



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Are you looking
for new horizons?

Do you seek challenging and interesting files?
Do you want to be part of a globally influential university
that is ranked amongst the top 25 in the world?

UBC is seeking an experienced and motivated individual to join the Office of the University Counsel as:

FREEDOM OF INFORMATION ASSISTANT

UBC is one of Canada's largest universities and is also recognized as a top employer. With 50,000 students, 20,000 employees, and annual revenues of \$2 billion, UBC provides a rich and complex environment in which to pursue a career.

The Office of the University Counsel is responsible for managing all of UBC's legal affairs (with the exception of labour and employment matters) and provides a supportive and collegial work environment.

Reporting to the Legal Counsel, Information and Privacy, the successful candidate will be expected to provide administrative and clerical support in relation to information requests made to UBC under the Freedom of Information and Protection of Privacy Act (FOI requests). The work, which is highly confidential, requires a thorough knowledge of FOI request procedures, department functions and University policies.

The successful candidate will have attained at least High School graduation and one year post-secondary education, plus four years of related experience, or an equivalent combination of education and experience. Training in records management and the coordination and administration of the Freedom of Information and Protection of Privacy Act or similar, and/or equivalent combination of education and experience, is preferred.

The salary range for this position is \$39,284 – \$43,643.

This posting closes on April 24, 2016. For full details, refer to www.hr.ubc.ca/careers-postings/staff.php (see Job ID 23137).

Only those applicants selected for interviews will be contacted.

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.