

Posting #24-218CU

Project Support Specialist

Faculty of Human and Health Sciences

Term, Part-time (15 hours per week)

18 Months

Purpose

The Project Support Specialist is responsible for administrative oversight of unique, one-time projects within the Faculty of Human and Health Sciences. At this time, the School of Nursing is seeking a Project Support Specialist to support the development of an educational pathway for Internationally Educated Nurses (IEN) who wish to transition to Registered Nurse (RN) practice in British Columbia. The Project Support Specialist will provide oversight, guidance, and project management for the development and launch of an IEN re-entry pathway at UNBC. This position will report to the Administrative Manager, FHHS, and work under guidance from the School of Nursing Chair and the Academic Lead for the development of the IEN re-entry pathway.

Responsibilities

Duties include but are not limited to:

- Providing overall administrative oversight for the IEN re-entry pathway development team, with guidance from the Academic Lead;
- Preparing and monitoring project work plans, ensuring that deadlines and responsibilities are articulated and communicated to all project development team members;
- Participating in meetings with external interest groups, such as health authorities and regulatory bodies, with responsibility for tracking meeting outcomes and action items;
- Ensuring that all regulatory requirements and expectations are addressed in the development of an IEN re-entry program;
- Supporting development of program proposals through writing, reviewing, proofreading, preparing appendices, etc.;
- Participating in development and oversight of project budget, with guidance and direction from the Administrative Manager, FHHS;
- Supervising student research assistants, as required; and
- Preparing and communicating regular project update reports for the Chair, School of Nursing.

Qualifications

The successful candidate will possess the following:

- Undergraduate degree, preferably in Nursing or another health-related field (eg, BScN); graduate degree preferred (eg, MScN);
- 3-5 years of related experience supporting project development, ideally gained in a post-secondary and/or health care or other educational setting;



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- Understanding of current BC health care systems context, including staffing shortages and education pathways available to IENs;
- Demonstrated experience with project management, preferably within a post-secondary and/or health care or education setting;
- Demonstrated experience working with external partners and developing relationships to meet collaborative goals;
- Proven ability to work in a highly professional manner and exercise good judgement and problem-solving skills;
- Ability to both work independently and contribute to team-based project development;
- Excellent time management and organizational skills; and
- Proficiency with Office365 products.

An equivalent combination of education and experience will be considered.

Salary

This position has been classified as an interim Grade 10. The annual salary range for this position is \$74,019.40 to \$77,058.80 and the normal starting salary will be \$74,019.40, pro-rated based on length of term and hours worked.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

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

Hours of work to be determined with the successful candidate.

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 employeewellbeing@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 cover letter, resume, and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-218CU 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 4:30PM on January 8, 2025.

