

Job Posting

Job ID: 26101
Location: Vancouver - Point Grey Campus
Employment Group: Excluded M&P
Job Category: Unassigned
Classification Title: Paralegal
Business Title: Paralegal
VP/Faculty: Office of the President
Department: University Counsel Office
Salary Range: \$50,192.00 (minimum) - \$60,254.00 (midpoint) - \$72,303.00 (maximum)
Full/Part Time: Full-Time
Desired Start Date: 2017/05/22
Job End Date: 2018/06/15
Funding Type: Budget Funded
Other: Leave Replacement
Closing Date: 2017/04/21 **Available Openings:** 1

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Guiding principle: "Midpoint" of the hiring salary range means the individual possesses full job knowledge, qualifications and experience.

Job Summary

Provides paralegal services to the Office of the University Counsel. The incumbent is responsible for ensuring the University's compliance with a variety of deadlines and correspondence obligations via legal tracking systems. This position also provides professional advice to academic and administrative departments, faculty and staff members, and the general public regarding a variety of issues related to contracts and trademarks.

Organizational Status

Reports to the University Counsel. Works directly with the University Counsel, Associate University Counsel and Legal Counsels. Liaises with all levels of administrative units, faculties and departments and external parties.

Work Performed

- Reviews non-standardized contracts between UBC and external parties, making recommendations to the counsel as to their form and execution, ensuring compliance with UBC standards, liaising with university units and external parties, arranging UBC execution and distribution of executed copies to university units, and filing the same.
- Reviews standardized contracts between UBC and external parties, develops variations and modifications in conjunction with counsel, ensures compliance with UBC standards, liaises with university units and external parties, arranges UBC execution of contracts and distribution of executed copies to university units, and filing the same.

- Manages the University's Canadian and international trade-marks portfolio, including preparing trade-mark licence agreements, working with counsel to instruct UBC's external trade-marks counsel and trade-marks agents, performing due diligence on prospective trade-mark licensees, responding to unauthorized use of UBC's trade-marks by third parties, ensuring that all trade-mark related deadlines are met, responding to inquiries from university units and external parties with respect to basic trade-mark matters and reviewing all correspondence from UBC's external trade-marks counsel and trade-marks agents.
- Manages department agreement precedents, and other department databases and resources.
- Performs electronic searches in on-line databases, including B.C. Online and Quicklaw.
- Assists the Office of the University Counsel with special projects that require knowledge of legal files and issues.

Supervision Received

Reports to the University Counsel; work is done under limited supervision. Routine processing matters are handled independently, occasionally consulting supervisor with reference to new or complex problems.

Supervision Given

May oversee the work of temporary clerical staff and students.

Consequence of Error/Judgement

Exercises considerable judgment and initiative. Ability to act independently. Has legal or financial implications if information disclosed inappropriately.

Qualifications

Paralegal certificate or diploma required. . Minimum 4 years' paralegal experience preferred. Advanced word processing/computer experience required. Ability to exercise tact and discretion in dealing with confidential and sensitive matters. Effective oral and written communication, interpersonal and problem solving skills. Demonstrated organizational experience. Sound judgment and ability to maintain accuracy and pay close attention to detail is a necessity. Ability to adapt to changing priorities, multitask, prioritize work and take initiative. Experience working in a fast paced environment.

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.

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