CENTRE

- Oversees the entry of all content on the CLASS system and develops CLASS entry guidelines and procedures; creates training programs for CLASS data entry; controls the CLASS audit process and ensures that it follows timelines
- Ensures the accuracy and validity of all content on the CLASS system - Oversees all intramurals and recreation program registrations, equipment rentals and locker rentals through the SRC Operations Centre and Ponderosa Commons Studio.
- Develops CLASS training and procedures for Operations staff and audits transactions to ensure accuracy
- Analyzes registration trends
- Manages the Point Of Sale system at the Student Recreation Centre; identify product trends, works with vendors to supply new products.
- Manages revenue targets and all building expenses including all sales and inventory accuracy
- Develops and implements marketing plans for new products that are sold at the desk-Coordinates communication, technology and other resources required to manage CLASS and other operational systems to maximize operational efficiency.
- Hires, trains, manages, evaluates and terminates the Operations Centre student staff who act as information officers, cashiers, facility staff and sales associates. Liaises with Career Services to coordinate work-study and work learn positions.
- Leads all aspects of customer service including the implementation of a program-wide customer service plan. Ensures that refunds, waitlists and general participant communication are focal points of operational systems.
- Reconciles all cash outs and petty cash, prepares deposits, and handles cash
- Ensures that all payment processing takes place in a secure environment and that clear and effective cash handling procedures are in place and strictly followed.
- Organizes and promotes the long term drop-in program strategy with a focus on revenue and student utilization (there are approximately 38,000 visits each year).
- Makes decisions on facility planning, equipment purchases and works closely with suppliers
- Processes refunds and ensures all approvals and rejections are based on established policies and procedures.
- Creates manuals online resources to assist in the training of Operations Centre Staff and other Full Time Staff - including a Point of Sale, CLASS standards emergency procedures
- Serves as the office manager and purchases supplies and maintains inventory control

### OTHER

- Assists with major UBC REC events including Day of the LongBoat, UBC Triathlon, Lace Up for Kids and Storm the Wall, as necessary.
- Assists in the developing, implementing, monitoring, and evaluation of departmental policies and procedures.
- Plays an active role in furthering UBC REC's mission and vision through facility and staffing initiatives.
- Maintains fiscal accountability, prepares budgets, and reconciles all assigned accounts on a monthly basis
- Attends meetings, staff training retreats and completes other tasks as necessary.

### Supervision Received

The Associate Director, Intramurals and Recreation and Senior Facilities Manager.. Supervision provides guidance and direction to the position, but the execution and decision making of the responsibilities are solely that of the Facility and Operations



# The University of British Columbia

## Staff Job Postings

---

Coordinator. Due to the magnitude of the program, staff are empowered to execute their responsibilities and work independently.

### **Supervision Given**

Responsible for recruiting, interviewing, selecting, training, supervising, and evaluating the operations centre and admin student staff.

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

This position is vitally important to the daily operation of one of the most heavily used student facilities on campus. A standard of customer service is vital to ensuring customer satisfaction. In addition, all decisions relating to facility maintenance and management could ultimately affect the safety of those using the Student Recreation Centre. This position is responsible for ensuring that this facility remains safe and therefore is required to make extremely important decisions regarding the building as well as those that frequent the building.

Additionally, this person is heavily involved in the cash handling and accounting of all sales that are transacted by this program. This person will be responsible for the hiring and supervision of the retail associates who are dealing with large sales volumes on a daily basis. Their judgment of character and ability to assess the work of others is paramount in ensuring that this program remains sustainable.

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

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Experience in a recreation setting with an emphasis on program and facility management. Working experience with CLASS software (The Active Network) required. Previous supervisory experience in facility operations, part time or student employee management and retail management also strongly preferred. Demonstrated self-starter. Strong computer skills essential including working knowledge of Microsoft Office Suite. Strong financial, organizational, and time management skills required. Ability to work well both as a member of a team or individually. Excellent oral and written communication, interpersonal and conflict resolution skills required.

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:** 18200  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level C      **Business Title:** Program Manager, Prtnrshps, Plng and Stdnt Support  
**Department:** Go Global: Internl Lrng Prog  
**Salary:** \$49,226.00 - \$59,094.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-04-01      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-06      **Available Openings:** 1

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

#### Job Summary

Within International House, two units deliver complex and varied services to a wide range of audiences: current students leaving for and returning from learning opportunities abroad, international students new to campus and continuing their studies, incoming exchange students, partner university representatives, faculty members and staff from around campus.

Go Global: International Learning Programs, is a systems-wide program, that develops international learning opportunities for UBC and partner organization students in partnership with UBC Faculties; and implements UBC Policy 69: Student Safety Abroad. Students have the opportunity to study, undertake research, internships, practica, clinical placements and participate in global seminar programs around the world and at UBC. Go Global builds partnerships with post-secondary organizations, non-government agencies and communities to provide these opportunities. Currently UBC has approximately 250 active student mobility agreements in over 40 countries. Each year over 2000 students participate in learning abroad from across all faculties. UBC intends to continue to grow this number so that 30% of undergraduate complete their degrees with an international experience. We currently have 22% participation.

International Student Development provides support and services for incoming international students studying at UBC. This includes orientation programs; advising services; immigration, medical and health insurance and work permit advice; peer programs; and overall information about the services and opportunities available for them on campus. UBC welcomes over 10,000 international students from 149 countries each year and plans to continue to grow this number while furthering the inclusive nature of our community.

This position provides key leadership to UBC international learning partnership process, program planning and support. The Program Manager is a member of the Go Global leadership team. The role is responsible for managing the delivery of front line client services and program support; the establishment, approval, renewal and management of UBC international learning partnerships; the completion of student mobility agreements; the creation, facilitation and management of relationships with university partner institutions; management of external scholarships available to UBC faculty for short term inbound students and contributing to the planning and development of Go Global strategy, budgets and human resource development.

#### Organizational Status



This position is a member of the Go Global Leadership team and reports to the Director, Go Global. The incumbent also works closely with:

- Staff members in the Office of the Vice-President Research and International and the Office of the Provost and Vice-President Academic
- Faculty and staff members in most Faculties and Departments across campus
- Faculty and staff members from national and international partner institutions
- Staff members in Go Global and International Student Development including the Associate Director, International Student Development
- Staff members from UBC Human Resources, Supply Management, Building Operations, IT Services, and Finance

The incumbent also liaises with peers in numerous university-wide services such as International Student Initiative, Enrolment Services, Student Housing and Hospitality Services, Vantage College, Graduate and Postdoctoral Studies, and Faculty Relations.

### **Work Performed**

- Manages the delivery of frontline services and program support for Go Global and International Student Development programs and services, which includes developing, implementing, reviewing and evaluating the services provided by staff in order to ensure successful service delivery.
- Creates, facilitates and manages relationships with university partner institutions to increase partner institution participation, including managing UBC & partner goals and expectations, and hosting campus visits by delegates from partner institutions to foster and maintain positive relationship between institutions.
- Manages the establishment, renewal and maintenance of new and current institutional partnerships (currently 250 active partnerships; approx. 50 files being managed on an ongoing basis).
- Negotiates & is the Manager on record for UBC student mobility agreements with partner institutions ensuring verification by UBC Legal as required.
- Liaises with the Office of the Vice President Research and International, Office of the Provost and Vice-President Academic, and other UBC Faculty departments in the process of partnership development and renewals, responds to internal and external partnership queries and manages hand-off of new and renewed partnerships to Study and Research Abroad team at both Vancouver and Okanagan campuses.
- Develops and submits new partnership proposals for UBC-Vancouver Senate Admissions Committee meetings on behalf of UBC Faculties. This includes conducting research, assessing partnership requirements, securing letters of support from the Deans, and ensuring proposed partnerships align with institutional strategic goals as well as Faculty departmental needs.
- Reviews & manages the annual cycles for Go Global and International Student Development programs to prioritize and provide appropriate program support including identifying synergies and overlaps, seeking additional resources as needed.
- Reviews, identifies and analyzes systemic problems for students seeking information and modifies service delivery as necessary.
- Responsible for assessing, reviewing and developing solutions for program management.
- Informs and drives program changes, improve service efficiency and process with a view to improve the quality of students' university experience.
- Manages the Canadian Bureau of International Education (CBIE) and Department of Foreign Affairs, Trade, and Development (DFATD) scholarship working with external partners and UBC academic units and faculty on both campuses.
- Manages the compilation of annual performance markers across the team, analyzes the results and drafts interim and annual reports on program activity including progress to goals, program statistics and budgeting actuals.
- Develops, reviews & analyzes regular reports on all Go Global budgets for Director, Go Global and designates; managing budget forecasts and making recommendations for re-allocation of funds, as well as develops, manages, and monitors budget expenditures related to building operations and CUPE 2950 team.
- Acts as an effective change agent to improve cross-unit communication. Responsible for streamlining and improving the flow of important client and service information across campus. Makes strategic recommendations for communication and process improvement.
- Liaises with Building Operations, Project Services, Bookstore, Supply Management, Finance, IT and external providers vendors in coordinating any major building renovations, projects, repairs, and maintenance.



- Represents Go Global and International Student Development on university committees and at public functions.
- Manages special projects assigned by the Director of Go Global and or Associate Director of International Student Development.
- Manages staff, which includes but is not limited to: hiring, training, coaching and termination of staff; coordinating professional development activities; staff recognition; staff appraisal and performance review; prioritizing work based on long term and day to day operational requirements, and recruitment.
- Performs other related duties as assigned.

### **Supervision Received**

Reports to the Director, Go Global. Works in collaboration with the Associate Director, International Student Development and other staff in Go Global and International Student Development, as well as with staff in VPRI, Faculties, departments, student organizations, and external partners and organizations. Works independently without direct supervision. The incumbent must exercise initiative and sound judgment.

### **Supervision Given**

Manages CUPE 2950 staff (5) and student staff who provide administrative, clerical, and front-line support for Go Global and International Student Development. Hires, trains and evaluates the performance of employees, and proceeds with progressive discipline if required. Provides leadership to unit and therefore maintains ongoing awareness of University policies and practices; interprets policies and procedures related to the responsibilities of the position - including FIPPA, harassment and discrimination, hiring, financial administration, and use of university systems and technology, including the databases.

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

Decision-making is based on a thorough knowledge of the policies and procedures of the University, Go Global, and International Student Development. The services provided by both units directly impact students' impressions of UBC. The incumbent exercises considerable judgment and must exercise tact, diplomacy and high level of discretion when interacting with students, staff, faculty at UBC, and partner institutions. Consequence of error is high and poor judgment and or lack of cross-cultural sensitivity would compromise the integrity of the units as well as jeopardize the reputation of Go Global and International Student Development. The services span a very wide content area and accuracy, effectiveness and efficiency are required to maintain the University's reputation.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. Basic understanding of the principles of student development and experience using this knowledge in previous work environment. Three or more years of experience working in student services in a post-secondary environment, preferably at UBC or an equivalent combination of education, training and experience. An excellent knowledge of current UBC administrative and student processes. Experience living, working or studying abroad. Knowledge of the principles, concepts, standards, practices, and tools of project management and change management an asset. Very good understanding of student services on campus and experience working in a direct student service role an asset. Experience working across functional units in a collaborative manner. Experience supervising staff and or student staff. Proven and effective organizational, communication (oral and written) and administrative skills. Interpersonal skills and cross cultural sensitivity. Ability to use these skills and sensitivity in working with students, staff, faculty and community partners throughout all stages of the program. Excellent interpersonal skills and ability to build rapport with staff, students and clients. Advanced customer service knowledge base. A high degree of professionalism. Demonstrated aptitude for progressive, creative and innovative thinking. Demonstrated analytical and problem solving skills. Effective marketing public relations skills. Tact, maturity, good judgment. Diplomacy, excellent team building skills, flexible attitude. Ability to work effectively with all levels of University personnel. Ability to effectively use information technology. Ability to work under pressure and produce measurable results. Demonstrated ability to work independently in an open and welcoming work environment. Comfort with new technologies related to social media, web communication, and online databases an asset.



# The University of British Columbia

## Staff Job Postings

---

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:** 18226  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level D      **Business Title:** Director, Career Centre  
**Department:** Economics  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-07-02      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-09      **Available Openings:** 1

### Job Summary

The Vancouver School of Economics (VSE) ranks at the top of all economics departments and schools in Canada for both research and teaching. It has recently introduced the Bachelor of International Economics (BIE), which is a four-year program with an annual intake of approximately 80 top students from around the world. It also has plans for creating a professional Masters program. A key feature of the plan for the VSE is a career centre for students in both these programs, plus the regular BA majors and honours students. The first step towards this goal is to create a career centre for the BIE students. We are looking for a person to initiate this first step and to participate in laying the groundwork for the expanded career centre that will ultimately serve all the VSE students. As such, the job will offer an opportunity for interesting work in building a new unit and developing it further.

#### Job Summary:

This position is responsible for setting up and developing the Bachelor of International Economics (BIE) Career Centre. He or she will focus on marketing and promoting the BIE program to new and existing local, national and international potential employers, professional associations and other institutions. He or she will coach, counsel and prepare BIE students for Co-op programs and summer internships, and for employment after their graduation.

### Organizational Status

This position reports to the Director of the BIE program and works in close co-operation with the Co-op coordinator in the Faculty of Arts and the Hari B. Varshney Business Career Centre in the Sauder School of Business. He or she also liaises with the Administrator and staff in the Vancouver School of Economics and other university staff, as appropriate for the delivery and promotion of the program.

### Work Performed

1. Develops, delivers and evaluates services and processes to support the student learning experience and employment after graduation.
2. Researches and identifies potential partners in industry, government agencies and institutions, both locally and nationally, as well as internationally.
3. Initiates, builds and maintains employer relationships.
4. Determines employer requirements and facilitates the hiring process.
5. Develops and prepares specific strategic marketing plans and a site visit plan.



# The University of British Columbia

## Staff Job Postings

---

6. Provides students with one-on-one and group employment counseling and coaching.
7. Advises students on the technical suitability of employment with their academic program and advises students on the selection of areas of specialization and requirements for the professional designation.
8. Surveys, analyzes and reports on BIE student employment interests.
9. Organizes job fairs for BIE students.
10. Assists Arts Co-op in orientation, information sessions and placement of BIE students.
11. Attends and networks at various events, locally and nationally; ie, conferences, trade shows, career fairs and information sessions.
12. Researches, coordinates and conducts employer marketing trips, both domestically and internationally.
13. Researches international work permit requirements and instructs students on following all necessary legal and immigration policies.
14. Develops and maintains the BIE Career Database with both employer and student records.
15. Prepares regular reports on student employment statistics; employer profiles; local, national and international work placements and closure rates on posted positions.
16. Participates in faculty, departmental and institutional meetings, committees and events as required.
17. Develops and maintains relationships with UBC Economics alumni, which may include organizing networking and mentorship opportunities for BIE students.
18. Responsible for continued improvement of delivery of service and provides vision and the groundwork for future expansion of the Career Centre beyond the BIE.

### **Supervision Received**

Works autonomously under the general direction of the BIE Director.

### **Supervision Given**

Hires and manages career centre assistants. Responsible for ongoing mentoring and professional development of student leaders and staff.

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

Incorrect decisions can affect the numbers and quality of student applicants to the BIE program. Failure to adequately assess employers could result in students being placed in inappropriate work environments. Failure to assess and prepare students for appropriate work placements could result in the loss of credibility of the program. Failure to intervene and resolve student work placement performance problems could result in the loss of working relationships between industry and the university. Failure to apply policies and procedures established by the Ministry of Skills, Training and Labour could result in the loss of accreditation and or financial support.

### **Qualifications**

Undergraduate degree in a relevant discipline. A university degree and a thorough knowledge of and experience with business development and human resource management are preferred. A minimum of four years relevant experience or the equivalent combination of education and experience. Some experience in developing and delivering pre-employment training programs is desired. Travel is required so a valid driver's license and access to a vehicle is essential. Strong computer skills are required, ie, Microsoft Office and database management. Minimum of four years experience or the equivalent combination of education and experience. - Excellent written and verbal communication skills and ability to compose using clear concise business English.

- Excellent organizational planning and marketing skills.
- Ability to deal with a diversity of people in a calm, courteous and effective manner.
- An awareness of sensitive issues, ie, those concerning specific cultures, and an ability to resolve complaints in a calm, non-confrontational manner and by exercising sound judgment.
- Ability to provide effective and appropriate guidance.



# The University of British Columbia

## Staff Job Postings

---

- Ability to exercise tact and discretion.
- Ability to work in a team environment and to develop productive working relationships.
- Ability to prioritize and work effectively under pressure in order to meet deadlines.
- Ability to exercise tact and discretion.

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:** 18188  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level D      **Business Title:** International Student Advisor  
**Department:** International Stdnt Dvlpmt  
**Salary:** \$57,417.00 - \$68,929.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-08      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-05      **Available Openings:** 1

### Job Summary

Student Development and Services is responsible for providing leadership, opportunities, and services that strengthen and enrich student learning at UBC. International Student Development (ISD) works to ensure undergraduate and graduate international students are fully engaged members of the University community and facilitates international and intercultural learning opportunities for all students. International Student Advisors support international students through innovative and professional advising services and programs. As a regulated Canadian immigration consultant, the incumbent will provide the highest quality of integrated advising related to international student immigration, health insurance, employment, well-being and cultural and transition coaching. The incumbent will work collaboratively within Student Development and Services and with faculties, academic advising offices, AMS GSS, units within the Vice President Students' portfolio, International Student Initiative, departments and programs across the University as well as schools, organizations, and international educators in the community.

### Organizational Status

International Student Advisors work as members of the International Student Development team within the division of Student Development and Services. Reporting to Associate Director, the incumbent supervises and mentors student staff, works collaboratively with the staff at International House, and provides leadership and management to volunteers on a number of projects and events. The incumbent takes on leadership roles in cross-functional team projects and may supervise student interns seeking a student development work experience.

### Work Performed

Major responsibilities fall into the following areas:

Support international students to thrive at UBC by providing accurate, respectful and responsive advising services and assistance related to study and work permits, visas, health insurance, employment, student life, cultural adjustment, dependents and related issues. Advise international students on an individual and group basis, identifying issues and opportunities impacting their academic and personal lives. Inform students about their options, coach students in determining a resolution or course of action and mediate on their behalf when necessary.

Liaise with and provide leadership to other staff on campus to provide seamless support and services for international students. Actively partner with staff in academic advising offices, other units within Vice President Students, Enrolment Services, Graduate and Post-Doctoral Studies, graduate programs staff and others working directly with international students.

Maintain a strong relationship with government and other organizations in supporting international students with the highest





standard of professional practice. Liaise effectively with CIC, CBSA, BC PNP, Service Canada, MSP and other government entities as well as CBIE, BCCIE, ICCRC and related organizations.

Develop, coordinate and deliver innovative, responsive, and professional programs and services. Through effective programs and services, create a welcoming and supportive environment so that international students can be fully engaged in the University community. Work effectively with student leaders to develop leadership capacity and foster transformative learning for students.

Develop strategic and effective initiatives and projects to streamline immigration information management to ensure up-to-date information about immigration policies and regulations on the ISD website, tutorials, handouts and other communication materials.

Plan, organize and deliver workshops to increase students' awareness and enhance their competence in managing their immigration documents. Work directly with colleagues in ISD to ensure advising practices are consistent and of the highest quality.

Assess and evaluate current offerings and document student experiences and program assessments. Participate in assessment specific to UBC international students and current student development literature, and seek to address gaps in services and programs.

Support and develop students and student groups to accomplish their goals and to support strategic initiatives.

Foster an international dimension within the University and the community at large. Design and deliver awareness and education programs to faculty, students and staff relevant to supporting the University's strategic goals toward a fully engaged international campus.

Work collaboratively with faculties, AMS GSS, units within the Vice President Student's portfolio, departments across the University as well as schools and organizations in the community. Work collaboratively with staff at UBC O to ensure practices are consistent and of highest quality. Work in strong partnership with students, faculty and staff.

Prepare reports, publications, and other written work as required.

Fulfill obligations to the ICCRC and maintain active status as a Regulated Canadian Immigration Consultant.

Perform duties consistent with the mandate of Student Development and Services as requested.

### **Supervision Received**

Working under the direction of the Associate Director and as an integral member of the International Student Development team, the incumbent acts independently and exercises considerable judgment and innovation in working with students, faculty and staff.

### **Supervision Given**

Will supervise student staff directly and manage numerous volunteers on various projects. Responsible for developmental evaluation of professional and student staff. Responsible for on-going mentoring and professional development of student leaders and staff.

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

Providing incomplete or inaccurate information to students can have a devastating impact on UBC's ability to recruit and retain students and severely damage UBC's international reputation. Inaccurate information given to students may lead to grave consequences, such as depriving students of the chance to enter, remain in, or study in Canada legally. Lack of sensitivity, imagination and persistence in handling students' personal situations, including broader crisis management issues, may result in significant distress for students.

Lack of cross-cultural sensitivity can also cause serious misunderstanding and or hardship for students, faculty and staff. Poor management of staff or volunteers may lead to inefficiency, discontentment or grievances.

### **Qualifications**

Undergraduate degree in a relevant discipline. - Must be a member in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC) as a Regulated Canadian Immigration Consultant (RCIC). Minimum of four years experience or the equivalent combination of education and experience. Experience working directly with international students at the post-secondary level.

- Experience dealing with issues relating to international students and international education. Overseas work study experience preferred. Ability in an additional language (other than English) preferred.

- Experience in program and project development, assessment and evaluation.



# The University of British Columbia

## Staff Job Postings

---

- Knowledge of theories related to intercultural understanding and student engagement.
- Expertise in designing and delivering educational workshops and experience in managing large events. Excellent interpersonal skills, cross-cultural sensitivity and intercultural communication skills. Ability to communicate effectively verbally and in writing. Ability to work effectively in teams and to develop effective working relationships with students, faculty, staff and community members. Ability to manage the complexity inherent within a multi-faceted work environment focused on broad outcomes for students.

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:** 18197  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Student Management  
**Classification Title:** Student Management, Level E      **Business Title:** Director, Academic Support  
**Department:** FacofGradStudies&PostdocStudies  
**Salary:** \$62,010.00 - \$74,441.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-07-07      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-10      **Available Openings:** 1

### Job Summary

The Director, Academic Support provides administrative leadership and direction for several key graduate program and student support services: 1. application and admissions, 2. student registration and progress tracking, 3. doctoral oral examinations, 4. thesis receipt and 5. complex student problem resolution and 'at-risk' student support. The Faculty of Graduate and Postdoctoral Studies works in conjunction with departments, schools and other Faculties to co-ordinate and monitor the quality of graduate programs at UBC. The Academic Support unit in the Dean's office is annually responsible for providing expert consultation and administrative support services to more than 150 graduate programs, 14,000 applicants and 10,000 students; annually holding 500 final doctoral exams, and approving the graduation of nearly 3,000 students. In addition, the Director, in coordination with Faculty Executive, provides consultation, mediation, support and policy interpretation for dozens of complex student cases (which may include academic and non-academic misconduct, supervisory conflict, disability and mental health concerns, failure to make adequate academic progress, and student appeals) each year, as well as for other students at risk of delay or non-completion of studies. The Director develops and advances procedures and policy recommendations related to student administration and success. In sum, the Director, Academic Support is responsible for providing direction for a relatively large, diverse and complex range of fundamental activities related to supporting the administration and academic success of graduate students and quality of the graduate student experience at UBC.

### Organizational Status

The Director, Academic Support works closely with the Vice Provost and Dean, Associate and Assistant Deans, and other senior staff in Graduate and Postdoctoral Studies. Interacts with senior academic and administrative staff within the University, particularly in graduate programs and other student service units such as Access & Diversity, International Student Development, Enrolment Services, the Ombuds Office and other units related to graduate student success and well-being. Liaises with colleagues at other higher education institutions (national and international), professional associations, accreditation bodies; and governmental agencies.

### Work Performed

Student Academic Support Administration

- Develops, implements, evaluates and oversees a comprehensive strategy for delivering quality academic support services to students, faculty, and administrative staff;
- Responsible for overseeing and integrating management of services relating to students from application inquiry stage, through



adjudication and admission, registration, final doctoral exams and graduation;

- Leads strategic planning within SAS unit to identify operational priorities; and secures required resources
- Develops and advances policy and practice recommendations related to student academic support administration.
- Makes binding decisions and grants exceptions to policy in complex student cases concerning registration, transfers, , leaves of absence, program extension, academic progression, withdrawals etc.; consults with and advises Dean, Associate & Assistant Deans in highly unusual cases.
- Provides administrative direction and leadership to support strategic student enrolment goals and manages related special programs, including Joint PhDs and Aboriginal applicant support.
- Oversees staffing strategy for Academic Support unit; provides direct supervision to multiple M&P staff in the AS unit and is indirectly responsible for performance of entire AS unit union staff.

Complex student case management Academic success support

- Is the main point of contact for advice and action for students, faculty and staff on complex administrative, academic and personal well-being situations which compromise student success.
- Directs initiatives to track and improve student advising within G+PS.
- Works with students, staff, faculty and G+PS Executive to resolve complex problems through developing resolution plans, coordinating resources, advising on actions and communications, making referrals, and consulting with executive decision-makers.
- Develops and advances policy and practice recommendations related to enhancing the success potential of students at risk of delayed or non-completion.
- Serves as primary liaison for G+PS with additional campus resources and initiatives that support at-risk student success, including Access & Diversity, Early Alert, Student Case Manager, Ombuds Office, etc.
- Receives and reviews progress reports for students on extension; advises students on extension and those going on returning from leaves of absence on resolving issues and making successful transitions
- Prepares background information and may write responses to formal appeals of Faculty decisions to the Senate Committee on Appeals on Academic Standing, in collaboration with Faculty Executives. May represent the Faculty at appeal hearings.

International

- Implements methodologies for the adjudication and assessment of international credentials;
- Oversees the maintenance of updated information in the UBC International Credential Database
- Directs processes to support students obtaining funding through scholarship agency partners such as China Scholarship Council, Becas Chile, Organization of American States, etc. Liaises with and makes recommendations to UBC International Student Development, Canada Immigration and other federal educational lobbying bodies on student mobility and immigration issues affecting international students.

Business Systems Information Technology

- Oversees the internal adoption implementation sustainment within G+PS of new technologies and systems for delivering academic support to applicants, students, graduate program staff and faculty.
- Participates as a subject matter expert in the development of systems technologies serving graduate students and programs.

Communication and Outreach

- Oversees the delivery of seminars to department graduate advisors and or program staff on a wide range of academic success and student administration initiatives, policies and procedures affecting prospective and current students;
- May represent the Dean, Associate or Assistant Dean on committees in his her absence.
- Maintains membership in various external associations such as: The American Association of Collegiate Registrars and Admissions Officers (AACRAO), The Canadian Association for Graduate Studies (CAGS), Canadian Bureau for International Education (CBIE), The Association of Registrars of the Universities and Colleges of Canada (ARUCC) and the Western Associate Deans of Graduate Studies.
- Other duties commensurate with the skills and experience of the position.

### **Supervision Received**

Reports directly to the Assistant Dean, Student Administration and Strategic Initiatives; receives direction from Associate Deans and Vice Provost Dean. Works independently under general administrative direction. Work is reviewed for overall effectiveness.



# The University of British Columbia

## Staff Job Postings

---

### **Supervision Given**

Responsible for the hiring, and performance evaluation, and disciplining of Academic Support managerial staff, and for ensuring the overall effectiveness of overall unit staff, including multiple CUPE 2950 staff members. Delegates day-to-day supervision of clerical secretarial staff to unit managers.

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

This is a key senior administrative position responsible for overseeing and enforcing Senate policies on graduate student administration. This position manages highly sensitive situations involving graduate students at risk of non-completion of studies, including those involving mental health and interpersonal crises. Actions and decisions may be binding to the University and are crucial to the academic and personal welfare of students since they directly affect admission, academic progress, the right to continue in a program, and the determination of qualifications for graduation. Incorrect actions or decisions may damage the careers of students and lead to academic appeals or lawsuits.

### **Qualifications**

Undergraduate degree in a relevant discipline. University degree, preferably at a graduate level, from a recognized university. Minimum of five years experience or the equivalent combination of education and experience. A minimum of five years experience in university student administrative and or support services, preferably including experience working directly with domestic and international graduate students, faculty and staff members. Three years of experience in enrolment registrarial functions highly desired. Experience managing and collaboratively resolving complex administrative, interpersonal and personal conflicts highly desired. Counseling and or social work or similar case management experience preferred. Experience in leading adoption of business systems preferred. Three years in a senior managerial and supervisory capacity in a University environment, or equivalent combination of education, training and experience. Demonstrated skills in case management and dispute problem resolution. Superior communication skills (oral, written and presentation). Ability to demonstrate tact, diplomacy, and strategic intelligence in facilitating dialogue and dealing effectively with difficult situations. Demonstrated leadership skills, supervisory and interpersonal skills. Extensive understanding of graduate education and graduate student administration and support. Proven ability to adapt and to work effectively in a multi-tasked environment under pressure with high volume of work and critical deadlines. Proven organizational and project management skills. Proven ability to think creatively and innovate solutions to organizational challenges. Ability to work effectively as a member of a team to facilitate team goals and encourage best effort amongst colleagues and direct reports.

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:** 18138  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Facilities Management  
**Classification Title:** Facilities Management, Level F      **Business Title:** Manager, Community Planning  
**Department:** C+CP Planning & Design  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-02      **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-06      **Available Openings:** 1

### Job Summary

The Manager, Community Planning is responsible for developing plans related to the use and development of the UBC Vancouver Campus. Community and land use planning activities are undertaken to advance UBC's academic mission and discharge responsibilities under the University Act and the Municipalities Enabling and Validating Act. The Community Planner will coordinate and prepare new land use plans, ensuring compliance with policy and legislation, and will develop amendments to plans as required in order to meet changing conditions. This individual will work closely with the Director, Planning & Design on the development of a variety of long-range, strategic, and housing plans that are consistent with the UBC Land Use Plan (LUP), the Neighbourhood plans and the Vancouver Campus Plan (VCP) for the University and other relevant planning and regulatory frameworks. The Manager, Community Planning will also manage a variety of other planning policy assignments and coordinate various planning processes. This position requires work outside normal hours.

### Organizational Status

This position reports to the Director, - Planning & Design. The position supports a variety of advisory bodies including, Advisory Planning Committees, Technical Advisory Committees for Neighbourhoods Plans. The Manager, Community Planning will maintain good working relationships with other units within Campus & Community Planning and with other related UBC departments and subsidiaries including, Building Operations, Infrastructure Development, Health Safety & Environment, Student Housing and Hospitality Services and UBC Properties Trust. The Community Planner will also contribute to relevant planning policies of the Greater Vancouver Regional District, the City of Kelowna, the City of Vancouver and other government authorities where requested.

### Work Performed

- 1) Develop and coordinate work programs to efficiently and effectively achieve planning program objectives. Develop terms of reference for specific projects. Supervise consultants and staff.
- 2) Conduct research and analysis to develop planning proposals. Prepare draft plans, designs, concepts, and planning policies and provide advice, information and effective interpretation of planning policies and procedures.
- 3) Coordinate the review of draft plans and policies by a wide range of complex interests within the UBC administration, the campus community, the residential and business community, and external interests.



# The University of British Columbia

## Staff Job Postings

---

- 4) Prepare reports on planning programs, planning processes and draft plans for senior university committees and the Board of Governors.
- 5) Participate in the policy aspects of regulatory planning and provide recommendations to ensure compliance of individual development proposals with long-range objectives and approved land use plans.
- 6) Provide direct day-to-day support related to long-term land use, campus plan and neighbourhood plan administration, and carry out neighbourhood and campus plan monitoring and implementation.
- 7) Conduct policy research studies, develop and prepare reports with recommendations on various policies, programs and projects.
- 8) Develop policies and procedures in lieu of by-laws to address the University's needs for municipal administration.
- 9) Collaborate with the Communications group within the department to communicate Campus Planning policy and to design community consultation programs that reach out to a variety of internal and external groups and individuals, including the public, politicians, consultants and staff.
- 10) Provide support to the Manager of Development Services and the Building Siting committee on the appropriate sites for institutional capital planning and non-institutional project planning.
- 11) Act as the department's representative on some municipal and regional steering and working committees if requested, presenting the University's view on planning matters.
- 12) To perform other duties as required.

### **Supervision Received**

Works with a high degree of independence under the general direction of the Director, Planning & Design.

### **Supervision Given**

May supervise professional planners, several resource people and coordinate several issues at any one time. Will manage the work of consultants. Will also coordinate efforts of department staff as required. Must be able to lead projects.

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

The Manager, Community Planning is responsible for planning activities related to the use and development of the UBC campus lands.

The incumbent will influence allocation of funding in certain areas within significant project budgets. Errors in this work can cause problems of a financial, legal or political nature, which in turn result in cost and time delays during resolution.

### **Qualifications**

Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. Masters degree in Community or Urban Planning preferred. Membership or eligibility for membership in the Canadian Institute of Planners. Minimum of 7 years of related experience including experience in related technical fields, project coordination and cost control or the equivalent combination of education and experience. Progressively responsible planning experience, preferably in a local government setting, in community, long-range, planning. Additional experience in current planning also an asset. Familiarity with the Local Government Act and the Greater Vancouver Regional District planning context. Familiarity with the University Act and the Municipalities enabling and Validating Act Part 10 as it relates to UBC would also be an asset. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to analyze and interpret data, determine implications, and provide recommendations. Ability to effectively recruit, train, supervise, and motivate employees. Ability to exercise sound judgment. Ability to handle confidential information. Ability to conduct needs analyses, plan, organize, manage, monitor,



# The University of British Columbia

## Staff Job Postings

---

complete, and evaluate projects within allocated time and resources. Ability to communicate effectively verbally and in writing. Ability to write technical reports. Ability to prioritize and work effectively under pressure to meet deadlines.

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:** 18211  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Unassigned  
**Classification Title:** Executive Chef **Business Title:** Executive Chef, Catering, Restaurants, and Mobile  
**Department:** Food Services  
**Salary:** \$70,106.00 - \$87,633.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-05-12 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Self Funded  
**Other:**  
**Date Closed:** 2014-05-07 **Available Openings:** 1

**Job Summary**

The Executive Chef, Catering, Restaurants, and Mobile Operations is responsible for designing and implementing menus and production plans to support departmental goals for sustainability (environmental, financial, and social) quality, innovation, and nutrition. The position is responsible for employee training and oversight, quality assurance and continuous improvement, and the ongoing development of a culture of culinary, service, safety and hygiene excellence.

**Organizational Status**

Reports directly to the Associate Director, Catering and Restaurant Services and indirectly to the Associate Director, Residence Dining and Mini Marts. Provides direction to Commissary Cooks and other Food Service employees. Works closely with all Food Service Managers and Student Housing and Hospitality Services support teams.

**Work Performed**

1) Menu Research, Development, and Quality Control

Directs the ongoing design and review process for menus and recipes for Wescadia Catering, Sage Restaurant and Catering, The Point Grill restaurant, and the department's mobile kitchens. Reviews and approves recipes from Commissary and First Cooks; performs product and procedure testing and analysis.

Investigates and remains abreast of culinary trends. Performs risk assessments and feasibility studies regarding implementation of new ingredients, recipes, equipment, and techniques. Maximizes cross-unit cooperation and sharing of capital purchases to limit redundancy and maximize use.

Conducts regular kitchen inspections to ensure adherence to departmental food preparation expectations including but not limited to work area cleanliness, sanitation, adherence to established recipes and procedures, such as safe food handling practices. Implements corrective measures as required.

Conducts product quality assurance inspections to ensure adherence to departmental food service expectations regarding areas including but not limited to presentation (visual, temperature, and taste) and portioning are as per standards, including on-site inspections at catering functions as needed. Implements corrective measures as required.



# The University of British Columbia

## Staff Job Postings

---

### 2) Training and Development

Develops and implements, in collaboration with culinary and departmental leadership, formalized performance evaluation and management processes for culinary team members.

Develops and implements a training succession framework that includes personal development plans and potential for increased apprenticeship opportunities.

Performs ongoing assessments of culinary team strengths and areas for improvement. Develops and facilitates training workshops to recognize and build on strengths and address knowledge and skill gaps.

Provides training to culinary teams and managers regarding effective management of food cost, including but not limited to recognition of, and adaptation to, market cost fluctuations.

### 3) Financial

Provides oversight to, and is accountable for, menu costing processes. Reviews recipes to ensure recipes are appropriately costed, including factors such as wastage, portioning, etc.

Establishes par prep levels and rotation practices to ensure appropriate inventory levels are maintained.

Investigates food cost anomalies and implements corrective measures.

Participates in establishing annual budgets for the department.

Develops promotions and products to support unit goals and drive sales growth

Involved with the development and culinary planning and implementation for new concepts eg: Mobile food trucks

Participates in scheduling process; provides recommendations to unit managers regarding staffing requirements.

### 4) General

Ensures all employees work in a correct, safe manner, and are trained in regard to all necessary health, safety and environmental regulations, standards, practices and procedures.

Represents the department at high-profile functions, conferences, and other events.

Participates in the UBC Food Services guest feedback collection and response process. Investigates concerns, implements new processes or process changes to resolve issues, and replies to feedback via a variety of communication channels.

Recruits, trains, motivates, evaluates, disciplines, and terminates staff as required, working with SHHS Human Resources personnel and in keeping with Collective Agreement requirements.

Participates on University and departmental committees.

Prepares reports and special projects as required.

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



# The University of British Columbia

## Staff Job Postings

---

### **Supervision Received**

Reports directly to the Associate Director, Catering and Restaurant Services and indirectly to the Associate Director, Residence Dining and Mini Marts. Works closely with all Food Service Managers and Student Housing and Hospitality Services support teams.

### **Supervision Given**

Provides direction and guidance to culinary personnel and other food service workers.

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

Is accountable for making decisions and recommendations that have direct financial and reputational impacts on the success of an ancillary department. This position is responsible for provision of food and services that support the health and well-being of the UBC campus community, visitors, and students living in residence. Failure to provide quality, service and value could negatively impact the financial performance of the department, disrupt the academic mission of the University, and damage the reputation of the department and the University as a whole. Failure to ensure high standards of hygiene and food preparation could disrupt the academic mission of the University. Failure to make sound business decisions will adversely impact sales.

### **Qualifications**

Completion of a certified cooking program at a recognized college, with completion of a recognized apprenticeship program (a red seal) and eight to ten years' of relevant experience in a high volume commercial cooking environment or equivalent combination of education and experience. University degree or technical school diploma in Business Administration or Hotel Administration preferred. . The ability to create high volume recipes for a broad range of food products; strong organizational and planning ability. Must have management experience in a similar position, the proven ability to delegate, lead, motivate, train; good written and oral communication skills; sound knowledge of food service management techniques and related equipment. Experience in a unionized environment preferred.

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



## Job Posting

**Job ID:** 17935 (Repost)  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Other Staff  
**Job Category:** Other (Misc.) Staff  
**Classification Title:** United Way Loaned Rep.                      **Business Title:** United Way Campaign Associate  
**Department:** Ceremonies Office  
**Salary:**  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-08-25  
**Job End Date:** 2014-12-12  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-11                      **Available Openings:** 1

This is a secondment opportunity, only for internal UBC candidates.

### Job Summary

Two positions will be working on the UBC Community United Way Campaign at the Point Grey campus, as well as on other assigned campaigns throughout the Lower Mainland. Successful candidates are paid his/her current full salary and are seconded, or temporarily transferred, to the Campaign Associate position for a four-month term (approx. Aug 25th-December 12th 2014). Campaign Associates work with campaign coordinators and volunteers to plan and implement successful campaigns, develop leadership, team-building and public speaking skills, and enhance interpersonal skills.

### Organizational Status

Reports to: Volunteer UBC Campaign Chair(s) and United Way of the Lower Mainland Resource Development Specialist

Works with: UBC Campaign Coordinator, UBC faculty, staff, students and community members involved in fundraising for United Way (Vancouver)

Contacts: UBC staff, faculty and students, donors, community groups, United Way of the Lower Mainland

### Work Performed

Organizing United Way campaigns for various business and organizations; Working with in-house coordinators of those campaigns to develop and implement action plans; Making presentations to communicate the United Way message to individuals and groups; Attending and assisting with special events and other activities; Training, motivating, and recognizing workplace volunteers.

Hours will vary; some evening or weekend work will be required. One-half day training introduction in late June. Compulsory one-week training the week of August 25th. Occasional on-campus meetings through the spring and summer.

Mileage and parking expenses will be reimbursed.

More information: [www.unitedway.ubc.ca](http://www.unitedway.ubc.ca) and <http://www.uwlm.ca/campaign-associate-program>.

### Supervision Received



# The University of British Columbia

## Staff Job Postings

---

Works independently, under general direction from Volunteer Campaign Chair(s), United Way Resource Development Coordinator, and UBC Campaign Coordinator to achieve objectives.

### **Supervision Given**

None.

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

The interactions of this position with donors to the UBC Community United Way Campaign and to United Way of the Lower Mainland are crucial to the continued success and growth of the UBC Campaign. Confidentiality is extremely important. Poor judgment could lead to alienation of donors, embarrassment to UBC and or United Way of the Lower Mainland and could result in the loss of significant financial and public support for the Campaign.

### **Qualifications**

Candidates must be full-time, continuing employees of UBC. Applicants of all backgrounds encouraged to apply. If the applicant is selected, release of the employee is at the discretion of the unit. To avoid disappointment, applicants are requested to consult their supervisor before applying. Funds (up to a maximum) will be transferred to the successful candidate's department to cover costs associated with the secondment.

Knowledge of the University, its organizational structure and strategic goals and values;

Experience partnering with units across campus;

Experience creating solutions that meet multiple goals;

Group-facilitation or presentation experience required. - Enthusiastic and energetic individual; a team player;

- Ability to build relationships and collaborate with individuals from diverse backgrounds towards common goals;

- Excellent customer service, interpersonal, and relationship-building skills; solutions oriented mindset;

- Ability to learn quickly, think on your feet, and adapt actions accordingly;

- Ability to effectively manage time and work well under pressure;

- Ability to exercise tact and discretion when disseminating information;

- Excellent written and oral communication skills;

- Strong organizational skills;

- Attention to detail an asset;

- Valid driver's license, laptop, daily use of car, and ability to lift and carry up to 20kg required.

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:** 18187  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Service Unit Directors  
**Job Category:** Facilities Management  
**Classification Title:** Managing Director **Business Title:** Managing Director  
**Department:** Building Operations  
**Salary:** \$128,158.00 - \$160,197.00 (Annual)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2014-06-16 **Ongoing:** Yes  
**Job End Date:**  
**Funding Type:** Budget Funded  
**Other:**  
**Date Closed:** 2014-05-25 **Available Openings:** 1

### Job Summary

The University of British Columbia (UBC) has been ranked as one of the top 30 institutions in the world, with strengths across a multitude of disciplines and programs. The University is home to over 58,000 students who are supported by 15,000 faculty and staff on two main campuses in Vancouver and Kelowna. The award winning campuses are known for their commitment to sustainability, leading edge design, and liveable communities.

### Organizational Status

Working autonomously under the executive direction of the Vice President, Finance, Resources and Operations (VPFRO), and acting as an integral member of the VPFRO senior leadership team, the Managing Director is responsible for the operation and maintenance of over \$4 billion in building and landscape infrastructure; 9 million square feet of academic building space; and the 1,000 acre UBC Vancouver campus. A strong, collaborative, and empowering leader, he she provides leadership for over 700 staff across a range of campus-wide services, and has overall responsibility for the planning and preparation of the \$47 million department operating budget and the \$10 million capital budget.

### Work Performed

The Managing Director, Building Operations, is responsible for ensuring the best physical environment for learning and research at UBC by providing strategic leadership, vision, and direction in the stewardship, operation, maintenance, renovation, and repair of university facilities, and grounds..

### Supervision Received

The Managing Director works autonomously under the executive direction of the Vice-President, Finance, Resources and Operations.

### Supervision Given

The Managing Director is directly responsible for supervising the work of the Superintendents, and the Director, Operational Effectiveness. The Managing Director has responsibility through the central departments for the HSE Manager and Finance Manager.

### Consequence of Error/Judgement



# The University of British Columbia

## Staff Job Postings

---

The position is critical to the success of UBC Building Operations and the services that it provides. The Managing Director is accountable to the Vice-President, FRO and to the Board of Governor for the stewardship, operation, maintenance, renovation and repair of university facilities, infrastructure and grounds. The Managing Director must apply judgment, tact and discretion due to the broad and extensive implications for the success of Building Operations in the areas of strategic, operational, financial and human resource management. Decisions impact the reputation of Building Operations across campus and with the community. The consequence of decisions could result in a complete or partial shut-down of the whole University, significant damage to University property and equipment, significant safety hazards, delays and inconvenience for users, wasted materials, human resources consequences, legal consequences and additional costs.

### **Qualifications**

An experienced and service-oriented leader, the ideal candidate will bring a track record of success in a senior general management role related to infrastructure and facilities management. A professional engineer, ideally with an MBA, the new Managing Director will bring experience managing large, complex, unionized departments. Superior leadership skills with emphasis on decision-making, problem solving, research and analysis, and the ability to foster a motivating, and respectful environment will be key to the new Managing Director's success.

To explore this exceptional leadership opportunity further, please contact Alex Verdecchia in our Vancouver office at 604-685-0261, or please submit your resume and related information online at [averdecchia@boyden.com](mailto:averdecchia@boyden.com).

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:** 18170  
**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:** 2014-05-15  
**Job End Date:** 2015-05-14  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-05-06                      **Available Openings:** 1

### Job Summary

Research at the Centre for Applied Neurogenetics (CAN), within the Djavad Mowafhagian Centre for Brain Health, University of British Columbia is at the forefront of translational neuroscience into Parkinson's disease and related neurodegenerative disorders. There is currently an opportunity for a Research Assistant Technician with a focus on rodent-based research. The successful candidate will be part of a dynamic team of geneticists and neuroscientists working on in vivo and ex vivo characterization of transgenic mouse models. The work will directly facilitate therapeutic development of novel drugs, aimed to slow or halt the progression of devastating neurodegenerative disorders. The successful applicant will ideally possess current UBC-recognized certification in animal husbandry and certification in anesthesia and surgery, although training advanced courses would be offered to suitable applicants.

### Organizational Status

Research Assistant Technician -> Research Associate -> Assistant Professor -> Professor

### Work Performed

The successful applicant will help oversee the maintenance, husbandry and behavioral analysis of several mouse strains all related to gene mutations implicated in human neurodegenerative diseases. Main duties will include:

- rodent colony maintenance, husbandry and assist with behavioral analysis for a number of transgenic and cre-lox recombineered strains.
- animal colony maintenance and database tracking.
- animal handling and assist with basic procedures such as behavioral testing.
- assist with compilation and analysis of behavioral data.
- basic rodent surgery such as cardiac perfusion, necropsy, probe implants, stereotactic injection and tissue collection.

### Supervision Received

The successful applicant will become an essential member of an experienced team that includes principal investigators, research associates, postdoctoral research fellows, graduate students, technicians and research assistants. They will report to the laboratory manager, the head of the translational neuroscience team and ultimately the director of CAN. Where required, training in advanced techniques will be provided to enable advancement of the incumbent's career.





# The University of British Columbia

## Staff Job Postings

---

### **Supervision Given**

The applicant will be expected to help supervise and train undergraduate and graduate students as well as postdoctoral fellows and visiting scientists.

### **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 any errors. Aspects of the research will be reviewed and overseen by experienced technicians, research fellows, the lab manager and principal investigators.

### **Qualifications**

High School graduation. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience in an animal care facility required. Prior experience with colony management software is a plus. The applicant must be able to perform duties under exposure to animal dander and urinary proteins. Knowledge of the Canadian Council on Animal Care Guidelines. Some knowledge of procedures such as primary neuronal culture, protein biochemistry and immunohistochemistry is advantageous, but non-essential.

Attention to detail, excellent organizational and communicational skills (verbal and written), self-motivation and creative thinking are essential.

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

<b>Job ID:</b>	18186		
<b>Location:</b>	Vancouver - Point Grey Campus		
<b>Employment Group:</b>	Technicians & Research Assists		
<b>Job Category:</b>	Research/Technical - Non Union		
<b>Classification Title:</b>	Research Asst/Tech 3	<b>Business Title:</b>	Rehabilitation Research Project Assistant
<b>Department:</b>	Physical Therapy		
<b>Salary:</b>	\$ 21.44 - \$ 23.38 (Hourly)		
<b>Full/Part Time:</b>	Part-Time		
<b>Desired Start Date:</b>	2014-05-01		
<b>Job End Date:</b>	2015-04-30	<b>Possibility of Extension:</b>	Yes
<b>Funding Type:</b>	Grant Funded		
<b>Other:</b>	Sessional		
<b>Date Closed:</b>	2014-05-07	<b>Available Openings:</b>	3

### Job Summary

The candidate will undertake a variety of research-related activities in the Rehabilitation Research Lab at the GF Strong Rehab Centre. Research activities will include recruiting, interviewing and assessing patients, as well as phoning patients regarding a chronic disease management program. Candidates will be provided with detailed training to undertake these activities, but this position requires a great deal of professionalism, organizational skills and problem-solving skills. Typical research activities will also be expected (literature searches, database management, data entry). In addition, the candidate will be required to write documentation and parts of protocol manuals.

### Organizational Status

The candidate will work at the Rehab Research Lab, GF Strong Rehab Centre. The candidate will report to Dr. Janice Eng.

### Work Performed

Candidate will receive training to coordinate and assist in different projects. After the training, he she will work on a number of rehabilitation-related projects.

Under general supervision, the candidate will:

- Recruit, interview and assess patients participating in rehabilitation studies
- Phone patients to administer a protocol involving lifestyle management strategies
- Perform literature searches, data extraction and database maintenance
- Develop media materials to disseminate research to clinicians (knowledge translation)

### Supervision Received

The candidate will be supervised by Dr. Janice Eng, Professor, Department of Physical Therapy. However, Dr. Eng will not be on-site that the candidate is working. Thus, the candidate must be fully competent and independent in his her abilities to follow the study protocol.

### Supervision Given



# The University of British Columbia

## Staff Job Postings

---

The candidate may oversee and direct the work of 1 or 2 work-learn students.

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

Inappropriate interactions with patients could result in clients and their families becoming frustrated, angry or seeking compensation.

Inattention to paperwork detail (errors on forms) could jeopardize the results to clinical trials.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. A University college degree in a program related to exercise, rehabilitation, disability or fitness. Minimum of 3 years related experience or the equivalent combination of education and experience. Preference will be given to candidates with direct research experience.

Candidate must have strong communication skills, ability to work alone and as a member of a team, positive attitude, self-motivation and enthusiasm and experience with seniors and those with chronic conditions. Candidates also need to be able to work with older adults with disability.

Candidates should have excellent organizational skills and writing skills, as well as be self-directed.

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:** 18224  
**Location:** Vancouver - Point Grey Campus  
**Employment Group:** Technicians & Research Assists  
**Job Category:** Research/Technical - Non Union  
**Classification Title:** Research Asst/Tech 3                      **Business Title:** Research Asst/Tech 3  
**Department:** Nursing, School of  
**Salary:** \$41,814.00 - \$45,600.00 (Annual)  
**Full/Part Time:** Part-Time (60%)  
**Desired Start Date:** 2014-06-02  
**Job End Date:** 2014-08-29                      **Possibility of Extension:** Yes  
**Funding Type:** Grant Funded  
**Other:**  
**Date Closed:** 2014-05-16                      **Available Openings:** 1

### Job Summary

The primary purpose of the Research Assistant position is to provide support to the Principal Investigator and members of an investigative team to undertake a research study designed to investigate the physical and organizational contexts as factors affecting vulnerability to HIV infection among men and women working in the off-street sex industry. This Research Assistant Position will have specific responsibilities pertaining to recruitment of study locations and study participants and in facilitating team meetings including meetings with advisory committees.

### Organizational Status

The Research Assistant will report directly to the Principal Investigator (PI) overseeing the project.

### Work Performed

- Under supervision of the PI, undertake a systematic search of sex worker and sex buyer support organizations and agencies and create an excel file that details the results of the search.
- Under supervision of PI, conduct an analysis of the search results to stratify according to gender and category of organization purpose (e.g., female sex workers; peer support organization; health organization); the types of support offered, and mechanisms of support.
- Maintain and update the sex worker and sex buyer support database.
- Prepare reports to be used by members of the investigative team to inform their analysis of the database.
- Organize and participate in meetings with the investigative teams.
- Participate in selection and recruitment of study sites and advisory committee members.
- Organize and participate in meetings with the project advisory committees.
- Maintain detailed record keeping of site selection and recruitment activities.
- Participate in preparing materials for meetings (e.g., PowerPoint presentations; manuscript preparation).
- Perform other related duties as required.

Computer workstation in shared office; Travel expenses approved for community meetings will be reimbursed.

### Supervision Received



# The University of British Columbia

## Staff Job Postings

---

The Research Assistant works under the direct supervision of the Principal Investigator in accordance with detailed oral or written instructions. The research assistant will be provided with an orientation to the project.

### **Supervision Given**

The Research Assistant will provide supervision to one other research assistant who will assume responsibility for collecting contact information for research recruitment sites.

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

The Research Assistant must possess understanding of the policies and guidelines of CIHR and have comprehensive and experiential research procedural knowledge. Understanding of complex multidisciplinary team-work is essential. All problems will be reported directly to the Principal Investigator. Errors or incorrect decisions could delay the submission of grant application.

### **Qualifications**

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. University level education in Health or Social Sciences discipline preferred. Minimum of 3 years related experience or the equivalent combination of education and experience. Demonstrated experience of working and providing leadership with multidisciplinary teams; Demonstrated experience working with confidential and sensitive material; Demonstrated experience working with vulnerable groups; Demonstrated knowledge and experience with knowledge synthesis including literature synthesis, research interpretation and translation. Excellent literature search and retrieval skills; Computer proficiency (using SPSS, MSOffice, Refworks, use of library services, use of internet); Excellent writing skills; Excellent communication and interpersonal 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 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.