

Posting #24-083CU(E)

Clinical Program Assistant Years 3 & 4 Northern Medical Program Division of Medical Sciences Regular, Full-time

Purpose

Operationally reporting to the Prince George Clinical Years Coordinator (PGCYC), this position provides administrative and scheduling support for the Northern Medical Program. As one of four Clinical Program Assistants, this role is critical in the successful operations of NMP Undergraduate (UG) program, particularly Years 3 and 4 and may provide support to the Post-Graduate (PG) Residency Training Programs within the Northern Health Authority (NHA).

Responsibilities

Based on the 5th Floor of the University Hospital of Northern BC (UHNBC), this position is part of a clinical administrative team dedicated to the ongoing delivery and support of distributed medical education and curriculum.

Responsibilities include but are not limited to:

- Working with the PGCYC, Course Directors, Site Leads, Discipline Specific Site Leads, physicians and UBC Faculty of Medicine staff, including those from the UBC Faculty of Medicine sites in Vancouver (VFMP), Victoria (IMP) and Kelowna (SMP) and throughout the province and NHA region, in order to maintain and establish effective work processes and systems along with the support of curriculum delivery for medical learners as per the standards of accreditation;
- Supporting and coordinating components of the UG and PG medical programs through:
 - Overseeing the creation, upkeep and distribution of individual electronic schedules, including in-patient and ambulatory clinic experiences and on-call scheduling,
 - Maintaining a database of clinical opportunities across the NHA,
 - Scheduling orientations, academic days and SIM sessions,
 - Recruiting clinical faculty to teach and assisting in exam delivery and collection of assessments;
 - Providing guidance, training, and assistance to clinical faculty program practices, policies and procedures including assisting with any required electronic record keeping, committee support, communications or scheduling aids;
- Providing general administrative support such as preparing correspondence, developing and maintaining filing systems, providing cross-coverage for other positions within the team, scheduling and supporting meetings, following up on action items or coordination of travel;
- Participating in the scheduling of UBC Faculty of Medicine shared clinical learning spaces for educational and administrative purposes and ensuring the availability of resources and equipment as required;
- Processing quarterly clinical faculty payments according to the UBC Clinical Faculty agreement as well as UBC and UNBC's financial procedures through the automated Teacher Tracking and Payment System;

- Creating, compiling, reviewing and updating information as required for the Clinical Program Assistant policy and procedures reference manual; and
- Responding and directing inquiries from learners, clinical faculty, external representatives, and the public.

Qualifications

Note: As this position is based at UHNBC, the incumbent will be required to submit proof of vaccination or a letter of exemption in order to meet the requirements set out in the Public Health Order regarding Hospital and Community (Health Care and Other services) COVID-19 Vaccinations status information and preventative measures.

Education: The successful candidate must possess a one-year certificate in office or business administration.

Experience: A minimum of three years' experience at a senior administrative level position involving the coordination of professional programs in an academic setting. Candidates must have demonstrated office management ability, such as managing schedules, coordinating resources. Previous experience in a medical setting and the completion of a medical terminology course are also considered important assets.

An equivalent combination of education and experience will be considered.

Knowledge and understanding of how academic administrative structures, policies and procedures and the distribution of medical education work, along with experience using Zoom and working with audiovisual equipment, are considered significant assets. In addition, a solid background in administrative procedures and practices is necessary as is a high level of both proficiency and demonstrated working knowledge of relational databases, web-based platforms, Microsoft Word, Excel, Outlook, Teams, Firefox, Google apps and email/calendar software.

Skills: Excellent time management and organizational skills are necessary, in addition to the ability to identify and solve problems effectively. Strong planning and prioritizing tasks strategically and self-directed with a high degree of accuracy. Strong written and oral communications skills are critical, along with the ability to work collaboratively and demonstrate strong interpersonal skills. The ability to interact and provide assistance to a range of internal and external constituents in a variety of settings, often with limited time and flexibility.

Abilities: The successful candidate must be capable of carrying out tasks and responsibilities with or without supervision, indicating self-reliance and autonomy in completing assigned work. Proactively identifying opportunities for improvement and independently demonstrating initiative are also equally important in positively contributing ideas or solutions towards the organization's goals.

Competencies: In addition, this position requires a high level of professionalism adhering to ethical standards, maintaining confidentiality, and presenting oneself in a high manner of conduct and adaptability when dealing with diverse stakeholders in the dynamic work environment. The successful candidate will have a keen focus on details, ensuring accuracy and precision in their work.



Salary

This position has been classified at a Grade 7. The annual salary range for this position is \$60,824.40 to \$63,336.00 and the normal starting salary will be \$60,824.40.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more



information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-083CU(E) in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until the position is filled.

