

Posting #21-149CU(E)

**Coordinator – Integrated Clerkship & Postgraduate Residency
Northern Medical Program, Terrace BC
Division of Medical Sciences
Regular, Full-time (35 hours per week)**

Purpose:

This position provides administrative support to the Division of Medical Science for the successful delivery of the UBC Faculty of Medicine Integrated Year 3 Clerkship (ICC) Undergraduate (UG) medical program as well as the UBC Post Graduate (PG) Family Practice Residency Program and the PG Specialty Residency Training programs in Terrace, BC.

Reporting Structure:

The Coordinator will have a direct report to the Northern Medical Program (NMP) Year 3-4 Curriculum and Assessment Manager, who is located in Prince George, BC at the University Hospital of Northern BC (UHNBC). This position will also functionally report to the UBC Family Practice PG Manager, who is located in Vancouver. Furthermore, the Coordinator will also work closely with the Terrace ICC Site Director and the Terrace Family Practice PG Site Director, both of whom are located in Terrace.

Responsibilities:

Based at Mills Memorial Hospital (MMH) in Terrace, British Columbia, this position is part of a broader clinical team dedicated to the ongoing delivery and support of distributed medical education and curriculum. Responsibilities include but are not limited to:

- working with the Year 3-4 Manager, PG Manager, Course Directors, Site Leads, MMH staff, 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;
- coordinating the detailed 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, for both learners and relevant stakeholders, maintaining a database of clinical opportunities across the NHA, supporting the curricular components of both programs such as the scheduling of orientations, academic days and SIM sessions, recruitment of Clinical Faculty to teach along with overseeing exam delivery and the collection of assessments in order to provide learners with the opportunities required to meet their program, curricular and clinical learning objectives.



- providing guidance, training and assistance to Clinical Faculty with respect to UG and PG program practises, policies and procedures. This includes 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, scheduling and supporting meetings through the development of agendas and minute taking, following up on action items and coordination of travel;
- participate in the scheduling of UBC Faculty of Medicine shared clinical learning spaces for educational and administrative purposes for both UG and PG program 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 automated payment systems such as Teacher Tracking and Payment and WorkDay;
- creating, compiling, reviewing and updating information as required for the Terrace Clinical Program Coordinator policy and procedures reference manual;
- responding and directing inquiries from learners, Clinical Faculty, external representatives and the public;
- other duties as may reasonably be assigned.

Qualifications:

Note: As this position is based at MMH, 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 BC Public Health Order regarding Hospital and Community (Health Care and Other services) COVID-19 Vaccinations status information and preventative measures.

The successful candidate must possess a two-year certificate in office or business administration along with a minimum of three years of related experience at a senior administrative level position involving the coordination of professional programs in an academic setting. Demonstrated office management ability, previous experience in a medical setting and the completion of a medical terminology course are also considered important assets.

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 budgets, relational databases, web-based platforms, Microsoft Word, Excel, Outlook and Teams, FireFox, Google apps and email/calendar software.

Excellent time management and organizational skills are necessary in addition to the ability to problem solve, plan, prioritize and self-direct with a high degree of accuracy. Strong written and oral communications skills are critical, along with the ability to work collaboratively and the demonstration of strong interpersonal skills. In addition, this position requires a high level of



professionalism, diplomacy and 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.

The Coordinator must be able to function with a high level of independence and without constant supervision, as well as demonstrate initiative, as the immediate supervisor is located more than 500 kilometers away in Prince George.

An equivalent combination of education and experience will be considered.

Salary:

This position has been classified at a Grade 8. The annual salary range for this position is \$58,064.14 to \$60,473.91 and the normal starting salary will be \$58,064.14.

Normal hours of work will be Monday through Friday, 8:30 am to 4:30 pm with requirement to occasionally work outside these hours.

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. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, place of origin, age, physical disability, mental disability, sexual orientation, gender identity, and any other prohibited grounds of discrimination as outlined in the BC Human Rights Code.

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 LGBTQ2+ 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 cover letter and resume along with proof of education quoting competition #21-149CU(E) 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.

**Review of applications will occur after November 26, 2021.
We will continue to accept applications until the position is filled.**

