

POSITION DESCRIPTION

BUSINESS TITLE: Education Program Manager
EMPLOYMENT GROUP: Management & Professional (AAPS)
JOB FAMILY: Educational Programming
VP/FACULTY: Faculty of Medicine
DEPARTMENT: Centre for Blood Research
Mat Leave Replacement with possibility of extension
July 1, 2017 – Sept 1, 2018

JOB SUMMARY

In collaboration with the Director of the Centre for Blood Research (CBR), the Education Program Manager of the CBR will plan and coordinate educational programs and events to enhance the research experience and career development for CBR undergraduate, graduate and post-graduate students; and will assist with developing and implementing the CBR's public education and outreach activities to engage with the broader community of the research stakeholders.

ORGANIZATIONAL STATUS

The CBR is a UBC Senate approved, virtual, multidisciplinary, translational research centre, located at UBC. With its headquarters at the Life Sciences Centre on Point Grey campus, the CBR comprises approximately 40 groups led by principal investigators - fundamental scientists and clinicians - on campus and at the affiliated teaching hospitals (VGH, SPH, BCCH, BCCA). The position of Education Program Manager reports to the Director of the CBR and works closely with the CBR Office Manager on some initiatives. This position will also interact with the various CBR faculty and staff and students, as well as other research and education-related centres, departments, institutes and units throughout UBC.

WORK PERFORMED

- Recommend content & areas for improvement of education programs for postdoctoral fellows, graduate students and undergraduate summer students affiliated with the CBR
- Establish partnerships with other related centres, departments, and organizations to organize new educational and outreach initiatives
- Work in partnership with community organizations to help develop community-based programming and educational workshops, seminars and sessions to enhance the CBR presence
- Coordinate and facilitate various student groups
- Engage with the CBR members and perform periodic needs assessment
- In consultation with partners and with direction from the Director, develop appropriate evaluation criteria and tools

- Manage the CBR's social media, and coordinate the release of the monthly newsletter and biannual magazine
- Promote the CBR at appropriate venues and conferences
- Design promotional materials and manage the CBR website
- Make initial contact with CBR speakers and communities, recommend the speakers for and the contents and format of CBR educational workshops, seminars and sessions
- Coordinate the continued development and delivery of the CBR programs, ensuring that it meets the needs of students, staff and faculty
- Oversee the smooth operation of CBR sessions including ensuring that it is appropriately hosted, speakers are welcomed, and the technology is functioning
- Provide recommendations and coordinate fundraising and community engagement activities
- Plan various CBR seminars, workshops and programs (speaker series, curriculum, lectures), as necessary
- Assist with the preparation of reports, applications, proposals, letters, newsletters, and materials for various purposes
- Maintain appropriate communication with stakeholders.
- Other related tasks as required

CONSEQUENCE OF ERROR

Exercises considerable judgment initiating and carrying through activities important to the functioning of the CBR in absence of established policies, procedures and guidelines. Poor judgment or ineffective communications within the centre and with community partners, could result in strained relations that compromise programs. The CBR Director may need to intercede in order to resume a productive working relationship. Generally, most errors can be rectified.

SUPERVISION RECEIVED

Works independently, consulting with the CBR Director and the CBR Office Manager regarding initiatives. The incumbent is expected to take initiative, problem solve, determine course of action and follow through.

SUPERVISION GIVEN

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

QUALIFICATIONS

Undergraduate degree in a relevant discipline. Ability to engage and motivate students is a must. Ideal but not necessary - experience in educational programming, marketing or fundraising. Minimum of two years of experience or the equivalent combination of education and experience. Must be enthusiastic,

creative, organized and have the ability to prioritize and work effectively. Ability to exercise a high level of tact and discretion in internal and external contact work. The candidate must be self-motivated and able to work independently without supervision. Ability to effectively use the Microsoft Office Suite (e.g. Outlook, Word, Excel, Powerpoint, Publisher) at an intermediate level and familiarity with Adobe Suite (Photoshop, Illustrator, InDesign) and WordPress. Knowledge of social media tools and engagement strategies is preferred. Must be creative, and open to new ideas. Ability to address and moderate interpersonal conflict by confronting issues and taking appropriate action. Interpersonal skills including: the ability and interest in engaging with students and community members; ability to work effectively and cooperatively with a wide variety of professional and non-professional staff; comfortable contacting people by phone and in person. Excellent verbal and written communication skills which would include ability to compose correspondence and reports.

HOW TO APPLY

Please submit your resume and cover letter to Dr. Ed Conway ed.conway@ubc.ca by May 19, 2017. The position will stay open until filled.