



The University of British Columbia

Staff Job Postings

THIS POSTING LISTS THE CURRENT UBC VACANCIES AS OF Date:04-JUN-2012

PLEASE POST ON A BULLETIN BOARD IN A CONSPICUOUS PLACE

THE UNIVERSITY OF BRITISH COLUMBIA

APPLICATION INSTRUCTIONS

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

INTERNAL APPLICANTS

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

EXTERNAL APPLICANTS

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

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

THE UNIVERSITY OF BRITISH COLUMBIA

Human Resources

350-2075 Wesbrook Mall

Vancouver, BC

V6T 1Z1

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

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

VIEW OUR CAREER OPPORTUNITIES WEEKLY

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

VIEW YOUR APPLICATION STATUS

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

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

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

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



Job Posting

Job ID: 13032
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Asst II
Business Title: Administrative and Special Projects Coordinator
Department: UBCO-Office of Research Services
Salary: \$41,364.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-04
Available Openings: 1

Job Summary

Under the direction of the Manager of the Office of Research Services (ORS) and the Associate Director of UILO, this position provides complex and confidential administrative support for the Associate Director, Okanagan, University Industry Liaison Office (UILO) as well as coordinates the programming of events, workshops, seminars and one-off projects for ORS. A high level of independent judgement, initiative and problem solving skills are required.

Organizational Status

Provides special projects coordination for ORS and administrative coordination for the UILO Associate Director. Also liaises with academic and administrative offices, government agencies, granting agencies, faculty, students, staff, and the general public to provide information on research projects and events. The position will report to the Manager of ORS and to the Associate Director of UILO.

Work Performed

1. With respect to the Office of Research Services
 - Programming a comprehensive calendar of ORS Projects and Events to support research productivity on the Okanagan campus.
 - Organizing and executing ad hoc, weekly, monthly and or annually ORS sponsored or co-sponsored events (e.g., research workshops, seminars, conferences and symposiums).
 - Logistical Coordination of Events: preparing and distributing announcements notices; maintaining distribution lists, responding to inquiries, receiving and processing registrations, arranging venue and catering, arranging IT technician support to facilitate teleconference webcasts, preparing workshop conference materials, preparing and managing budgets for events, onsite event coordination, volunteer coordination and follow-up including compiling participant feedback and preparing brief reports of the event (e.g., for website social media).
 - Financial and activity reporting for events.
 - Performing other related duties as assigned.
2. With respect to the University Industry Liaison Office Associate Director:
 - Assisting the Associate Director to develop, execute and maintain research contracts and agreements; assists faculty with applications for funding that will result in a contract or agreement with industry and or the university. Liaises with the UILO office on the Vancouver campus to review and track account set up. Liaises with University Industry partners to monitor existing



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and pending contracts and agreements.

- Developing and maintaining UILO record systems for contracts and agreements, , organizing and scheduling meetings with faculty and or industry partners, compiling and disseminating information including transcription and distribution of meeting minutes; coordinating travel arrangements. May assist with UILO workshop event coordination.
- Preparing statistical documentation for the UILO as required. Financial activity reporting for special projects.
- Maintaining the UILO office expense reports, processing q-requisitions and journal vouchers.
- Filing and archiving materials; shredding documents; photocopying materials; typing correspondence and reports. Ordering and maintaining UILO office supplies
- Performing other related duties as assigned.

3. Performs others related duties as assigned.

Supervision Received

Works under the supervision of the Manager of ORS and the Associate Director of UILO.

Supervision Given

Supervisory responsibilities are not required.

Consequence of Error/Judgement

The Administrative and Special Projects Coordinator will exercise judgement and initiative in handling matters of a routine and sometimes non-routine nature and will be exposed to and have access to information of a highly confidential and sensitive nature. She he must be able to recognize the sensitivity of issues and constantly maintain the strictest confidentiality.

Professional and courteous conduct is required at all times. Confidentiality of all research records is essential, as is the confidentiality of all information seen or heard in the Office of Research Services UILO. Must be able to work under pressure and meet deadlines. Multi-tasking and effective prioritization is required. Effective oral and written communication, interpersonal, problem solving, and organizational skills are required.

Clerical errors or incorrect decisions could result in direct costs, lost opportunities, compromised operational objectives, ineffective public events, embarrassment to the University and the inability of the Office to fulfill its mandate. Damage to the University's reputation may occur if the incumbent does not provide accurate information regarding application process, or does not deal tactfully and helpfully with faculty, students, staff and others.

Qualifications

High school graduation and graduation from a two year diploma program , preferably in office administration with training in secretarial and office procedures and practices, plus a minimum of three years of related experience including two years of relevant University experience is preferred, or an equivalent combination of education and experience. A financial background would be an asset. A financial background would be an asset.

- Excellent communication skills and the ability to work with others in the best interests of the office and of the University.
- Effective oral and written communication, organization and problem-solving.
- Ability to work effectively under pressure to meet deadlines.
- Ability to exercise a high level of tact and discretion in internal and external contract work, and the ability to independently apply a broad knowledge of policies and procedures.
- Ability to compose correspondence and prepare reports in clear, concise business English and to draft more complex correspondence for signature.
- Ability to establish standards of performance and resolve work problems.
- A proven ability to maintain accuracy, attention to detail and work to deadlines.
- Ability to exercise good judgement.



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- Computer proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.) is required.
- Active content Manager experience (for Website Maintenance) is desirable
- Ability to work both independently and as part of a team is essential.

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Job Posting

Job ID: 13043
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Asst II **Business Title:** Support Services Asst II
Department: UBCO-Ctv&CrtStud.-Dean'sOffice
Salary: \$41,364.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

This position provides a wide range of confidential administrative and secretarial support the Associate Dean - Undergraduate Studies, the Associate Dean - Research and Graduate Studies, and the Faculty Administrator.

Organizational Status

The Faculty of Creative and Critical Studies (FCCS) serves the post-secondary needs of undergraduate and graduate students, offering a wide range of programs that are in the areas of language, literary studies, cultural studies, art history, creative writing, and the visual and performing arts. The Dean's Office Assistant works closely with the Associate Deans and the Faculty Administrator, and interacts with students, staff, FCCS faculty members, and other administrative offices within the University including the AVP Academic and Research Office, Public Affairs, the Academic Governance Office, Enrolment Services and other UBC service areas and departments.

Work Performed

1. Provides secretarial and administrative support to the Associate Deans and Faculty Administrator by:
 - Handling sensitive and confidential materials and communications while exercising judgement in managing the schedules of the Associate Deans and Faculty Administrator and the daily workflow of the office.
 - Organizing and preparing materials for meetings for the Associate Deans including the compilation of background materials, briefing notes and other reports.
 - Recording changes to student records in the Student Information Services Centre (SISC) using a high-level restricted access, upon the direction and approval of the Associate Dean, such as entering Directed Studies Honours Thesis designations, Standing Deferred or Grade changes, special permissions, late withdrawals, academic probation, processing Letters of Permission, misconduct letters and standing deferred or grade change designations
 - Assisting with minute taking at faculty meetings, back-up minute taker at Executive meetings.
 - Coordinating and booking travel schedules for the Associate Deans.
 - Assisting Associate Deans with organization and election of faculty committees.
 - Initiating electronic hiring forms for staff hires.
2. Provides administrative support to the Faculty by:
 - Managing and coordinating the administration of the faculty-wide evaluation process each term.



- Monitoring FCCS curriculum submissions to senate committees, developing and maintaining comprehensive systems to track and record progress and outcome of submissions.
- Informing faculty of grant deadlines, collecting applications for internal grants, compiling information on grants applied for, awarded to, and held by faculty, undergraduate and graduate students of FCCS. Developing and maintaining comprehensive systems for recording and tracking faculty grants and awards, and preparing reports from this data.
- Updating and maintaining websites for FCCS Graduate Studies and Summer Institute of Indigenous Studies.
- Overseeing FCCS process and procedures manual (toolkit), updating on a regular basis and coordinating updates from departmental secretaries, ensuring completeness, relevance and accuracy.
- Overseeing FCCS SALTO access database, identifying and rectifying discrepancies and tracking all access within FCCS to create and maintain a complete record.
- Creating and maintaining faculty wide department lists for posting around campus, in building directories.
- Distribution of faculty-wide emails as instructed by Associate Deans or Faculty Administrator.
- Assisting with the development of policies and procedures for improving and streamlining the day to day functions of the faculty.

3. Responsible for the coordination and preparation of meetings and events by:

- Organizing and scheduling meetings for the Graduate Admissions and Scholarships committee, Graduate Programs Planning Committee, Undergraduate Programs Planning and Coordination Committee, and other committees as directed by Associate Deans. Includes drafting agendas, distributing communications to committees, transcribing notes and preparing and distributing minutes from the meetings.
- Coordinating, organizing and overseeing faculty-wide events including scheduling and set-up, catering arrangements, soliciting volunteers, promoting events.

4. Works with Associate Deans on communications, marketing and promotion by:

- Assisting with a comprehensive marketing plan and providing guidance and support in the design, development and distribution of marketing materials.
- Preparing, reviewing and editing a variety of documents such as articles, photos, brochures, posters, newsletters, etc. in preparation for public release.
- Tracking and managing the yearly faculty promotional budget.
- Updating and maintaining files and records of promotional materials.
- Acting as the liaison and coordinator between FCCS and UBC Okanagan University Relations.
- Assisting with the coordination of FCCS updates of content for university publications, including the academic calendar.
- Assisting with the preparation and dissemination of program handouts and brochures.

5. Provides financial support by:

- Holding Purchase Card for the Dean's Office for the purpose of purchasing material for events and paying faculty invoices. Involves reconciling these transactions with online statements and generating reports.
- Preparing requisitions for payment, honorariums, journal vouchers and electronic fund transfers; reconciling these transactions in FMSnQuery.
- Assisting faculty with financial transactions posted to research accounts, including the preparation of smart forms for expense reimbursements and ePaf forms for student hires.
- Assisting faculty with professional development reimbursement claims.

6. Provides student support by:

- Screening, directing and or responding to email, telephone and in-person enquiries.
- Communicating with students regarding processes for various advising forms. Generating letters and maintaining filing systems and notification systems for student forms that stay within the Associate Deans' offices including letters of permission, cross campus registration, and standing deferred.

7. Performs other duties as required.

Supervision Received



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This position is given general direction by the Associate Deans and the Faculty Administrator; however, it is expected that the incumbent will take initiative and work will be carried out independently with minimal supervision.

Supervision Given

This position is not expected to supervise. There may be occasions when the incumbent will train auxiliary employees on a particular task or tasks.

Consequence of Error/Judgement

This employee has access to confidential student records and materials and processes information into student records in an on-line system; accuracy and confidentiality are crucial. Errors have a direct impact on student academic records. Attention to detail and adherence to dates and timelines is critical. The accurate and timely processing of curriculum and related proposals ensures efficient implementations. Delays in timing or errors in processing of curriculum items could impact the implementation of proposals. Management of the promotional budget requires attention to detail and accuracy; errors with the tracking could have financial implications to the Faculty.

Qualifications

High school graduation plus a minimum of two (2) year post-secondary program in Office Administration or equivalent. Completion of a post-secondary program in Arts, Communications or Public Relations is considered an asset. -Four (4) years related experience, preferably in a post-secondary setting, or a combination of education and experience.

-Knowledge of University policies and procedures, financial records, and UBC systems would be an asset. Ability to maintain accuracy and attention to detail. Ability to effectively use Outlook, MS Word, MS Excel, Adobe Acrobat and website maintenance at an advanced level Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise tact and discretion. Ability to work effectively independently and in a team environment. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively verbally and in writing. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to accurately create and maintain records. Ability to efficiently and effectively coordinate tasks. Ability to understand and apply policies, procedures, and instructions.

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



Job Posting

Job ID: 13087
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Clerical - BCGEU
Classification Title: Support Services Coord I
Business Title: Customer Service Supervisor, Front Line Staff
Department: UBCO - AVP Students
Salary: \$45,864.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-01
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-09
Available Openings: 1

Job Summary

The Customer Service Supervisor supervises both the front desk and call centre Student Services Representatives. The incumbent is responsible for ensuring a consistent and high level of customer service for the department, financial processing and reporting and providing back up support for front counter and back office on an as needed basis.

Organizational Status

Student Services is a coordinated front line service provider housed in the University Centre (UNC). The department acts as a triage point for students by making appropriate on campus referrals and appointment bookings for other service providers within the UNC, in addition to providing front line, student facing enrolment services.

The Student Services office liaises closely with the Advising and Involvement Centre, Student Recruitment and Advising, Admissions, other units within the AVP Students portfolio, Faculties, Administrative Departments and outside government agencies including provincial and federal government student loan offices.

The Customer Service Supervisor supervises a team of front line Student Service Representatives working at both the front desk and call centre back office and reports directly to the Manager, Student Services.

Work Performed

1. Supervises a team of Student Service Representatives (both front desk and call centre back office) ensuring service standards for the department are consistently met.
- Acts as first escalation point for troubleshooting complex issues which arise at the front counter and call centre such as tuition account reconciliation; photo ID issues; extraordinary financial support inquiries and challenging customers.
 - Coordinates ongoing staff training and development, making recommendations on opportunities for cross training and collaboration with other units on campus.
 - Responsible for the dissemination of time sensitive information to front line staff and for ensuring departmental knowledge base (current wiki site) is maintained and kept up to date with well documented, current information.
 - Ensures adequate coverage for front desk and back office functions on a daily basis.
 - Approves vacation requests and tracks staff absences for reporting to HR.
 - Contributes to performance reviews of front line staff.
 - Contributes to annual work schedule and planning for the department under the direction of the Manager, Student Services.
 - Communicates closely with Manager, Student Services on service related issues.



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2. Provides back up coverage for Student Service Representatives (Front Desk & Call Centre Back Office) on an as needed basis.

- Accurately evaluates the needs of students, staff, and the general public in person, by e-mail and phone and responds appropriately within a busy and deadline driven environment.
- Processes payments, prints and certifies documents, reviews applications as needed.
- Reconciles and balances payments taken at the front counter each day, ensuring tuition clearing account is balanced and maintains accurate and complete back up of all transactions.
- Provides support for the recommended student financial awards process administered by UBC, in accordance with guidelines established by the federal government, UBC Senate or the sponsoring agency for the awards.
- Reviews complex data related to Canada Student Loans (all Canadian jurisdictions) working within federal and provincial guidelines, to advise students of the status of their student loan applications and the factors which affect their assessment.
- Liaises with government student loan offices on behalf of students in complex cases.

3. Reconciles and balances payments taken at the front counter each day, ensuring tuition clearing account is in balance and maintaining accurate and complete back up of all transactions.

- Posts tuition payments to students' accounts via the SISC on a daily basis.
- Completes JV's and or cash deposits for various sundry student payments (including but not limited to transcripts, photo ID, replacement diplomas, etc...) and requisitions for payment on behalf of department.
- Collates and records tuition cheque payments, prepares bank deposit and liaises with BRINKS armoured car service for pick up of bank deposit.
- Provides some financial reporting to department manager on an as needed basis.
- Reconciles charges for faculty & staff photo ID cards (includes creating a system for tracking payments, liaising with various departments on campus, and navigating FMS Nquery to track payments).
- Provides reporting to UBCV Admin Services on a monthly basis.

Supervision Received

The position reports to the Manager, Student Services specifically around service standards and operational requirements.

Supervision Given

The position supervises a team of 5 Student Service Representatives located across two functional areas. The Student Service Representatives, Front Counter, which is primarily responsible for in-person service and the Student Service Representatives, Call Centre Back Office which is primarily responsible for phone and administrative support for the department.

Consequence of Error/Judgement

The incumbent must have excellent people skills and demonstrate exceptionally sound judgment in handling sensitive and or volatile customer interactions. They must also be able to provide strong leadership to front line staff. The Manager, Student Services will provide oversight and direction to the incumbent.

Inadequate supervision could result in low staff morale and inconsistent delivery of services. Poor decision making could lead to financial hardship for students, lack of access to services, negative academic outcomes, increased stress, negative financial impacts to the university, and compromised reputation for the university. Students could face delays in program completion, incur additional costs, miss out on opportunities that would enhance their university experience, or be unable to complete or begin their academic program.



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Qualifications

University degree or equivalent combination of experience and education. Minimum 3 years experience in a university setting preferably in student services.

Minimum 1 year supervisory experience preferred. Ability to exercise tact, diplomacy, confidentiality and discretion.

Demonstrated leadership skills including the ability to remain calm and clear thinking when dealing with escalations. Strong customer service skills are essential including communication skills, demonstrated empathy, and the ability to maintain composure when dealing with difficult people. Ability to exhibit a strong sense of teamwork and collaboration among peers including working in a team environment to deliver services within the context of a complex, busy and often high stress environment. Ability to process large volumes of information and analyze customer needs and provide guidance and information based on university and government policies and procedures. Strong computer skills including ability to learn new computer programs to an expert level, to use general office computer programs and equipment, and to access information through web and other data bases. Attention to detail and ability to multi-task and to prioritize work load and meet deadlines are essential. Ability to write clear concise business English.

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Job Posting

Job ID: 13040
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician III **Business Title:** Laboratory Technician III
Department: UBCO-Faculty of Applied Science
Salary: \$ 21.21 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18
Job End Date: 2013-05-24
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

Provides support to the School of Engineering teaching and research facilities, including support facilities such as machine shops, welding shops and paint shops. As a function of this position the incumbent will be responsible to configure laboratory setups in advance of student usage, perform periodic maintenance on School equipment, assist the Instructors as necessary and ensure that all safety equipment is maintained. Incumbent will be responsible to perform fabrication and assembly of complex equipment and test fixtures for use in teaching and research facilities. Understands and maintains equipment and lab manuals, university safety guidelines, purchasing and receiving guidelines.

Organizational Status

This position will require the incumbent to work closely with supervisor, staff and faculty to assure projects, laboratories and research schedules are met and that all safety aspects are implemented. This position will be responsible for ordering of equipment and will require constant contact with vendors and supply management to facilitate the School of Engineering's ordering and receiving requirements.

Work Performed

Maintains and services safety equipment such as cycling eye wash stations and showers.

Verifies tools and lab equipment has proper safety guidelines in place prior to use.

Keeps first aid kits properly stocked and reorders supplies when stock is expended or expired.

Maintains MSDS (Material Safety Data Sheets) manuals as inventory are entered into each lab.

Provides support on the use of safety equipment for the School.

Understands and implements safety guidelines as provided by the university health and safety office.

Understands and follows the guidelines as provided by the WHMIS (Workplace Hazardous Materials Information System) program.



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Sets up labs to meet teaching schedules utilizing lab manuals and approved school procedures. This includes lab setup, assisting lab instructors when necessary and putting equipment in its proper place upon completion of lab sessions.

Servicing and maintains test equipment per established maintenance schedules and manufacturers specifications.

Is able to read electrical electronic schematics, troubleshoot and perform repairs to component level if necessary.

Orders replacement parts and maintains a minimal stock of expendable items.

Assembles and tests equipment prior to use in lab to verify proper operational status.

Builds or fabricates test setups as needed using sketches, schematics and functional drawings.

Understands equipment functions and usage and assisting in the instruction of the care and use of equipment to students.

Assists in equipment setup.

Assists lab personnel with ordering of equipment and supplies.

Understands the use and operation of equipment and assisting in instruction to lab personal.

Builds or fabricates test fixtures and apparatus per instructions from lab personnel.

Servicing and maintains test equipment per established maintenance schedules and manufacturers specifications.

Assists in the ordering of equipment and supplies by researching vendors for proper equipment, filling out purchase order forms and turning them in for approval.

Updates the schools inventory database, keeping accurate records of all equipment purchased and their locations within the school.

Performs periodic inventories of expendable items to maintain adequate stock for teaching labs.

Assists in the performance of an annual inventory of all school equipment.

Updates records of each labs required equipment when changes are implemented.

Performs local pick up and delivery of ordered equipment and stock using school owned vehicles.

Receives equipment and supplies, and then dispersing it to the appropriate lab locations.

Supports the vehicle maintenance program by: maintaining records of services performed on the vehicles, delivering the vehicles to dealership for maintenance and repairs, ensuring normal maintenance, such as oil changes, tire rotation etc, is performed on a regularly scheduled timetable by the appropriate service provider and performing minor maintenance such as topping off of washer fluids, checking tire pressures and fluid levels and cleaning of the vehicles.

Performs other duties as required by the Director or the Laboratory Manager of the School of Engineering.

Supervision Received

Based on schedules and lab requirements, the technician is expected to work independently with minimal supervision but will work closely with the Lab Manager to resolve technical issues and to implement changes within the labs.



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Supervision Given

The incumbent may assist in the supervision and training of employees and students in support of lab projects and teaching labs.

Consequence of Error/Judgement

Judgment requires a thorough understanding of the policies and procedures as prescribed by the University and the Faculty of Applied Science and the School of Engineering.

The incumbent will be required to work independently with minimal supervision and is expected to perform duties in a precise and timely manner.

Student and lab safety is paramount. Failure to follow safety guidelines could result in personal injury or loss of equipment. Improper time management could lead to delays in labs and adversely affect the outcomes of the labs. Poorly maintained equipment could cause injury to students or be detrimental to the outcome of experiments causing loss of time and valuable research information.

Qualifications

Post secondary diploma in electronics electrical discipline, (or comparable experience) with a desired minimum of 2 yrs experience in industrial or educational laboratory environment or equivalent combination of education and experience. Ability to work with basic electrical tools, analytical instruments and laboratory test equipment required. Effective oral and written communication is required. Excellent organizational and interpersonal skills are required. Ability to carry out complex tasks with little supervision is essential. First Aid and WHMIS (Workplace Hazardous Materials Information System) certification is an asset. Ability to work independently or within a team with minimal supervision is expected. Excellent computer skills using Microsoft Office products are required and familiarity with programs such as C, C++, Matlab and Labview is desirable.

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Job Posting

Job ID: 13035
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician III **Business Title:** Technician III
Department: UBCO-Faculty of AppliedScience
Salary: \$38,604.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

Provides support to the School of Engineering teaching and research facilities, including support facilities such as machine shops, welding shops and paint shops. As a function of this position the incumbent will be responsible to configure laboratory setups in advance of student usage, perform periodic maintenance on School equipment, assist the Instructors as necessary and ensure that all safety equipment is maintained. Incumbent will be responsible to perform fabrication and assembly of complex equipment and test fixtures for use in teaching and research facilities. Understands and maintains equipment and lab manuals, university safety guidelines, purchasing and receiving guidelines.

Organizational Status

This position will require the incumbent to work closely with supervisor, staff and faculty to assure projects, laboratories and research schedules are met and that all safety aspects are implemented. This position will be responsible for ordering of equipment and will require constant contact with vendors and supply management to facilitate the School of Engineering's ordering and receiving requirements.

Work Performed

- Maintains and services safety equipment such as cycling eye wash stations and showers.
- Verifies tools and lab equipment has proper safety guidelines in place prior to use.
- Keeps first aid kits properly stocked and reorders supplies when stock is expended or expired.
- Maintains MSDS (Material Safety Data Sheets) manuals as inventory are entered into each lab.
- Provides support on the use of safety equipment for the School.
- Understands and implements safety guidelines as provided by the university health and safety office.
- Understands and follows the guidelines as provided by the WHMIS (Workplace Hazardous Materials Information System) program.



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Sets up labs to meet teaching schedules utilizing lab manuals and approved school procedures. This includes lab setup, assisting lab instructors when necessary and putting equipment in its proper place upon completion of lab sessions.

Servicing and maintains test equipment per established maintenance schedules and manufacturers specifications.

Is able to read electrical electronic schematics, troubleshoot and perform repairs to component level if necessary.

Orders replacement parts and maintains a minimal stock of expendable items.

Assembles and tests equipment prior to use in lab to verify proper operational status.

Builds or fabricates test setups as needed using sketches, schematics and functional drawings.

Understands equipment functions and usage and assisting in the instruction of the care and use of equipment to students.

Assists in equipment setup.

Assists lab personnel with ordering of equipment and supplies.

Understands the use and operation of equipment and assisting in instruction to lab personal.

Builds or fabricates test fixtures and apparatus per instructions from lab personnel.

Servicing and maintains test equipment per established maintenance schedules and manufacturers specifications.

Assists in the ordering of equipment and supplies by researching vendors for proper equipment, filling out purchase order forms and turning them in for approval.

Updates the schools inventory database, keeping accurate records of all equipment purchased and their locations within the school.

Performs periodic inventories of expendable items to maintain adequate stock for teaching labs.

Assists in the performance of an annual inventory of all school equipment.

Updates records of each labs required equipment when changes are implemented.

Performs local pick up and delivery of ordered equipment and stock using school owned vehicles.

Receives equipment and supplies, and then dispersing it to the appropriate lab locations.

Supports the vehicle maintenance program by: maintaining records of services performed on the vehicles, delivering the vehicles to dealership for maintenance and repairs, ensuring normal maintenance, such as oil changes, tire rotation etc, is performed on a regularly scheduled timetable by the appropriate service provider and performing minor maintenance such as topping off of washer fluids, checking tire pressures and fluid levels and cleaning of the vehicles.

Performs other duties as required by the Director or the Laboratory Manager of the School of Engineering.

Supervision Received

Based on schedules and lab requirements, the technician is expected to work independently with minimal supervision but will work closely with the Lab Manager to resolve technical issues and to implement changes within the labs.



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Staff Job Postings

Supervision Given

The incumbent may assist in the supervision and training of employees and students in support of lab projects and teaching labs.

Consequence of Error/Judgement

Judgment requires a thorough understanding of the policies and procedures as prescribed by the University and the Faculty of Applied Science and the School of Engineering.

The incumbent will be required to work independently with minimal supervision and is expected to perform duties in a precise and timely manner.

Student and lab safety is paramount. Failure to follow safety guidelines could result in personal injury or loss of equipment. Improper time management could lead to delays in labs and adversely affect the outcomes of the labs. Poorly maintained equipment could cause injury to students or be detrimental to the outcome of experiments causing loss of time and valuable research information.

Qualifications

Post secondary diploma in electronics electrical discipline, (or comparable experience) with a desired minimum of 2 yrs experience in industrial or educational laboratory environment or equivalent combination of education and experience. Ability to work with basic electrical tools, analytical instruments and laboratory test equipment required. Effective oral and written communication is required. Excellent organizational and interpersonal skills are required. Ability to carry out complex tasks with little supervision is essential. First Aid and WHMIS (Workplace Hazardous Materials Information System) certification is an asset. Ability to work independently or within a team with minimal supervision is expected. Excellent computer skills using Microsoft Office products are required and familiarity with programs such as C, C++, Matlab and Labview is desirable.

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Job Posting

Job ID: 13028
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Research/Technical - BCGEU
Classification Title: Technician IV **Business Title:** Technician IV
Department: UBCO-Ctv&CrtStud.-Dean'sOffice
Salary: \$ 22.73 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-06-25
Job End Date: 2012-12-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

The purpose of the position is to provide technical support to the Department of Creative Studies in the areas of video production, photography, digital media and web design; to maintain the equipment in working order; to assist and train students working with departmental equipment; to purchase supplies and equipment for the department; to maintain the departmental website; and to assist faculty and staff with the related operations of the department.

Organizational Status

The Department of Creative Studies is one of two departments in the Faculty of Creative and Critical Studies and consists of 17 faculty members in creative writing, performance and visual arts. The Department has 5 staff members. The Department teaches at both the undergraduate and graduate level. The technicians work primarily with visual arts students who take courses in a variety of media such as drawing, painting, sculpture, printmaking, photography, computer applications and video. Students work closely with professors and technicians and are given ample studio space and time. This position reports to the Department Head of Creative Studies and through the Head, the Dean of the Faculty of Creative and Critical Studies. The employee in this position directly works with faculty members and students on various projects and provides technical support and instruction for the studio technicians in Creative Studies, and for other Faculty of Creative and Critical Studies members as time permits. The employee also works with staff within the department and many people outside the department including suppliers, UBC Okanagan shipping and receiving, customs, post office and other UBC departments, especially IT Services.

Work Performed

Technical Support to Faculty and Students:

Technical support helps faculty and students with their research projects and classroom presentations. There are hundreds of pieces of audio, video and photo equipment in the Department which are managed and organized by the employee for the benefit of students and faculty.

- Provides instruction to faculty usually one-on-one, including demonstration for operation of equipment and software and troubleshooting.
- Provides instructional support to students usually one-on-one, including demonstration for the operation of equipment and software and troubleshooting when faculty are not present.



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- Installs, maintains, and updates equipment in the darkrooms, green room, slide library and video studio.
- Purchases or fabricates new equipment.
- Ensures safety of the relevant studios and labs.
- Repairs and maintains all photo, video and audio equipment.
- Updates and manages the equipment database and inventory.
- Updates and manages the booking system for use of equipment.
- Builds and maintains the Creative Studies website.
- Provides technical support for faculty and students from other departments, as time permits, including instruction in video and audio production.
- Prepares studios and equipment for studio sessions.
- Stays in the forefront of the field by taking further training, reading, internet research, and consulting with other people in the field.
- Keeps faculty and students informed about new equipment or processes in the shop.
- Researches and prices products throughout Canada and the USA, receiving and dispersing product, and keeping records.
- Video documents selected departmental events.
- Maintains archive of video footage.

Supervision Received

This position receives minimal supervision. The employee is expected to manage time and affairs independently. Faculty members may direct the employee to purchase certain items or report problems.

Supervision Given

The employee supervises three work study positions, one for photo and two for the video studio.

Consequence of Error/Judgement

Types of Situations:

Working with students this is a key area of exercising judgement: providing instruction in the use of AV equipment and software applications. The employee must ensure the student is capable before allowing the student to independently use valuable equipment. Inappropriate judgement about how well a student can use complex equipment can lead to anger or frustration, valuable broken equipment and incompleting or failing projects.

Purchasing materials, the employee must make frequent decisions about the ordering of parts and the maintenance of tools. The employee is in charge of this decision-making, if necessary, in consultation with the Head or faculty members. Should the wrong materials be ordered, or not ordered soon enough for class work, faculty class schedule could be delayed and the curriculum might not be completed. Research needs in the department must be met for various deadlines.

Knowing how to keep up with technological change: The employee must actively and continually upgrade his or her knowledge base, because equipment, software and the web are rapidly evolving and there are constantly new problems to solve. Often professors are unable to work with many different file types in a variety of programs; without the technician to solve technology problems, students would have difficulties completing course work.

Qualifications

Completion of Grade 12 or equivalent and graduation from a two-year community college program or equivalent in a technology field. Over one year directly related experience in a fine arts or design school.



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Staff Job Postings

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Job Posting

Job ID: 13109
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Secretarial - BCGEU
Classification Title: Secretary I **Business Title:** Development Assistant
Department: UBCO - Development
Salary: \$ 19.13 (Hourly)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-02
Job End Date: 2013-03-31
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-11 **Available Openings:** 1

Job Summary

Will provide clerical assistance to the department in support of our mandate in fundraising and alumni engagement. with clerical work including smart forms, Hyperion, FMS, e-forms, secretarial support, and other duties.

Organizational Status

Reports to: Development Coordinator, Campaign
Works with: UBC faculty and staff involved in fundraising
Contacts: Donors, alumni, outside community groups and organizations.

Work Performed

- Provides clerical support to the department, including smart forms, Hyperion(limited read-only access), FMS, e-forms and work orders
- Processes Requisitions for Payment, Purchase Orders, Travel Requisitions, Cash Receipts, Smart Forms and Journal Vouchers, and ensures transactions conform to departmental guidelines, as well as UBC policies and procedures.
- Ensures expenses are paid in a timely, accurate and auditable manner
- Assists as required with processing of donor gifts, pledges and receipts via cheque cash and money orders;
- P Card and AMEX card holder and coordinator
- Performs other related duties as required.

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement



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

Qualifications

The ideal candidate will have a one year post-secondary training in office skills or an equivalent combination of experience or education in a related discipline. Minimum of two years experience in post secondary or related field. Strong organizational, secretarial skills. Strong interpersonal skills. Ability to communicate effectively verbally and in writing. Proficient in MS Office (Word, Outlook, Excel and Access). Has a keen eye for details and accuracy when working with numbers. Ability to keep focused, multi-task and prioritize to ensure that the important tasks are completed and not lost while doing "busy" work. Effectively work as part of a team.

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Job Posting

Job ID: 13074
Location: Kelowna - UBC Okanagan
Employment Group: BCGEU UBC-Okanagan
Job Category: Trades - BCGEU
Classification Title: T.Q./Journeyman
Business Title: Afternoon Shift Maintenance Engineer
Department: UBCO - Facilities Management
Salary: \$45,864.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-09
Available Openings: 1

Job Summary

Performs operating and maintenance services, carries out scheduled preventative maintenance programs, and performs other related duties as required.

The schedule for this afternoon shift is Monday to Friday - 3:45 pm to 11:15 pm.

Organizational Status

Under the direction of the Charge Engineer, works closely with Facilities office staff and facility workers and campus community. Other contacts include staff, students and UBCO contractors and suppliers.

Work Performed

Operates, maintains, and repairs boilers, pumps, air compressors, HVAC systems and other related equipment and controls.

Carries out scheduled preventative maintenance programs and ensures all safety practices and procedures are adhered to.

Performs maintenance duties throughout UBC O as required in compliance with good working practice and current codes.

Investigates and corrects minor complaints and reports major problems and complaints to the Charge Engineer.

Performs other related duties as assigned.

Supervision Received

The position is under the direction of the Manager of Facilities.

Supervision Given

None.



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Consequence of Error/Judgement

Ability to recognize and report hazards and apply safe work methods, such as lock-out procedures; fall protection and confined space entry. Work must be conducted in a manner that accommodates campus requirements.

Consequence of errors in judgment could compromise campus community safety. Work load backlog and delays could effect critical business functions.

Qualifications

Completion of Grade 12 or equivalent plus completion of training with 4th Class Power Engineers Certificate. Over 4 years progressive related experience. Ability to perform strenuous physical work. Assume uncomfortable awkward positions. Required to lift up to 50lbs. Must be able to work in areas which have higher levels of noise using proper hearing protection. Ability to withstand working in the extreme Kelowna climate conditions. Ability to work in confined areas and sustain long periods of bending. Ability to withstand heights and perform work safely.

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Job Posting

Job ID: 13067
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: General Worker (Heavy)-F/S **Business Title:** General Worker (Heavy)-Point Grill/LTK
Department: Food Services
Salary: \$ 15.62 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-06-13 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-10 **Available Openings:** 2

Job Summary

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

Organizational Status

Reports to unit Manager or Supervisor.

Work Performed

Washes and handles dishes and pots up to 25 kg. in weight.
 Performs stockroom duties, such as, , receiving products in loading bay, counting items to match with corresponding paperwork, shelving products up to 25 kgs. and filling in paperwork as required; assists with inventory responsibilities.
 Performs a variety of cleaning duties, such as, cleaning tables, kitchen preparation and seating areas, and kitchen equipment, mopping floor and cleaning washrooms and other areas as required, ensuring that proper cleaning substances are used and that areas are marked hazardous as required.
 Recommends food inventory levels and calls in approved orders.
 Busses tables.
 Assists cooks in the preparation of food by pulling out and re-storing supplies, assisting in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items and portioning, plating, wrapping and packing food items.
 Plates, portions and dispenses food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.
 Sets up service counters and replenishes supplies for sale, ensuring appropriate stock levels and stock rotation in refrigeration, storage and counter display units.
 Assesses and ensures quality of finished product prior to serving customers.
 Performs the duties of other food service workers on a relief basis as operationally required.
 Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.
 Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.



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Staff Job Postings

Supervision Received

Works under general supervision and independently as required.

Supervision Given

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

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 13093
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Food Services Assistant-F/S **Business Title:** Food Services Assistant-Tim Hortons
Department: Food Services
Salary: \$ 18.62 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-06-13 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-10 **Available Openings:** 1

Job Summary

Positions in this classification oversee the operation of a single food services unit and or assist in the operation of a complex food services unit(s) supervising food service workers, participating in food service work and handling related administrative duties.

Organizational Status

Reports to unit Manager.

Work Performed

Supervises the workload of up to 15 food service workers, ensuring employees meet UBC Food Services' customer service standards.

Trains food service workers, following up to ensure an understanding of the material covered.

Assists with and recommends scheduling options to the unit manager.

Orders food supplies required for day to day operations.

Monitors and reviews cost controls, such as, labor costs, food costs and waste and overhead expenses, with unit manager.

Handles customer comments and complaints and refers to unit manager as required. Monitors customer satisfaction via surveys, comment cards, and any other types of feedback.

Relieves and assists food service workers as operationally required.

Ensures that the quality of product being produced and or sold is up to department standards and safety and cleanliness standards are adhered to at all times; takes action with production or makes recommendations as required.

Participates in related day to day office administrative duties, such as, answering telephones, record keeping, filing, data entry, performing basic calculations, typing correspondence, inventory, and month end procedures.



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Ensures that systems and procedures for daily sales, cash collections controls, banking and ledger reconciliation are being followed; processes payments and deposits.

Recommends daily specials and ongoing menu changes.

Ensures all kitchen equipment and point of sale systems are in working order; reports and follows up on maintenance as required.

Contacts employees for coverage of last minute vacancies of shifts.

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

Supervision Received

Works independently under general supervision.

Supervision Given

Supervises the workload of up to 15 food service workers, ensuring employees meet UBC Food Services' customer service standards.

Consequence of Error/Judgement

Makes decisions regarding the coordination and allocation of food service workers and acceptability of work performed; inappropriate decisions could result in poor quality of food and service with an impact on sales of an ancillary department.

Qualifications

High School graduation, Food Safe Level 1 Certificate and completion of Food Service Management course. . 2 years relevant experience or the equivalent combination of education and experience. Must complete and pass specialized Tim Hortons training program.

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Job Posting

Job ID: 13092
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Sales Attendant-Food Services **Business Title:** Sales Attendant - Tim Hortons
Department: Food Services
Salary: \$ 16.09 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-06-13 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-10 **Available Openings:** 1

Typical starting hour for this position will be 4:00 a.m. This position may also require occasional evening work.

Job Summary

Responsible for providing welcoming, professional and efficient service, taking payments and preparing food.

Organizational Status

Reports to unit Supervisor Manager.

Work Performed

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

Supervision Received

Works under general supervision and independently as required.



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Staff Job Postings

Supervision Given

Works under general supervision and independently as required.

Consequence of Error/Judgement

Makes minor decisions related to sequence of duties; impact of errors is minimal.

Qualifications

Completion of Grade 10 and Food Safe Level 1 Certificate. . 1 years relevant experience or the equivalent combination of education and experience. Must complete and pass specialized Tim Hortons Training Program. This position may require moderate to medium lifting.

Must be available for weekday, evening and weekend shifts.

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Job Posting

Job ID: 13068
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Food Services - CUPE 116
Classification Title: Sales Attendant-Food Services **Business Title:** Sales Attendant-Point Grill/LTK University Centre
Department: Food Services
Salary: \$ 16.09 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-06-13 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-10 **Available Openings:** 2

Job Summary

Serve customers, accept payment and perform transactions, prepare food.

Organizational Status

Reports to Supervisor or Manager.

Work Performed

Takes customer food orders at counter or at tables; prepares and calculates bills for payment.
 Enters customer orders in computer or cash register and accepts payment via cash, meal plan card, bonus cards, vouchers, debit, or credit card; distributes change and receipts as required; and cashes out as per UBC Food Services policies. Delivers food, seats customers and takes reservations per set procedures
 Recommends food inventory levels and calls in approved orders; assists in maintaining inventory.
 Assists cooks in the preparation of food, such as, meat, vegetables, desserts, pastry sandwiches, salads and specialty items; portions, plates, wraps, and packs food items.
 Prepares made-to-order sandwiches; plates, portions and dispensing food to customers in a serving line in accordance with pre-determined UBC Food Services or franchise standards.
 Sets up service counter, restaurant stations and replenishes supplies for sale, ensuring appropriate stock levels and proper stock rotation in refrigeration, storage and counter display units.
 Busses tables and cleans tables, kitchen preparation areas, kitchen equipment and seating areas.

 Moves tables and chairs as needed
 Assesses and ensures quality of finished product prior to serving customer.
 Performs the duties of other food service workers on a relief basis as operationally required.
 Maintains proper standards of sanitation and safety in accordance with FoodSafe, UBC policy and UBC Food Services safety guidelines.
 Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received



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Works under general supervision and independently as required.

Supervision Given

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

Consequence of Error/Judgement

Makes minor decisions related to sequence of duties; impact of errors is minimal.

Qualifications

Completion of Grade 10 and Food Safe Level 1 Certificate. Serve It Right certificate. 1 years relevant experience or the equivalent combination of education and experience. One year of table service in an upscale fine dining restaurant required.

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Job Posting

Job ID: 13097
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Research/Technical - CUPE 116
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Museum of Anthropology
Salary: \$38,928.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-07-03
Job End Date: 2015-03-31 **Possibility of Extension:** Yes
Funding Type: Self Funded
Other:
Date Closed: 2012-06-10 **Available Openings:** 1

Job Summary

This is a part-time 60% position, funded for three years. The position will:

- (i) Ensure the proper physical functioning and presentation of the Museum building and the condition and presentation of the Museum's grounds and outbuildings.
- (ii) Provide technical and hands-on support for building operations, exhibits, programs, and other staff and public activities both within MOA and at other venues.

Organizational Status

The position reports to the Associate Director. The position works in conjunction with all staff, students, faculty, and volunteers.

Work Performed

- (i) Provides technical and hands-on support for building operations, exhibits, and public programs
- (ii) Liaises with appropriate personnel at UBC Building Operations to ensure building mechanical, electrical and environmental systems are functioning to museum standards
- (iii) Works within set budgets and time frames
- (iv) Maintains inventory related to MOA audio visual systems in public areas and non-public areas, and ensures all are in good working order and in place for use when required. Liaises with appropriate personnel at IT Services to ensure MOA's A V systems are operating according to UBC standards.
- (v) Ensures safe operation and condition of tools and equipment in the workshop
- (vi) Maintains inventory of lights and orders additional lamps as needed
- (vii) Replaces burnt-out bulbs in public and non-public areas, according to a plan developed by Conservation and Design staff
- (viii) Trains and supervises other staff and students in proper use of A V equipment
- (ix) Assists with moving various heavy things (incoming outgoing crates, exhibit furniture, etc.)
- (x) Receives and ships deliveries at loading bay
- (xi) Uses forklift to change lights, signage, etc
- (xii) Maintains back hall, loading bay, and workshop areas
- (xiii) Serves as point person for minor trouble calls



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Supervision Received

Personal initiative is expected and a degree of decision-making is permitted. The position reports to the Associate Director. Performance is judged by results (see consequences of error above) and by annual review.

Supervision Given

The position is responsible for training, supervising, and participating in the work of other staff members, students, or volunteers using A V and workshop equipment

Consequence of Error/Judgement

Consequences of error rest with the incumbent, who must rectify his/her own errors. Failure to complete a project within the estimated budget and/or timeframe will result in shortfalls in other areas of Museum's operations. Failure to complete a project on time has ramifications both internally and beyond the Museum. Failure of building systems could endanger priceless and irreplaceable works of art.

Qualifications

High School graduation. University degree or equivalent training, plus experience using a variety of materials, a v equipment, tools, and machines in a workshop setting. Forklift training an asset. Minimum of 2 years related experience or the equivalent combination of education and experience. Minimum three years' professional experience working with building systems or operations. Professional experience with A V and lighting systems. Facilities management experience an asset. Museum experience an asset. A good understanding of UBC's support departments and procedures an asset. Ability to appropriately understand the requirements of a controlled museum environment (e.g., HVAC and building systems standards required to maintain Category A certification). Liaise with appropriate personnel at Building Operations, and IT Services as necessary. Ability to fabricate. Ability to efficiently acquire, store, allocate, and use materials and space. Ability to perform minor maintenance and repair on job-related tools, equipment, and machinery, or to arrange for maintenance if required. Will be responsible for ensuring workshop tools and machinery and AV equipment are in good working order. Physical ability to perform the duties of the job. (e.g., lifting, standing, working at heights, operating forklifts) Ability to train. Ability to work effectively independently and in a team environment. Ability to resolve technical problems in an innovative manner.

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Job Posting

Job ID: 13117
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:** Lab and Project Manager
Department: Botany
Salary: \$41,040.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18
Job End Date: 2014-06-17
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-06-10 **Available Openings:** 1

Job Summary

Lab manager for the Whitton Research laboratory specializing in plant evolutionary ecology.

Organizational Status

Reports to Dr. Whitton, the principal investigator. For administrative matters, reports to the Botany Administrator.

Work Performed

Manager of the Whitton laboratory - oversees the technical and administrative operation of the laboratory.
Manages finances. Monitors spending and reconciles financial ledgers. Prepares financial reports and advises supervisor on the status of grants.
Provides technical support to the researchers in the lab.
Develops and maintains research databases and records related to field collections and lab data.
Assists in the development of field protocols and field record keeping.
Manages field research, including collecting expeditions and field experiments.
Grows and maintains plants for research.
Coordinates and contributes to gathering data in lab and field experiments, including measurement of plant performance traits, crossing experiments.
Performs basic light microscopy to document plant traits.
Maintains lab computers, including system and software updates, and supervision of regular data backup.
Maintains lab and field equipment and supervises repairs.
Maintains lab website.
Assists with preparation of grant applications and reports to funding agencies.
Prepares research specimens for deposit as herbarium specimens. Contributes to databasing specimen records.
Gathers data on DNA content using flow cytometry. Manages data and summarizes results.

Supervision Received

Goals and research strategy are set and explained by the laboratory PI. The Technician does his or her own work scheduling, subject to periodic checks and regular meetings with the PI. Receives detailed instructions upon assignment of new work duties,



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and thereafter only as changes or new problems arise.

Supervision Given

Training of lab personnel (mainly graduate and undergraduate students) in the proper use of equipment, and in field and laboratory protocols.

Consequence of Error/Judgement

Errors in data management can result in decreased efficiency of research effort. Errors in management of plant material can result in loss of research effort, and the need to re-collect wild sourced materials. Errors in management of grant funds could result in financial losses to the PI.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. . Minimum of 3 years related experience or the equivalent combination of education and experience. Experience in plant growth, field project management, and data management are essential. Ability to prepare financial reports. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to develop research methodologies and techniques. Ability to locate required information using a variety of methods (e.g., online information sources, manuals, expert sources). Ability to perform research-related procedures (e.g., prepare solutions, prepare specimens). Ability to build, maintain and troubleshoot field record databases.

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Job Posting

Job ID: 13100
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 116(Service/Techs/Trades)
Job Category: Security - CUPE 116
Classification Title: Patrolperson **Business Title:** Patrolperson
Department: Security Services
Salary: \$ 18.42 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-10 **Available Openings:** 8

Job Summary

Patrolpersons provide security services to the campus community in a professional manner, helping to ensure the safety and security of UBC faculty, staff, students and visitors as well as safeguarding University property. Patrolpersons work in a wide variety of campus locations, patrolling the campus on foot, in vehicles and by bike. Patrolpersons provide assistance and information to community members.

Organizational Status

Reports to the Patrol Supervisor or Museum Security Supervisor as designated. Works under general supervision and from oral and written instructions and established procedures.

Work Performed

Conducts campus security patrols on foot, bicycle, or vehicle, of all university areas and buildings to provide a safe environment for members of the university community through protection of its persons and property; anticipates, recognizes and appraises crime risk on campus and initiates actions designed to remove or reduce such risks as appropriate;

Observes and reports any incidents, writes thorough documentation of incidents through accurate report writing.

Receives and responds to complaints from members of the campus community and general public; investigates and reports incidents and complaints to supervisory staff and relevant external agencies as appropriate.

Attends events, alarms, accidents, emergencies, fire and ambulance calls on University property, and renders assistance, including basic first aid, as required.

Reports in writing all malfunctions and activation of various alarms, such as, intrusion, personal safety and denied card access.

Liaises with individuals, committees, groups and other off-campus associated agencies on crime prevention and security related issues in order to establish and cultivate a positive presence with the university community.

Provides assistance, information and direction to the university community and assists other law enforcement personnel when required to do so.

Escorts or transports students, staff or faculty members to any campus location, such as, residences, parking vehicles or classrooms as required.

Provides after-hours access to University buildings for authorized individuals.

Ensures that security patrol equipment, including patrol vehicles and bicycles, are in effective operating condition and advises supervisor of service requirements; may be required to perform routine maintenance on patrol vehicles or bicycles.



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Staff Job Postings

May be required to perform plainclothes surveillance activities.
Makes citizens arrests and holds and hands over criminal suspects to police.
Follows established departmental procedures and questions, challenges, and checks ID of individuals found on university property.
Conducts building and area searches in the event of bomb threats.
Effects temporary emergency repairs to campus property (for security reasons), when no Plant Operations personnel are available; transports and erects emergency barriers.
Acts as the communications operator, when requested by management or supervisory staff.
Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

Works under general supervision and from oral and written instructions and established procedures.

Supervision Given

No supervision given.

Consequence of Error/Judgement

Works within well defined guidelines and procedures; exercising some judgment in establishing priorities and carrying tasks through to completion. Makes decisions related to perceived security risks and deals with or refers in accordance with standard security and departmental policies and procedures; inappropriate decisions may impact the security or safety of others.

Qualifications

High School graduation, Completion of BC Securities Services Act Training, Level 1 Occupational First Aid Training and Valid B.C. Driver's License. . the equivalent combination of education and experience. A minimum of one year of related experience, including security experience in a public environment or an equivalent combination of education and experience. Once hired must successfully complete departmental training program. Ability to perform word processing and data entry efficiently and effectively to create reports.

Experience working with alarm systems an asset.

Ability to patrol campus by bike or on foot.

Ability to remain calm, effective and safe when directing large groups of people.

Ability to prioritize security tasks according to established guidelines.

Ability to work effectively independently and in a team environment.

Ability to deal with a diversity of people in a calm, professional and effective manner.

Ability to provide quality services to customers in a courteous, patient manner.

Ability to communicate effectively both verbally and in writing with co-workers and campus community members.

Ability to communicate efficiently using a standard security radio system.

Ability to gather, record, and organize information with accuracy and attention to detail. Ability to compose and create accurate incident reports.

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Job Posting

Job ID: 13120
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: Libry Arch & Info Studies, Sch
Salary: \$39,168.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-07-02
Job End Date: 2014-06-30 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-08 **Available Openings:** 1

Job Summary

To provide administrative support to the Records in the Cloud Research Project. To ensure all administrative procedures and process meet the needs of SSHRC and the University.

Organizational Status

Reports to the CO Pls on the project and works co-operatively with the Administration Manager for SLAIS

Work Performed

Be central contact point for information and information exchange of project members
Maintain project information and manage all records of project
Co-ordinates all Student appointments and salaries - recording hours and working with UBC Payroll Co-ordinates financial processes, reconciles expenses to FMS ledgers, maintains records in line with UBC policies
Creates budget forecasts to support to Principal Investigator to manage budget effectively.
Resolves complex financial issues..
Makes all arrangements for workshops, meetings and events
Arranging conference travel for collaborators, co-applicants and students
Maintain contact with the SSHRC officer responsible for Insight Grants,
Assess what expenses are eligible for SSHRC,
When contracting services is needed, identify potential providers, and gather the relevant information
Gather the data related to the persons organizations that have to be interviewed, contact them and or prepare standard letters

Supervision Received

Co Pls

Supervision Given

Administrative Supervision of Students working on Project



The University of British Columbia

Staff Job Postings

Consequence of Error/Judgement

Errors of judgment affect the project and create potential problems for Research Project

Qualifications

High School graduation and 1 year post-secondary education. Intermediate experience with office equipment and familiarity with all software relevant to position

Familiarity with UBC financial processes including FMS. 4 years related experience or the equivalent combination of education and experience. Familiarity with UBC financial process and Granting Agency requirements.

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Job Posting

Job ID: 12434 (Repost)
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:** Assistant to Director
Department: Evaluation Studies Unit
Salary: \$40,440.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-04-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

The Assistant to the Director will provide senior level administrative support to the Director and the Evaluation Studies Unit. The primary responsibility of this position is to plan and coordinate the administrative activities of the Director and provide support to the operational running of the unit. She he will monitor progress towards completion of projects and tasks, set priorities, and gather necessary information in order to assist the Director. This position requires thorough knowledge of the activities of the Director and the Evaluation Studies Unit, good judgment, initiative, and the ability to work independently and cooperatively in a team environment. The Director has an office at the Evaluation Studies Unit (Gordon and Leslie Diamond Health Care Centre) and in the School of Population and Public Health (Point Grey Campus). This position will be based in the Diamond Health Care Centre.

Organizational Status

The Assistant to the Director reports to the Director and the Operations Manager. She he will be required to liaise with all staff in the Evaluation Studies Unit, with colleagues from the Director's research team and with faculty and staff in the School of Population and Public Health. She he will also interact with senior faculty and staff from the Dean's office and other programs and departments within the Faculty of Medicine, with research collaborators in other universities and funding agencies, and with PhD and Masters' students supervised by the Director.

Work Performed

Assistant to Director:

- Provides organizational and administrative support to the Director and facilitates the meeting of deadlines, work and staff commitments.
- Manages the Director's complex calendar, responds to requests for meetings for the Director, pro-actively schedules upcoming meetings and events; uses judgment to rearrange appointments depending upon priorities.
- Develops project timelines, sets priorities and manages the Director's schedule and task list to ensure work is on track, anticipates needs and plans ahead.
- Reviews and prioritizes incoming materials, mail, emails and calls; reviewing information to determine relevant issues, red flags and status; answers and redirects enquiries.
- Responds to confidential telephone, email, and in-person inquiries, and provides information of a complex nature.
- Researches and prepares documentation from various sources for meetings.



The University of British Columbia

Staff Job Postings

- Composes and reviews complex and confidential correspondence and reports.
- Edits and formats letters, academic papers, reports, presentations, and memos.
- Researches journal requirements for submission of papers; formats paper and references according to requirements and communicates with co-authors as required.
- Creates and maintains Director's electronic and hard-copy filing systems including both current and archived work.
- Provides personal assistance to Director in terms of filing, general office and paperwork organization on a weekly basis.
- Develops and implements policies and procedures for the purpose of assisting the Director in meeting deadlines, staff and work commitments.
- Communicates both internally and externally on behalf of the Director; serves as a contact for external organizations and agencies.
- Represents the Director, as required, for internal meetings, and some external meetings of a less critical nature to gather information for the Director.
- Assists Director with various special projects and reports.
- Submits and keeps track of Director's travel and other reimbursements in a timely manner.
- Reconciles Director's business related credit card(s).
- Tracks usage of Director's professional development fund and renews Director's annual memberships to various professional bodies.
- Tracks dates of upcoming professional meetings to ensure abstract submissions, and appropriate travel arrangements are made in a timely manner.
- Makes conference and other travel arrangements; prepares travel itineraries; reconciles travel expenses and arranges for reimbursement from various sources for Director.
- Manages Director's research account; maintains accurate shadow ledger; reconciles monthly ledgers; works with Director to plan future expenditures.
- Ensures Director's CV is kept up to date and prepares CV forms for grant applications and other activities.
- Provides support to committees and or working groups Chaired by the Director.

Administrative Assistant:

- Provides administrative support to the Evaluation Studies Unit.
- Provides support for regular Unit meetings; arranges room bookings, prepares agendas, arranges audio-visual requirements; and takes minutes.
- Records vacation, sick and other leave requests for all Unit staff.
- Manages petty cash and processes financial requisitions in a timely manner.
- Maintains office supply stocks; places and receives orders; monitors usage; ensures supply area is kept tidy.
- Maintains various office equipment; provides and monitors access; troubleshoots issues; brings major technical issues to the attention of the Operations Manager.
- Provides administrative support to the recruitment (using E-Recruit) and hiring process of new employees.
- Prepares and submits Staff Appointment Forms, Leave of Absence requests and Transfer and Severance forms at the direction of the Operations Manager.
- Updates assigned sections of the Unit bulletin board and provides assistance with the regular maintenance.
- Maintains the Unit reference database by soliciting and entering articles and reports into Reference Manager.
- Provides assistance in the maintenance of the Unit's Sharepoint sites.
- Makes conference arrangements and travel arrangements for Unit staff.
- Provides support to Unit staff with room bookings.
- Provides editorial and formatting assistance on reports and or presentations prepared by Unit staff as required.
- Keeps abreast of major initiatives and projects of the Faculty of Medicine and the Evaluation Studies Unit
- Provides back-up support for the Operations Manager.

General:

- Prepares for and co-ordinates meetings, retreats and other events including preparing agendas and other documentation, assembling and distributing materials, booking rooms, making catering arrangements and or travel arrangements, organizing audio-visual requirements, and taking, preparing, and distributing minutes.
- Participates in ESU Management meetings, updates action item list and follows up as necessary to ensure actions are completed in a timely manner.



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Staff Job Postings

- Maintains procedures manual to ensure consistent performance of routines.
- Performs other related duties, as required, suitable to the skills and experience of the position.

Supervision Received

The Assistant to the Director will receive direction or task assignment from the Director and Operations Manager. She/he will set priorities and perform most duties independently with minimal supervision, occasionally consulting the Director and/or Operations Manager with reference to new or complex problems.

Supervision Given

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

Consequence of Error/Judgement

The incumbent must be able to work independently and exercise considerable judgment on a daily basis, often outside defined terms of reference, and in situations where temperament and ability to work with others is of prime importance. She/he must have the ability to communicate tactfully and sensitively, and be highly responsive and flexible. The Assistant to the Director is required to maintain strict confidentiality while performing tasks. Inability to manage time effectively and to plan according to deadlines could compromise the workflow of the Director and the Unit. Poor decisions, errors in judgment, or inappropriate management of confidential information will reflect negatively on the Director and the Unit and could have an adverse effect on the Faculty of Medicine.

Qualifications

High School graduation and two year post-secondary diploma. Training in administrative practices, office procedures and basic accounting preferred. 4 years related experience or the equivalent combination of education and experience. A minimum of 2 years of experience providing executive level assistance in a professional environment is required. Relevant administrative experience at UBC and knowledge of the University environment, policies and procedures is preferred. Familiarity with medical education, evaluation and/or health services is an asset. Research experience (i.e. preparation and submission of manuscripts, grant applications, etc.) also an asset. Strong ability to effectively use MS Word, Outlook, Powerpoint and Excel and at an advanced level required. Strong ability to accurately maintain calendars, and schedule appointments appropriately. Excellent command of the English language with a strong ability to communicate effectively both verbally and in writing. Strong ability to accurately proofread for spelling, grammar, and punctuation. Ability to compose correspondence, reports, presentations, and other written materials using clear and concise business English. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to determine the nature and urgency of inquiries and issues, and triage appropriately. Ability to research and compile information drawn from various sources. Ability to exercise tact and discretion. Ability to effectively use Adobe Pro, MS Sharepoint and Reference Manager at an intermediate level. Ability to exercise sound judgment. High level of thoroughness, accuracy, and attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to work independently and demonstrate initiative. Demonstrated ability to perform word processing at 60 words per minute and operate the normal range of job-related equipment (e.g. fax machine, photocopier, etc.). Ability to take and transcribe accurate meeting minutes. Ability to actively listen and probe for information to clarify requests. Ability to work within a fast-paced team environment. Ability to accurately process financial requisitions, balance cash and reconcile accounts within required timelines. Ability to develop and maintain cooperative and productive working relationships. Flexibility in work hours periodically required.

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The University of British Columbia

Staff Job Postings

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



Job Posting

Job ID: 13110
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 4 (Gr8) **Business Title:** Administrative Support 4 (Gr8)
Department: Development Office
Salary: \$41,736.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-08 **Available Openings:** 1

Job Summary

Provides clerical support to the UBC Annual Giving Unit of the Development Office. Analyzes various fundraising reports for trends and makes recommendations on improvements. Supports the Call Centre by performing administrative duties; ensures proper tracking of pledges and processing of donations; and prepares pledge letters and reminders. Also responsible for correspondence preparation and other general clerical duties within the unit.

Organizational Status

Reports to the Manager, UBC Annual Giving.

Work Performed

Reports

- Analyses fundraising reports, reviewing average gift, percent participation and dollars raised, for all programs within UBC Annual Giving by identifying similarities and themes, compiling reports based on content, making recommendations regarding which reports should be kept, developing a system to generate important reports on a regular timeline;
- Explores options of having popular reports pre-programmed as opposed to being manually produced by IT Services; liaises with IT Services, makes recommendations;
- Analyses the Management Report (which outlines total dollars raised within the fiscal year) on a monthly basis, compares year over year results and analyzes average gift, % participation, \$s raised.
- Bi-weekly analysis of the Viking reports (which outline solicitation strategy results, how each campaign is doing and compares giving patterns) by week over week comparisons for all UBC Annual Giving programs Tracks down missing fund details information from faculties & departments in order to complete the descriptions included in Viking;
- Prepares appeal summary reports (for mass mailings) for both new solicitations and historical ones by developing report format, extracting information from both the Viking database (for mail results) and the RuffaloCody system (for phone results), comparing results to years previous to monitor how each fundraising strategy segmentation is performing, distributing report (UBC Annual Giving staff, Faculty fundraisers), and briefing Manager on observations from report analysis;
- Interviews UBC Annual Giving Development Officers to determine report needs, making recommendations as to what should be included in their reports and what type of reports would be beneficial to their programs, and works with IT to develop those reports;



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Staff Job Postings

Call Centre Administration

- Reviews daily feedback questions from student callers from the previous night's calling shift;
- Researches questions and provides responses to caller questions;
- Responds directly to donor requests by phone or e-mail;
- Ensures all directions are clean and understandable prior to the information being sent to Donations Processing;
- Daily generation of Call Center reports (such as statistics on demographic changes, etc.) through RuffaloCody system (the call center telephone database system) and distributes information to appropriate units (i.e., Records Donations Processing);
- Uploads pledges for Donations Processing and pledge letters from the RuffaloCody system;
- Converts uploads into Excel, reviews all fields, verifies and manipulates the complex and lengthy data into a format acceptable for Donations Processing and Pledge letters.

FMS

- Maintains the Commemorative Giving holding account, tracks donations (approximately \$90,000 per month);
- Develops and maintains a spreadsheet to track all transactions within the account;
- Arranges for transfers out of the account and ensures correct authorization has been given;
- Informs Advancement Services to properly update the Viking system to indicate the activity within the Holding account.

Referenda

- Liaises with many of campus units (AMS, Law, Athletics, Dentistry, Arts, Registrar's Office) to ensure monies have been transferred as per student referenda agreement;
- Locates documentation (tracking JVs) showing transfer of funds;
- Sets up pledges on Viking for each referenda payment by supplying documentation;
- Ensures the pledges are paid off throughout the year (referenda pledges are paid in three installments).

Pledge letters

- Formats and prepares pledge letters;
- Confirms fund designations, gift amounts and addresses for all pledges;
- Performs mail merges using Microsoft Word and Excel;
- Responds to specific donor directions regarding delivery of letters (i.e., fax or email)

Additional

- Follows up with donors regarding declined or incorrect credit card details
- Performs other related duties as required.

Supervision Received

Works under minimum supervision. Receives instructions on new duties and thereafter only on new or unusual problems. Technical problems and matters involving policy are referred to the supervisor.

Supervision Given

Trains student supervisors (4-6) on work procedures for email communication procedures with donors. Trains call centre staff (up to 5) on changes to Ruffalo Cody system

Consequence of Error/Judgement

Must exercise judgment based upon a thorough knowledge of procedures, guidelines and regulations, and make decisions based on guidelines and established precedents.

Qualifications



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Staff Job Postings

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

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Job Posting

Job ID: 13102
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Administrative Suppt
Classification Title: Administrative Support 5 (Gr9) **Business Title:** Executive Assistant, Administration
Department: Science, Dean's Office
Salary: \$43,692.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-07 **Available Openings:** 1

Job Summary

Provides confidential senior administrative support to the Executive Director, Faculty Affairs and Administration. Oversees the coordination of complex processes, such as the Dean's retention allocation for the Canada Foundation for Innovation (CFI) Leaders Opportunity Fund (LOF) and the Dean's allocation of Canada Research Chairs. Assists with human resource matters and serves as recruiter in HRMS e-recruit. Performs monthly account reconciliation, and serves as Pcard and Petty Cash Coordinator for the Dean's Office. Manages hardware and equipment inventory for the Dean's Office. Liaises with other members of the university campus (Faculty Relations, Human Resources, Provost's Office, VP Research Office, Payroll, etc.) and external agencies and committees.

Organizational Status

This position reports to the Executive Director, Faculty Affairs and Administration, but works in conjunction with the Assistant Dean, Resources and Operations.

Work Performed

Provides senior confidential administrative support to the Executive Director, Faculty Affairs and Administration. The incumbent's duties will include:

- Oversees and tracks the Dean's allocation of Canada Research Chairs (CRCs).
- Oversees the Dean's retention allocation for the Canada Foundation for Innovation (CFI) Leaders Opportunity Fund (LOF). Tracks the funds allocated to each Science Department and ensures allocations are not overspent, ensures faculty applications have proper approvals; performs quarterly reconciliation with the (CFI) VP Research Office.
- Assists with faculty eRecruit; coordinates and tracks diversity survey links for faculty recruiting; tracks Faculty recruitment advertisements and follows up as necessary. Maintains spreadsheet of faculty hires.
- Reviews all faculty, research associate and post-doctoral appointments and re-appointments for accuracy and compliance with UBC policies and procedures in advance of the necessary Dean's Office signatures.
- Reviews all faculty leave applications for completeness and eligibility in advance of the Dean's approval; maintains spreadsheet of leave applications.
- Tracks Career Progress Increments and Length of Service CP awards for Faculty of Science faculty members. Provides interpretation of policy and process for Managers.



- Coordinates and participates in recruitment and selection processes. Prepares and posts new staff positions on HRMS e-recruit.
- Assists with HRMS Position Management, for example, responds to inquiries or updates positions.
- In conjunction with the Executive Director, liaises with Faculty Relations and Human Resources to resolve complex human resources issues.
- Orients new CUPE 2950 staff members and ensures appropriate training is received.
- Ensures that support staff maintain procedures manuals and that manuals are updated annually.
- Responsible for attendance and vacation management records, ensuring compliance with UBC policy and collective agreements. Ensures records are appropriately maintained, communications to staff are timely, annual reconciliations and entitlement calculations are accurate. Responsible for submitting sick leave statistics to HRMS.
- Prepares appointment forms (staff, student, faculty), leave of absence forms, transfer and severance, time sheets, and other documentation as required.
- Monitors probation performance review and annual review timelines for staff and ensures that Managers are kept aware of relevant dates and process.
- Provides assistance regarding interpretations and applications of the CUPE 2950 agreement, Faculty Agreement, AAPS Agreement, and University Human Resources policies.
- Manages hardware and equipment inventory for the Dean's Office. Tracks and maintains database of hardware equipment in the Dean's Office, and records all new purchases. Oversees the recycling disposing recording of old equipment in compliance with UBC Policy. Oversees the replacement of hardware equipment on a rotational basis giving priority to replacing the oldest piece of equipment. Oversees the hardware equipment budget and ensures that policies are adhered to. Responsible for reconciling the purchase of software hardware and equipment.
- Responsible for Access Control within the Dean of Science Office, including arranging for building access codes for new employees, issuing key requisitions and, maintaining database of fob holders and security codes, and liaising with Access Control to resolve issues or problems.
- Drafts and or prepares correspondence, forms and other documents.
- Designs and prepares complex spreadsheets, pivot charts, and power point slides, as required.
- Performs data collection (e.g., Honorary reappointments, etc.).
- Arranges and or schedules meetings, appointments, and events as required.
- Serves as Floor Fire Warden.
- Performs other related duties and responsibilities as required.

Financial

- Reconciles monthly ledgers, follows up on variances and corrects posting errors.
- Pcard coordinator for the Dean's Office, makes payments, performs monthly reconciliation.
- Petty cash custodian. Responsible for reimbursements, reconciliation, and replenishment; maintains records as per internal audit.
- Prepares requisitions and journal vouchers, as required.

Supervision Received

Works independently, but reports to the Executive Director, Faculty Affairs and Administration. Works independently under broad directions. Work is performed in accordance with broadly established procedures within authorized prescribed limits and or an approved plan. Job tasks are governed generally by broad instructions, objectives, and policies.

Supervision Given

Supervises one Administrative Support 3 position, temporary support staff and work study students.

Consequence of Error/Judgement

The incumbent is expected to exercise a great deal of judgement and initiative in handling matters of both a routine and non-routine nature. Works with conflicting demands and exercises judgment in establishing priorities and carrying work through to



completion in a timely manner. Tact and discretion in dealing with confidential and sensitive matters is essential. If confidentiality is mishandled or breached, professional and academic careers may be affected. Errors in judgment will reflect negatively on the Dean's Office, and UBC.

Qualifications

High School graduation and two year post-secondary diploma. Training in secretarial practices and office procedures and practices. Must be FMS certified. 4 years related experience or the equivalent combination of education and experience. Supervisory experience preferred. Computer experience required. Knowledge of university policies and procedures as asset. Ability to communicate effectively verbally and in writing. Ability to maintain accuracy and attention to detail. Must have good organizational skills. Ability to effectively manage multiple tasks and priorities and meet deadlines. Ability to draft correspondence in clear concise business English. Ability to exercise tact and discretion when dealing with confidential matters. Ability to identify and respond to contentious or politically sensitive issues with discretion. Ability to type 60 w.p.m and to operate a normal range of office equipment. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to use word processing, spreadsheet, database and presentation applications at an intermediate level. Ability to supervise. Must have excellent interpersonal skills, and be able to motivate desired outcomes and gain cooperation of others.

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Job Posting

Job ID:	13069		
Location:	Vancouver - Point Grey Campus		
Employment Group:	CUPE 2950 (Cler/Secr/Library)		
Job Category:	CUPE 2950 Editorial & Marketg		
Classification Title:	Editorial Asst (Books) (Gr6)	Business Title:	Editorial Asst (Books) (Gr6)
Department:	Pacific Educational Press		
Salary:	\$39,168.00 (Annual)		
Full/Part Time:	Full-Time		
Desired Start Date:	2012-06-15		
Job End Date:	2013-06-14	Possibility of Extension:	Yes
Funding Type:	Self Funded		
Other:			
Date Closed:	2012-06-05	Available Openings:	1

Job Summary

To provide editorial assistance in the math and science textbook publishing projects of the press.

Organizational Status

The editorial assistant will report to the Managing Editor of the press. The editorial assistant will interact with other editorial and production team members (editors, proofreaders, indexers, graphic designers, illustrators, printers) that vary on a project by project basis.

Work Performed

The Editorial Assistant

- will copyedit book manuscripts and other publications, including math and science textbooks;
- will proofread page proofs and bluelines;
- will conduct photo, map, and diagram research, adhering to an established budget;
- will secure text and image permissions;
- will perform content research and fact-checking, as needed;
- will write jacket copy and catalogue website copy;
- will assist the director with acquisitions of new manuscripts by maintaining a submissions log, conducting market research, and locating and liaising with peer reviewers;
- will research and liaise with content experts and pedagogical experts for textbook development projects;
- will input editorial changes to manuscript and page layout files; may also assist with coding type and doing basic layouts;
- will obtain printing quotes for books, catalogues, flyers, and other printed materials, and will coordinate reprints;
- will provide administrative and marketing support for book projects as required;
- will perform other relevant duties as required.

Supervision Received

This person will report to the Managing Editor, who will provide detailed direction on all projects during a training period but will then provide less supervision.



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Staff Job Postings

Supervision Given

This person will not supervise the work of other staff.

Consequence of Error/Judgement

The types of situations or problems requiring the position to exercise judgement include:

- to judge whether errors exist when copyediting and proofreading; will be responsible for accurate, consistent copyediting and proofreading that maximizes clarity;
- to compare printing estimates and analyze which printer offers best price best turnaround time;
- to liaise with printers to ensure that deadlines are met;
- to have to make technical decisions, for example, when requesting photographs will need to communicate technical requirements to the supplier (eg, resolution, size, software file format, and so on);
- to negotiate with copyright holders for text and image permissions.

The level of decision making held by the position:

- will make recommendations about publishing processes to the Managing Editor and the Director.

Indicate if work is subject to check and by whom:

- work will be subject to check by the Managing Editor and or the Director; once the training or probation period is over, there will be little direct checking of minutiae by the Managing Editor but general direction.

The consequence of inappropriate judgement exercised by position include:

- errors in printed publications;
- increased costs;
- angry or unhappy authors or publishing clients;
- loss of revenue if schedules are not met.

Qualifications

High School graduation and two years post-secondary education. supplementary training in publishing procedures. 4 years relevant experience or the equivalent combination of education and experience. Minimum of two years experience in a publishing environment. Mac platform, MS Office (Word and Excel), Adobe Creative Suite (InDesign, Photoshop, Illustrator), Filemaker Pro database program, internet software used for research; familiar with image scanning Ability to communicate effectively verbally and in writing are a basic requirement of this job. -Fast, accurate typing and proofreading. -Organized, flexible, detail-oriented individual who can work on a team.

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



Job Posting

Job ID: 13062
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: Asian Studies
Salary: \$37,308.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

This position involves a variety of moderately complex financial and clerical tasks.

Organizational Status

Reports directly to the Department Administrator and indirectly to the Department Head. Works in conjunction with three other CUPE 2950 staff members and interacts with staff, students and faculty. Also communicates with different internal and external services companies.

Work Performed

- Assists faculty members with administration of and paperwork related to research grants.
- Prepares and processes various forms including journal vouchers, purchase orders, requisitions, faculty honoraria, travel claims and advances; tracks invoice payments; and assists with preparing, recording and submitting payroll time sheets
- Initiates student appointment forms using ePAF.
- Creates sessional appointment form using ISIS.
- Reviews and resolves discrepancies.
- Performs statistical analysis and preparing reports.
- Performs various cash handling procedures, including receiving payments and making deposits.
- Responsible for internal billings.
- Creates and maintains databases.
- Performs data entry.
- Maintains financial records filing system.
- Answers telephone, e-mail and in person enquires.
- Provides reception relief in Asian Studies main office.
- Assists in the setting and cleaning up of all equipment for events in the Asian Centre Auditorium: This involves lifting and moving of chairs, tables, podiums, speakers and other equipment as required.
- Provides administrative and clerical support to Administrator, Administration Manager and Head.
- Performs other related tasks.

Supervision Received



The University of British Columbia

Staff Job Postings

Works independently under general supervision from the Department Administrator. May receive direction from the Department Head.

Supervision Given

None.

Consequence of Error/Judgement

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. Poor performance in this position would contribute to inefficient operation and low quality of service being provided to faculty members, students, members of the university and the general public, which in turn affects the reputation and credibility of the Department and the University.

Qualifications

High School graduation and Completion of one year post secondary education in a related field. or two years UBC experience or 3 years of related experience or the equivalent combination of education and experience. Proficiency with office software applications (MS Office) and experience working with SISC and FSC required. Experience with FMIS, ISIS and ePAF preferred. Effective oral and written communication skills Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to work independently and as a member of a team. Ability to exercise tact, judgement, and discretion. Ability to maintain accuracy and attention to detail. Ability to prioritize and organize work effectively under pressure to meet deadlines. Ability to take initiative to complete work assignments.

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Job Posting

Job ID: 13116
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: Fine Arts Gallery
Salary: \$37,308.00 (Annual)
Full/Part Time: Part-Time (20%)
Desired Start Date: 2012-07-16
Job End Date: 2014-07-15
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-06-08 **Available Openings:** 1

Job Summary

The Financial Clerk provides financial processing support to the Morris and Helen Belkin Art Gallery. Responsibilities of the position include: processing requisitions and journal vouchers, reconciling monthly revenue and expense transactions, preparing cash deposits and processing credit card payments, preparing payroll time sheets, investigating and resolving accounting inquiries and discrepancies, preparing a variety of financial reports, summaries and forms, and preparing and distributing invoices. The position assists with other administrative and clerical duties in support of the Gallery's operations and programs as required.

Organizational Status

The Morris and Helen Belkin Art Gallery at The University of British Columbia (UBC) is a leading public art gallery mandated to research, exhibit, collect, publish, educate and develop programs in the field of contemporary art. The Gallery promotes understanding and discussion of contemporary art and contemporary issues in art history, criticism and curating, with a focus on our region in an international context. The Gallery is an internationally recognized Category A institution and houses the University's art collection of over 3,500 objects, which is one of the largest public collections of art in B.C. It also houses one of the largest artists' archives in Canada and maintains the University's outdoor art collection. Through a regular program of exhibitions, publications, loans, travelling exhibits, and satellite projects, the Gallery participates in the national and international community of institutions concerned with contemporary art. The Gallery also participates in the training of student curators through the Critical and Curatorial Studies Program in the Department of Art History, Visual and Theory.

The position reports to the Administrator and receives supervision from the Gallery's Administrative Support 5 position. Works with all Gallery staff and student employees, and regularly interacts with faculty, staff and students from other units on campus. Liaises with Financial Services and other central service units. Interacts with artists, curators, vendors, suppliers, and museum professionals and institutions all over the world. Contributes to evaluation, planning, and development of the Gallery's financial systems.

Work Performed

Prepares and files a variety of requisitions for payment including honorarium, travel, and wire requisitions, in a timely and accurate manner using Smart Forms in Financial Management System (FMS) and paper forms, ensuring the adequacy of relevant sales taxes on invoices, currency, and support documentation, and ensuring transactions conform to University policies and procedures and departmental guidelines.



The University of British Columbia

Staff Job Postings

Performs processing and analysis related to verifying and reconciling monthly ledgers, monitoring revenue and expenses, investigates and resolves irregularities, maintains financial databases, prepares journal vouchers, and tracks invoice payments.

Prepares and reconciles expense and travel claim summary forms for reimbursements to Director, staff, and visiting artists, curators, lecturers, etc.

Prepares and reconciles cash deposit summaries, enters cash deposits using Online Web Receipts and delivers to UBC Financial Services.

As Purchase Card Coordinator, reconciles monthly statements and allocates expenses to the appropriate Project Grant for all Purchase Cards held by the department in adherence to monthly cut-off deadlines.

Processes and reconciles credit card payments and refunds through UBC e-Payment Virtual Terminal, maintains supporting documentation, and ensures compliance with UBC policies and procedures related to Payment Card Industry (PCI) Data Security Standards.

Prepares payroll time sheets for hourly employees, additional hours for salaried employees, and honoraria payments to other UBC employees, and ensures approval and submission by appropriate UBC Payroll deadlines. Contacts employees for time sheet and payroll information as necessary.

Investigates and responds to accounting inquiries from Gallery staff and students as well as external vendors and individual payees. Follows up with Financial Services, vendors, and individuals to resolve issues.

Prepares standard financial reports, detailed ledger and project expense summaries to assist the Administrator in developing and monitoring department, grant and project budgets and financial reports.

Prepares and distributes invoices for catalogue sales, art rentals, and other contributions to the Gallery.

Keeps up to date on UBC financial policies and procedures, and attends all mandatory and refresher training sessions as necessary.

Files and maintains the Gallery's financial records under the direction of the Administrator.

Creates and updates a variety of departmental financial forms and contributes to evaluation, planning, and development of the Gallery's financial systems.

Provides information to undergraduate and graduate student employees and to graduate students in the Critical and Curatorial Studies Program.

Performs other administrative and clerical support and reception duties as required.

Supervision Received

Receives direction from Administrator and is supervised by the Gallery's Administrative Support 5 position. Works under limited supervision and expected to perform most duties independently. Considerable initiative and decision making is expected within established policy and procedural guidelines.

Supervision Given

Explains work procedures to new and inexperienced staff and students.

Consequence of Error/Judgement



The University of British Columbia

Staff Job Postings

Works independently under general supervision. Work is performed within established procedures and accepted practices. Exercises independent judgment in selecting and interpreting information, and reconciling deviations from standard methods. Organization of work to accomplish goals is expected. Performs a range of financial transactions involving compiling, interpreting, and evaluating data and information to resolve moderately complex problems under frequently changing conditions and priorities. High level of tact and discretion is required in handling confidential and sensitive information and dealing with a wide range of external contacts such as artists, guest curators, visiting lecturers, vendors, and other institutions. Errors in judgment could lead to inaccuracies in reports and records, cause delays, and have a negative impact on the Gallery's finances, projects, as well as the University's reputation.

Qualifications

High School graduation and Completion of one year post secondary education in a related field. . 3 years of related experience or the equivalent combination of education and experience. Minimum three years relevant accounting experience. Relevant accounting or bookkeeping experience in a publicly funded art gallery or arts organization is preferred. Experience with UBC financial systems is an asset. Experience with financial reporting to government arts funding agencies is an asset. Excellent verbal and written communication and considerable interpersonal skills required.

Intermediate computer skills in MS Office and experience with internet and electronic mail.

Knowledge of accounting practices and financial reporting in publicly funded art galleries or arts organizations.

Ability to create and enter and edit formulas in MS Excel spreadsheets and workbooks.

Ability to maintain accuracy and attention to detail.

Ability to work effectively independently and in a team environment.

Ability to exercise initiative and creative skills to problem-solve while following policy guidelines.

Ability to prioritize and work effectively with multiple demands, deadlines and interruptions.

Ability to deal professionally with a diverse clientele.

Ability to exercise tact and discretion.

Ability to train and supervise student staff.

Ability to work flexible hours when needed.

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Job Posting

Job ID: 13084
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Financial
Classification Title: Financial Proc. Spec 4 (Gr5) **Business Title:** Financial Proc. Spec 4 (Gr5)
Department: UBC Press
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-12 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-07 **Available Openings:** 1

Job Summary

Works with and provides support to the Finance Manager, in different aspects of the Press's financial activities.

Major responsibilities include accounts payable and receivable, capturing sales and related information from database, handling cash receipts, general ledger account reconciliations, preparation of royalty payments and preparation of sales agency reports.

Organizational Status

Reports to the Finance Manager.

Work Performed

- Under the direction of the Director or Finance Manager may assist in the preparation of budgets, major analyses and other financial documents.

Finance

- Enters financial data from source documents (Journal Vouchers, requisitions for payment, travel requisitions, cash receipts online into FMS or via smart forms.
- Submits electronic interface files for uploading to FMS.
- Corrects data entry errors that arise while performing daily data entry or that result from the interface file uploading.
- Set up and maintain purchase orders.
- Maintains and accounts for petty cash.
- 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
- Assists in preparation of royalty statements and payments: updates sales and contract information in the royalty database and runs royalty statements. Assists in reviewing data for correctness. Coordinates processing and mailing of payments and necessary tax forms with UBC Finance.
- Reviews and reconciles Distributor's accounts receivable; maintains AR sub-ledger
- Prepares bank deposits and credit card transactions and maintains internal accounting summary



- Downloads and tracks daily sales information from distributor's database. Reviews and reports any exceptions to Finance Manager. Reconciles sales summary at month end.
- Maintains internal account records of miscellaneous sales, prepares and sends monthly summary to distributor for processing, and reconciles miscellaneous cash receipts to miscellaneous sales at end of month
- Verifies monthly distribution charges against internal data for accuracy.
- Maintains monthly internal records of complimentary copies sent by all departments and drop shipments during month and monitor charges from distributor
- Downloads, prepares and distributes month end sales agency reports. Calculates sales commissions payable and receivable. UBC Press acts as an agent for approximately 25 publishers in different countries ability to deal with multiple currencies, multiple payment methods.
- Provides support to Finance Manager in various accounting functions as required.
- May assist Finance Manager in month end reconciliation of FMS accounts including, and not limited to, sales, cost, inventory, cash receipts (grants, permission fees etc), receivables & agency payables to internal system.
- Recording permissions requests for use of copyright material and collection of related payments.
- Tracks inventory costs and capital purchases. Assists in costing manufactured and purchased inventory.
- Assists in preparing year end audit book
- Prepares analytical statistical reports

Supervision Received

Works with general direction and supervision of Finance Manager as part of a collaborative team.

Supervision Given

Provides supervision and training to clerical and work study staff regarding accounting issues.

Consequence of Error/Judgement

Ineffective processing of financial resources or inaccurate representation of the financial position of the Press could result in poor business decisions, lost revenue, increased expenses and loss of financial credibility with granting agencies or major clients. Errors in processing royalty or agency contracts and other financial documentation could cause loss of revenue and credibility with university authors and client publishers. Errors in processing or lack of discretion in processing employee information could have significant consequences for the department and the employee. Errors or delays in processing permission requests could do damage to the reputation of the Press and result in the loss of income.

Qualifications

High School graduation and two-year post-secondary diploma in accounting. . 3 years of related experience or the equivalent combination of education and experience. Computer experience with demonstrated skills in the use Word, Excel, Access and the UBC Finance and Human Resources applications. Effective oral and written communication, interpersonal and organizational skills Ability to prioritize work, multi-task and work under pressure to meet deadlines; Ability to exercise tact and discretion when handling sensitive and or confidential matters; Ability to maintain accuracy and attention to detail; Ability to work independently and in a team environment; Ability to type at 50 wpm and to operate office equipment such as calculators, photocopier, and automated office systems. Excellent customer service skills. Experience in the Canadian book industry is highly desirable.

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Job Posting

Job ID: 13088
Location: Vancouver - Other
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: Family Practice
Salary: \$ 20.11 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-06-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-06 **Available Openings:** 1

Job Summary

Provides casual administrative and clerical support to the Site Directors and Site Coordinator of Abbotsford Family Practice Residency Program located in Abbotsford.

Organizational Status

Reports to the Site Administrator of Abbotsford Family Practice Postgraduate Program. Interacts with: family practice faculty and staff, site faculty, preceptors, residents, other personnel within the ARHCC and Faculty of Medicine.

Work Performed

Monitors assessment and evaluation of residents rotation through online web-based evaluation system (Web Eval) to ensure timely completion of evaluation after each rotation. This includes collecting and filing evaluations appropriately, following up with outstanding evaluations, emailing preceptors, chasing the residents and keeping up with the rotation sendouts.
 Assists in academic teaching sessions, teleconferences. Monitors attendance and evaluations of academic teaching sessions for residents.
 Provides administrative support to educational functions such as scheduling practice exams, courses, arrange skills workshops, booking faculty development sessions, and other residency program activities as needed.
 Maintain and updates the website
 Type and proofread a variety of materials including correspondence, reports and papers
 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.



The University of British Columbia

Staff Job Postings

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. . 2 years of related experience or the equivalent combination of education and experience. Ability to take initiative, and work within a team environment. Excellent organizational skills. 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 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 perform word processing at 60 words per minute. Ability to communicate effectively verbally and in writing. Ability to be flexible in assisting with special events outside of normal working hours.

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Job Posting

Job ID: 13072
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Reception
Classification Title: Front Counter 3 (Gr4) **Business Title:** Front Counter 3 (Gr4)
Department: Ceremonies Office
Salary: \$37,308.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-05 **Available Openings:** 1

Job Summary

To provide secretarial support to the Ceremonies Office. Acts as receptionist, screens telephone calls and responds to inquiries based upon a thorough knowledge of the university and departmental procedures and policies. Exercises tact and discretion in dealing with callers; redirects callers or suggest alternatives where necessary. Prioritizes daily workload to meet deadlines for ongoing task projects.

Organizational Status

Reports to the Director for matters concerning day-to-day operations. As a team member, works with the Director, three event co-ordinators, the University Marshal and clerk.

Work Performed

- acting as the secretary to the Ceremonies Office and the Director of Ceremonies; keeps current on issues relating to the university, this knowledge is imperative in the screening of calls;
- coordinating director's schedule, arranging meetings, travel, expense claims, etc.
- assisting director with special projects, as required.
- creating, updating and monitoring website content for Ceremonies Office, including Remembrance Day, Campus Tours, Staff Recognition Awards, etc.
- liaising with web management company regarding applications software for electronic invitations, photo storage, list management, etc.
- inputting, maintaining and updating contact & mailing lists as provided by and for the Ceremonies Office; Performs mailing label merges through Excel Word merges. Performs merges for invitations and nametags as well as labels. Also creates response lists for functions, receives responses by various methods, records responses and reports to appropriate Events Co-ordinator,
- prioritizing daily mail for Ceremonies office and brings urgent matters to the attention of the Director, arranges for courier pick-ups and deliveries. Screens telephone calls, particularly for the Director, taking complete information and forwarding calls as necessary;
- drafting routine correspondence, responding to routine requests, both oral and written, maintaining discretion as necessary;
- formatting correspondence for the office; obtaining appropriate signatures; copying and distributing and faxing, as required;
- maintaining files, opening new files as necessary; files material in appropriate files, current and archived, using judgement as necessary.



- liaising with Advancement Service IT staff regarding hardware and software upgrades,
- maintaining office supplies etc., as well as arranging for routine servicing or supplies for photo copier and fax machine;
- notifying campus community by e-mail when the death of a member for the campus community occurs and arranging for the lowering of the appropriate flag;
- distributing function sheets and Ceremonies events schedule to campus contacts to ensure timely information and communication
- acting as liaison between Ceremonies and Land and Building Services Facility Manager on matters relating to the office space;
- designing and printing of Official University Greetings; forwarding notifications to the University Marshal for upcoming installations; following procedure for University Greetings.
- responsible for coordinating archiving of departmental and function files
- acting as support for clerk in maintaining inventory of UBC Ceremonial items (banners, flags, etc.) and loaning out items based on office policy
- may provide, when necessary, training for temporary staff (Staffinders);
- performs other duties related to the qualification and requirements of the job.

Supervision Received

Work is done under general supervision; performs familiar routine duties independently and in accordance with established procedures. May request assistance and or direction as required.

Supervision Given

May oversee work performed by temporary staff.

Consequence of Error/Judgement

Must exercise judgement and initiative in handling matters of a routine nature, applying a thorough knowledge of university procedures. New or unusual problems are referred to the Director of Ceremonies. Matters involving policy are referred directly to the Director of the Ceremonies Office. Accuracy of judgement or incorrect decisions may have an unfavourable impact on the office and UBC, resulting in a poor public image.

Qualifications

High School graduation and one year of related post-secondary education. Training in stenographic skills, office procedures and practices preferred. 3 years relevant experience or the equivalent combination of education and experience. 2 years relevant UBC experience preferred. Ability to effectively manage multiple tasks and changing priorities. Ability to maintain accuracy and attention to detail. Ability to effectively use computer 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 compose correspondence, reports, presentations, and other written materials using clear concise business English. Ability to efficiently and effectively coordinate tasks. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise tact and discretion.

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Job Posting

Job ID: 13114
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Student Info Support
Classification Title: Student Info Support 3 (Gr5) **Business Title:** Student Information and Program Support Clerk
Department: Go Global: Internl Lrng Prog
Salary: \$37,956.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-25 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-08 **Available Openings:** 1

Job Summary

International House is the home of two important student service units on campus.

Go Global, a systems-wide program operating on both the Vancouver and Okanagan campuses, provides international learning programs for UBC and partner organization students. Students have the opportunity to study, research, work and complete service learning placements around the world. Go Global creates partnerships with post-secondary institutions, non-government agencies and communities to provide these opportunities.

International Student Development provides support and services for all international students who are studying at UBC. This includes orientation programs; advising services; immigration, medical and health insurance and work permit advice; peer programs; international engagement opportunities through the Simon KY Lee Global Lounge and Resource Centre, career and volunteering information; and overall information about the services and opportunities available for them on campus.

Within both these units, the Student Information and Program Support Clerk provides for both offices:

- Support, information, and advice to students who have been admitted to one of the unit's programs or who use the unit's services
- Front-line information and referrals to students, faculty, staff, partner universities, community organizations or partner groups, and visitors to the unit
- Support to M&P staff in both units on specific administrative aspects of program or service work.

Each Student Information and Program Support Clerk provides back-up to the rest of the team members, and is an integral member of the cross functional support staff team at International House. Using the available operational tools, equipment and publications, the Student Information and Program Support Clerk provides accurate and timely information to a wide variety of individuals. Information relayed requires broad knowledge of: international learning programs and opportunities; partner universities; UBC policies, guidelines, expectations, procedures and regulations; immigration, health insurance and employment for international students; student orientation programs and services; general campus services, resources, and opportunities for involvement; and the work of other University units including basic information about Faculties and Enrolment Services. The Student Information and Program Support Clerk may also process international learning forms and other documentation received or processed by the office.

Normal reception office environment with volume increases during specific times of the year (i.e. September orientation for new students). Heavy walk-in traffic in August to October and May to June. Additionally, a shared project workspace will be available, away from the reception area, where staff can focus on their project specific support and work.



The University of British Columbia

Staff Job Postings

Organizational Status

This position reports to the Go Global Program Coordinator. In absence of this individual, staff will report to the Manager, Safety and Learning Abroad. In some instances staff will report to other members of the Go Global or International Student Development teams, with respect to specific project work.

Work Performed

- Corresponds with students, UBC units, and faculties on nominated admitted students on moderately complex matters, referring appropriately. Information relayed requires intermediate knowledge of international learning programs and policies, student services at UBC (e.g. financial aid, awards, academic advising, enrolment services, counseling, career, health, disability resources, orientation, leadership and involvement opportunities, housing, athletics, U-Pass, iMed, , etc.) as well as general knowledge about similar services at partner universities and applicable legislation and external regulations (e.g. visa and passports)
- Composes correspondence and initiates replies to inquiries of a moderately complex nature relating to the both Units' activities requiring an intermediate knowledge of relevant subject matter, partner universities and UBC guidelines, procedures and regulations and the ability to interpret and apply this information to the work of other University units.
- Refers only the most complex inquiries, after first having researched the issue to see if it can be resolved at the first point of contact. Identifies emergency critical situations and initiates an urgent response.
- Provides clerical support to Go Global and International Student Development programmatic teams including filing, data entry, file management, document and data transfers, mail merges, registration processing, etc.
- Exercises good judgment, works sensitively with individual circumstances and communicates accurately and empathically with a highly diverse population. Works effectively with non-native speakers of English.
- Understands the principles of process improvement; identifies processes that require improvement; maps current processes; re-designs processes using input from colleagues and other student service units as appropriate; makes recommendations for changes in order to improve service.
- Responsible for giving general guidance to students about immigration and employment; for referring the student to individual or group advising; for following up if necessary.
- Provides information about iMED, MSP and other medical insurance programs; exercises judgment and makes recommendations regarding student opt-out and or changes. Resolves issues. Makes students aware of services, responsibilities, process to access services and claim re-imburement for medical fees.
- Updates international learning program database and maintains record keeping systems for office records including international learning clients and partner files.
- Processes custodianship applications for minor international students entering UBC, as directed by Citizenship and Immigration Canada, and liaises with University Counsel on this process.
- Manages the UBC Jump Start payment system and researches and rectifies billing errors for Jump Start participants.
- Provides effective monthly reporting on various functions of both offices including statistical reporting as needed.
- Provides logistical and promotional support for events and programs at I. House including developing and maintaining print- and web-based promotion of events of interest to international students. Responds to inquiries, approves bookings according to agreed-upon guidelines, manages all information about building and equipment usage and maintenance, serves as primary liaison with user groups and student assistants.
- Processes all incoming and outgoing mail, email, facsimile messages and courier packages.
- Generates and runs regular reports from international learning database for Go Global, other SD&S units, partners, and UBC faculty as needed
- Responds accurately to all inquiries received in-person, by telephone, mail or on-line; interprets written policies and communicates them accurately
- Redirects in person and phone media inquiries appropriately
- Maintains Go Global Resource Centre and professional resources
- Organizes and processes large mail outs
- Schedules appointments for unit staff. Books meeting rooms.



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Staff Job Postings

- Makes arrangements for special events and large meetings i.e. books rooms, arranges catering, invites and confirms attendees etc.

Other duties may include:

- Orders UBC and partner transcripts
- Requests Crystal and other reports from Enrolment Services
- Acts as cashier receiving and processing participation fees for student activity and handling petty cash.
- Course schedule specialist for international learning programs
- Registers UBC and incoming students in UBC and EXCH courses as required
- Tracks and reconciles Go Global client, partner, finance and HR records and identifies discrepancies
- Acts as safety representative for Go Global
- Invigilates exams as needed for incoming or outgoing exchange students
- Provides back-up to other Student Information and Program Support Clerks as required.
- Participates in the selection, hiring, and supervision of staff and student assistants (on a rotating basis); participates in the training of same.
- Performs other duties as required.

Supervision Received

The Student Information and Program Support Clerk works independently with minimal supervision. The incumbent will receive specific instructions on new projects. Consults with supervisor on matters, which depart radically from established policy or procedures. Expected to actively prioritize a variety of tasks and utilize judgment to problem solve solutions to complex problems.

Supervision Given

Student Information and Program Support Clerk may provide supervision and support to up to five student staff throughout the year, including training on procedures, policies, and work-flow management to ensure that accuracy and quality are maintained.

Consequence of Error/Judgement

Incumbent will be required to deal with unique situations requiring sound judgment, knowledge of and sensitivity to intercultural and international issues. Decisions require thorough knowledge of the guidelines, procedures and regulations and the ability to interpret and apply them to the work unit. All information must be accurate and provided in a respectful, timely and supportive way. Failure to provide service that meets these standards may create hardships for students seeking international experience and could impact a students' ability to remain in Canada legally or access health care, could compromise the relationship of Go Global with the community and partner constituents or have a negative impact on both the public image of UBC, both locally and internationally, and internationalization goals of the unit and University.

Qualifications

High School graduation and 1 year post-secondary education. Training in office procedures and practices. 3 years of related experience or the equivalent combination of education and experience. Knowledge of international education and international student issues. Computer experience required (Word, Excel, Access, Internet Explorer, Outlook, SISC preferred). Training in intercultural communication. Experience living abroad. Knowledge of university publications. Knowledge of Freedom of Information and Protection of Privacy Act (FIPPA). Knowledge of policies and procedures of UBC and central agencies (e.g., Human Resources, Finance, and Purchasing). Ability to communicate effectively verbally and in writing. Interpersonal, public service and organizational skills. Ability to exercise tact and discretion when handling sensitive and or confidential matters. Knowledgeable about how to communicate within a highly diverse environment and able to use varied communication techniques to provide effective and responsive support to individuals, particularly students, from many different cultures. Ability to operate a normal range of office equipment. Ability to use word processing, spreadsheet, database, Internet and electronic mail applications at an intermediate level. Ability to prioritize work and to meet deadlines. Ability to maintain accuracy and attention to detail.



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Ability to compose correspondence and reports using clear, concise business English. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13059
Location: Vancouver - Point Grey Campus
Employment Group: CUPE 2950 (Cler/Secr/Library)
Job Category: CUPE 2950 Unmatched Grade
Classification Title: Unique Job (Gr7) **Business Title:** Stewardship & Events Clerk
Department: Communications
Salary: \$40,440.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-25 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

Provides recommendations to Associate Director, Donor Relations & Recognition and or the Primary relationship manager on the inclusion of donors to various recognition programs and gift clubs. Performs complex data extracts and analysis to support university wide donor recognition programs. The incumbent demonstrates initiative, tact, discretion and acts independently using good judgment in dealing directly with donors, staff, faculty and Senior Administration. Acts as unit support to the Stewardship and Events team for scheduling meetings, office supplies and general office support. Provides back-up to the other support role on the team.

Organizational Status

Works closely with the Associate Director, Donor Relations & Recognition, reporting to the Director, Stewardship and Events with direction taken from other members of the unit as required.

Work Performed

- Utilizing multiple databases and resources determines appropriate sources of donor information required for the purposes of identifying recognition profile
- Provides recommendations on the appropriate levels of donor recognition inclusion in various donor clubs based on varying guidelines.
- Performs complex analysis of both quantitative and qualitative data for the purposes of creating a holistic view of the donor
- Performs complex data analysis based on data extracts to prepare statistical reports on measurables for Donor Relations
- Provides input and makes recommendations on the content and quality control of complex donor database
- Compiles and verifies data to prepare monthly gift club recognition packages for Donor Relations for both the Chancellor and UBC President.
- Reviews gift club eligibility data reports and updates all information in the Alumni Development System as required.
- Liaises with faculty to confirm donor eligibility
- Liaises with faculty and Development writers to ensure the appropriate impact statements are included in personalized letters
- Prepares and merges gift club letters for review by Associate Director, Donor Relations & Recognition
- Arranges and distributes gift club letters to the signatories for signature
- Arranges for pick-up of signed letters for final review by Associate Director, Donor Relations & Recognition
- Prepares gift club packages for mailing



- Prepares gift club information to be uploaded back to the Alumni Development system
- Data entry of donor recognition preferences and biographical information for gift club donors in the Alumni Development system
- Maintains an inventory of publications and promotional products via excel
- Responds to both written and oral enquiries of a sensitive and confidential nature
- Compiles and prepares agendas, takes minutes, prepares and formats presentation materials for meetings using PowerPoint
- Schedules meetings, maintains meeting schedules and coordinates activities of the unit.
- Provides confidential and complex administrative support to the Stewardship and Events unit.

Supervision Received

Work is done under general supervision. Performs most duties independently, consulting supervisor with reference to new or complex problems.

Supervision Given

None

Consequence of Error/Judgement

Missing donor information or poor judgment in the recommendation for inclusion to various donor recognition programs could affect the University's reputation and damage the donor University relationship. Exercises initiative, tact and discretion. Works with conflicting demands and priorities. Must respect confidentiality of information handled (i.e. personal and financial information of donors, alumni and prospects). There could be embarrassment to the University if the incumbent does not deal tactfully with donors and members of the community. This in turn could negatively affect the level of financial support by the person or organization to the University. Damage to the department's campus reputation may occur if the incumbent does not deal tactfully with other campus departments.

Qualifications

4 years related experience or equivalent combination of education and experience. Computer experience required (Excel, Word, PowerPoint, Outlook and an Alumni Development system preferred). Strong computer skills are essential with specifically Excel and Word. Ability to use Excel as a database to generate a variety of reports, graphs, pivot tables and V- lookups skills required. Effective oral and written communication skills, strong interpersonal, time management and organizational skills required. The incumbent demonstrates initiative and acts independently using good judgment in dealing with faculty, donors, alumni and staff. Ability to take and transcribe accurate meeting minutes, exercise tact and discretion, maintain accuracy and attention to detail required. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13047
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level A **Business Title:** Accountant and Administration Manager
Department: Earth and Ocean Sciences
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-07-01
Job End Date: 2013-06-30
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-09 **Available Openings:** 1

Job Summary

With an annual revenue of \$1 to 1.5 million the Seismic Laboratory for Imaging and Modeling (SLIM) carries out cutting edge research into new and greener ways of locating and processing energy reserves.

This role supports SLIM's research by taking responsibility for the full accounting cycle from budget preparation and submission to fiscal year end closing and reporting. In addition the incumbent is also responsible for the day to day administration of the group. This is a highly independent role and often requires that the incumbent generates their own solutions in order to resolve any issues.

The role is grant funded and as such is a term appointment with a strong possibility of renewal.

Organizational Status

Reports to the SLIM Director.

Work Performed

These activities require coordination with Ian Hanlon (Research Associate), Dr. Herrmann, the UILO, Caltech and other stakeholders as required.

General responsibilities include but aren't necessarily limited to:

- Developing budgets for future grants and industrial collaboration.
- Preparing financial forecasts and variance reports.
- Monitoring all financial transactions on SLIM's and Dr. Herrmann's accounts and taking any necessary action to ensure compliance with relevant budgets and regulations.
- Providing a breakdown of all financial activities on SLIM and Dr. Herrmann's accounts to Dr. Herrmann (once every 3 months or by request).
- Preparing of the year-end financial statements of grants, including NSERC. This includes providing justifications for deviating from the budget or regulations.
- Overseeing the financial transactions that are part of the contracts between UBC and the industrial partners of the SINBAD



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consortium and other industrial research agreements.

- Administrating and reconciling:
 - o all credit cards that belong to SLIM
 - o all standing orders that belong to SLIM
- Assisting with purchasing equipment. This involves but isn't necessarily limited to obtaining quotes, negotiating prices and arranging for payment.
- Responsible for ensuring that all SLIM employees students are placed on payroll and that they are renewed as required.
- Analyzing financial operations and making recommendations for improvement as needed.
- Any other duties as required.

Administration Coordination

The incumbent is responsible for managing the day to day administration for the unit. These activities require coordination with Ian Hanlon (Research Associate), Dr. Herrmann and other stakeholders as required.

- Assisting with coordination of the year-end non-financial reporting to NSERC.
- Tracking current space use and allotment of desks (who is where).
- Forecasting space needs.
- Responsible for organizing the logistics for the consortium conferences. This includes negotiating with vendors and making decisions to bring the conference in on budget.
- Responsible for vetting pre-applications from prospective graduate students.
- Analyzing administrative operations and making recommendations for improvement as needed.
- Any other duties as required.

Supervision Received

Works independently under general managerial direction. Work is reviewed in terms of adherence to policies and procedures.

Supervision Given

Does not directly supervise any other roles but may train other employees in UBC accounting processes.

Consequence of Error/Judgement

Errors in financial management and unsuccessful funding strategies would negatively impact the viability of SLIM and associated projects. Likewise, errors in accounting for funds expended or failure to meet the stringent demands of the granting agency could compromise the PI's ability to attract additional or supplementary funding.

Qualifications

Undergraduate degree in a relevant discipline and Completion of one year in an accredited accounting program (CGA or CMA or CA). . Minimum of two years experience or the equivalent combination of education and experience. Knowledge of UBC financial processes and rules is preferred but not essential. Ability to maintain accuracy and attention to detail. Ability to anticipate problems and issues and plan ahead. Ability to efficiently and effectively coordinate tasks. Ability to apply generally accepted accounting principles in an appropriate manner. Ability to develop and monitor budgets. Ability to accurately gather, organize, and summarize financial information in a manner that can be understood by those without an accounting back ground. Ability to manage and provide a analysis complex financial arrangements. Ability to deal with people in a courteous, calm manner. Ability to deal effectively with people with diverse backgrounds.



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Job Posting

Job ID: 13064
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Accounting
Classification Title: Accounting, Level C
Business Title: Financial Analyst
Department: The Sauder School of Business
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-11
Ongoing: Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-04
Available Openings: 1

Job Summary

This role is for a mid level professional who will be responsible for performing specialized financial management functions across the Sauder School of Business. The position will create budgetary models and systems for running financial reports and forecasting. Will also be involved in cost accounting activities, development of effective financial systems processes related to administration and profitability and will also create ad hoc financial analysis as needed. Is also expected to provide recommendations that regarding the Faculty's budget system allowing easy implementation of a full-fledged P&L system for the PGP units with particular attention to the Executive Education unit.

Organizational Status

Reports to the Chief Financial Officer. Works closely with unit heads on all financial issues. Coordinates and reviews financial activities of business unit heads, faculty, consultants, and service providers as necessary.

Work Performed

Financial Management

Provides specialized functions for the faculty as a whole, including but not limited to, co-ordinating cost accounting activities within the Executive Education unit, reimbursement, and financial planning and analysis; maintain; establish and maintain cost standards, including labor and non-labor.

Engages in process reviews focusing on cost accounting in Executive Education. Monitors cost accounting procedures; manage cost systems and methods for designated areas; create and implement new financial models to streamline budget, forecast and reporting processes, ensure timely execution of activities.

Review documentation and ensure timely updates of distributions. Compare and analyze actual direct and indirect charges to budget allowances on a continuing basis; responsible for audit of cost reports and determining causes of variance in performance from budget allowances.

Assists in the development and implementation of financial systems, methods and processes to improve the administration and general profitability of the Faculty's activities.

Coordinates the annual planning process; oversees preparation of budget of Executive Education as a division and manage the monthly reporting of actual and forecasts, performing variance and profitability analysis. Analyze program cost information, identifying opportunities to improve margins.



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Ensure proper internal controls and reconciliations necessary to maintain data integrity and consistency.

Financial Reporting

Create ad hoc financial analysis as needed, Prepare various financial analysis at the request of the Associate Dean or Chief Financial Officer as it pertains to activities (e.g. unit costs, pricing alternatives, tuition projections, cost allocations, etc). Develops and recommends financial systems and tools to support units. Creates budgetary models, forecasts, reporting tools, and profitability analysis templates, running comprehensive financial reports and budget forecasting. Make recommendations for and contribute to changes to Faculty's budget system to allow for a full and easy implementation of a full-fledged P&L system for the PGP units.

Supervision Received

Works independently and reports to the Chief Financial Officer.

Supervision Given

Reviews and discusses status of activities with management peers within the Faculty and other management, staff, faculty, consultants, and other providers or stakeholders as required in all aspects of activity planning, tracking, budgeting and overall financial performance.

Consequence of Error/Judgement

Accounting errors could cause serious inaccuracies in the University's records perhaps resulting in errors in the financial statements. Financial statement errors could lead to incorrect decisions by the executive and the Board and could damage the reputation of the University, adversely affecting its ability to raise funds. Due to the senior level of this position, the decisions or recommendations made will have a significant effect on University standards, operations and finances. Ineffective systems may result in errors, delays and costs to users.

Qualifications

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). . Minimum of five years experience or the equivalent combination of education and experience. Prefer 8 years of experience. Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). At least 8 years of accounting experience culminating at a senior management level. Proven experience in performing complex data analysis, analyzing business processes and implementing change in work processes. Computer experience is required. Effective oral and written communication, problem identification, problem solving, analytical and organizational skills required. Ability to provide solutions to complex problems independently and to work in a deadline-driven environment. Must be able to multi-task, set priorities and meet deadlines. High degree of analytical accuracy, thoroughness, and dependability. Supervisory or training experience an asset. Must be a team player and be highly self-motivated. Excellent working knowledge of PC based computer programs. Knowledge of computerized financial accounting systems. Excellent organizational skills.

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Job Posting

Job ID: 13112
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level A **Business Title:** Faculty Administrator
Department: UBCO-Fac.of Mngmt-Dean'sOffice
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-08 **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 Faculty Administrator works with the Dean, Faculty of Management providing broad advice and strategic guidance on Faculty-wide, administrative matters, and will be responsible for the on-going administrative operations including: financial management, human resource management, administrative activities and operations, space and equipment, security issues and special projects. Provides oversight and supervision within the Faculty of Management front line office to provide excellent customer service and act as a general resource to students, faculty and staff.

Organizational Status

The Faculty of Management is led by the Dean and supported by a team 3 management & professional staff, and 3 clerical staff. The Faculty complement is currently 13 with 10 sessional instructors. The Faculty offers two degrees: the Bachelor of Management program with over 700 students and the Master of Management degree with a current enrolment of 19 students.

Work Performed

1. Performs human resources functions of the office by:
 - Consulting with Human Resources Labour Relations on a regular basis.
 - Managing support staff in the Faculty of Management
 - Drafting reports and presentations for the Dean Recruiting and hiring all support staff in the Faculty of Management by researching and assessing needs and establishing action plans to meet those needs. Collaborating with appropriate supervisor and Human Resources to develop job content and create position descriptions to meet the requirements. Monitors and documents all selection procedures.
 - Developing and coordinating performance management initiatives for all direct reports. Directly responsible for facilitating annual performance evaluations on all support staff in conjunction with their direct supervisor. Responsible for discipline, up to and including termination, for any direct reports.
 - Responsible for the professional image of the front line office and reception area.
 - Maintaining the integrity of private faculty and administrative files and documentation, while ensuring accessibility to necessary materials.
 - Prioritizing and managing office workflow; providing advice on implications for workload and administrative support associated with faculty growth; developing and implementing organizational changes to meet the new initiatives and evolving needs within the



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Faculty.

- Overseeing the website and media for consistent messaging and providing direction.
- Overseeing vacation and sick requests for the Faculty and support staff.

2. Assists the Faculty by:

- Monitoring Appointment, Reappointment, and Promotion and Tenure (ARPT) schedules for faculty members, including providing administrative support to the Dean's ARPT committees, managing the flow of correspondence, and ensuring confidentiality of all tenure and promotion files.
- Responsible for the appointment and reappointment process of Sessional Lecturers and all non-bargaining unit faculty (Postdoctoral Fellows, Adjunct Professors, Research Associates, Visiting Professors, Emeriti, etc.). Advises the Head and provides direction to faculty members based on a thorough knowledge of the relevant Policies and practices of the University and the collective agreement.
- Responsible for position management and e-recruit within the Faculty
- Participating in the Faculty's strategic budget and financial planning; working with the Dean to develop budget policy and priorities; leading and supervising implementation.
- Reviewing budgets, business plans and financial analyses summaries, preparing financial forecasts, evaluating priorities and making recommendations to the Dean on the allocation of funds.
- Ensuring effective records management for the faculty
- Managing Faculty of Management records within financial systems (Hyperion and FMIS); monitoring and reviewing faculty accounts to ensure financial integrity and sufficient controls are maintained and resolving discrepancies in Financial Management Information System (FMIS); implementing systems and processes to resolve problems and improve management of financial resources.

3. Provides management of day-to-day operations of the Education Office by:

- Developing and implementing policies and procedures for improving and streamlining administrative functions. Compiling background materials and reports on various activities of the Faculty.
- Providing support and strategic guidance to the Dean relating to employee relations, budgetary management, external partnership agreements or other administrative matters.
- Providing information and interpretation of University policies and procedures to the Faculty as a whole; making recommendations to the Dean regarding implementation of university policies as they impact the Faculty of Management.

4. Performs other related duties of the position as required.

Supervision Received

Works independently under the direction of the Dean or Dean's designate with minimal supervision. Overall objectives are determined in consultation with the Dean. Within those guidelines, this position works independently, determining priorities as necessary. Guidance is received in matters of strategic significance.

Supervision Given

Provides direct supervision to the Faculty's office support staff and which includes hiring, training, and managing performance up to and including termination.

Consequence of Error/Judgement

The individual will have considerable autonomy and authority in making day-to-day decisions, but consultation with the Dean is essential for high-order decisions. Exercises considerable judgment and initiative in handling matters of a complex and non-routine nature, requiring interpretation of University and Faculty guidelines, procedures and policies. Errors in judgment and communication may lead to inefficiency of operations, unmet deadlines and loss of valuable time, financial expenditures and opportunities for students and faculty. A non-professional demeanor, poor level of service or misinformation may damage image, credibility and reputation of UBC and Faculty of Management. Lack of cross-cultural sensitivity in communicating with students may cause serious misunderstandings and damage to the international reputation of the programs and the faculty.



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Qualifications

Undergraduate degree in a relevant discipline. Post-secondary degree and training in office procedures and practices. Minimum two years of related experience or a combination of education and experience. Minimum of two years of related management experience in the areas of administrative, financial and human resources management. Minimum of two years experience or the equivalent combination of education and experience. Experienced working in an educational environment interacting with students, faculty and staff. Proven excellence in written and verbal communication, interpersonal, customer service and organizational skills. Excellent interpersonal skills, demonstrable leadership and analytical skills, strategic and tactical planning, conflict resolution skills, financial and human resource management skills. Ability to handle a wide variety of tasks and establish priorities; organize workload for timely and effective delivery of services; exercise judgment under pressure and demonstrate initiative in handling matters of a complex and non-routine nature. Ability to exercise initiative, tact and discretion when handling sensitive and or confidential matters. Demonstrated ability to work with financial information and systems, prepare budget statements accurately gather, organize and summarize financial information. Ability to work both independently and within a team environment. Computer proficiency required (Word, Excel, Outlook, Power Point). Knowledge of UBC policies and procedures an asset including proficiency with UBC systems (Student Information System (SISC), UBC Faculty Service Centre (FSC) and FMIS) an asset. Ability to handle a wide variety of tasks and establish priorities; organize workload for timely and effective delivery of services; exercise judgment under pressure and demonstrate initiative in handling matters of a complex and non-routine nature. Ability to exercise initiative, tact and discretion when handling sensitive and or confidential matters. Demonstrated ability to work with financial information and systems, prepare budget statements accurately gather, organize and summarize financial information. Computer proficiency required (Word, Excel, Outlook, Power Point).

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Job Posting

Job ID: 13115
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level B **Business Title:** Project Seahorse Operations Manager
Department: Fisheries Centre
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01
Job End Date: 2013-06-30
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-22 **Available Openings:** 1

Job Summary

Project Seahorse (www.projectseahorse.org), is an interdisciplinary and international alliance based at the University of British Columbia, Vancouver, Canada and at the Zoological Society of London, UK. Our team is committed to conservation and sustainable use of the world's coastal marine ecosystems and has won significant awards for its unusual blend of research and management at scales ranging from community initiatives to international accords. Project Seahorse collaborates with a wide range of stakeholders and partners to build capacity for conservation by developing conservation policy, managing marine populations and fisheries, undertaking biological research, monitoring and adjusting consumption of marine life and educating and promoting awareness. Project Seahorse is particularly active in the Philippines, where it partners with the national Project Seahorse Foundation for Marine Conservation.

The Administrative Manager is responsible for ensuring that Project Seahorse is managed professionally, efficiently and effectively in accordance with Project Seahorse policies, systems and guidelines, and respecting the requirements of its international host partner institutions, donors and funders. The Administrative Manager participates in policy development, systems development and on-going fundraising planning, utilizing well-developed problem solving and analytical skills. The Administrative Manager develops, implements and evaluates systems necessary to deliver on organizational priorities. S he will provide leadership in all aspects of financial planning, administration, human resources, and management for all teams and all funding sources, and internal external communications. From time to time flexible working hours may be required as our team operates in various countries and time zones.

Organizational Status

The Administrative Manager reports to the Project Seahorse Director. S he will also work closely with senior team members, and UBC staff members and students as needed. S he will provide guidance and supervision to other team members as appropriate with regard to financial, human resources, administrative and strategic issues. Liaises with university departments including the Faculty of Science Dean's Office as well as externally with business, government, and funding agencies.

Work Performed

Financial Management

- Provides overall accounting and financial management for PS in Canada and internationally
- Develops organizational and project budgets, financial statements, forecasts and reports (according to agreed schedule) for PS Director and other senior staff



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- Maintains ongoing monitoring of revenue and expenses for all grants held by Project Seahorse and any other necessary systems.
- Has departmental signing authority and is responsible for ensuring that internal controls are developed and adhered to, including best practices around separation of duties, fixed asset inventory management, signature over signature policy, audit paper trails, and security of assets
- Supports international PS people and partners on financial matters, ensuring smooth and integrated administration of the entire team
- Maintains financial records, resolving discrepancies and authorizing the transfer of funds
- Identifies fund raising opportunities and plays a lead role in PS grant applications
- Oversees the Project's research grants, initiates new project grants, ensures accurate financial distributions, processing and recording, maintains annual budget for funding submission to granting agencies
- Ensures that donors are recognised for their contributions and are kept informed of PS progress
- Ensures the processing of all financial & payroll documents and the maintenance of internal records, trouble shooting as need be
- Establishes and updates PS procedures and practices for all aspects of financial activities
- Ensures adherence with UBC and Faculty of Science Internal Control Policies and Procedures, in addition to those of any collaborating institutions partners grantors

Administrative

- Develops and manages processes for the efficient administration, organization and operation of the unit.
- Manages information and records management functions including basic databases.
- Maintains equipment inventory and insurance coverage for PS, inclusive of all field and satellite operations; authorizes the acquisition of all supplies, equipment, and services for the administrative functions
- Ensures that all team members complete and update ethics protocols (animal behavioural) as required.
- Co-ordinates and maintains central information for PS including staff lists and contact details.
- Handles telephone and in-person enquiries, according to agreed protocols.
- Establishes, reviews, modifies and trouble shoots as appropriate the policies and procedures on the use of PS facilities and equipment; ensuring all UBC and Faculty of Science policies are adhered to.

Human Resources

- Coordinates staff recruitment, induction, performance management, staff development, dispute resolution, discipline processes, and termination processes of support staff and student employees
- Develops job descriptions for staff and student employees; Recruits, trains, supervises, reviews performance, disciplines and in consultation with the Director, terminates support staff and student employees.
- Provides interpretation and guidance on policies and procedures with respect to human resource activities.
- Identifies and sets up budget, logistic and administrative support for new staff.
- Calculates staff vacation and sick leave entitlements, maintains records and reports to Human Resources.
- Maintains current emergency contact information for all team members .
- Supports new and visiting team members
- Performs other general PS related duties as required.

Supervision Received

Reports to the Director. S he will be required to work independently and to display initiative, sound judgment, and decision-making. S he will make recommendations regarding administrative, budgetary and planning decisions to the Director.

Supervision Given

Manages short term contract staff. Participates in the selection and administrative supervision of research and technical staff including research assistants, graduate students and work-study students.

Consequence of Error/Judgement

The Administrative Manager will be responsible, with the PS Director, for the effective administration of the PS international



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strategic plan. Progress in meeting academic and conservation priorities rest on his/her performance.

Project Seahorse requires the work of the Administrative Manager to be completed to a high level of accuracy. Following agreement of the budget, only expenditures relating to major equipment purchases or extraordinary expenses are referred to the Director. The failure to prepare timely and accurate budget reports would make it impossible for the Director to effectively manage the Project. Financial or other errors in administration of activities could cause hardship and damage the reputation of Project Seahorse.

Must exercise judgment based upon thorough knowledge of procedures, guidelines and regulations. Perform routine duties independently. Exercises initiative, tact and judgment in handling matters of a routine and non-routine nature. Works with conflicting demands and determines priorities. Is in frequent contact with senior members of donor and partner organizations. Errors, incorrect work or decisions, or poor judgment could result in lost opportunities and delays for other staff or embarrassment to Project Seahorse.

Qualifications

Undergraduate degree in a relevant discipline. Additional Education Preferences: - Undergraduate degree (Masters preferred) in business administration, financial management, human resources management or other related field. Minimum of three years experience or the equivalent combination of education and experience. Additional Work Experience Preferences:

- Minimum of 3 years related experience in Financial Management, Human Resources, and or Operations
- Managerial experience which includes supervision of staff
- Proven ability to manage complex financial arrangements and to prepare and effectively monitor budgets essential
- Thorough knowledge of accounting principles and practices, financial processes and general business practices
- Thorough knowledge of administrative policies, procedures, guidelines and mission and role of interdisciplinary research institutes
- Experience in non-governmental organizations and developing countries is highly desirable
- Commitment to conservation and sustainable use. - Ability to work independently under minimal direction and exercise sound judgment and decision-making
- Excellent interpersonal skills and ability to interact with a variety of people
- Financial management skills including planning, forecasting, budgeting and report preparation;
- Strong organizational skills and problem solving ability
- Ability to take initiative, lead, delegate and allocate duties, collaborate in a team environment
- Ability to work effectively under pressure, and manage multiple deadlines;
- Ability to maintain accuracy and strong attention to detail skills
- Excellent oral and written communications skills with proficiency in the use of English grammar, spelling and punctuation
- Foreign language skills an asset
- Must be willing and prepared to render assistance after hours if required, especially given the international nature of the work

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Job Posting

Job ID: 13027
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level C **Business Title:** First Nations Economic Development Manager
Department: The Sauder School of Business
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-04 **Ongoing:** Yes
Job End Date:
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-06-10 **Available Openings:** 1

Job Summary

The ISIS Research Centre for Social Innovation and Sustainability at the Sauder School of Business is focused on research and development related to the incubation and implementation of strategies and tools in the sustainability and the non-profit sector. This role is positioned to support and advance one of ISIS's strategic priorities, First Nations Development in Canada. Through strategic support of specific developmental ventures and initiatives, ISIS seeks to build capacity within communities to build more sustainable economic foundations that break the cycle of dependency. In addition, the First Nations Economic Development Manager will engage with stakeholders to create projects that work in concert with ISIS's vision to support and enhance activities of existing social enterprise and business organizations through action research.

Organizational Status

The First Nations Economic Development Manager will work together with senior officials of the different communities, which will be engaged through this initiative. The First Nations Economic Development Manager will also have contact with Faculty, Staff and Administration at UBC. The First Nations Economic Development Manager, is responsible for managing the First Nations research teams, including any Graduate Fellows and Interns that will be added to the team.

Work Performed

- Responsible for planning, organizing and controlling operations of specified projects focused on First Nations Development
- Responsible for developing key frameworks and implementation strategies that meet specific needs of the client and or industry
- Responsible for developing human capital through effective mentorship and support
- Responsible for developing strategic partnerships among stakeholders to strengthen the ability for individual and aggregate First Nations to reach their goals
- Responsible for positioning ISIS as a Canadian leader in First Nations economic development strategies through the creation of responsive development models
- Responsible for enhancing Aboriginal Engagement within the University of British Columbia's Strategic Plan by developing effective First Nations Development strategies
- Responsible for collaborating with the Managing Director and Executive Director in the development and implementation of partnerships and strategies for First Nations projects for the Centre.
- Develop, coordinate and manage project deliverables, timelines and budgets
- Responsible for defining roles and responsibilities for supporting team members



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Supervision Received

The First Nations Economic Development Manager will be supervised by the executive director and managing director. The project manager will participate in weekly staff meetings, and provide updates on a weekly basis of project statuses.

Supervision Given

The First Nations Economic Development Manager will oversee the supervision of graduate fellows and student interns on First Nations focused projects. Teams managed by the Development manager may vary from 2 individuals to teams of 10 individuals. The teams will consist of predominantly Graduate Fellows and Student (MBA) Interns.

Consequence of Error/Judgement

This is a key position in the ISIS operating within a multidisciplinary team. Errors or indiscretions would severely jeopardize the reputation of the ISIS and its relationships industrial partners, UBC faculty, UBC staff and administrative offices and funding. Strong leadership and superior job performance will greatly enhance the growth and productivity of the COE and the Sauder School of Business.

Qualifications

Undergraduate degree in a relevant discipline. MBA preferred. A minimum of 5 years of experience or the equivalent combination of education and experience. 6 years of leadership experience in a, project management role.

Experience working with a diverse work force.

Proven ability to design, develop and implement both strategic programs and supporting tactics.

Proven track record of completed development projects.

Superior written and verbal communications skills, coupled with highly developed interpersonal skills.

Strong project management skills with demonstrated ability to multi-task and set priorities within tight timelines.

Ability to quickly grasp complex technical and business concepts and express them in clear language.

Flexible and open to changing priorities and managing multiple tasks simultaneously within compressed timeframes.

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



Job Posting

Job ID: 13019
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Administration
Classification Title: Administration, Level F **Business Title:** Assistant Dean, Resources & Operations
Department: Faculty of Science
Salary: \$80,059.00 - \$100,073.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-06 **Available Openings:** 1

Job Summary

Responsible for the strategic planning and direction of the financial, physical and operational functions of the Faculty of Science. Reporting to the Dean of Science, works closely with the executive management team, including Associate Deans and Department Heads and Directors in the area of strategic resource management, operations, policy implementation and change management.

The Faculty of Science is one of the largest and most complex 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 large interdisciplinary research and policy units, 25 research centres and 2 public venues. The position has responsibility for the fiscal management of an operating budget of \$90 million annually and a total budget of \$180 million annually including research funding and development.

The position works closely with the Associate Dean, Research on a wide range of issues including the CFI and CRC process, policies concerning graduate student funding, development of and funding models for research facilities and interdisciplinary research centres, etc.

To perform effectively, the incumbent must have an understanding of the academic priorities of both the University and Science in order to ensure that the allocation of resources supports priorities and initiatives. This position has Faculty-wide impact and contributes significantly to the Faculty's strategic direction and is expected to make a positive contribution to the overall UBC academic priorities. The incumbent will be expected to develop and maintain good relationships with key contacts in other Faculties and UBC Central Administration. The position plays a key role as Faculty representative on a number of university-wide committees

Organizational Status

The Assistant Dean reports to the Dean of Science and works in partnership with the Associate Deans to facilitate the academic and administrative leadership of the Faculty of Science. Works closely with the Department Heads and Directors, providing advice and guidance on high level financial and administrative matters. Liaises with the Vice-Provosts, Associate Vice-Presidents, Treasury, Budget Office, Properties Trust Building Operations, Human Resources, and other central University units and Faculties, as well as with external agencies. Represents the Faculty of Science on a variety of University committees (e.g., Committee of Faculty Business Administrators, UBC Capital Project Steering Committees (e.g. Earth Sciences Building, Geological Field School, etc.), the FMS Advisory Committee, UBC IT Transformation Committee etc.) as well as a number of UBC search committees, task forces and working groups.



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Work Performed

Financial Management:

- Responsible for the strategic planning and management of the Faculty of Science, the incumbent has responsibility for \$90M in annual operating funds plus an additional \$80Min research funding and \$10M in development.
- Interprets the new UBC budget framework by analyzing underlying data that informs annual revenue derived from the various budget drivers. Analyzes enrolment projections and trends in order to forecast changes in revenue; identifies and recommends revenue generation opportunities.
- Models the impact of new initiatives on the Faculty's budget (e.g., ISI growth, Summer Use of Campus) and develops budget plans to deal with the financial impact of budget lines and responsibilities that have now been devolved to Faculties (e.g., faculty progression through the ranks, decentralization of benefits).
- Working closely with the Dean, develops funding strategies to deal with large research opportunities (e.g., Canada Excellence Research Chairs - \$10M-\$20M), large capital projects (\$40M-70M) and cash matching requirements under the CFI program.
- Responsible for the development of 3, 5 and 10 year budget plans for the Faculty of Science in very challenging budget times for the high level Faculty Budget as well as for the Dean's Office Budget. Identifies funding revenue growth opportunities and areas to scale back.
- Works closely with the Science Development team to identify funding opportunities particularly with respect to small and large scale capital projects.
- Responsible for the preparation of the annual academic and budget review presentation to senior UBC Administration.
- Provides advice and guidance to Department Heads Directors on budget and financial matters including opportunities and risks. Conducts annual unit level budget reviews.

Physical Resource Management:

- Plays leadership role in the development of major capital construction initiatives including new buildings (functional programs and large capital projects (e.g., Earth Sciences Building, annual teaching laboratory renovation projects, development of learning and tutorial space, etc.)
- Works with UBC Properties Trust and UBC Project Services on construction projects underway to review time lines, budget, etc.
- Member of UBC Steering Committees relating to large-scale Science capital projects
- Works closely with Capital and Facilities Planning and Building Operations on infrastructure and maintenance problems across the Faculty. Makes recommendations to Dean on Faculty Minor Capital priorities in consultation with Department Heads.
- Conducts an ongoing analysis of Faculty of Science space ensuring that all Departments have appropriate space allocations and identifying potential renovation projects. Liaises closely with Facilities Planning and Building Operations in all aspects of renovation projects. Makes recommendations on internal reallocation of space within the Science space inventory.

Human Resource Management:

Works closely with the Executive Director, Faculty Affairs and Administration and the Associate Dean, Faculty Affairs and Strategic Initiatives on the following:

Faculty:

- Responsible for the Faculty of Science faculty salary increase process; coordinates with Department Heads and Administrators; makes recommendations to the Dean on merit and PSA allocations for Department Heads, Associate Deans and unit Directors that report to the Dean (n=~25).
- Implements the Annual Retention Award process by prioritizing nominations and making recommendations to the Dean on priorities, drafting submissions for the review of the Office of the VP Academic & Provost and Faculty Relations.
- Responsible for approving appointments of Research Associates and Post Doctoral Fellows.
- Reviews letters of offer for tenure track faculty hires; advises Dean on financial aspects of the hires - including salary, start up and space.
- Works closely with the Associate Dean, Faculty Affairs & Strategic Initiatives on equity issues, spousal hires; prepares analyses on demographics, trends, etc.

Staff:

Working together with the Executive Director, Faculty Affairs and Administration:

- Plans and implements human resource strategies.
- Provides advice to managers within the Dean's Office and Science departments on a wide variety of labour relations issues



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- Interprets collective agreements.

Operations:

- By working closely with UBC IT, responsible for the development of IT transformation strategies for the Dean's Office and the Faculty of Science by identifying opportunities for efficiencies and economies. Responsible for keeping the Faculty apprised of new technologies and applications that are available on an enterprise basis
- Responsible for the management and operations of Science's public venues (Beaty Biodiversity Museum and Botanical Gardens); reviews and approves budgets, business plans and marketing strategies.

Supervision Received

Works independently within broad mandates; work is reviewed in terms of realization of broad mandates and achievement of goals. Works with authority as the Dean's representative on various university initiatives and committees.

Supervision Given

Works with authority as the Dean's representative on various university initiatives and committees. Provides direct supervision to the Science Finance Manager and the IT Manager.

Consequence of Error/Judgement

As a key member of the Faculty's strategic and leadership team, works with a high degree of independence and responsibility. Errors in judgement could result in serious financial consequences for the Faculty, undermining the Faculty's ability to meet commitments and achieve its strategic objectives. Inaccurate projections and forecasts could cause the Faculty to make costly decisions regarding levels of faculty and staff resources and other support. Erroneous strategic decisions regarding facilities development could result in significant costs to the Faculty and University. Errors could result in significant concerns regarding the liability, credibility and integrity of the Faculty and University.

Qualifications

Master's degree in a relevant discipline. Masters degree in Business or Public Administration preferred. Minimum of 9 years experience or the equivalent combination of education and experience. Proven financial and senior administrative and supervisory experience in a large multi-functional academic organization. Demonstrated leadership and analytical skills required as well as experience in strategic and project planning. Ability to communicate effectively verbally and in writing. Excellent interpersonal skills required. Familiarity with university research, teaching and learning environments and UBC policies and procedures preferred.

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Job Posting

Job ID: 13083
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Museum
Classification Title: Museum, Level B **Business Title:** Collections Research Facilitator
Department: Museum of Anthropology
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-30
Job End Date: 2013-08-23
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-06 **Available Openings:** 1

Job Summary

The Collections Research Facilitator will be responsible for managing a number of duties that will facilitate researcher access to the museum collections and the collections information system. This includes, but is not limited to: managing research information and access requests to the collections; assisting curatorial and other museum staff with access to collections and the collections management database; helping manage the timely processing of new acquisitions into the museum; ensuring data in the collections information system is kept current for researchers and the Reciprocal Research Network; managing the digitization process and ensuring the accessibility of object images for the collections database. This position is also responsible for managing various special projects, including loans and exhibit projects.

Organizational Status

This position reports to the Head of the Collections Care and Management Department and works closely with the Collections Manager. This position works collaboratively with others in the Collections Care and Management Department.

Work Performed

This position is responsible for:

1. Managing access to the museum's collections and to information within the collection's management database for a variety of groups including originating communities, curatorial and other museum staff, as well as external researchers and scholars.
2. Scheduling use of the research rooms and managing supplies and equipment for the study of MOA collections.
3. Enforcing policies regarding the use of the research rooms and storage areas.
4. Facilitating researcher visits to the museum. This includes liaising with appropriate curators, dialoguing with researchers, selecting and retrieving objects for study, ensuring that object information is readily available, and supervising researchers as necessary.
5. Responding to academic, community, and public enquiries regarding the museum's collections.
6. Managing temporary and or special projects within the Collection's Department, including projects related to object loans and exhibits.
7. Overseeing and maintaining the digitization studio. Responsible for the photography of new acquisitions (image acquisition, file uploading and trouble-shooting), supervising the photographer and managing the digitization equipment and studio.
8. Helping to ensure the processing of new acquisitions occurs in a timely manner in order to ensure researcher access to objects. Portion of responsibility includes electronic record keeping, object labelling and bar coding.



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9. Providing assistance to others in the Collections department as needed.
10. Conducting care & handling training for the various individuals and groups that handle the museum's research collection.
11. Assisting with permanent or temporary exhibit installations and de-installations as necessary
12. Participating in Museum committees, as required.

Supervision Received

Considerable personal initiative and decision making is expected within established guidelines. The position reports to the Head of the Collections Care and Management Department. Performance is judged by results (see Consequences of Error above).

Supervision Given

This position supervises object photographers, and assists in the training and supervision of student assistants, interns and volunteers.

Consequence of Error/Judgement

The Museum is a public trustee of rare and valuable collections; the Collections Research Facilitator is responsible for the safe keeping of both public and private collections, and for assuring that the records associated with these collections are maintained. Errors could have financial, legal, ethical and other consequences for lenders and for the University.

Qualifications

Undergraduate degree in a relevant discipline. This position requires a university degree in a relevant discipline and professional collections management experience at increasingly higher levels, as well as demonstrated competency in computerized data management. Experience managing projects is desirable. Awareness and sensitivity to issues concerning collections originating from First Nations and or other communities is required. Experience working in a university environment as well as experience in working with the public is desirable. Minimum of four years experience or the equivalent combination of education and experience. Strong organizational skills are preferred. Incumbent must have knowledge of the relevant professional standards for computerized collections management, object handling, and preventative conservation. Knowledge of the Museum of Anthropology's collections, collections processes, Mimsy XG, Crystal Reports, FileMaker Pro, and other relevant software is desirable. Knowledge of professional ethics are essential. Material culture knowledge is desirable. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to gather, record, and organize information. Ability to efficiently and effectively coordinate tasks. Ability to train.

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Job Posting

Job ID: 12728 (Repost)
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level A **Business Title:** DATABASE APPLICATION PROGRAMMER
Department: Obstetrics & Gynaecology
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-05-07
Job End Date: 2013-05-07
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

The University of British Columbia is one of Canada's leading biomedical research institutes offering a stimulating research environment. The Database Application Programmer will work under the supervision of Research Coordinator, Database Manager, and Principal Investigator of the Pre-eclampsia Integrated Estimate of RiSk (PIERS) Network, and the APC and EMMA studies.

The position will be full time, providing programming and systems support to users by modifying existing programming logic, coding necessary instructions and debugging modified programs. Experience in the area of perinatal medicine will be an asset.

Organizational Status

The Database Application Programmer reports to the Research Coordinator, Database Manager, and Principal Investigator of PIERS, APC and EMMA. He/she will work closely with the Coordinator and Database Manager of these projects.

Work Performed

The position will involve multiple ongoing projects described above, including:

- Write, modify, integrate and test VB.NET applications for PIERS and APC projects' data check and data integration programs, as well as the ASP.NET application for the PIERS project website.
- Maintain PIERS and APC projects' data collection programs in Access VBA and make modifications when required.
- Liaise with the PIERS Project Coordinator and other users to identify and communicate technical issues, and resolve them.
- Prepare release notes and technical documents for PIERS data collection program.
- Assist in localizing the PIERS data collection program in Chinese version.
- Create web-based prototypes for the PIERS data collection program to evaluate the possibilities of upgrading the existing Windows-based application.

Supervision Received

Most of the work will be done independently or in conjunction with the study Coordinator and Database Manager; however, the Principal Investigator(s) and Department Research Program Manager supervise all projects.



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Supervision Given

N A

Consequence of Error/Judgement

The Database Application Programmer is required to conduct all research activities in an ethical manner, suited to proper activities of the University of BC and to the professional organizations governing him or herself and those governing the activities of the Directors and all other investigators. Any procedures or data recorded as part of a trial must be accurate and must accurately reflect the work performed. Strict confidentiality of all study participants must be adhered to. All activities involving participants are accountable to the Principal Investigator(s), the Department Head, and the Research Coordinator's governing professional organization. Release of data and results will be governed by Data Access Agreements and contracts between the Steering Committee and Investigator(s).

Qualifications

Undergraduate degree in a relevant discipline. High degree of computer literacy and extensive experience with Microsoft Office (Word, Excel and PowerPoint). Minimum of one year experience or the equivalent combination of education and experience. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to maintain accuracy and attention to detail. Familiarity in working with confidential information; maintaining professionalism, diplomacy, and tact under high pressure situations. Strong database application skills, reporting template, website development, data analysis, form design. Working knowledge of various operating systems including Microsoft Windows (Server and Workstation); Office Visual Basic for Applications (VBA), relational databases (Access and Microsoft SQL). Strong knowledge of web applications, including VB.NET. Demonstrated technical experience and capabilities related to computers, hardware and software, and local and wide area networking.

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Job Posting

Job ID: 13066
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level C **Business Title:** Application Support Engineer
Department: Electrical&ComputerEngineering
Salary: \$59,602.00 - \$71,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-05 **Ongoing:** Yes
Job End Date:
Funding Type: Funded by Multiple Sources
Other:
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

Supports the design, procurement, installation, analysis, configuration, integration, maintenance, repair and decommissioning of the coordinated teaching, research, and administrative computing infrastructure to the Department of Electrical & Computing Engineering spanning several buildings.

Provides expert design, consulting and systems support to users on a wide range of general computing and CAD tool topics.

Organizational Status

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

This position is a member of the ECE IT Staff and reports to the Manager, Technical and Physical Resources. The incumbent works closely with other members of the ECE IT Staff and cooperates with representatives from other departments and faculties, especially Computer Science, units within the Faculty of Applied Science and UBC IT Services. Develops professional relationships with external vendors and organizations such as CMC Microsystems.

Work Performed

Core duties:

Provides comprehensive support and consultation to students, faculty and staff of ECE on IT matters but especially Linux workstations and CAD tools.

As a member of the ECE IT Staff the incumbent participates in the design, procurement, installation, analysis, configuration, integration, operation, maintenance, repair and decommissioning of:



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- A wide variety of computer hardware including servers, workstations, PCs, Macintoshes and other related equipment.
- Various operating systems including Debian Linux, Scientific Linux, Microsoft Windows and OS-X.
- CAD tools for digital and mixed-signal design to fulfill the department's teaching mission and research group objectives. Brings highly technical knowledge, expertise and experience to bear on issues which arise in the course of the using CAD tools.

Participates with Staff on one or more major projects. Examples are:

- Transitioning management of the ECE network to UBC IT.
- Server virtualization.
- Integration of Scientific Linux workstations within ECE's IT infrastructure.
- Creating an ECE IT Service Catalogue.
- Generate automated metrics and reports of the IT infrastructure.
- Adapting ITIL practices to ECE.

Specific Duties:

- Tracks all user issues and short-term projects through a ticket tracking system (WebRT).
- Responsible for the use and maintenance of the Fully Automatic Installation (FAI) system through which all ECE Linux servers and workstations are deployed.
- Deploys Linux workstations and dual-boot workstations in cooperation with the PC Support Technician.
- Responsible for the maintenance of Linux workstations through the use of both in-house (Netdata) and open-source configuration management (cfengine) tools.
- Responsible for the provisioning and maintenance of various CAD tools.
- Works with the Senior Systems Administrator to ensure the operation of various license managers.
- Routinely updates Linux server and workstation operating systems.
- Resolves complex application related failures and defects independently or in consultation with other staff.
- Maintains up-to-date knowledge of current IT techniques and provides input to strategies for ongoing support of the ECE IT infrastructure.
- Establish and maintain physical and logical security requirements of Linux workstations.
- May be called upon to:
 - develop or modify software code to meet specifications or facilitate integration.
 - provide vacation relief of other ECE IT Staff.
 - resolve user issues involving Microsoft Windows and its' applications.
 - perform maintenance and repair of servers and workstations.

Supervision Received

The incumbent reports to the Manager, Technical and Physical Resources, who assigns major and ongoing projects and activities. Within assigned areas of responsibility carries out work through to completion, keeping the Manager informed of the status of work in progress and seeking direction in unusual issues. Work is reviewed in terms of professionalism, completeness, accuracy and timeliness.

Supervision Given

None.

Consequence of Error/Judgement

The incumbent will have root access to the ECE IT infrastructure. The consequence of misuse can be extreme. The consequence of



error in routine system administration can include widespread and prolonged loss of computing infrastructure with direct impact on the delivery of ECE's teaching, business operations and research mission. Incorrect system configuration can expose security vulnerabilities with similar consequences.

Qualifications

Undergraduate degree in a relevant discipline. University degree in Computer Engineering, Electrical Engineering or Computer Science is preferred. Minimum of three years experience or the equivalent combination of education and experience. A minimum of three years experience in systems administration on various OS (Linux, Windows, OS-X) platforms, plus related professional background is preferred. Ability to install and implement computer software applications (e.g., Debian Linux, Scientific Linux and CAD tools such as Synopsys, Cadence, Hspice, Verilog, Xilinx and Altera Quartus). Ability to diagnose a variety of computer software problems, and complete routine repairs. Ability to perform advanced programming in scripted and compiled computer language. (e.g., bash, tcsh, Perl, Python, C) Knowledge and experience with computer network protocols and services. Ability to communicate effectively in writing. Ability to read and comprehend technical material. Ability to learn new software programs. Ability to install and maintain computer hardware. Knowledge and experience in managing license servers. Knowledge and experience of multi-platform and distributed system infrastructure.

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Job Posting

Job ID: 13070
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level D **Business Title:** Business Analyst II
Department: UBC IT - BusAnalyst&QultyAsr
Salary: \$64,369.00 - \$77,274.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-11
Job End Date: 2014-06-13
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-05 **Available Openings:** 1

Job Summary

The Business Analyst II leads the assessment of client needs in an effort to align business initiatives with information technology solutions. Representing UBC IT, the Business Analyst II will provide expertise in the areas of requirements definition, business process analysis and design, functional design, configuration, implementation, testing, training and documentation to deliver enterprise solutions to the UBC community. Majority of work will be performed in a formal project team. Projects typically have a high degree of complexity, influence, and impact as solutions are generally designed for the majority of constituents in the UBC community.

Organizational Status

Organizational Status:

The Business Analyst II reports to the Team Lead, Business Analysts in the Project Management Office in UBC IT. Strategic direction is provided by the Business Manager and Director of the Project Management Office; day-to-day direction is given by a Project or Program Manager on assigned projects.

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

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

Work Performed

Specific Duties:

- Project assignments include but not limited to work on enterprise systems such as the Student Information System (SIS), HR, Finance, Identity and Access Management (IAM), Learning Management (LMS), UBC e-Payment, Email, and Networks (wireless, telephony, Internet, etc)
- Project types include but not limited to software development, Enterprise resource planning (ERP) and various commercial-off-the-shelf (COTS) implementations, infrastructure transformation, Information Technology Infrastructure Library (ITIL) and IT Service Management (ITSM), Business Process Improvement (BPI) Business Process Reengineering (BPR), vendor



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analysis & selection.

- Ensures solutions are consistent with the overall technical and business architecture of the university and complies with UBC IT and university policies, as well as governmental legislation and other external entities' compliancy requirements on security, privacy, and accessibility
- Analyses the impacts of proposed changes to technology services and or processes for UBC IT and other UBC departments.
- May perform data analysis and data modeling as required
- Acquire and maintain a working knowledge of the university's technical and business environment. Have a high-level overview of the services delivered by UBC IT.
- Understands key technical environments to effectively identify integration, security, scalability, and performance requirements
- Build and maintain good working relationships with project teams, business analyst peers, UBC IT colleagues, and client stakeholders.

Core Duties:

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

Typically performs functional testing.

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

Supervision Received

Works under the general direction of the Team Lead, Business Analysts in the Project Management Office of UBC IT and daily direction of a Project or Program Manager on assigned projects. Must be able to work independently as well as contribute actively and collaborate openly as a team member.

Supervision Given

In general, provides mentoring and coaching to new or less experienced business analysts, as well as provides leadership and education to other staff in the Project Management Office on demonstrated areas of expertise. May supervise work of other business analysts or UBC IT staff on a project.

Consequence of Error/Judgement

UBC IT provides enterprise technology solutions to the university community. Decisions and actions taken by the Business Analyst will have a direct impact on how efficiently and effectively the systems and processes will perform and function. Errors in judgment, poor analysis, or failure to act decisively could have a detrimental effect and adversely impact the university community, affecting up to tens of thousands of students, faculty and staff, and could cost hundreds of thousands of dollars in



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lost productivity, funding and revenue. Unreliable systems or failure to meet contractual obligations for performance and availability will damage the reputation of UBC IT and UBC.

Qualifications

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

Formal certification from a recognized professional organization or professional development provider is an asset. A minimum of 5 years of experience, in-depth knowledge of applications and the business requirements supporting them or the equivalent combination of education and experience. Experience as a Business Analyst in the Information Technology sector is an asset.

Experience in at least one of the following areas of IT is required: software development, ERP implementation, infrastructure, and ITIL ITSM.

Experience in a higher education environment is an asset.

Ability to effectively facilitate groups to achieve appropriate outcome.

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

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

Working experience on enterprise-wide projects.

Knowledge of business process re-engineering improvement

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

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

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

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

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

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

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

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

Communication for Results - Conducts discussions with and writes memoranda to all levels of colleagues and peer groups in ways that support troubleshooting and problem solving. Seeks and shares relevant information, opinions, and judgments. Handles conflict



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empathetically. Explains the context of interrelated situations, asks probing questions, and solicits multiple sources of advice prior to taking action when appropriate.

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

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

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

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

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Job Posting

Job ID: 13113
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Information Systems & Tech
Classification Title: Info.Sytems&Technlgy, Level E2 **Business Title:** Enterprise Architect I
Department: UBC IT - Enterprise Architectr
Salary: \$80,059.00 - \$100,073.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-25 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-08 **Available Openings:** 1

Job Summary

The Enterprise Architect I works with stakeholders including leadership and subject matter experts, to build a holistic view of the University's objectives, processes, information, and information technology assets. The role of the Enterprise Architect I is to ensure that the University's objectives are in alignment with IT strategies, and through architectural models illustrate current and future needs in an efficient, sustainable and flexible manner.

The Enterprise Architect I position contributes to the creation and review of an enterprise architecture approach to support the requirements of the University. This position entifies the benefits of alternative approaches; development of University-wide architecture and processes, ensuring compliance between business strategies and technology directions.

Organizational Status

The Enterprise Architect I reports to the Director, Enterprise Architecture and receives regular feedback and support of the Enterprise Architect II. The Enterprise Architecture group, is charged with the development and ongoing evolution of an Enterprise Architecture roadmap for UBC. As a member of the Enterprise Architecture group, the Enterprise Architect I contributes to the maintenance of both a macro and micro view of UBC's business goals, strategies, functions, and processes in order to translate these into an architectural roadmap. The Enterprise Architect I works closely with a broad range of key stakeholders to coordinate UBC IT departmental project-related activities, with the aim of ensuring that overall management of the UBC IT portfolio supporting UBC IT mission and vision, as well as the overall UBC Community.

Work Performed

Specific Duties:

- Contributes to establishment and promotion of the integration architecture strategy, including patterns, technology selection, development frameworks and creation of shared services.
 - Leads efforts to determine and choose appropriate best-fit integration technologies and patterns with stakeholder development projects.
- Analyzes business needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes).
- Identifies the business benefits of alternative strategies. Develops enterprise-wide architecture and processes that ensure that the strategic application of change is embedded in the management of the organization.



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- Identifies the contribution that technology can make to business objectives, conducting feasibility studies, producing high-level business models, preparing business cases, taking into account as necessary any implications of systems considered.
-

Core Duties:

- Provides technical expertise in 1 or more architecture domains (business; information; application, and, technology) and acts as subject matter expert to the project teams and the broader organization.
- Document and model architecture across domains to agreed standards
- Analyzes new and emerging trends in architecture, evaluates alternatives, and completes feasibility studies.
- Provides advice to senior management on architecture advancements, and makes methodology, development, and expenditure recommendations.
- Makes recommendations for technology enhancements to business and service capabilities.
- Contributes to the short and long term planning and architecting of capabilities and services to meet user requirements.
- Develop cost benefit evaluations on architecture changes.
- Makes presentations at local, regional, national and international conferences and workshops as well as to partner institutions.

- Develops and recommends best practices, standards, procedures and quality objectives across architecture domains.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Supervision Received

Works under general direction from the Director of Enterprise Architecture with significant input from other Senior team members. This is a senior position and the incumbent is expected to be capable of working to a high degree of quality unsupervised.

Supervision Given

The Enterprise Architect will supervise and mentor project groups as applicable. Such groups may be drawn from a wide swath of roles, including: developers, analysts and program project managers and line of business managers. Work is reviewed in terms of long-term multi-year objectives and resulting benefits realization.

Consequence of Error/Judgement

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

If UBC's IT strategies do not align with or enable the academic goals of the University, or if the IT-related services and support that Units receive is not fully aligned with their needs and goals, the University's IT resources will inhibit the University from achieving its strategic targets. Failure to ensure alignment and direction for the University in this role will negatively impact on the reputation of the University, leading to loss of prestige that could impact enrollment, donations, and public relations.

The role carries a high degree of responsibility for Enterprise-wide systems that may carry a significant level of risk to the operation of the University. Therefore the consequences of error judgment are also very high, potentially leading to operational and or legal consequences.

Qualifications

Undergraduate degree in a relevant discipline. Post-graduate degree may be required for specialized positions. . Minimum of 9 years experience or Supervisory experience may be required. Technical expertise in a highly specialized area required. the equivalent combination of education and experience. Specialized experience in the design and implementation of major computer systems or the equivalent combination of education and experience.

Skills in at least one discipline that is considered to be at the level of a subject matter expert.



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Strong object-oriented analysis and design skills with the understanding of design patterns for n-tier and service-oriented architectures.

Applied knowledge in principles of software architecture, techniques and UML notation with system and data modelling experience.

Experience designing and delivering modern, web-based solutions with integration to legacy back-end environments.

Proven knowledge of SOA and architectural experience and or industry certification.

Detailed technical design and implementation experience from:

- Semantic standards (RDF, OWL, SPARQL)
- XML SOAP REST, MQSeries JMS
- JavaScript, Java EE, JSP, .NET
- Single Sign On (including ADFS, SAML)
- LDAP and MS EAD
- Database Access (JDBC, ODBC, SQL)

Experience with all aspects of a project from design through development, testing, implementation, and production in more than one industry sector.

Proven experience of working in large, multi-site operations, influencing architecture direction and matrix-management of projects teams. Self motivated individual capable of working with minimal supervision while maintaining a commitment to coach and mentor others.

Knowledge and experience of the practical application of security risk concepts, standards and regulations in the enterprise.

Possesses working knowledge of best practices in enterprise architecture and transformation. Strong knowledge of IT organizations, what makes them effective, and how to get the best results within available resources. Understands IT's business, strategies, plans, organization, people and culture.

Strategic and Conceptual Thinking:

Able to analyze complex issues and develop strategies or plans of action that focus on root causes not symptoms. Politically astute. Able to build support across the organization for the vision of IT. Recognizes priorities and multi-tasks.

Leadership Skills:

Capable of leading within a collaborative, consensus driven organization with decentralized decision-making. Able to lead in a complex environment with multiple users and to engage a broad range of people in the pursuit of organizational vision and goals. Effective at leading significant change.

Interpersonal Skills:

Builds and maintains positive, productive relationships with peers, colleagues, staff, faculty, consultants, and suppliers. Flexible and sensible.

Communication Skills:

Demonstrates superior communications skills, written and oral. Is direct, honest and open. Effective in synthesizing complex issues and conveying technical ideas in non-technical terms. A highly effective listener.

Collaboration:

Identifies and improves communication to bring conflict within the team into the open and facilitate resolution. Openly shares credit for team accomplishment. Monitors individual and team effectiveness and recommends improvement to facilitate collaboration. Considered a role model as a team player. Demonstrates high level of enthusiasm and commitment to team goals under difficult or



adverse situations; encourages others to respond similarly. Strongly influences team strategy and processes.

Communicating for Results:

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

Problem Solving:

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

Analytical Thinking:

Establishes strategic goals and enterprise-wide priorities. Uses techniques of advanced business and organizational analysis to identify and assess problem definitions and potential solutions, and compares and contrasts them against predetermined criteria. Creates framework for reviewing large volumes of unorganized data. Probes for, and points to, subtle and unclear relationships in highly complex matters and evaluates the merit of problem definitions and potential solutions. Anticipates the possible outcome of potential solutions. Systemically identifies and resolves complex enterprise-wide issues, while educating senior leaders as to their solution.

Information Systems Knowledge:

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

Thoroughness:

Sets the vision, defines the value, and acts as role model for creating a culture that sets superior standards and delivers on time and on budget. Agrees upon service level and project expectations with senior leaders. Reviews enterprise's progress against established goals, objectives, service level targets, and project milestones. Devises strategies for delivering large-scale projects on time. Proactively conducts business review meetings for reprioritization of resources and taking corrective action to respond to strategic initiatives. Holds self and leadership team members accountable for achievements, publicly recognizing successes. Identifies areas of potential vulnerability in achieving strategic business drivers. Supports the enterprise in achieving deliverables by investing in world-class organizational processes.

Strategic Technology Planning:

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

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Job Posting

Job ID: 13055
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level A **Business Title:** Course/Web Developer
Department: External Prog & Learning Tech
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-15
Job End Date: 2012-12-14 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-10 **Available Openings:** 1

Job Summary

This Course Web Developer supports redesigning and developing educational programs and courses for BlackBoard Learn. This position is responsible for assisting the Educational Technology Manager in all academic functions, most particularly those relating to updating, editing, and developing course content for online and blended delivery. The incumbent will be participating in the migration of approximately 50-70 courses from Vista to BlackBoard Learn Learning Management System.

Organizational Status

Reports to the Educational Technology Manager. The selected candidate will work closely with the Director of Academic and Information Technologies, faculty and staff members, sessional instructors, external clients, development teams and other departments and agencies on and off the UBC campus.

Work Performed

- Works collaboratively with the Educational Technology Manager, Instructional Designer and User Support Specialist to develop academic course materials, including web pages, audio and video clips, quizzes and assignments.
- Reviews current course and helps re-design and improve during the migration to new LMS. Edits and converts course materials to ensure content is accurate, presentable and up-to-date.
- Works collaboratively with the Educational Technology Manager to provide instructional design expertise and media selection recommendations.
- Works with faculty, course authors and external clients in the migration of educational courses, programs and related Materials to Blackborad Learn Learning Management System.
- Works with CSS in DreamWeaver and upload files in Bb Learn Management System, finds images for courses, finds and updates links, edits images, researches and retrieves resources, images and journal articles.
- Works with faculty, course authors and external clients in the development of educational courses, programs and related materials.
- Performs other related duties as required.

Supervision Received

Works independently under the general direction of the Educational Technology Manager. Receives general instructions during



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orientation and on new projects or changes in procedures. The work is done independently, although the general product will be subject to review prior to distribution.

Supervision Given

There are no direct reports to this position.

Consequence of Error/Judgement

Errors in judgment may result in the inefficient use of resources, and may damage the image and reputation of the University, and External Programs and Learning Technologies. As an outreach unit in the Faculty of Education, the consequence of staff error could negatively impact the reputation of the Faculty for quality and reliability and affect the enrollment of students. Difficulties in exercise of judgment, due-diligence and communication will be detrimental to the EPLT unit.

Qualifications

Undergraduate degree in a relevant discipline. A degree in Computer Sciences, Educational Technology, or related field preferred.

Minimum of two years experience or the equivalent combination of education and experience. Minimum two years of relevant experience using DreamWeaver, the design and development of online educational materials desired. Knowledge of the university working environment and experience in the development of educational programs in Bb Learn will be considered assets. Excellent detail skills are required, including the ability to edit complex text material accurately. Strong academic and writing skills are required. Editorial experience or skills will be an asset. Excellent interpersonal and communication skills in dealing tactfully with public and staff are essential. The selected candidate is expected to possess the following key skills and capabilities:

- Advanced HTML CSS and Dreamweaver user with firm grasp of proper website file structure and familiar with a wide variety of applications and software including Illustrator, Photoshop, Flash video, FinalCut Express, MovieMaker or iMovie.
- Capacity for innovation and idea generation.
- An understanding of academic culture and the nature of adult learning.
- A balance of creative, technical, analytical and social interpersonal skills will be an asset.
- Ability to work well with others, demonstrated effective intercultural communication skills, and the ability to deal professionally and diplomatically with faculty, staff, students and the general public.
- Ability to adjust to change and work well under pressure in team environments.

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Job Posting

Job ID: 13085
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Educational Programming
Classification Title: Educ. Programming, Level B **Business Title:** Manager of Programs
Department: Childcare Serv-Central Office
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Self Funded
Other:
Date Closed: 2012-06-06 **Available Openings:** 1

Job Summary

The Manager of Programs will take a leadership role in educating, overseeing and supporting the Senior Early Childhood Educators as individual program leaders. This will be done through implementation of the mission of UBC Child Care Services in the provision of exemplary child care, the development and evaluation of ethical pedagogical practices, the facilitation of evaluation processes of the senior staff and the programs, and the design and implementation of staff training. Will participate in the day-to-day management of the CCS hiring and progressive discipline processes including investigations and recommendations for action under the general direction of the Director and in consultation with the departmental human resources representative. Will keep up with emerging trends in the ECCE field and reconcile these with the approach and content of the programs.

UBC Child Care is a multi site service.

Organizational Status

The Manager of Programs reports to the Assistant Director and works with the child care management team to build the capacity of the child care services Senior Early Childhood Educators in the provision of creative, inclusive children's programs that consider the wellbeing and learning of each child as well as the diverse needs of their families.

The Manager of Programs will liaise in an open and trusting manner with management colleagues, Senior Early Childhood Educators, child care staff and parents regarding all aspects of the center's operations. The Manager of Programs is accountable for all decisions within their delegated responsibilities.

Work Performed

The Program Manager will take a leadership role in mentoring and coaching the Senior Early Childhood Educators in the development of strong teams and exemplary service provision for the children in care.

Supporting and promoting the Senior Early Childhood Educators in the development and maintenance of a cooperative team approach by:

- Educating and modeling critical reflection and analysis of ethical pedagogical practices.
- Using a variety of methods to achieve results including appreciative inquiry, active listening and questioning.



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- Supporting the importance of staff involvement and engagement in the evaluation process and effecting positive improvements as per the culture of CCS.
- Coaching mentoring Senior Early Childhood Educators to facilitate change as desired in the program.
- Fostering staff team development through goal development, goal monitoring and mentorship.
- Facilitating evaluation processes of the senior staff and programs.
- Following the principles of UBC progressive discipline, attendance management and departmental procedures in this regard.
- Educating, modeling and following ethical practices guided by the ECEBC code of ethics.

Evaluates the effectiveness of individual child care programs based upon the described philosophies of the centres and in accordance with the Vision of UBC CCS, accepted practices of a quality Early Care and Learning curriculum and the Early Learning Framework by:

- Applying pedagogical guidelines in working with the staff teams to assist them in the development of curriculum based on the principles of the BC Early Learning Framework and contemporary practices of early childhood development and learning.
- Mentoring, monitoring and evaluating the effectiveness of the individual centre curriculum, setting goals with Senior Early Childhood Educators and their staff teams and monitoring their progress.
- Educating and modeling staff skill development to ensure effective staff communication demonstrating an atmosphere of respect.
- Ensuring programs protect and respect the rights of children. Collaborating with stakeholders to analyze any infringements of children's rights; and ensures that staff are aware of their professional and ethical responsibilities regarding these rights.
- Designing and implementing staff training.

Responsible for administering interviews, hiring, investigation of complaints or concerns, preparing reports and recommendations and writing reference letters as required.

Participates in the day-to-day management of the CCS hiring and progressive discipline processes; leads investigations and, in consultation with the departmental human resources representative, makes recommendations for action to the Director.

Participates with Senior Educators in the hiring, orientation, supervision and evaluation of early childhood program educators and programs to meet the philosophy of UBC CCS, and ensures all program standards are met or exceeded.

May be required to provide administrative and management support to the central office, attend meetings in place of the Director or Assistant Director as required, and maintains any confidential records as necessary.

Maintains communication and liaises with other UBC centres, community agencies, and training institutions.

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

Supervision Received

Receives general direction from and works in conjunction with the Child Care Assistant Director, and consults with SHHS Human Resources Manager as required. Responsible to carry out the policy decisions of UBC Child Care Services for the fulfillment of the goals and objectives of the service.

Supervision Given

Responsible for the day-to-day support for Senior Educators.
Participates in investigation and implementation of Progressive Discipline policy.

Consequence of Error/Judgement

Lack of attention to staff skill development could impact quality of program for children and thereby client satisfaction.
Poor communications with senior staff could lead to dissatisfaction within the child care team(s), which may affect the retention



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of skilled staff and the quality of care to children.

Lack of attention to the program quality could lead to negative impacts for children and client dissatisfaction and withdrawal.

Poor, inappropriate or negative communications with staff, parents, community members could lead to client dissatisfaction which could result in withdrawal from our services and lower enrollment.

Qualifications

Undergraduate degree in a relevant discipline. Training specific to Early Childhood Education. Knowledge of curriculum evaluation methods.

Current First Aid, CPR, and TB certificates plus a current Criminal Records Search are essential. Must possess demonstrated suitability for training staff, as well as working with children, families and co-workers. Must have ability to establish and maintain harmonious relations with staff, children and parents. Excellent written and oral skills in English are preferred. Must demonstrate ability to communicate effectively, organize and evaluate child care programs, and hire, supervise and evaluate staff. Must show evidence of ongoing professional development. Must provide medical certificate testifying that the candidate is in good health, free from any communicable disease, and physically and mentally able to carry out the assigned duties in the child care working environment. Minimum of four years experience or the equivalent combination of education and experience.

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Job Posting

Job ID: 13089
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Marketing & Sales
Classification Title: Marketing & Sales, Level B **Business Title:** Marketing Communications Coordinator
Department: Intern'l Student Initiative
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-29 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-08 **Available Openings:** 1

Job Summary

The Prospective Student Marketing Communications and Social Media (PSMCSM) team plans and implements a variety of marketing and promotional strategies to support the University's goal to increase the number of qualified undergraduate international and domestic students enrolled at both UBC Vancouver and UBC Okanagan. The Marketing Communications Coordinator is a key position within the PSMCSM team.

This Marketing Communications Coordinator plans and develops marketing and recruitment products in print, web, video and electronic media to promote UBC across Canada and internationally with the objective of persuading prospective students to seek admission to UBC.

Marketing and recruitment products are also targeted to international and Canadian counselors and students' parents who highly influence student decision-making regarding their post-secondary educational plans.

Organizational Status

Reports to the Director, PSMCSM. Works closely with the representatives from the Faculties, Public Affairs, Enrolment Services, Student Development and Services, and other relevant constituents on marketing projects that are in keeping with the current marketing brand and that support the recruiting teams' overall objective to recruit, admit, register and retain an increased number of domestic and international students in UBC's undergraduate programs. Supervises others including student workers assigned to the team.

Work Performed

1) Plans and executes annual marketing initiatives especially, but not limited to, the Print marketing collateral campaigns to support prospective student recruitment through promotional, recruitment, and yield activities.

In consultation with the Director, oversees the design and development of a variety of print media projects including the development and production of the:

- Viewbook;
- Admission Guide;



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- Fair Brochure;
- Aboriginal Brochure;
- Infographic materials;
- Posters;
- Print Advertising material;
- Other print items as required;

Ensures all materials support and reinforce UBC's recruiting messages, brand language and tone of voice, in a manner that is also consistent with the overall UBC brand.

Coordinates annual print advertising opportunities on behalf of regional recruiting teams by placing ads in newspapers, magazines, on websites or through other media.

Develops project time-lines and schedules, develops estimates and cost projections and advises Director in a timely manner on progress of all current projects.

Drafts content for RFBs and RFPs for various communications projects as needed, and liaises with design consultants, printers and other vendors in developing these communication products for recruitment.

Coordinates annual direct response campaigns (both print and electronic) to market and recruit international students and counselors.

Plans and executes marketing campaigns via the CRM system such as targeted email distributions to students and counselors, development and distribution of e-newsletters.

Manages other small to mid-sized marketing programs and initiatives as opportunities arise.

Develops and delivers online marketing and customer relations projects as required.

Plans and executes targeted market surveys of prospective students, parents, or counselors, analyzing results and drafting report on initial findings for market research purposes.

2) Plans and executes development of recruiting collateral, including:

- various, table cloths, banners, pennants, and promotional items;

Ensures all recruiting collateral is consistent in look and feel with the recruiting brand, and the overall UBC brand.

Ensures all collateral items are produced on time and on budget.

Drafts presentations, addresses, or statements for International and Domestic student recruiters in various venues and scenarios.

3) Coordinates team Procurement initiatives.

Working closely with the Director, drafts content for RFBs and RFPs for various communications projects as needed, and liaises with design consultants, printers and other vendors in developing these communication products.



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4) Other:

Manages other marketing programs and initiatives as opportunities arise.

Plans and execute targeted market surveys of prospective students, parents, or counselors, analyzing results and drafting report on initial findings for market research purposes.

Will collaborate with others in the distribution of print materials, fulfillment of shipping orders and maintenance of inventory.

Serves as the Acting Director, PSMCSM, when she he is out of the office.

Supervision Received

Takes overall direction from the Director, PSMCSM, but works with a high degree of independence to plan, prioritize, and execute marketing and communications tasks.

Supervision Given

Supervises student workers and other assigned to the PSMCSM team.

Will oversee the work of outside Agency and consultants hired for special projects, and provides project oversight to other members of the team, when the Director is out of the office.

Consequence of Error/Judgement

The work and decisions of the Marketing Communications Coordinator have a direct impact on the goals of recruiting teams to market and promote UBC within Canada and Internationally.

The various media materials developed have to achieve results in that they must persuade and convince international students from around Canada and the world, within a deeply competitive arena, to select UBC as their study destination.

The materials produced in print or electronic format have a profound impact on the public perception of the University and the quality of its program offerings.

Unattractive, poor quality, or culturally dissonant materials would have a significant detrimental effect on the University's ability to attract, admit and register international students.

Inability to coordinate multiple projects simultaneously, inability to meet deadlines, or bring projects in on budget would seriously undermine the goals of the recruiting teams and would result in increased costs and lost opportunities.

Qualifications

Undergraduate degree in a relevant discipline. Degree in marketing, communications, or public relations preferred. Minimum of three years experience or the equivalent combination of education and experience. Experience in effectively coordinating marketing communications and or media projects, including some experience with both print and web, or an equivalent combination of education and experience.

Demonstrated experience with computer applications relevant to marketing functions is required (e.g. Adobe Creative Suite and the full MS Office suite). Ability to effectively manage multiple tasks and priorities. Ability to work effectively to bring several projects in together on time and budget. Ability to work effectively independently and in a team environment. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to lead by example, to provide good guidelines and direction to clerical assistants and students.



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Job Posting

Job ID: 13053
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Nursing
Classification Title: Nursing, Level B **Business Title:** Nursing Lab & Simulation Assistant
Department: UBCO - Nursing
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-15 **Available Openings:** 1

Job Summary

The Nursing Lab & Simulation Assistant is responsible for the setup, maintenance, clean up and operation of the nursing skills lab and human patient simulators under the direction of the Human Patient Simulator Nursing Laboratory (HPS NL) Coordinator. He or she also teaches within the undergraduate BSN program in areas related to their nursing expertise.

Organizational Status

The Nursing Lab Simulation Assistant report to the Nursing Practice Education Lead under the Associate Director of the School of Nursing. He she works with nursing instructors to advise and support them in the delivery of both nursing skills and simulation labs. He she guides and advises the nursing lab monitors and nursing students as they seek to enhance their skill and ability.

Work Performed

The Nursing Lab Simulation Assistant works closely with the Nursing Practice Education Lead to carry out the following responsibilities:

- Planning, organizing, and developing of appropriate BSN student lab and simulation learning experiences.
- Liaises with the Nursing Practice Education Lead to hire work study students (lab monitors).
- Liaises with the Team Leaders of year one and two in the hiring of lab teaching assistants.
- In the role of Nursing Lab & Simulation Committee Co-Chair, participates in the development of policy and guidelines related to lab and simulation education.
- Liaises with the Nursing Practice Education Lead to ensure supplies and equipment used is in alignment with the current practice environment.
- Liaises with the Nursing Practice Education Lead to order the inventory of lab sim supplies and equipment to ensure maintenance of lab sim supplies and equipment.
- Provides support during rental of lab and simulator to outside agencies.
- Coordinate the scheduling of the lab areas, labs, and simulation.
- Books and runs open lab activities by lab teachers or teaching assistants.
- Support and mentoring in lab and simulation teaching philosophies and approaches.
- Responsible for the operation of the human patient simulators.
- Responsible for education of other teachers in the operation of the human patient simulators.



- Participates in the development and preparation of simulation scenarios.
- Provides orientation and leadership to the lab teachers, clinical teachers, and teaching assistants.
- Directs activities of lab monitors and ensure standard of excellence is maintained by nursing lab monitors in the performance of their duties
- Responds to the needs of lab and clinical teachers and students.
- Organization and setups of supplies to be used in nursing skills, orientation, and review labs.
- Preparation, set up, and operation of simulation labs and scenarios.
- Restocking labs, maintaining neat and orderly supply and work room areas.
- Maintenance and cleaning of nursing labs, equipment, and manikins.
- Maintains linens and bedding in clean and neat condition.
- Participates in interpreting BSN curriculum practicum objectives for the various levels of student to assist in continued development and implementation of lab and simulation teaching and learning.
- Participates in the monitoring of the quality and content of lab and simulation placement experiences through analysis of evaluative feedback from students and teachers.
- Advocates for and participates in seeking best practices in teaching and learning in the nursing lab and simulation.
- Advocates for and participates in research project related to teaching and learning in the nursing lab and simulation.
- Participates and assists in gathering data for research into simulation.

The Nursing Lab & Simulation Assistant also teaches within the undergraduate BSN program as assigned by the Associate Director

Supervision Received

This position works in close collaboration with the Practice Education Lead on lab and simulation responsibilities and reports with the Practice Education Lead on practice placement matters to the Associate Director. In relation to teaching responsibilities, this position reports to the Associate Director.

Supervision Given

This position works independently with indirect supervision as they work closely with the Practice Education Lead. This position reports with the Practice Education Lead to the Associate Director of the School of Nursing.

Consequence of Error/Judgement

This person works closely under the Practice Education Lead to make decisions about the operation and staffing of the lab and simulation areas. The judgments and decisions made by person in this position must be in alignment with current nursing practice standards and UBCO SON content. Ensuring student safety is essential.

Judgment, reliability, accuracy, and skilled communications are required for the smooth operation of this learning area and to ensure quality lab and simulation education.

Consequences of inappropriate judgments, unreliable performance, inaccuracy, or miscommunications may include inappropriate ordering, scheduling, and operation of lab and simulation learning.

Qualifications

Research Nurses require R.N. Certificate; Clinical Associates require Undergraduate degree in Nursing, Nursing Licensure in BC, Nursing Licensure in British Columbia. Nurse Practitioner Clinical Associates require post-graduate degree in Nursing, BSN BScN required and 2 years related work experience, eligibility for registration with CRNBC required. Research Nurses require 3 years of nursing and administrative experience. Clinical Associates require at least 2 years of related clinical work experience. Nurse Practitioner Clinical Associates require 2 years of primary care Nurse Practitioner experience or the equivalent combination of education and experience. Comprehensive current knowledge of nursing psychomotor skills. Preference for acute care experience within the Interior Health Authority. Understanding of UBC Okanagan BSN curriculum and program. Demonstrated quality teaching. Ability to work independently with minimal supervision. Judgement is required to exercise timely appropriate judgment while working with competing priorities and demands. Demonstrated ability to prioritize work under pressure to meet deadlines in a fast-paced environment. Ability to obtain and disseminate accurate information (i.e. lab simulation policies, schedules, etc.).



Demonstrated effective communication skills are necessary to facilitate the interaction of several diverse groups (i.e. students, faculty). Ability to work collaboratively and supportively with nursing teachers, lab monitors, teaching assistants, and students. Ability to provide effective direction and supervision with nursing teachers, lab monitors, teaching assistants, and students. Demonstrated experience and knowledge of lab teaching. Demonstrated experience and knowledge of simulation theory and technology. Willingness to grow in the use of simulation theory and technology. Initiates, participates, and supports the collection of data to support simulation research. Knowledge of current trends in clinical practice and demonstrated competence in basic nursing skills. Demonstrated computer literacy

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Job Posting

Job ID: 13107
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level B **Business Title:** Human Resources Coordinator
Department: Human Resources
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-16
Job End Date: 2013-10-01
Funding Type: Budget Funded
Other: Leave Replacement
Date Closed: 2012-06-15 **Available Openings:** 1

Job Summary

The Human Resources Coordinator provides advice and recommendations on a wide range of human resources management issues for the Building Operations and Infrastructure Development portfolios. Manages the classification, recruitment and compensation processes overseeing the electronic recruiting system (E-Recruit Program). Provides general advice in regards to interpretation of the collective agreements and other agreements and handbooks governing conditions of employment. Responds to enquiries from client departments, union representatives and employees. Coordinates the return to work of employees by meeting with the manager, employee, union and the Return to Work Coordinator where appropriate. Assists HR Advisor in performance management issues and or review of organizational structures.

Organizational Status

Reports to the Senior HR Manager, Finance, Resources and Operations. Assists Human Resources Advisor. Partners with client department. Works collaboratively with Administrative Secretary in Building Operations and with Human Resources Associates in Human Resources.

Work Performed

Reviews and evaluates job descriptions with department managers and recommends classification levels ensuring equity among positions in the Department of Building Operations and Infrastructure Development. Audits and writes recommendations regarding reclassifications for the Departments. Consults with Compensation Associates Consultants in Human Resources where appropriate.

Coordinates compensation matters and advises Building Operations and Infrastructure Development on salary administration for all staff groups including progression to midpoint increases and annual approved merit increases. Advises on and authorizes all relevant forms. Consults with Compensation Associates Consultants in Human Resources where appropriate.

Provides advice and assistance to management in recruiting matters: reviews relevant recruitment provisions and processes (depending on employment group) ensuring processes are objective and inclusive; confirms core competencies; assists in the development of interview questions; schedules and participates in interviews; evaluates candidates against identified core competencies; makes selection recommendations; conducts reference checks; issues letters of regret, makes offers of employment and verifies qualifications. Creates and maintains an ongoing reserve of candidates. Works with managers to create ensure career paths for current staff.



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Staff Job Postings

Advises and coaches client departments with regard to posting deadlines, Staff Finder's requirements and the recall internal external recruitment processes.

Manages all aspects of the on-boarding process for new employees in the department of Building Operations and Infrastructure Development.

Oversees electronic recruiting system (E-Recruit Program) by supporting clients with group or individualized training. Provides ongoing feedback to technical support. Participates in the development of on-line web support training manual.

Coordinates the return to work of employees by meeting with the manager, employee, union and Return to Work Coordinator. Where employees cannot be accommodated in their existing position identifies vacancies across the department and liaises with department manager, employee, union and Return to Work Coordinator. Where employees cannot be accommodated within Building Operations and Infrastructure Development works with Human Resources Associates to seek accommodation outside of Building Operations.

Provides information and general advice to client departments regarding the interpretation of collective agreements and other agreements and handbooks governing conditions of employment. Refers matters which are more than moderately complex to Human Resources Advisor.

Provides information and general advice on University policies, procedures and practices, to client department.

Drafts termination letters for review. Identifies and refers more complex issues to Human Resources Advisor.

Assists Human Resources Advisor with research for grievances and may participate in grievance meetings with the Union.

Reviews and authorizes staff and student appointments, extension, transfers, etc.

Provides information and general advice to client departments, regarding legislation affecting the work place (e.g. Employment Standards, Human Rights Code, and Freedom of Information).

Advises and coaches client departments regarding performance management practices. Refers highly sensitive matters to Human Resources Advisor or Employee Relations Manager.

Assists departments with hiring foreign workers and facilitating application process for labour market opinions.

Participates in the development and the delivery of Human Resources training programs.

Attends regular Employee Council Meetings Administrator's Meetings and HR Manager Network Groups with Human Resources Advisor. Participates in group discussion and assists Advisor in the delivery of information and training to client departments.

Attends weekly team meetings and participates in project work.

May serve on various University committees as a representative of Human Resources.

Performs other duties as required.

Supervision Received

Works under the general supervision of the Senior HR Manager, (FRO), and in accordance with established principles and methods. Works closely with and takes direction from the Human Resources Advisor and Employee Relations Managers.

Supervision Given



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Staff Job Postings

Monitors the work of the Administrative Secretary, as required.

Consequence of Error/Judgement

Inappropriate advice or inaccurate information provided to client may result in the filing of grievances, arbitration processes, or the initiation of litigation. Any of these outcomes may have significant financial consequences for client departments, may have a negative impact on the University's relationship with unions and associations and or may contribute to an unfavorable public image of the University. Failure to deliver services to departments in a timely manner may result in a disruption of client department operations.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of three years experience or the equivalent combination of education and experience. Human resources experience preferably in a complex, unionized environment. Thorough knowledge of current Human Resources Management practices. Knowledge of provincial and federal legislation governing employers' Human Resources practices. Knowledge and experience with a coaching model to influence and advise client units. Working knowledge of the electronic recruiting system an asset. Ability to maintain accuracy and attention to detail. Effective oral and written communication skills. Proven ability to work in a team and collaborate with others. Ability to establish and maintain supportive working relationships with client departments, union and association representatives. Ability to exercise tact, discretion, and judgment required. Proven ability to be flexible, confident and self-motivated. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to travel on and off-site unit locations. Ability to effectively manage multiple tasks and priorities.

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Job Posting

Job ID: 13078
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level B2 **Business Title:** Career Transition Consultant
Department: Human Resources
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-09
Job End Date: 2014-07-30
Funding Type: Self Funded
Other:
Date Closed: 2012-06-09 **Available Openings:** 1

Job Summary

The Career Transition Consultant will work in close collaboration with Staff Finders and Coaching UBC to provide dedicated career transition coaching to UBC M&P and Non-Union Technician staff on notice or salary continuance. The position will establish relationships with internal and external resources related to career and development services and will refer staff in transition to appropriate resources as they explore their developmental and career options within and beyond UBC.

Organizational Status

The position reports functionally to the Manager, Staff Finders and professionally to the Lead, Coaching UBC, and will work in close collaboration with the Staff Finders' Team, HR Advisory Services, and develop strategic partnerships with UBC units offering career development and services to staff and students and with external relocation consultants. The position will also liaise with AAPS, as necessary.

Work Performed

Leadership:

- Establishes and promotes the role of Career Transition Consultant to clients and administration at UBC. This includes creating awareness around the benefits of the program, the principles of taking a coaching approach, and the business model being utilized;
- Resources and prioritizes effective career transition models initiatives; determining delivery methods, engaging project support and identifying and implementing innovative approaches and practices that utilizes and builds upon the existing services provided through UBC career service units and external relocation providers;
- Identifies and recommends the need for utilizing third party learning and development programs along with options for sourcing and evaluating such programs. Manages third party contracts and evaluates initiatives delivered by contractors;
- Builds partnerships with internal and external career service providers;
- Leads planning and development of a communication and marketing strategy consistent with Staff Finders, Coaching UBC, and key UBC initiatives Place and Promise and Focus on People;
- Conducts assessments, prepares reports and analysis, makes recommendations for change, initiates and evaluates in consultation with others the delivery of career transition services to ensure ongoing value effectiveness of program;
- Maintains and updates knowledge of career services and coaching professions, design and delivery, change management principles and practices, quality improvement and organizational learning theory and practice in order to identify areas for improvement;
- Takes leadership for client education and awareness regarding career transition services;



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- Contributes creatively to strategic directions for Staff Finders, Coaching UBC, and UBC initiatives (Place & Promise, Focus on People).

Coaching and Program Delivery:

- Meets with clients in transition to: establish relationships; explain the assistance and resources available to them; create an understanding of the role of the client in this process; and to facilitate the clients transition to exploring new opportunities ;
- Adapts and develops methods to identify career transition needs and program content design centered on the clients needs: including assessment tools; coaching support for career planning, job search skills (résumé development, interview readiness) and professional and employability skills; workshop delivery; work experience opportunities; mentorship; and peer support;
- Coaches and advises clients to explore employment career paths and options available to them that align with their strengths and interests and support development of relevant skills and knowledge;
- Supports clients to utilize all resources available to them through external relocation counselling;
- Assists clients to understand and navigate the job evaluation systems and job search systems at UBC;
- Identifies and accesses tools for clients to develop learn and resource themselves independently;
- Assesses the need for assistance such as health and wellness support, financial aid or further training and refers clients to the appropriate services (EFAP as an example);
- Coaches clients on how they might deal with future experiences with job dissatisfaction or job related difficulties;
- Acts as consultant or facilitator, as appropriate, and performs selected administrative work related to initiative.

Supervision Received

Works under general direction of the Manager, Staff Finders and to the Lead, Coaching UBC (with respect to professional practice). Exercises independent judgment and initiative in addressing complex issues. Work is performed independently and collaboratively with other team members. Emphasis is given to communication and team work towards common goals. Keeps senior HR and other team members informed of actions through reports and discussions. Unusual items requiring policy decision are brought to the Director, HR Advisory Services.

Supervision Given

No immediate reports.

Consequence of Error/Judgement

This position works in conjunction with HR units, particularly Staff Finders, Coaching UBC and Advisory Services as well as Career Service units and external relocation providers and leads in the effective planning, development, implementation and maintenance of career transition services programs and initiatives. Failure to perform effectively would cause significant loss of support for and credibility from program participants, internal and external collaborators, senior administration and Associations. Error in judgment determining resources and techniques needed could affect the quality and success of the projects and credibility of programs that have both strategic and operational impact.

Qualifications

Undergraduate degree in a relevant discipline. University graduation with emphasis on counseling psychology, organizational development, adult education and or human resources management or an equivalent combination of education and experience. Coaching certification accredited by the International Coaching Federation (ICF) or International Association of Coaching (IAC). Minimum of 4 to 5 years of related experience or the equivalent combination of education and experience. Four to Five years' related experience with demonstrated skill and knowledge of current coaching, human resources and or career counseling practices, specifically employee engagement, career navigation, recruitment and HR policies and procedures. A member in good standing with a professional coaching association such as the International Coach Federation (ICF), the International Association of Coaching (IAC) or the Business Coaches Association, World Wide Association of Business Coaches (WABC). A minimum of 100 hours documented coaching. Demonstrated experience in managing projects, meeting deadlines and resolving unexpected and or ambiguous situations or issues. Demonstrated experience and knowledge with proactive recruitment and selection methods; Demonstrated experience and



knowledge using a coaching model to influence and advise clients. Thorough knowledge of relevant UBC recruitment policies, practices, and the application of relevant "Agreement" language. Effective oral and written presentation and communication skills. Ability to negotiate and influence within a collaborative framework. Demonstrated commitment to life long learning, shared leadership and continuous improvement.

Demonstrated ability to anticipate future trends consequences and create innovative strategies and flexible plans.

Ability to work in a team-based environment.

Knowledge and experience with various testing methods such as Strengths Finders, Myers Briggs, etc.

Proven intercultural competencies.

Ability to effectively build, manage and maintain high-quality relationships.

Ability to communicate and interact with understanding and respect across diverse cultures.

Effective problem-solving and conflict management skills to advance a healthy working environment.

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Job Posting

Job ID: 13094
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Canadian Biobank Resource Centre Coordinator
Department: Pathology
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-08
Job End Date: 2013-06-07
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-07 **Available Openings:** 1

Job Summary

To advise researchers looking for advice from Canadian Biobank Resource Centre (CBRC), for biobanking activities specifically related to biospecimens.

Organizational Status

Works in a shared office at VGH PEC. Work will involve local travel to meetings within Vancouver, BC, national and international. The Coordinator reports to the Office of Biobank Education and Research (OBER) biobank Project Manager.

Work Performed

- Manages the daily biobanking and biospecimen queries from researchers.
- Develops and implements biospecimen protocols for OBER. Coordinates the working groups to develop CRBC protocols, plans and tools. Tools can include online forms that enable a biobank to improve its operations. Provide expertise in biospecimen science.
- Attends local and national meetings and teleconferences related to biospecimen science.
- Coordinates the CRBC website content and maintenance.
- Interprets protocols and gives specific advice on biobank standards and practices.
- Follows up and takes action to ensure timelines are met for overall project and subprojects.
- Develops and designs reports on ongoing research and research proposals.
- Maintains links with national and international organizations and charities related to the mandate of the CRBC.
- Stays current with publications, scientific developments and makes posters and presentations made on related topics.
- Develops, implements and manages fee schedules, costing and invoicing related to the CRBC.
- Tracks project budget and liaises with UBC finance to ensure accuracy of project financial statements. Drafts financial reports with the Project Manager.

Supervision Received

Works independently and reports directly to the OBER Project Manager.

Supervision Given



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Staff Job Postings

Manages personnel as required.

Consequence of Error/Judgement

Errors could jeopardize the future of OBER, and the initiatives carried out through funding by the Department of Pathology

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Relevant experience in the clinical laboratory setting and or research laboratory with significant emphasis on biospecimen handling and one or more of specific relevant areas including basic science, quality laboratory management or laboratory medicine. Thorough knowledge of Microsoft Office; database experience a benefit. Excellent oral and written communication, interpersonal, analytical, budgetary, motivational, management and organizational skills. Web-based and personal communication skills a must. Ability to work with clinical professionals within a laboratory setting; understanding of hospital culture an asset. Knowledge and understanding of research culture and ethics a benefit. Ability to work in a team environment. Ability to work independently, and effectively exercise tact and discretion while working under pressure to meet deadlines. Sense of humor a must.

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Job Posting

Job ID: 13058
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Coordinator
Department: UBCO - Social Work
Salary: \$ 24.02 - \$ 28.83 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-06-18
Job End Date: 2013-04-26
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

The purpose of the Research Coordinator is to support the Principal Investigator and research team in the conduct of 3 research projects at different research sites. The research projects focus on the health and wellbeing of recent immigrants living in small and mid-sized cities in Canada. The research activities include the coordination and implementation of these projects through to completion.

Organizational Status

The Research Coordinator reports directly to the Principal Investigator (P.I.), Dr. Shirley Chau, or designate. The Research Coordinator will also communicate with the members of the research team, including research assistants and co-investigators at UBC O, the University of Calgary, and the University of Manitoba.

Work Performed

1. Coordinate all activities related to the research projects and knowledge translation of these research proposals.
2. Provide support to the Principal Investigator and members of the research team by:
 - a. Developing work plans with the research teams and facilitating implementation of these plans.
 - b. Facilitating processes for communication and collaboration to support the research team across three research sites.
 - c. Facilitating communication with community partners, including planning meetings for the advisory committee at the Kelowna site.
 - d. Developing procedures to support the research protocol and activities across the 3 research sites.
 - e. Managing research assistants at all 3 sites to coordinate retrieval and archiving of digital data.
 - f. Managing data collection at Kelowna site, and develop a plan for archiving and retrieving data and related materials from across research sites.
 - g. Completing literature reviews and syntheses.
 - h. Developing and writing reports for publication and presentations, and other knowledge translation activities.
 - i. Writing grant applications and supporting documents.
 - j. Providing training, support, and management of student research assistant(s) in relation to data collection, data management, and preparation of reports.
 - k. Monitoring workflow to ensure high quality data collection and management within project timelines.
 - l. Managing administration for project meetings



- m. Responding to inquiries from research participants and community stakeholders related to on-going research.
- 3. Oversee general project management by:
 - a. Ensuring adequate supplies are available.
 - b. Managing research assistant staffing requirements (either students or non-students), including scheduling of work and ensuring work is properly completed and on time.
- 4. Serve as the main contact person and coordinator for the research project across the 3 research sites.
- 5. Perform other related duties as required.

Supervision Received

The Research Coordinator works under general direction of the P.I. in conjunction with the investigative teams of the assigned research projects. It is imperative that the Research Coordinator works collaboratively and with minimal supervision. S He acts independently in performing defined duties and alerts the P.I. to any unusual situations, and keeps the P.I. advised of problems or concerns as they arise or are anticipated.

Supervision Given

The Research Coordinator is responsible for supervising the research assistant(s) at the Kelowna site. S He will also monitor the quality of the data received from research assistants from the other research sites (e.g., check that the data sent to the Kelowna site for data storage is complete).

Consequence of Error/Judgement

The P.I. will monitor the work of the Research Coordinator. Errors or incorrect decision could compromise the quality of the research and result in delays in completing the projects at one or multiple research sites. The work of the Research Coordinator must be completed at a high level of accuracy and efficiency. Failure to perform duties and responsibilities in a professional, tactful manner may have negative effects on the reputation of the researchers, the research project, and the University. Clarity of information and communication is critically important for building and maintaining good relationships with research members, community partners, and other stakeholders such as administrators at other agencies

Qualifications

Undergraduate degree in a relevant discipline. Such as Social Work, Sociology, Psychology, Education, Cultural Studies, Nursing, Community Services, Human Services, Communication, and Fine Arts. Minimum of two years experience or the equivalent combination of education and experience. Applicants who are master's student (near completion with experience doing research and especially coordinating a multi-site research project) or a doctoral student (in progress) who has work experience doing research will also be considered. Experience in working with multi-site research teams, comfortable in working with members of the public, and high level of skill in managing organizing large amounts of digital data (e.g. digital images) is essential. Computer skills: Word processing using MS Word, EXCEL, NVivo, Reference Manager or Endnote. Knowledge of participatory action research (PAR) methods and experience working with researchers and community organizations an asset. Fluency (Reading Writing Speaking) in one of the following languages in addition to a fluency in English is an asset (e.g., Punjabi, Cantonese, Mandarin, Tagalog, Vietnamese). Effective oral and written communication, interpersonal, organizational, analytical, problem-solving, facilitation and conflict resolution skills. Experience working and communication with culturally diverse individuals and groups. Some group work involved. Effective skills in organizing and maintaining records and data files. Good problem solving skills and follow-through in initiating and completing tasks. Ability to maintain attention to detail and work effectively under pressure to meet deadlines. Ability to work both independently and within a team environment, including virtual environments. Effective oral and written communication skills, including copyediting skills an asset. Ability to accurately gather, record and organize information. Ability to adapt to changing priorities and multi-task . Ability to travel.

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Staff Job Postings

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Job Posting

Job ID: 13080
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level A **Business Title:** Research Grant Facilitator
Department: Brain Research Centre
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-06-18 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-06 **Available Openings:** 1

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

Job Summary

The Research Grants Facilitator will take responsibility for developing, writing, publishing and editing scientific grants and papers along with a wide variety of research related documents within the Brain Research Centre.

Major responsibilities include but are not limited to: assisting with identifying, developing, preparing and coordinating research grant and academic proposals, letters of intent, background documentation, research program rationales, ethics submissions, and other documents.

Organizational Status

The Research Grants Facilitator will report to the Director of the Brain Research Centre, who holds a faculty appointment with the University of British Columbia. The incumbent will also interact closely with other Brain Research Centre members including staff, students, faculty, and internal & external collaborators.

Work Performed

Major responsibilities include:

- Assisting with identifying, developing, preparing and coordinating research grant and academic proposals for publication, letters of intent, background documentation, research program rationales, ethics submissions, and other documents;
- Acting as liaison with investigators and staff to assist in converting research initiatives, concepts and results into written documentation, and disseminating information;
- Writing and editing scientific and technical documents based on communications with investigators and staff;
- Collecting and coordinating relevant grant information, research budgets, statistics and curriculum vitae;
- Conducting in-depth literature searches of scientific publications and resources;
- Acting as a resource to research fellows, assistants and students for writing and writing related tasks when requested;
- Developing a timeline and framework for grant deadlines;
- Performing other related duties.

Supervision Received



The University of British Columbia

Staff Job Postings

Reports directly to the Centre Director.

Supervision Given

The Research Grants Facilitator will provide assistance to incoming staff, students and research fellows, as required.

Consequence of Error/Judgement

The Research Grants Facilitator is required to conduct all activities in an ethical manner. Patient confidentiality must be respected when dealing with research data. Errors made could cause the ethic approval to be withdrawn, which would stop the project. Serious errors of an ethical nature would be a reason for termination. Errors could influence the ability of research staff to meet critical deadlines, as well as compromise the results of the research project, and therefore affect the credibility of the investigators and the Centre. As data and results may be disseminated to other research partners; their results, credibility, and ability to secure more funding could be negatively influenced.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Master's preferred and or strong technical scientific writing certification skills - Experience in scientific technical writing and grant writing fund-raising for non-profit organizations. Experience in a scientific medical research environment including a full understanding of research methodology Ability to prepare effective grant applications.

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Job Posting

Job ID: 13081
Location: Vancouver - Hospital Site
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** CLIP Social Scientist
Department: Obstetrics & Gynaecology
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-06-07
Job End Date: 2013-06-07 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-06 **Available Openings:** 1

Job Summary

The primary focus of the CLIP Social Scientist is to assist the PRE-EMPT Research Director with qualitative analysis. CLIP is one of 5 research projects of the PRE-EMPT (PRE-eclampsia-Eclampsia Monitoring, Prevention and Treatment) program. CLIP will involve a Cluster RCT that will test the impact of a community-level package of care on adverse maternal and perinatal outcomes related to pre-eclampsia and three feasibility studies. The pilot and feasibility studies will be conducted in Pakistan, India and Nigeria. The feasibility will inform the scientific, cost, political, and professional practice requirements to conduct a definitive CLIP Cluster RCT.

The feasibility study will use a mixed methods approach (quantitative, participatory formative, community mapping) based on the normalization process model and will utilize literature reviews, target interviews, focus groups, and survey tools. Target interviews and focus group data will be recorded and transcribed; observations and assessments will be written up as field notes.

The CLIP Social Scientist will be responsible for conducting literature research and preparing synopses of materials. To analyze data collected, defend decisions concerning fieldwork and data analysis. To participate with the research team in group analysis of data. To prepare reports of the research for dissemination to a variety of audiences, including preparing postings for the project web sites, policy briefs, media releases, and manuscripts for peer-reviewed publications.

Organizational Status

Reports to the PRE-EMPT Research Director. Works with the Principal Investigator, the PRE-EMPT Research Director, the CLIP Research Manager and research database management and statistical staff involved with the conduct of the project at C&W research facilities. Also works with co-investigators and research staff involved with the conduct of CLIP at international collaborating research centres. The CLIP Social Scientist will be allocated work space within the Division of MFM. The work area is a shared office space with a desk and computer workstation.

Work Performed

- Reviews data results and provides recommendations to principal investigator, PRE-EMPT Director and CLIP Research Manager
- Communicates and collaborates with statistical support staff in performance of statistical analyses
- Provides intellectual input into CLIP study publications



- Provides intellectual input into the preparation of study-related abstracts, posters and presentations for local, national and international medical scientific meetings and conferences
- Development of analytic strategies, and assist the investigative team in managing, coding and analyzing data
- Develop, modify and maintain research study databases
- Work in co-operation with members of the research team and communicate verbally and in writing updates regarding data collection and data management progress.
- Conduct literature research and prepare synopses of relevant materials for research team that reflect critical thinking
- Articulate and defend decisions made concerning fieldwork and data analysis
- Preparing reports for dissemination of study findings and future proposals
- Work collaboratively with others to support meeting the objectives of the research projects
- Actively participate in investigator team meetings
- Ensure timely notification of issues or problems to the Principal Investigator and PRE-EMPT Director
- Other related duties as required

Supervision Received

The CLIP Social Scientist will work with considerable latitude, with most of the work being done independently; however, the Principle Investigator and PRE-EMPT Director supervises all projects and will review work regularly.

Supervision Given

The CLIP Social Scientist assigns and checks the work of support staff or students as required.

Consequence of Error/Judgement

The CLIP Social Scientist will exercise professional judgment and initiative in the overall coordination and management of the research project, 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 him/herself and those governing the activities of all other investigators. Any procedures or data recorded as part of a study or trial must follow Good Clinical Practice guidelines, be reliable and accurate, reflecting the work performed. Strict confidentiality of all study participants must be adhered to. Failure to do so can lead to delays in scientific results of projects and questionable integrity for the project. All activities involving participants are accountable to the Principal Investigator, the Department Head and the Project Manager's governing professional organization.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of three years experience or the equivalent combination of education and experience. (Masters or Doctoral degree in health or a social science discipline preferred). Experience in clinical research and qualitative data analysis (or the equivalent combination of education and experience). - Exceptional interpersonal, communication and organizational skills

- Sound understanding of clinical issues in Obstetrics
- Strong knowledge of the scientific terminology in the health sector
- Sound understanding of intercultural barriers to community trials
- Knowledge of, and experience in, qualitative research and data management
- Proven team collaborative skills especially within a research infrastructure
- Previous experience with large data sets
- Knowledge of research design and methodology
- Ability to multitask and prioritize work to meet deadlines
- A sound knowledge and proficiency in computer applications (MS Word, Excel, Access, SPSS, NVIVO)
- Demonstrated ability to work independently with minimal supervision, and in a cooperative manner with a wide range of internal and external contacts
- Ability to analyze problems, identify key information and issues, and effectively resolve



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Staff Job Postings

- Demonstrated ethical standards in conducting research
- Demonstrated ability to exercise a high level of tact, discretion and sensitivity
- Proven analytical and conceptual skills

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Job Posting

Job ID: 13077
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Research & Facilitation
Classification Title: Research&Facilitation, Level B **Business Title:** Research Coordinator
Department: Midwifery Program
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-15
Job End Date: 2013-07-14 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-06 **Available Openings:** 1

Job Summary

This position functions as an integral part of the Division of Midwifery research team and is a member of the Midwifery Research Steering Committee. The Research Coordinator is responsible for research management, facilitation, and strategic planning for and will work to expand capacity in midwifery research, with a focus on projects that contribute to the evidence base of midwifery. The Research Coordinator provides direct support to Professor Saraswathi Vedam (Principal Investigator) in the development and conduct of activities related to her program of research. As directed, the Research Coordinator may assist other Division of Midwifery faculty and students to develop and expand research contributions.

Organizational Status

The Division of Midwifery functions as an independent unit within the Department of Family Practice, Faculty of Medicine. As the only academic center for midwifery education and practice in British Columbia, the program has a responsibility to evaluate and apply evidence to midwifery practice, midwifery contributions to maternity health care, and appropriate health human resource allocations. Expanding research capacity is critical to the establishment, sustainability and success of the Division of Midwifery. The Midwifery Research Steering Committee is responsible for setting the research goals and objectives for the Midwifery Education Program, including developing a research capacity within the Midwifery Education Program at the University of British Columbia.

Studies are funded by various institutes and are institutionally supported through the Division of Midwifery, Department of Family Practice, Faculty of Medicine and the Women's Health Research Institute at BC Women's Hospital. The core research team is located in Vancouver, though investigators are spread across British Columbia, Canada, and the United States.

Under the guidance of the Midwifery Research Steering Committee and Professor Vedam, the Research Coordinator interacts and liaises with Division of Midwifery faculty and staff, UBC units (such as Research Services), Women's Health Research Institute, Child and Family Research Institute, external researchers, health care professionals, and community members to facilitate midwifery research projects. Collaborations include academic and community-based researchers, policy makers, administrators, or other key stakeholders working together to achieve a comprehensive understanding of midwifery maternity care and services in British Columbia.

Work Performed



The University of British Columbia

Staff Job Postings

The Research Coordinator collaborates with Professor Vedam (and sometimes other Division of Midwifery faculty members) to plan and coordinate research projects and events based on the priorities and work plans of the Midwifery Research Steering Committee. The Research Coordinator is responsible for the completion of tasks and provision of necessary guidance to all research staff.

Major responsibilities include:

- Identifying and developing research strategies to expand research capacity based, on the priorities of the Principal Investigator(s);
- Investigating and identifying potential funding sources, and research partners;
- Identifying and refining research questions based on findings from literature reviews;
- Synthesizing and summarizing literature reviews relevant to proposed research projects;
- Developing, drafting, and reviewing study protocols based on literature review and knowledge gaps in the existing literature;
- Managing all aspects of grant application submissions, including preparation of proposals, budgets, timelines, project plans, etc. to major funding agencies (e.g. CIHR, SSHRC) and smaller foundations (e.g. Vancouver Foundation);
- Collaborating with research partners to implement deliver study protocols;
- Overseeing the implementation of research projects to ensure that funding agency and ethical (ORS) requirements are met
- Providing leadership and direction related to the data collection, analysis, and the interpretation phases of all projects;
- Preparing (with the investigators) manuscripts, articles, abstracts, posters and presentations for academic journals and conferences;
- Overseeing the coordination, documentation, and communication for exploratory and ongoing co-investigator meetings, manuscript development, and knowledge translation activities;
- Providing daily oversight on operational functions including IT, Equipment, Space & Secured Access.
- Providing leadership that supports an optimal workplace culture and environment;
- Ensuring comprehensive management of the Research study records, including documents and communications in accordance with UBC and funding agencies;
- Ensures the development of policies, procedures, and systems to optimize operational function of research projects and accounts adhering to UBC policies and guidelines;
- Forecasting budgets (performing financial background research, analyzing financial progression of grants) and informing PI of critical issues;
- Overseeing all research grant expenditures (determining eligible expenses against budget allocations), transferring of funds as necessary, evaluating financial priorities, overseeing the maintenance of internal records, and payroll for research staff;
- Supervision of, delegation to, and monitoring of research staff (junior researchers, research assistants and technicians, and junior staff or students);
- Representing the Division, Midwifery Research Steering Committee, and investigative team as requested by Professor Vedam in public, policy, and academic presentations including public relations, communications and fundraising;
- Performing other related duties.

Supervision Received

The Research Coordinator works with great latitude under the general direction and support of the Midwifery Research Steering Committee and Professor Vedam (the Principal Investigator). The Research Coordinator will be expected to develop work plans and timetables and to exercise judgment and initiative on duties. The Research Coordinator is accountable for the integrity of the data and the effective and efficient management of the projects and is expected to regularly update the Research Steering Committee and the Principal Investigator on progress. Work will be reviewed against the overall strategic plan and project deliverables and objectives. Budgetary decisions will be made in consultation with the Principal Investigator.

Supervision Given

The Research Coordinator is responsible for recruitment, orientation, and direct management of research assistants and student researchers. As the research team grows, the Research Coordinator will train and manage new members of the research team and provide assistance and guidance to research support staff as needed to ensure that the goals of all projects are met in a timely and efficient manner.



Consequence of Error/Judgement

The Research Coordinator makes professional decisions and recommendations on all aspects of research work and is responsible for the quality of research activities. The Research Coordinator makes decisions regarding funding sources and the preparation of funding applications. The Research Coordinator is expected to exercise professional judgment, independence, tact, and initiative in the overall coordination of research projects. Failure to maintain confidentiality and security of personal information and study data could jeopardize the reputation of the Principal Investigator, the successful delivery of research studies, and working relationships with collaborators. Correct, accurate, timely, and appropriate completion of tasks is of utmost importance as mistakes and inappropriate action could result in the loss of grant funding and credibility of the Division of Midwifery and faculty.

Qualifications

Undergraduate degree in a relevant discipline. Disciplines in midwifery, nursing, public health, health services, community planning, sociology, etc.

Knowledge of qualitative and quantitative research design, methodology;

Knowledge of Canadian and North American midwifery research and practice and knowledge of maternity health services and clinical research.

Knowledge of administrative and regulatory regulations and processes for research conducted in a university setting, including ethical requirements. Minimum of three years experience or the equivalent combination of education and experience. Experience supporting applied clinical health research in an academic environment.

Experience writing and preparing research proposals and developing grant applications for regional and national funding agencies (CIHR), including proposals, budgets, project work plans, and timelines.

Experience with mixed methods research design, including survey studies, qualitative studies, and clinical studies.

Experience with mathematical modeling would be an asset.

Experience using statistical spreadsheets (SPSS or equivalent) and qualitative data software (NVivo). Demonstrated competency in academic or technical writing and communication. Ability to effectively use Outlook, PowerPoint, Word, SPSS Excel, NVivo, Refworks at an intermediate level. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively verbally and in writing. Ability to exercise sound judgment, initiative, and diplomacy. Interpersonal, analytical, and organizational skills. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13023
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Scientific Engineering
Classification Title: Scientific Eng., Level B **Business Title:** Research Engineer
Department: Materials Engineering
Salary: \$51,099.00 - \$61,343.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-01
Job End Date: 2014-03-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-04 **Available Openings:** 1

Job Summary

Research Engineer for the Composites Research Network (CRN) in the Department of Materials Engineering, Faculty of Applied Science.

Research Engineer is responsible for contributing to experiments, which will translate into Knowledge in Practice Documents for the CRN. The Engineer will be responsible for designing experimental techniques, coordinating small scale manufacturing and or design projects and maintenance of laboratory and specialized analytical equipment.

The Engineer will be part of a group of engineers at one of 7 CRN research nodes and will be required to work cooperatively with the other node engineers to generate a library of Knowledge in Practice Documents for the CRN. The job will involve working with the group to set experimental goals, design manufacturing and or design processes, conduct experiments, analyse and interpret data, and write reports.

The Research Engineer will also be responsible for the training of students in appropriate procedures and safe use of equipment.

Organizational Status

The position reports to the Director, Dr. Anoush Poursartip, and Technical Director, Dr. Goran Fernlund.

Work Performed

The Engineer will be involved in a number of projects simultaneously, and compiling the data from these projects into Knowledge in Practice Documents. The node within which the Engineer works will be assigned specific deliverables and the Engineer will be expected to meet strict deadlines for completing different phases of the project. The Engineer will be responsible for conducting experiments, collating and analysing data; providing technical assistance and advice to other members of the CRN, including engineers, research associates and students.

The Engineer will:

- Develop and implement new research activities in the areas of out-of-autoclave (OOA) composite materials processing
- Perform experiments, and develop analytical and numerical models to characterize OOA composite material properties and behaviour
- Design and assemble experimental test apparatuses



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Staff Job Postings

- Supervise and coordinate the activities of technical staff and co-op students as needed
- Participate in progress review meetings, and prepare technical presentations or papers at national and international conferences

The Engineer will be responsible for training assistants (undergraduate and graduate students and technicians) for participation in selected projects. Training to be given includes orientation to key equipment, analytical procedures, analysis of experimental data, safe disposal of waste products from experimentation, team work, etc.

From time to time, the engineer will be required to perform other related duties.

Supervision Received

The Engineer will work as part of one or more teams lead by a Research Associate and under general direction of the Director and Technical Director. Knowledge in Practice Documents are subject to general review before completion.

Supervision Given

May provide guidance and direction to students in carrying out experiments or constructing equipment.

Consequence of Error/Judgement

Industrial research projects require successful collection of data from the experiments. Errors in project execution will adversely impact project schedule and the utility of the results reported. Accumulated errors will affect the reputation of the CRN and adversely impact future funding for the Network.

Qualifications

Undergraduate degree in Engineering or Applied Science. Graduate degree with skill in setting up experimental equipment, managing experiments and data collection and analysis preferred.

. Minimum of three years experience or the equivalent combination of education and experience. Familiarity with composites manufacturing and or design methods and computer skills (e.g., modeling, spreadsheet and word processing).

Responsible for reviewing the experimental data and determine their validity thereof.

Ability to compile literature data, design experiments and analyze experimental data.

Proven ability to communicate technical results and analysis in oral and written form is required. Effective oral and written communication, organizational and interpersonal skills.

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Job Posting

Job ID: 13076
Location: Kelowna - UBC Okanagan
Employment Group: Management&Professional (AAPS)
Job Category: Cooperative Education
Classification Title: Coop.Education, Level B **Business Title:** Cooperative Education Coordinator
Department: UBCO-Fac.of Mngmt-Dean'sOffice
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-15 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-06 **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

This position manages the design, facilitation and implementation of career development components, including workshops, events and activities, while providing career guidance to management undergraduate students. Develops, markets, and "sells" the Management Co-op Education work program to new and existing local, national and international employers, professional associations and other institutions, while training and preparing the co-op students enrolled in the program.

Organizational Status

Reporting to the Dean - Faculty of Management, the Cooperative Education Coordinator liaises with faculty and staff within the Faculty of Management, along with various programs across UBC including: Go Global, International Programs office, Co-op Coordinators for various programs at UBC and the UBC Librarians. Externally consults with employers, professional associations and other career consultants.

Work Performed

- Promotes Co-Op program and career development by:
 - Researching and identifying potential clients in industry, government agencies (municipal, provincial and federal) and institutions.
 - Developing academic-related work placements through assessment of job requirements, discipline, and academic level of placement.
 - Design, develop and facilitate comprehensive training sessions for the BMGT on a variety of topics such as professional business resumes; cover letters; interview skills; job search strategies; workplace legislation; ethics and confidentiality; cultural diversity, and company research. Evaluate the success of these programs to determine needs for the following year.
 - Design, develop and coordinate Faculty of Management career events that incorporate opportunities for students to meet community members, learn about career options and network.
 - Develop, design and manage online career resources for students through Vista. Manage the resource library of career management resources and ensure we have up-to-date information.
 - Oversee and manage business development efforts by building relationships with employers to foster recruitment of Management students, and alumni. Includes overseeing Symplicity, the UBC-O job board, hosting on-campus recruitment events and interviews.
 - Reviewing courses and programs with employers and faculty in the revision of co-op programs to meet academic and industry requirements.



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Staff Job Postings

- Determining employer requirements and evaluating suitable candidates.
 - Determining content of marketing materials for client presentations on an annual basis.
 - Providing support to all undergrad students, including coaching, workshops, resumes, career exploration, etc.
 - Attending and promoting all UBC Okanagan campus Co-op programs at professional events and industry trade shows.
 - Advising employers on requirements and availability of government funding for Co-op placements.
 - Manage Management Career Services website content including event information by working with faculty web master for updates.
- Drafts bi-weekly student newsletters.
- Plan, implement, and facilitate fall (CA) accounting recruitment cycle, while liaises with the Institute of Chartered Accountants - BC, local and national firm representatives and Management Accounting Faculty.

2. Provides support and assistance to students within the Co-op programs by:

- Conducting orientation and information sessions for new students which outline all the academic and technical work placement requirements for achieving a Co-op designation.
- Conducting on-site visits each semester to monitor and evaluate the requirements of the student placement and the employer environment with respect to working conditions, safety standards, and academic requirements of the position.
- Evaluating student performance in the work place and resolving performance issues.
- Advising students on suitability of work placements to their academic program.
- Evaluating and grading Co-op Technical Reports.

3. Provides analytical data and program progress information by::

- Reporting quarterly on student placement statistics, employer profiles, local, national and international work placements and closure rates on posted positions.
- Reporting annually on student demand.
- Analyze labour market trends through attending industry events, newspaper research. Relay information to students and staff through e-newsletters.

Supervision Received

Reports to the Dean, Faculty of Management. Works independently on major programs with performance evaluated against set objectives and targets.

Supervision Given

No direct supervision given, but Coordinators are authorized to remove students from the work place for poor performance.

Consequence of Error/Judgement

Incorrect decisions can affect numbers and quality of student applicants to the program. Failure to adequately assess employers could result in students being placed in inappropriate work environments. Failure to assess and prepare students for appropriate technical work placements could result in loss of credibility of the program with industry. Failure to intervene and resolve student work placement performance problems could result in 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 loss of accreditation and or financial support.

Qualifications

Undergraduate degree in a relevant discipline. (Business or Social Sciences preferred). Minimum of four years experience or the equivalent combination of education and experience. Career Development Practitioner Certification an asset. Industry related experience, either locally or internationally, is preferred. Proficient in computer applications including MS Office, email, internet research and database management. Excellent interpersonal, marketing presentation skills, oral and written communication skills, and organizational planning abilities. Experience having developed and delivered pre-employment training programs is desired. Travel is required.



The University of British Columbia

Staff Job Postings

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Job Posting

Job ID: 13103
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level B **Business Title:** Development Coordinator, Campaign Planning
Department: Development Office
Salary: \$47,315.00 - \$56,799.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-02 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-07 **Available Openings:** 1

Job Summary

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

Organizational Status

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

Works with: UBC faculty and staff involved in fundraising

Contacts: Donors, outside community groups and organizations.

Supervises: No supervisory responsibilities

Work Performed

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



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Staff Job Postings

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

Supervision Received

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

Supervision Given

None.

Consequence of Error/Judgement

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

Qualifications

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

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Job Posting

Job ID: 13104
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level D **Business Title:** Development Officer, Campaign Planning
Department: Development Office
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-11 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-07 **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

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



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Staff Job Postings

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

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

Supervision Received

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

Supervision Given

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

Consequence of Error/Judgement

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

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

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

Qualifications

Undergraduate degree in a relevant discipline. A degree in commerce, marketing or economics would be an asset. Minimum of three years experience or the equivalent combination of education and experience. 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 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.

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Job Posting

Job ID: 13098
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Investment,Finance & Insurance
Classification Title: Invest,Finance&Insur, Level B **Business Title:** Analyst, Strategic & Decision Support
Department: Treasury
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-03 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-07 **Available Openings:** 1

Job Summary

Strategic & Decision Support is responsible for decision support, business process re-engineering, evaluating business plans, translating the strategic plan into financial scenarios and presenting recommendations to Executives, the Board of Governors, Deans and Department heads with efforts to materialize the operational effectiveness initiatives, strategies and objectives of the institution. The area is also responsible for identifying strategic initiatives that will be documented, developed, implemented and tracked with clear goals to drive change, address deficit scenarios and focus on financial best practices.

Financial Analyst supports strategic financial planning by providing complex mathematical and financial modelling, detailed financial reports, supporting analysis and research, assisting with business process review, referenced for decision making purposes within the University's \$1.9 billion budget. This position performs business scenario analysis, and provides support in terms of annual financial budgets and the business plans required by the Board of Governors.

Organizational Status

Reports to Senior Manager in Strategic & Decision Support. Provides project support to SDS managers and Senior Managers, and Director. Regularly interacts with other managers and directors throughout the University on a project basis, led by SDS Director, senior managers, or managers. Works in an office environment with frequent deadlines on multiple projects that may require flexibility in work hours.

Work Performed

- Assisting in building complex mathematical and financial models for a broad range of University and department strategic initiatives. The financial modelling will be prepared as required to assess the financial viability and impact of new and existing strategic initiative projects.
- Analyzing, preparing and assisting in preparing forecast results for current and future years by building assumptions, coordinating input from various sources and compiling results.
- Assisting in the development, analysis and generation of comprehensive financial reports and supporting analysis for key concerns of senior management.
- Researching and reporting on various finance issues and the potential impact on University programs.
- Analyzing financial results for accuracy; investigating suspect data and making adjustments.
- Assisting in the planning of capital budgets, schedule of capital maintenance, and project costing.



- Performing ad-hoc analytical reporting.
- Assisting with business process re-engineering by contributing to business process review and analysis to determine needs and identify deficiencies.
- Extracting data and generating financial reports by using Peoplesoft, FMS nQuery and FMS nVision Query as required.
- Assisting in creating, monitoring and assessing key performance indicators and reporting as required.
- Identifying improvements to financial policies and procedures and the financial reporting system to provide increased efficiency, effectiveness and useful data for improved decision making.
- Assisting with the preparation of Board reporting and presentations as required.
- Researching and working on special financial projects as assigned by the Director, Decision Support.
- Performing other related duties as required with the position.

Supervision Received

Works under the direction of Senior Manager in Strategic & Decision Support. Work is reviewed in terms of adherence to University policy, legal and financial obligations.

Supervision Given

This position currently has no direct reports, however may supervise clerical staff and student workers.

Consequence of Error/Judgement

As a member of the Treasury group, consequence of error impacts the planning, decision making and financial viability of the departments, the units and the staff. Inaccurate financial modelling, projections and forecasts may lead to mismanagement of resources, which could result in significant financial losses and a negative reputational impact.

Qualifications

Masters degree in a related discipline or law degree and 2nd or 3rd year standing in a recognized accounting program. A related university Master's degree, preferably in the area of economics, finance, commerce or accounting. Completion of an MBA, MPA, or a professional accounting designation (CA, CGA, CMA) is an asset. A minimum of 7 years of experience or the equivalent combination of education and experience. Minimum of 7 years experience or the equivalent combination of education and experience, specifically in a financial role with similar scope and accountability. Financial modelling, analytical and planning experience required. Knowledge and expertise in complex and technical financial concepts. Knowledge of accounting systems, project financing procedures and financial instruments. Advanced knowledge of computer software applications (primarily Excel and Microsoft product platform). Effective verbal and written communication, report writing, interpersonal, problem-solving, planning, and organizational skills. Ability to work with a high degree of accuracy, analyze and extract complex data to produce business, statistical and financial reporting. Ability to think strategically, grasp complex business and financial theories, identify key information and issues and suggest viable options as required. Ability to work under pressure and adapt to changing priorities, multi-task, and meet deadlines. Ability to work both independently and in a team environment. Ability to build relationships at all levels of the department, and the University.

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Job Posting

Job ID: 13044
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Business Operations Mgmt
Classification Title: Business Operations, Level A **Business Title:** Theatre Manager at CIRS
Department: UBC Sustainability Initiative
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Part-Time (60%)
Desired Start Date: 2012-07-02
Job End Date: 2012-12-31 **Possibility of Extension:** Yes
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-08 **Available Openings:** 1

Job Summary

The Centre for Interactive Research on Sustainability (CIRS) BC Hydro Theatre Manager is part-time position (3 days a week) six month term with the possibility of extension. The manager will facilitate use of the Theatre by a variety of types of user groups and assist in transitioning the facility from the design-build phase to self-sufficient operations.

The BC Hydro Theatre in CIRS is a cutting edge "decision theatre" type venue: a reconfigurable black box theatre, with interactive IT equipment to engage modelling visualization software. It's main function is a dry lab for research and educational purposes, but it is also available for other types of events. As part of CIRS, it's academic mandate is to serve as a living laboratory and an agent of change for accelerating sustainability in the greater community, as such the Theatre is an interdisciplinary facility available for use by both UCB and non-UBC groups.

The UBC Sustainability Initiative builds on UBC's position as a leader in campus sustainability, and works to reinforce the University's goal of providing an exceptional learning and research-rich environment that advances global citizenship and a civil and sustainable society. With a focus on deeply integrating existing academic and operational efforts in sustainability and generating new opportunities, the USI fosters collaboration within and outside UBC, and across all disciplines, to fulfill its mission. The USI consists of four groups: a central office; Teaching and Learning; Research and Partnership; and an Operational Management Group.

Organizational Status

This position reports directly to the Associate Director of the UBC Sustainability Initiative in consultation with the Director of Collaborative for Advanced Landscape Planning. Works closely with other USI team members and CIRS building inhabitants. Liaises with faculty, staff and sustainability partners.

Work Performed

- Facilitates general use of the BC Hydro Theatre and the transition to a fully self-sufficient facility
- Liaises with researchers and educators within CIRS and UBC to optimize function of the Theatre
- Develops, documents, and implements standard protocols for facility, equipment and computer system use, in partnership with other USI staff and CIRS researchers
- Works with USI and CFIS development office to secure continual funding for Theatre operations, including for extension expansion



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of manager position

- Provides instruction, as well as technical and logistical support for user groups, including physical and digital reconfigurations
- Organizes demonstrations of the Theatre capabilities, focusing on the interests and expertise of different groups
- Advises and trains users on Theatre equipment and software
- Coordinates USI staff in bookings, billing and contracts
- Monitors maintenance and repairs of equipment and infrastructure, including establishing and maintaining contracts with suppliers servicers
- Documents lessons learned from user engagements to continually improve Theatre functions
- Ensures work is performed in a safe and responsible manner
- Ability to work a flexible schedule, including possibly work evenings and weekends

Supervision Received

Works under the general direction of the Associate Director of USI, however, responsibility lies with the person in this position to prioritize workflow and complete tasks independently and in a timely manner, while providing regular updates. Additional review of work performed will be conducted by other USI staff and CIRS researchers familiar with the design and function of the BC Hydro Theatre.

Supervision Given

This position includes training and management of users on the facility equipment and systems, as well as some training and coordination with an AV Support Technician. This position may include management of work-study students.

Consequence of Error/Judgement

Work requires judgement and initiative, as well as a willingness to learn new things and adapt to new situations, while working under broad guidelines. The person in this position is expected to function by exercising high degrees of maturity and autonomy. This position impacts relationships within the University and with community, government, industry and other organizations that are vital for UBC.

Poor decisions, errors or failure to complete tasks could result in material damage, financial loss, legal liability and damaged reputation.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Research experience, in sustainability or social science related fields would be an asset. Ability to create accurate, clear, and comprehensive software documentation. Ability to assist in testing troubleshooting of hardware and software Ability to prepare graphic design materials in various media, such as Adobe Suite or similar Knowledge of relevant visualization and design software, including but not limited to ESRI products, such as ArcGIS; Autodesk products such as LandXplorer, Infrastructure Modeler, and 3D Studio; Google products, such as GoogleEarth and Google SketchUp. . Knowledge of audio visual and computer hardware Ability to prepare complete, concise, and understandable technical documentation. Ability to perform technical writing and editing duties. Ability to communicate effectively verbally and in writing. Ability to train or teach Theatre users. Ability to develop and deliver effective presentations and workshops. Ability to effectively manage multiple tasks and priorities. Ability to deal effectively with a diversity of people. Ability to work effectively independently and in a team environment. Ability to assist clients in identifying appropriate courses of action. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Experience with public engagement and event planning or theatre arts would be an asset Physical ability to perform the duties of the job. (e.g., lifting, standing, working at heights, operating a lift, moving heavy equipment)



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Job Posting

Job ID: 12733 (Repost)
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Facilities Planning & Engineer
Classification Title: Facilities Planning, Level D **Business Title:** Transportation Engineer
Department: CampusCommPln-Transportation
Salary: \$73,448.00 - \$91,809.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-05-07 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

The Transportation Engineer will provide transportation engineering expertise to Campus and Community Planning, as well as allied units. This includes: development and implementation of transportation programs, provision of transportation engineering advice in the development of programs related to transportation infrastructure (e.g. the road network) managed and implemented by other units, and management of transportation related permitting processes for construction and other work at UBC Vancouver. This individual will also work closely with the Associate Director, Infrastructure and Services Planning in ensuring that plans for new infrastructure and facilities at the UBC Vancouver campus address transportation related issues. The Transportation Engineer will contribute to the design, construction and maintenance of infrastructure on campus. In carrying out this position's responsibilities, the incumbent will carry out research, analysis, investigation, conceptual design, evaluation, quality control and will review prepare technical reports and correspondence. The Transportation Engineer will work with the Transportation Planner to develop transportation plans, providing technical data and engineering analysis, and will also participate in a variety of other assignments in coordination with various planning and engineering-allied units (Plant Operations, Utilities, Parking and Campus Security, UBC Properties Trust and Treasury). The Transportation Engineer will work closely with UBC' partners and neighbours, including the University Neighbourhoods Association, MOTI Metro Vancouver, City of Vancouver and TransLink. This position will require work outside regular hours.

Organizational Status

This position reports to the Director, Transportation Planning, in UBC's Campus and Community Planning unit.

Work Performed

- 1) Review traffic and transportation impacts associated with both long-range planning and development proposals on campus. This includes analysis of permit applications, interpretation of multiple and complex policy regulation documents, coordination of multi-stakeholder review, including UBC administrative, academic, campus and community interests, and negotiation of changes with applicants as appropriate.
- 2) Lead or participate, as appropriate, in the development of transportation infrastructure and services plans (from campus wide to specific sub-areas), including options for transit services and facilities on campus, road network plans and designs, and parking supply, utilization and management issues. These are often multi-year programs that require coordination of numerous departments of the University as well as outside agencies, including the Ministry of Transportation and Infrastructure, TransLink and or Coast Mountain Bus, who might have the lead.



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- 3) Working with the transportation planner, provide technical data and engineering analysis to develop, implement and monitor transportation plans and find solutions to issues that might arise during these processes.
- 4) Assist in the development, review and evaluation of plans for roadways, greenways, traffic calming, bike-ways, lighting, signage, and wayfinding.
- 5) Review and evaluate projects for compliance with the University's policies and development standards for physical accessibility to campus buildings and public realm greenways, including bicycle, transit and parking facilities. Participate in the development of solutions to improve compliance.
- 6) Participate in the creation of transportation policies and procedures in lieu of by-laws to address the University's needs for municipal administration.
- 7) Provide technical data and engineering analysis and support related to the implementation of the Main Campus Plan and other land use plans. Act as the department's representative on transportation related infrastructure and services matters on working committees as required.
- 8) Provide technical data and engineering advice regarding the compliance of individual land use development proposals with overarching transportation plans and other relevant statutes and regulations, and develop recommendations and strategies to secure compliance as needed.
- 9) Handle enquiries and provide professional engineering advice to other agencies, applicants, university departments, the campus community and the general public regarding specific applications, application procedures, or approved land use and transportation policies at UBC. Communicate infrastructure planning and implementation policy.
- 10) Conduct research to collect technical data, develop and prepare technical reports and provide engineering analysis and recommendations on various policies, programs and projects, as required to address transportation issues and opportunities.
- 11) Oversee annual transportation counts and preparation of annual transportation reports for UBCV and UBCO.
- 12) Participate in community meetings and open houses to secure input on specific projects as appropriate and or provide transportation engineering expertise at Campus and Community Planning meetings and open houses.
- 13) Perform other duties as required.

Supervision Received

Works with a high degree of independence under the general direction of the Director, Transportation Planning, Campus and Community Planning.

Supervision Given

May supervise several resource people and coordinate several issues at any one time. Will manage the work of consultants. Will undertake field inspections and provide oral and written advice and recommendations. Will also coordinate efforts of department staff as required.

Consequence of Error/Judgement

The Transportation Engineer is responsible for engineering advice related to transportation infrastructure planning and construction activities related to the use and development of the UBC campus lands. The incumbent will influence allocation of funding in certain areas within project budgets of several million dollars. 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. Recommendations and decisions ensure quality and safety of the campus road network and its links to Ministry of Transportation and Infrastructure and City of Vancouver roadways and the provision of transit services by TransLink.

Qualifications

University degree in a specialization, e.g., Architecture, Engineering, Community Planning, etc.. Eligibility for membership in a professional Institute or Association. A University degree in Civil Engineering and registration as a Professional Engineer with



the Association of Professional Engineers and Geoscientists of BC. A specialty in transportation engineering is desirable. A minimum of 8 years of experience in related architectural and planning experience including experience with major construction or renovation projects or the equivalent combination of education and experience. Minimum of 8 years related experience including transportation planning and engineering, capital planning, regulatory processes and the ability to develop strategic long-term and short-term plans, preferably within local government or similar organizations. Experience in transportation, improvements in the public realm as well as bicycle, greenway infrastructure, parking, transit facilities, and physical accessibility is preferred. Your comprehensive understanding of civil engineering principles and thorough understanding of sustainable development theory and practice will aid in your effective presentation and written communications skills as well as your ability to collaboratively solve problems with stakeholders. Familiarity with British Columbia's transportation related legislation and regulations and the TransLink planning context would be an asset. Position demands a high degree of versatility. Interpersonal, organizational and analytical skills should be evident. Candidate should have supervisory ability, high degree of judgement and initiative, and skills necessary for handling confidential information. Position requires a strong ability to communicate clearly and concisely orally (including presentations) and in written and electronic formats. Must be able to write technical reports and have a comprehensive understanding of civil engineering principles and have a thorough understanding of sustainable development theory and practice. Ability to work under pressure and meet deadlines is critical.

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Job Posting

Job ID: 13111
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Graphic Design & Illustration
Classification Title: GraphicDesig&Illustr, Level C
Business Title: Digital Communication Designer - Web and Motion
Department: Public Affairs
Salary: \$55,187.00 - \$66,252.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-02
Ongoing: Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-15
Available Openings: 1

Job Summary

BACKGROUND

The University of British Columbia's brand platform reflects "a place of mind" UBC's status as a Tier One research-intensive university; an inspiring place where open thought and open speech can open doors to thinking that can change the world. As the centralized communication authority, UBC Public Affairs provides leadership for the university's institutional-level media and branding initiatives. Within this framework, the strategic design group leads core creative strategies that strengthen UBC Brand equity across a broad range of communication and marketing channels. The Digital Communication Designer (Web and Motion) is one of two closely allied design hybrid positions in Public Affairs design studio that share a foundational job description; the other is Communication Designer (Digital and Print).

JOB SUMMARY

The Digital Communication Designer (Web and Motion) responds strategically to complex challenges using design thinking to identify and deliver creative communication solutions with system-wide relevance. The role requires a senior web motion designer with solid graphic design experience for institutional clients and proven expertise in the design of compelling digital media and motion. Working on the MAC OSX platform, the Digital Communication Designer will further develop, build and implement design web and motion assets to create a vibrant and unified visual identity system that supports existing communication and marketing objectives, and strengthens university engagement through digital channels including: web, mobile and social media. This position collaborates with cross-functional design to create interactive solutions. As a member of the UBC Public Affairs team, the Communication Designer works with marketers, writers, programmers, interaction and motion designers, UX positions and digital producers.

Organizational Status

Reporting to the Public Affairs Design Manager as creative director, the role works within the design group to deliver functional leadership for institutional level branding initiatives through consultation with both internal and external stakeholders.

Work Performed

MAJOR RESPONSIBILITIES

The role's primary responsibility is first, to develop, design, and deliver digital tools and resources that increase faculty, staff and vendor adoption of UBC Brand assets and second, to strengthen UBC's Tier One profile by creating a powerful UBC Brand.



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The university's mandate for sustainable communications practices embraces digital solutions in lieu of print applications wherever appropriate. Within the fast-paced Public Affairs environment, the role designs and manages multiple marketing and communications projects, and related deadlines. Collaborating closely with cross functional teams based in Web Mobile, Brand Marketing, and Media, the Digital Communication Designer conceptualizes, designs and implements a unified visual system and ensures that major communication initiatives are aligned with the strategic objectives of the university. The Digital Communication Designer is comfortable in moving from concept, to layout, to production in creating web ready designs. The role works with the Communication Designer (Digital and Print) and the Web Manager and web team front-end coders and interaction designers to create strong graphic solutions for design layer skins that translate to workable solutions for web and interactive applications.

WORK PERFORMED

Digital Communication Designer supports the university's communication and marketing initiatives at an institutional and reputational level. Public Affairs strategic design projects primarily focus on two areas: the UBC Brand and UBC Media.

UBC Brand

As a member of the strategic design group, the Digital Communication Designer is responsible for designing an integrated visual identity system for the university and for translating that system into user-friendly tools and experiences that support adoption of the UBC Brand.

Through the development of interactive technologies like animated and video artwork for the web, the designer creates visual components, web and motion assets for the visual identity system applications that facilitate a user-friendly experience. Projects may include commercials, movie clips, training video, stand-alone presentations, trailers, title sequences and post-production work. The Digital Communication designer should excel in creating production ready mock-ups and design for web development standards. The position will focus on the front end design layer, but will work collaboratively with other Web team members with programming the underlying HTML and CSS code.

A systems thinker, the designer applies best practices in the development, writing, design and implementation of print, digital, web and environmental projects in five main branding areas:

1. The design of UBC ID Elements and Visual Assets
2. The design and promotion of UBC Brand Applications in major project categories (i.e. Publications, Livery and Signage) across digital, web, motion, print and environmental channels
3. The design of UBC Brand System Templates (i.e. Stationery and Digital Signage)
4. The writing and design of related print and online User Guidelines
5. The development and delivery of related Presentations, Workshops and Training

UBC Media

The Communication Designer designs print and digital publications including HTML newsletters and web pages for UBC Reports, Year in Headlines, UBC This Week and the Daily Media Summary. Tasks include the design, layout, typesetting, proofing, art direction, prepress artwork and production of related info graphics and digital assets for the web and digital signage. UBC Media channels supported include: ubc.ca, the online newsroom, the UBC Experts Directory, Public Affairs institutional advertising and aplaceofmind.ca.

Supervision Received

The position reports to the Design Manager, who leads overall strategic and creative direction. As a member of the strategic design group, the Communication Designer is expected to collaborate in brainstorming and iterative processes that generate robust strategies, and to further translate these communication strategies into vibrant design solutions. The designer variously collaborates to find strong design solutions and then manages scheduling and deadlines, and executes coordination, production and delivery of assigned projects with minimal supervision.

Supervision Given



This position provides functional leadership as required to both cross-campus users and external consultants in the training, adoption and use of UBC Brand assets, templates, guidelines and related marketing and communication strategies. As required, the Communication Designer works with vendors and consultants in the coordination, development and delivery of projects.

Consequence of Error/Judgement

The Communication Design positions provide strategic communication and marketing consultation with institution-wide relevance to both internal and external audiences. Responsible conduct, professionalism and sound judgement are integral to the role. The consequence of error associated with this position is serious in that poorly executed strategies could have a negative impact on the reputation of the university.

Qualifications

Post-graduate degree in a relevant discipline. Post-graduate degree in Communication Design, Interaction Design, Media, Communications or a relevant discipline. Minimum of four years experience or the equivalent combination of education and experience. Minimum of four years experience, or the equivalent combination of education and experience. Communication Design and Technical Skills

- Excellent design portfolio
- Strong strategic thinker

Demonstrates high-level conceptual thinking and creative abilities

- Shares a passion for creating visual systems
- Demonstrates expert working knowledge of current Mac-based design software (Adobe Creative Suite: InDesign Photoshop Illustrator Acrobat, Microsoft Word and PowerPoint)
- Understands branding systems and how to work within a graphic system
- Designs with a clean, functional design aesthetic
- Demonstrates expert knowledge of typography
- Executes all projects using layout grids
- Understands design principles and adheres to complex specifications during implementation
- Engages in a dynamic collaborative creative process with the team by providing multiple concepts, offering feedback, posting work and actively participating in brainstorming sessions, informal critiques and reviews
- Provides design development for projects through ongoing and meaningful iterations
- Demonstrates strong marketing and creative skills for generating opportunities and ideas
- Executes print online advertising and promotions
- Integrates writing with design solutions
- Writes brand guidelines and documentation
- Estimates scope of work and timelines
- Liaises with suppliers for proposals, quotations, samples, etc.
- Demonstrates strong analytical skills
- Coordinates and manages complex projects from Creative Brief to delivery

Effectively executes multiple projects simultaneously

- Designs and writes communication tools using PPT PDF interaction for proposals, presentations
- Delivers presentations, training and workshops where appropriate
- On a rotating basis, collaborates in the following: the design and layout of UBC Reports within the existing style framework, coordinates photo shoots, art directs feature photo shoots, edits photos, collaborates with editor and writers, coordinates proofing and editing process, provides production artwork, makes all corrections, uploads files and approves printer's proofs
- Follows and advances studio protocols for file filing, searches, archiving and retrieval
- Participates in client meetings
- Attends UBC Communication Cardinals and PA events.

. Motion Design Skills



- Produces creative motion design products
- Designs highly interactive and dynamic websites and motion projects
- Creates expert high-end motion design products
- Embraces new design, video and audio technologies
- Demonstrates solid understanding of 2D 3D animation and audio and video compression techniques
- Demonstrates proficiency in all or some combination of After Effects, Cinema 4D, Final Cut Pro, Flash, Photoshop and Premiere Pro
- Demonstrates expert video, photo-retouching and or illustration skills.

. Web Development and Technical Skills

(primary responsibility for design skills, programming will be supported by web team)

- Collaborates closely with the Communication Designer (Digital and Motion), front-end coders, web and interaction designers to create strong graphic solutions for design layer skins that translate to web and interactive applications
- Demonstrates working knowledge of HTML 5 XHTML and CSS 3
- Demonstrates working knowledge of best web practices, particularly with W3C standards
- Demonstrates working knowledge of Wordpress and or Drupal
- Evaluates designs based on usability and influence
- Collaborates on working prototypes for customized web applications
- Keeps current on best practices and trends
- Gathers feedback on usability of design solutions
- Demonstrates excellence in the production of high quality work for interactive touch-points and digital channels
- Demonstrates occupational experience working as a web designer
- Provides creative and interactive front-end solutions for navigation, layout, and design elements.
- Slices design mock-ups and wireframes and creates functional models
- Works closely with the Web Interaction Designer and makes recommendations with ongoing feedback on good web usability practices
- Experience with cross-browser and OS compatibility
- Understanding of search optimization techniques
- Provides soft technical MAC support as required for design presentations and events.

. Communication and Administrative Skills

- Speaks English fluently and possesses excellent verbal, written communication and interpersonal skills
- Keeps accurate work records, manages time effectively and meets ongoing deadlines
- Demonstrates solid experience with corporate and or institutional branding
- Thinks and plans strategically
- Effectively presents and defends concepts
- Articulates design and communication strategies
- Demonstrates strong speaking and presentation skills
- Plans and manages projects including budgets, critical paths and reports as required
- Writes clear brand guidelines, design briefs and user documentation as required
- Professional experience in a post-secondary institution or similar environment (would be an asset)
- Knowledge of the UBC, its policies, goals, mission, and issues (would be an asset)
- Knowledge of the UBC Brand and university communications (would be an asset).

. Soft Skills

- Exhibits meticulous work habits and a keen attention to detail
- Works as a team member and to takes direction
- Works effectively with all levels of university personnel, including senior administration
- Exercises a high level of diplomacy, tact and discretion when working with information of a confidential sensitive nature and in dealing with various levels of faculty, staff and students
- Shows interest in new software updates, developments and emerging trends in design practice with an eye towards extending the university's reputation and finding new opportunities for communication



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- Collaborates with, educates and advises colleagues on software, trends and best practices
- Enjoys recognition through industry awards for design or related creative areas (would be an asset)
- Maintains professional industry accreditation and affiliations (would be an asset)
- Demonstrates Design Firm and or Advertising Agency experience (would be an asset)

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Job Posting

Job ID: 12987
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level A **Business Title:** Recruitment and Graduate Admissions Officer
Department: Nursing, School of
Salary: \$40,565.00 - \$48,697.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-08-06 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

This position oversees recruitment for educational programs in the School of Nursing and admissions for all Graduate Programs. Develops recruitment strategies, and implements recruitment activities. Liaises with the Faculty of Graduate Studies related to admission of graduate students. Liaises with institutions outside of the University related to recruitment. Provides guidance to students and faculty on graduate program applications and admissions procedures. Responsible for the administrative requirements of all admissions procedures and records.

Organizational Status

The Recruitment and Graduate Admissions Officer reports to the Manager, Student Services and receives direction from the Associate Director of Graduate Programs. Works in coordination with the Undergraduate Admissions Assistant and the Records Assistant, and with other staff in the Student Services Office and the Administrative Office of the School. Interacts with faculty, staff, students and prospective students. The incumbent is also a key liaison with the Faculty of Graduate Studies Student Academic Services Unit and other university and government agencies.

Work Performed

Recruitment

- Develops recruitment plans and strategies in collaboration with the School's Program Coordinators and the Associate Directors.
- Oversees the student recruitment events.
- Develops student recruitment materials.
- Ensures that annual recruitment targets for students are met.
- Represents the faculty at career fairs and other recruitment events

Admissions

- Evaluates all aspects of applications made to graduate programs, including degree requirements, eligibility, transfer credits, exchange program credits, registration and academic policy, English language proficiency scores and Graduate Record Exam scores when applicable. Perform complex evaluation of both domestic and international transcripts for admission and scholarship requirements.
- Manages the admissions database to track and monitor application files, and streamlines and updates related procedures and



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policies (may require liaising with programmers and IT managers).

- Manages online application system and materials, including setting application deadlines, and all paper-based materials for all applications
- Prepares applications files for review by Admissions Committees by ensuring that applications are complete, deadlines are met, remediating data errors, collating documents and following up on missing information.
- Manages the adjudication and recommendation for admission processes for all applications.
- Liaises with the Faculty of Graduate Studies, and other UBC departments out of the School on all aspects of admissions and recruitment.

Advising Students

- Advises and provide clear, professional, and accurate consultation to prospective and current students on a wide variety of issues including: university admission and academic policies and requirements, university student services, program procedures and academic schedules
- Advises applicants about courses required before entering, prerequisites, courses that are required during their Program and courses available either within the Program or outside the Program.
- In collaboration with the MSN, MN and PhD Coordinators, develops strategies for connecting MSN, MN and PhD students with faculty-advisors and potential supervisors.
- Plans and develops and implement a comprehensive orientation program for new students.
- Develops graduate programs orientation manuals for students.

Student Academic Services & Program Operations

- Prepares Graduate Program reports, statistics, and produces other internal and external reports as needed.
- Provides status updates and advice to the Associate Directors Graduate Programs on a wide variety of recruitment and admissions issues.
- Ensures compliance with UBC policies.
- Works closely with the three Graduate Program Coordinators and Associate Director of Graduate Programs to identify and resolve recruitment or admissions issues.
- Works closely with the Manager and other staff of the Student Services Offices in developing, implementing and updating program policies and procedures.
- Oversees revisions to admissions requirements in the Graduate Programs Section of the Calendar.
- Updates the School of Nursing website re: recruitment and admissions information
- Organizes Graduate Student research events such as poster competitions, research presentations, and other graduate program events.
- Makes recommendations and implements improved processes to enhance efficiency of admissions operations.
- Represents the School in committee meetings on behalf of the Program Coordinators or the Associate Director of Graduate Programs.
- Performs other duties as required in the day-to-day operations of Student Services.
- Trains and manages work study students and volunteers.

General

- Serves as the designated back-up to the Manager, Student Services.
- Performs other duties as required.

Supervision Received

The incumbent is expected to work independently under the general guidance of the Manager Student Services, the Associate Directors and the MSN, MN, and PhD Program Coordinators.

Supervision Given

Manages work study students and volunteers.



Consequence of Error/Judgement

This position plays an important role in the management of one of the largest and most culturally diverse graduate programs at UBC and has a direct impact on its quality and services. Decision-making requires the application of systematic and organized methods and procedures, and is based on thorough knowledge of the policies and procedures of the University and in particular the Faculty of Graduate Studies and the School of Nursing. The incumbent exercises a high level of judgment and must demonstrate professionalism, tact and discretion. Consequence of error is high and incorrect actions or decisions may damage the careers of students and may lead to appeals that could negatively affect the reputation of the program, the School and the University. The incumbent represents first impressions of the School and its graduate programs. Graduate students represent an elite client group whose satisfaction impacts the financial viability of the School. Poor decisions on service delivery could adversely impact the School.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of one year experience or the equivalent combination of education and experience. Experience in a university or college environment preferred. - In-depth knowledge of Faculty of Graduate Studies and School of Nursing admission policies and procedures. - Professional, advanced written and oral communication skills, as well as excellent organizational, and interpersonal skills are essential. - Advanced ability to produce reports and written materials. - Ability to represent the School and its graduate students effectively to academic and administrative units across campus, in addition to external agencies. - Proven interpersonal skills with a strong customer service attitude. - Expert time management and work prioritization skills and ability to consistently meet deadlines. - Self-motivated. - Demonstrated ability to multitask or coordinate numerous projects simultaneously while operating in a demanding client-focused environment. - Demonstrated ability to work under pressure, resolve problems, and take initiative, exercise tact and good judgment. - Pro-activeness in approach to problem-solving and ability to envision consequences of decisions beyond immediate issues. - Ability to identify potential problem areas and to develop and implement effective solutions. - Ability to work independently, with minimal supervision, as well as part of a team. - Genuine interest in graduate student development and research in the School of Nursing. - Advanced proficiency in Word, Excel and Access, and a strong comfort level with adapting to new technologies. - Familiarity with university student systems including SynApps, SISC and FSC. - Sensitive to dealing with faculty, students and staff in a multi-cultural context.

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Job Posting

Job ID: 13030
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level B **Business Title:** Manager, Student Services
Department: Nursing, School of
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-23 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 1

Job Summary

The Manager is responsible for yearly planning and the day-to-day operations of the student services office in the School of Nursing, and managing the staff working directly on admissions, records, progressions, awards and scholarships, and clinical placements. The incumbent is responsible for devising and implementing new strategies, procedures and approaches for all administrative processes related to student services.

The Manager is directly responsible for managing and tracking graduate student progressions through the programs, and for the School of Nursing (SON) student awards and scholarships program and student financial advising.

Organizational Status

Reports to the Associate Directors, Undergraduate and Graduate Programs. Works with School, staff, and students in the School. Acts as a key liaison with the School of Studies Awards Unit and other university, government and industry funding agencies. Supervises and trains support staff, temporary staff and student assistants.

Work Performed

Manager

- Responsible for streamlining the administrative processes and paperwork which relate to all aspects of undergraduate and graduate programs management.
- Manages the workflow of student services, ensuring that strategic plans and academic initiatives are met.
- Supervises the production of periodic reports and updates on undergraduate and graduate programs for the Associate Directors, and for School and Department reviews.
- Represents the School in committee meetings on behalf of the Associate Directors.
- Manages and implements administrative work plans and timelines, delegates tasks and evaluates administrative staff performance. Coordinates and delegates the administrative workflow of the unit.
- Hires, trains, manages coaches, disciplines and terminates staff as required.
- Develops and implements strategies and administrative staff training initiatives to ensure effective staff orientation, team building and ongoing development. Counsels staff on development within and beyond their present positions
- Identifies problems and concerns with the current undergraduate and graduate programs administration and develops corrective



policies and procedures for action by the Associate Director.

- Fosters and strengthens internal communication between Associate Directors, and the Undergraduate and Graduate Nursing Students Association.

- Develops and streamlines various procedures for admissions, records, academic standing, assigning MSN thesis advisors, supervisory committee meetings, and PhD Comprehensive and Candidacy exams.

- Submits student grades on SISC.

- Liaison for the School with the Faculty of Graduate Studies.

- Works with the Faculty of Graduate Studies on pilot projects such as Graduate Supervision Handbook, FMIS SIS merged graduate awards data banks, and student data management systems.

- Provides back-up to the Manager, Operations & Finance. Provides back-up for the higher level responsibilities of the Recruitment & Graduate Admissions Officer.

- Performs other related duties as required.

Awards

- Oversees all student award competitions for the School, from application to adjudication.

- Provides expertise to the School, students and faculty members on all merit- and needs-based awards and financial aid policies and procedures applicable to School of Nursing students.

- Provides crucial information on awards about funding opportunities, policies procedures and deadlines to the School.

- Creates calls for applications for upcoming awards.

- Develops and initiates new tools forums for communicating awards information (announcements, feedback, etc.) effectively with students, staff and faculty.

- Assists the Associate Directors, Undergraduate and Graduate Programs and the Awards Committee, Undergraduate Program and School's Scholarship Committees, Graduate Program, respectively in evaluating award applications.

- Acts as liaison with all university, government and industry affiliates for administration of payment of internally- and externally-funding awards.

- Tracks annual funding for all current undergraduate and graduate students in the School and providing detailed statistical reports.

- Ensures undergraduate and graduate students are made aware of applicable employment opportunities;

- Identifies awards and funding problems and concerns of current students and develops corrective policies and procedures for action in collaboration with the Associate Directors.

- Provides financial aid counselling to current and prospective students.

- Participates in award workshops & information sessions for undergraduate and graduate students and their supervisors.

- Oversees an annual Nursing graduate student research poster competition or equivalent events.

- Develops and edits the School's Student Financial Support web pages.

- Communicates and liaises with the Applied Science Development Office, the UBC Development Office (or equivalent departments), Faculty of Graduate Studies, and other UBC departments related to awards.

- Coordinates events to honor donors who provide nursing students awards.

- Performs other related duties as required.

Graduate Student Progressions

- Communicates with the Graduate Programs Associate Director, and three Graduate Program Coordinators on all matters related to progressions issues.

- For graduate students in particular, tracks progression toward milestones such as Doctoral Comprehensive Exams, Doctoral Candidacy Exams, Final Doctoral Dissertation Exams, minimum grade requirements, etc.

- Identifies student progressions issues to the respective Program Coordinators and Associate Directors as early as possible.

- Resolves general and complex graduate student problems, often of an interpersonal nature; referring to Associate Director to unusual matters that require academic decision-making.

- Announces Doctoral Candidacy Exams, and Final Doctoral Dissertation Exams to the SON community, and the wider public.

- Initiates and completes all forms, processes and tasks related to Doctoral Comprehensive Exams, Doctoral Candidacy Exams and Final Doctoral Dissertation Exams. Ensures compliance with FOGS requirements is met.

- Initiates and completes all forms, processes and tasks related to graduate student Leaves from Program, and Extensions to



Program. Ensures compliance with FOGS requirements is met.

- Checks transcripts and files prior to Doctoral defenses to ensure that all credit and special requirements have been met. Ensures compliance with FOGS requirements is met.
- Ensures that all documents necessary for graduation have been received and processed, and that grades are submitted. Forwards confirmation of completion to the Faculty of Graduate Studies.
- Oversees revisions to progressions requirements in the Undergraduate and Graduate Section of the Calendar.
- Updates the School of Nursing website re: progressions information, including procedural information on graduate student Comprehensive Exams, Candidacy Exams, and Final Doctoral Exams.
- Organizes research events such as poster competitions, research presentations, and other graduate program events.
- Interprets and communicates program policies and procedures related to progressions to students and faculty.
- Interprets and communicates graduate programs policies and procedures to prospective and current students and faculty members.

Supervision Received

The incumbent works autonomously within general guidelines. Work is reviewed in terms of the overall effectiveness of services provided by the unit by the Associate Directors for Undergraduate and Graduate Programs.

Supervision Given

Directly manages the M&P and Union staff within the Student Services Unit.

Consequence of Error/Judgement

Re Management: The maintenance of productive dialogue with external agencies and careful management of the School's Student Services is critical to recruiting excellent students, and in relation to graduate students in particular, to building strong research programs. Errors could seriously impact the academic progress of individual graduate students in particular, as well as the School's ability to effectively manage its graduate and research programs. Ineffective management of undergraduate and graduate programs activity reflects poorly on the School. Incorrect advice to prospective students or errors in academic record evaluation could have an adverse effect on the reputation of the Faculty and University

Re Awards: Errors could seriously impact the academic progress and financial situation of individual undergraduate and graduate students, as well as the School's ability to effectively manage its graduate and research programs. Incorrect advice to prospective students or errors in award procedures could adversely affect the reputation of the School and University.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Minimum 2 years experience in a university administrative environment preferred. Effective, professional written and oral communication skills, as well as excellent organizational, and interpersonal skills are essential. Liaising with donors who provide the School with awards requires a high degree of professionalism. Demonstrated ability to work under pressure, resolve problems, take initiative, exercise good judgement, and meet deadlines. Ability to identify potential problem areas and to develop and implement effective solutions. Ability to delegate, supervise and direct workload of other staff members. Must have ability to work independently and in a team environment, and to have a genuine interest in student development and research in the School. Ability to represent the School, its research programs, its undergraduate and graduate students, and post-doctoral fellows effectively to academic and administrative units across campus, in addition to external agencies. Must be detail-oriented, a self-starter, a leader, and have the ability to deal with people at all levels in a sensitive and tactful manner. Proficiency in all programs within the MS Office Pro Suite in addition to PageMaker is essential.

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The University of British Columbia

Staff Job Postings

persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.



Job Posting

Job ID: 13082
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Student Management
Classification Title: Student Management, Level B **Business Title:** Student Services Advising Officer
Department: Faculty of Land & Food Systems
Salary: \$43,809.00 - \$52,592.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-07-01 **Ongoing:** Yes
Job End Date:
Funding Type: Budget Funded
Other:
Date Closed: 2012-06-06 **Available Openings:** 1

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

Job Summary

The Advising Officer is responsible for providing student management support (advising, career advising and orientation) for the Faculty of Land and Food Systems - its undergraduate population of over 1,100 students and its 3 degree program areas. As part of the Student Services team, the Advising Officer contributes to the overall planning and implementation of the strategic direction of the Faculty's Student Services office.

Organizational Status

Reports to the Assistant Dean, Students. Advises first and second year students and works closely with faculty advisors and directors in fulfilling third and fourth year advising and development requirements; works collaboratively with faculty, staff and various stake holders in reviewing the operation of the Land and Food Systems Student Services office; sits on both internal and external committees and contacts individuals, departments, institutions both internal and external to the Faculty and the University.

Work Performed

- Develops and organizes the operation of undergraduate advising functions including matters relating to the B.Sc. (Applied Biology), B.Sc. (Food, Nutrition & Health), B.Sc. (Global Resource Systems), as well as the Faculty's Study Abroad and Exchange Program.
- Reviews, assesses and makes decisions on student promotion (whether they proceed to the next year, enter probation, or fail and are required to withdraw) and makes recommendations for academic discipline and graduation.
- Provides information about degree programs, admission requirements, program requirements, student services and student life.
- Researches, analyzes and interprets advising and career information from various sources from both internal and external institutions, organizing it in such a way that is accurate, clear and useful to individuals with different needs (on LFS website documentation).
- Collaborates with Enrolment Services, Career Services, other Faculties (e.g. Arts, Commerce, Science, Forestry, etc.), International Student Recruitment, Student Exchange and other academic and student services units to ensure that the needs of Land and Food Systems students are understood and met.
- Provides guidance and interpretation to faculty members and program directors on the application of Faculty academic policy, procedures and requirements.



- Advises and counsels students on career options, providing information on available resources and services pertaining to career fields relevant to their areas of study. Recommends applicable courses to ensure career objectives are met within the structure of their degree program.
- Represents and promotes the Faculty in connecting with both internal and external agencies such as Career Services, corporate partners, other academic institutions and government ministries in the posting of employment and volunteer opportunities for students.
- In coordination with Career Services, develops and facilitates workshops tailored to the specific needs of the undergraduate population within the Faculty on applicable topics such as job preparedness, effective resumes, interview skills and networking.
- Acts as a resource person for the joint Co-op Program, referring students to the appropriate office people.
- Collaborates with the Community Based Experiential Learning (CBEL) Coordinator in organizing the Faculty's involvement in the Career Fair, determining logistics and implementation.
- Participates in planning and implementation of university-wide events (i.e. Imagine UBC, Counselors Info Day, etc...) such as orientation sessions, speaker series and presentations geared towards the diversity of the LFS student population, parents and counselors, while also representing and promoting the Faculty. Topics are developed in conjunction with other faculties and central student service providers.
- Facilitates both the academic and personal transition of incoming undergraduate students from secondary to post-secondary systems by providing both the students and parents with the necessary information and tools on the process and their respective roles.
- Interprets student feedback data from events and makes recommendations for future direction
- Attends meetings of higher level Faculty representatives on behalf of the Assistant Dean - Students when necessary.
- Performs other duties as required.

Supervision Received

Works independently, receiving guidance from the Assistant Dean, Students on unusual and complex matters.

Supervision Given

May direct the work of temporary student workers assistants.

Consequence of Error/Judgement

Misinterpretation of University and Faculty policies could cause students serious difficulty in attaining their educational objectives and future career goals. Advising decisions directly affect the quality of student undergraduate experience. Poor performance in this position would contribute to inefficient operation, low quality of service being provided by the Student Services office and poor relationships with high school and University staff and students. This in turn affects the reputation and credibility of the Faculty and the University thereby affecting the recruitment and retention of students.

Qualifications

Undergraduate degree in a relevant discipline. . Minimum of two years experience or the equivalent combination of education and experience. Related experience in a post-secondary student services setting (UBC experience preferred). Knowledge of University policies and procedures related to academic advising and student management. Ability to effectively use MS Office, SISC and FSC at an intermediate level. (e.g., Outlook, MS Word, MS Excel) Ability to prioritize and work effectively under pressure to meet deadlines. Ability to adapt to changing priorities. Ability to analyze and interpret data, determine implications, and provide recommendations Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Effective conflict resolution skills Ability to approach interactions with an awareness of sensitive issues. (e.g., issues concerning specific cultures). Ability to exercise tact and discretion when handling sensitive and or confidential matters with both domestic and international students. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment.



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Staff Job Postings

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Job Posting

Job ID: 13121
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 1 **Business Title:** Research Asst/Tech 1
Department: Medical Animal Facility
Salary: \$ 18.52 - \$ 19.43 (Hourly)
Full/Part Time: Part-Time
Desired Start Date: 2012-07-02
Job End Date: 2013-06-28
Funding Type: Self Funded
Other:
Date Closed: 2012-06-14 **Available Openings:** 2

Job Summary

Facility maintenance and cleanliness, sanitizing of caging and equipment, cage preparation, and autoclaving cages. Maintaining daily care of the laboratory animals; feeding, watering, cage changing, sanitizing animal rooms, and equipment. Observations of animal and collection of data, documentation, utilization of standard operating procedures in compliance with ARU, JBRC, UBC, and CCAC regulations.

Organizational Status

The position will work in conjunction with other technicians and will report to the Facility Manager.

Work Performed

- Processing of cages, bottles, racks and other equipment (ex. dumping dirty cages, putting cages and equipment through the cage washer, filling clean cages, preparing (sterilizing) cages.
- Daily care of the laboratory animals, husbandry, and observation of health status, working under guidelines and standard operating procedures in compliance with CCAC regulations.
- General upkeep of the facility, sanitizing disinfection, and disease control.
- Record keeping and documentation of room conditions, pest management, food and bedding receiving and general maintenance, etc... Must be able to follow standard operating procedures with attention to detail.
- Changing and sanitizing animal cages, bottles, racks, and other equipment; using cage washer, autoclaves, and other such equipment.

Supervision Received

The incumbent will work under little supervision in direct consultation with the Facility Manager.

Supervision Given



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Not applicable.

Consequence of Error/Judgement

Procedures for the proper sanitation of the facility, caging, and equipment must be followed to ensure the health status of the animals are maintained. Judgement must be exercised to alleviate pain or suffering by the animals. The facility Manager oversees work; incorrect decisions could result in the deterioration of animal health and or disruption or ruination of a research study.

Qualifications

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

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Job Posting

Job ID: 13106
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: Biomedical Research Centre
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-15
Job End Date: 2013-06-14 **Possibility of Extension:** Yes
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-08 **Available Openings:** 1

Job Summary

To work within the Rossi Laboratory at the Biomedical Research Centre performing research, participating in training and in laboratory maintenance.

Organizational Status

Reports to the principal investigator (Fabio Rossi) and or to a direct supervisor of his choice.

Work Performed

The successful applicant will be working with experimental animals (mice). She he will be harvesting and processing tissues, sectioning, performing immunofluorescence staining, multicolor fluorescent microscopy, and flow cytometry as well as molecular analyses such as Western, Southern and Northern blots, PCR, immunoprecipitation etc. Performing moderately complex animal surgeries, such as coronary artery ligation surgery to model myocardial infarction in rodents. Duties will include helping trainees with experimental design and implementation; training new members of the laboratory; performing general maintenance tasks such as preparing stock solutions, caring for equipment and helping with organization; presenting results in both written and oral form. This position may involve working at different sites in Vancouver, e.g. UBC, BCCRA and St Paul's hospital.

Supervision Received

Operates independently, discusses results problems with PI or direct supervisor.

Supervision Given

N A

Consequence of Error/Judgement

Consequences of undetected errors include delay in research output or erroneous research output, which will lead to misdirection of research resources and which may affect the ability of the laboratory to attract research funding.



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Qualifications

High School graduation. . Minimum of 2 years related experience or the equivalent combination of education and experience. Previous experience in research laboratory. Outstanding organizational skills are required. Previous experience in working with rodents, harvesting and processing tissues, sectioning, immunofluorescence staining, multicolor fluorescent microscopy, and flow cytometry as well as molecular analyses such as Western, Southern and Northern blots, PCR, immunoprecipitation etc. In addition, the applicants should have experience performing major recovery surgeries on experimental animals and in particular, in performing coronary artery ligation surgery to model myocardial infarction in rodents. Effective oral and written communication skills required. Ability to work both independently and in a group required. Multitasking, working within deadlines, accuracy and attention to details required. Occasionally, the demands of specific experiments may require that work is performed outside of normal work hours, including on holidays and or weekends.

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Job Posting

Job ID: 12926 (Repost)
Location: Vancouver - Other
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Ctr-Molecular Med&Therapeutics
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-18
Job End Date: 2013-06-17
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-08 **Available Openings:** 1

Job Summary

This position will provide basic technical support to the CanEuCre and Aniridia Multi projects. The successful candidate will engage in day-to-day activities supporting the mouse colony maintenance and breeding efforts of the projects.

The mouse facility is on site. Wearing of specialized clothing and daily use of an air shower for decontamination are required. Importantly, occasional weekend work will be expected.

Organizational Status

Supervised by Dr. Elizabeth M. Simpson, the candidate would work closely with other senior persons in the lab.

Work Performed

- Maintenance of a quality assurance program and strict computerized record-keeping of a database of experiments and results
- Molecular biology techniques such as PCR
- Setting up natural and timed pregnancy matings
- Checking for plugs
- Weaning mice and collecting ear samples
- Harvesting mouse tissues (fresh and fixed)
- Taking photos of harvested tissues
- Harvesting embryos
- Injections - Intraperitoneal (IP), subcutaneous, temporal vein
- Monitoring health of mice
- Packing and shipping mice
- Perform literature searches and keep up with current literature in the field
- Weekend work as required
- Presentation of results at, and participation in, weekly lab meetings; and
- Other related duties such as chemical solution preparation, lab chores and ordering, will be required.

Supervision Received



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Staff Job Postings

Supervised by Dr. Elizabeth M. Simpson, the candidate would also be expected to report to and accept guidance from senior laboratory members.

Supervision Given

The position has no supervisory responsibility.

Consequence of Error/Judgement

The work follows well established protocols and techniques. The position does not require significant innovative analysis. All important decisions will be checked by the PI or head technician who leads the project. Errors will likely be non-critical to work in progress and will simply require performing the task again correctly.

Qualifications

High School graduation. Animal health technologist diploma and RLAT (or RLATR) certification are assets. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience working with a mouse colony an asset. Ability to effectively manage multiple tasks and priorities. Ability to work effectively independently and in a team environment. Effective oral and written communication. Ability to prioritize and work effectively under pressure to meet deadlines. Effective organizational skills as well as the ability to plan and complete work assignments. Ability to effectively use <job-specific software> at an intermediate level. (e.g., Outlook, MS Word, MS Excel)

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Job Posting

Job ID: 13079
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Obstetrics & Gynaecology
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-11
Job End Date: 2013-06-11
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-05 **Available Openings:** 1

Job Summary

The primary focus of this position will be to provide assistance with the PRE-EMPT (PRE-eclampsia-Eclampsia Monitoring, Prevention and Treatment) initiative, a multi-million dollar initiative coordinated centrally from the Department of Obstetrics and Gynaecology Research Program. The major responsibilities will include assisting with the planning, development, and production of a major international collaboration meeting, including development and distribution of meeting materials, travel planning, event planning, recording the research meeting, and assisting with report writing and distribution. The Research Assistant must possess exceptional organizational and interpersonal skills, and be highly self-motivated.

Organizational Status

The PRE-EMPT (PRE-eclampsia-Eclampsia Monitoring, Prevention and Treatment) initiative is a multi-million dollar initiative funded by the Bill and Melinda Gates Foundation. It consists of five interrelated projects over a four year period (Nov 2010 - Oct 2014), spanning four continents and more than fifteen countries. The projects include: 1) a placebo-controlled randomized controlled trial (RCT) of pre-pregnancy and early pregnancy calcium supplementation in low intake women at high risk for pre-eclampsia in their next pregnancy, to be conducted in South Africa and Zimbabwe; 2) the development and validation of the miniPIERS (Pre-eclampsia Integrated Estimate of RiSk) and genPIERS models, as well as externally validate the fullPIERS model in seven LMIC centers (South Africa, Uganda, Mali, Fiji, Brazil, China, Pakistan); 3) conducting the CLIP (Community Level Interventions for Pre-eclampsia) Cluster RCT Pilot, that will test the impact of a community-level package of care on adverse maternal and perinatal outcomes related to pre-eclampsia, to be conducted in Pakistan. Along with the CLIP Pilot, four Feasibility Studies will be conducted in (yet to be selected) South Asian and or African countries to inform the scientific, cost, political, and professional practice requirements to conduct a definitive CLIP Cluster RCT Trial; 4) establishment of an international CoLaboratory to bring together investigators to share clinical data and biological samples for collaborative studies to facilitate new knowledge generation; and 5) development and distribution of pre-eclampsia guidelines for LMIC, in collaboration with the World Health Organization (WHO). The Principal Investigator and Co-ordinating Centre are located in the Department of Obstetrics and Gynaecology on-site at the Children and Women's Health Centre of British Columbia. The Research Assistant will assist the Research Director with the activities of the PRE-EMPT initiative.

The Research Assistant will be supervised by and report to the PRE-EMPT Research Director and the PRE-EMPT Principal Investigator at the Co-ordinating Centre in Vancouver. The successful candidate will work with the Principal Investigator, Co-Investigators, Research Director, the Department of Obstetrics and Gynaecology Research Manager, research staff working on related studies, and other clerical and administrative staff members.



Work Performed

The Research Assistant will be responsible for:

- Assisting with the review of data collection forms
- Formatting and producing study materials
- Producing and distributing monthly newsletters and other study-related mass mailings
- Assisting with the preparation of ethics applications
- Organizing and participating in research meetings
- Assisting with literature reviews
- Organizing and distributing study materials by international mail or courier
- Assisting with the planning and booking of international conferences
- Assisting with the preparation of abstracts, manuscripts, and (poster) presentations
- Ensuring that the study is performed according to ethical guidelines
- Processing financial requisitions, and tracking and reconciliation of expenses
- Ordering and maintaining inventory of study materials and promotional items
- Recording minutes for Steering Committee and other study-related meetings
- Filing, photocopying, and other study-related clerical tasks

Supervision Received

Some aspects of work will be done independently, while other aspects will be done under the supervision of the PRE-EMPT Research Director and or Principal Investigator.

Supervision Given

None.

Consequence of Error/Judgement

The Research Assistant is required to conduct all activities in an ethical manner and with adherence to the Tri-Council Policy Statement concerning Ethical Conduct for Research Involving Humans.

Qualifications

High School graduation. University degree preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Health sciences research experience preferred. Knowledge of a second language an asset. Knowledge of research environment an asset. Ability to effectively use MS Word, MS Excel, MS Access, MS Publisher, MS Visio, MS Outlook, Quicken, Adobe at an intermediate level. Desktop publishing skills. Exceptional organizational and interpersonal skills. Ability to work independently, as well as within a research team. Ability to effectively manage multiple tasks and priorities. Ability to communicate effectively verbally and in writing. Web skills (e.g. social media, wikis) would be an asset. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13052
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: iCORD
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Part-Time (50%)
Desired Start Date: 2012-08-01
Job End Date: 2014-07-31
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-21 **Available Openings:** 1

Job Summary

To assist in research activities for studying regeneration and functional recovery after spinal cord injury in mice and rats. Duties include: assisting with animal surgeries, post-operative monitoring and care; performing animal behavioural testing, assisting with necropsy and tissue excision; preparing tissue for histological analysis incl. cutting sections; performing immunohistochemistry; assisting with image analysis and data collection.

Organizational Status

Reports to lab manager as well as to the senior postdoctoral fellow of the laboratory. Receives instruction from senior Research Assistants and senior graduate students as required during specific research tasks.

Work Performed

Assisting with research activities including:

1. Animal care (including receiving animals when they are delivered to the building, feeding, cleaning cages(if needed), enriching their environments, monitoring health)
2. Animal surgery and post-operative care (including surgical prep, surgery, injections, monitoring post-surgical health and giving bladder care);
3. Animal behaviour (including filming animals while they perform certain activities such as rearing test, catwalk, food pellet reaching over ground locomotion; performing analysis of the behavioral videos by digital measuring on a video screen or by descriptive observation and scoring)
4. Performs experiments using histological, molecular, in vivo and in vitro, techniques. Histological procedures includes cryostat-sectioning, staining and immunohistochemistry done to identify different cell types;
5. Necropsy;
6. Microscopy including picture taking and archiving;
7. Data analysis using digital imaging, Photoshop, Sigma Scan, Excel, etc.;
8. Image analysis, including quantification of axon density in the spinal cord;
9. Data compilation.

Performs other related duties as required.



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Supervision Received

The Technician will work independently from day to day, and will attend weekly lab meetings. Depending on specific research task assigned, work may be checked daily, weekly or infrequently by the supervisor or supervisor's designate.

Supervision Given

Although the Technician does not actually supervise any other staff on a regular basis, he/she may act as a resource for undergraduate work study and directed studies students and supervise volunteers.

Consequence of Error/Judgement

This position is not required to make major decisions, but poor choices when prioritizing tasks and or carelessness during the performance of research duties could reduce the quality of research conducted in the lab and jeopardize the lab's ability to secure future funding by competing for research grants.

Qualifications

High School graduation. Bachelor of Science degree with coursework in neurobiology, developmental neurobiology, neuroanatomy or psychology an asset. Minimum of 2 years related experience or the equivalent combination of education and experience. Demonstrated experience in animal handling and research required. Successful completion of UBC Chemical and Biohazard Safety Courses and Animal husbandry courses an asset. Experience in data analysis with statistical software an asset. Ability to perform research-related procedures (e.g., prepare solutions) (e.g., dissecting) (e.g., prepare specimens) Required skills include cryostat sectioning, post-operative care, animal behaviour, necropsy and tissue extraction, immunohistochemistry, and image analysis. Ability to communicate effectively verbally and in writing. Ability to work effectively independently and in a team environment.

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



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prioritization of upcoming research work.

Supervision Given

None, but the incumbent will be expected to share his/her expertise with others and students working at the Center.

Consequence of Error/Judgement

This project is under a tight timeline. The impact of incorrect decisions and errors in judgment would delay productivity and or loss of data integrity. Inappropriate handling of confidential and sensitive data would result in the loss of privilege in conducting research with the administrative data and the future collaboration with the data custodians.

Qualifications

High School graduation. . Minimum of 2 years related experience or the equivalent combination of education and experience. Minimum of 3 years research experience or the equivalent combination of education and experience preferred. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise appropriate tact, discretion and confidentiality in all matters. Ability to communicate effectively verbally and in writing. Ability to analyze problems, identify key information and issues, and effectively resolve. Excellent attention to detail and a high level of organization is essential to this position. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work a flexible schedule. Ability to work effectively independently and in a team environment.

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Job Posting

Job ID: 13071
Location: Vancouver - Hospital Site
Employment Group: Technicians & Research Assists
Job Category: Research/Technical - Non Union
Classification Title: Research Asst/Tech 2 **Business Title:** Research Asst/Tech 2
Department: Ctr-Molecular Med&Therapeutics
Salary: \$38,116.00 - \$41,769.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2012-06-08
Job End Date: 2013-06-07
Funding Type: Grant Funded
Other:
Date Closed: 2012-06-05 **Available Openings:** 1

Job Summary

This position involves genetic and molecular biology research. The successful applicant will have the opportunity to learn new techniques, under supervision. They will assist in experiments and techniques as listed under work performed. They will interact with other lab members, and the principal investigator.

Works in an air conditioned, well illuminated scientific laboratory with adequate bench space. Possible hazards include chemicals, radiation and biohazardous materials at the bench and surrounding area. Standard safety procedures are in place to protect the employee and minimize accidental exposure to work place hazards.

Organizational Status

This position reports directly to principal investigator, Dr. E. Conibear.

Work Performed

The T2 research assistant will be helping out with experiments. The research assistant will conduct established assays, under supervision of PI, on a full-time basis as needed to assist in completing an ongoing research project. They will also assist with ordering reagents. All necessary training will be given by the P.I., who will be supervising progress.

The following techniques will be performed:

- Tissue culture
- Fluorescence microscopy
- Construction of recombinant plasmids
- Genetic manipulation of yeast strains
- Analysis of protein expression by Western blotting
- Immunofluorescence and immunoprecipitation

Supervision Received

The general scope and direction of the research is under the jurisdiction of the principal investigator. Complete training will



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be provided to the individual. The employee will be expected to complete UBC safety courses.

Supervision Given

This position does not involve supervision of other staff.

Consequence of Error/Judgement

Poor judgment would result in loss of experimental data and delay in conducting research.

Qualifications

High School graduation. University degree (B.Sc.) (Preferred). Minimum of 2 years related experience or the equivalent combination of education and experience. A minimum of one year of relevant experience in laboratory research performing techniques such as Western blotting, construction of recombinant plasmids, tissue culture, genetic manipulation of yeast strains, analysis of protein expression, and analysis of protein interaction and localization by immunofluorescence and immunoprecipitation.

Good communication skills.

Ability to plan and complete assignments.

Computer literate.

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