

Posting #24-122EM

Governance Coordinator Office of University Governance Regular, Full-time

Purpose

Reporting to the Governance Officer – Board, Senate and Elections, the Governance Coordinator provides administrative and strategic support to the Office of University Governance (including Office of the Chancellor) ensuring that governance processes are efficient, compliant and align with the institution's policies and objectives and ensuring the functioning of the office and the University's Governing Bodies: the Board of Governors, the Senate, and their respective committees and advisory boards.

This is a great opportunity for anyone who is curious and interested in learning about bicameral governance in a university setting. The work is high volume and deadline driven with significant impact on the progress of a wide range of institutional initiatives from program and course offerings to scholarships and awards to Collective and other agreements and financial reporting and accountability.

Responsibilities

Duties include but are not limited to:

- Preparing all Board, Senate, and related committee agendas and meeting packages;
- Copy editing and formatting university policies, procedures and other governance-related guiding documents;
- Tracking where documents are in the consultation/approval process and alerting units when they need to review documents for which their office is responsible;
- Scheduling meetings under the responsibility of the Office of University Governance;
- Communicating with a wide range of stakeholders within and outside of the university to provide information, scheduling and logistical support;
- Providing support as needed for the Chair of the Board, the Chair of the Senate, the Chancellor and the Senior Governance Officer;
- Coordinating information flow, ensuring accurate and timely delivery of university administrative services, meeting and event planning, and coordination of travel relevant to the Board, Senate, and Chancellor;
- Reviewing and revising the content of draft university policies, procedures and other guiding documents for accuracy and quality;
- Ensuring agendas and meeting packages are prepared in a timely manner;
- Ensuring motions, agreements and other agenda items are included in the appropriate meeting packages and, under the direction of the Governance Officer- Board, Senate, and Elections, ensuring action items are communicated and completed;
- Working closely with the Governance Officer- Access, Privacy and Records Management in maintaining confidential, critical and appropriate institutional records;
- Demonstrating a high level of discretion and best practices in institutional records management, access, and privacy;



- Completing a range of additional administrative functions related to Governance, including maintaining the Policy database, SharePoint, Microsoft Teams and websites; and
- Providing backup support for the Governance Officer- Board, Senate and Election position and other duties of the Office of University Governance when applicable.

Qualifications

The successful candidate will possess a two-year certificate or diploma in a relevant area of study. A bachelor's degree or higher is preferred. The candidate will also have relevant and progressively responsible experience providing governance or executive level support in a post-secondary, public, legal or similar environment.

This position requires an awareness and understanding of the post secondary environment, an understanding of best governance practices and have, or have an aptitude and willingness to gain, a working knowledge of the rules and by-laws of UNBC's governing bodies, a general understanding of BC's *University Act*, bi-cameral governance and an appreciation of the public sector accountability environment in which the Board and Senate function.

Other desired qualifications include:

- Excellent interpersonal skills, including ability to exercise discretion, tact, diplomacy, and perceptiveness in sensitive situations;
- Excellent writing skills, with copy editing and formatting experience;
- Excellent verbal communication skills;
- Highly organized and detail orientated; and
- Able to operate related equipment including computer software applications and must be proficient in Microsoft Office Suite and PDF editors like Adobe or Foxit.

An equivalent combination of education and experience may be considered.

Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$60,000.00 to \$70,000.00.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday. Normal hours of work may vary, and some flexibility may be required for meetings and travel. Flexible work hours may be an option dependent on operational needs.

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.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-122EM 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.

Priority will be given to applications received by July 11, 2024. Applications will be accepted until the position is filled.

