Are you passionate about law and higher education?

Do you seek challenging and interesting work?

Do you want to be part of a globally influential institution that is consistently ranked for its teaching and research accomplishments among the top 25 universities in the world?

UBC is seeking an experienced and motivated individual to join the Office of the University Counsel in a full-time, permanent capacity as:

**ASSISTANT TO THE UNIVERSITY COUNSEL**

UBC is recognized as a top employer. With about 60,000 students, 20,000 employees, and annual revenues of $2.2 billion, UBC provides a rich and complex environment in which to pursue a legal 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.

The ideal candidate will be experienced in overseeing project management and administrative functions for an office or department, including human resources functions, planning and policy development, and administrative, operational and facilities management. The ideal candidate will be adept at handling a wide range of legal administrative and executive support tasks and will be able to work independently and exercise considerable independent judgement. This person must be very well organized and comfortable working in a fast-paced environment while being flexible, proactive and resourceful with a high degree of professionalism.

**The successful candidate's major responsibilities will include:**

- Generally supporting the University Counsel, including by overseeing the development, launch and implementation of new projects and initiatives;
- Performing research and analysis on specific issues for the University Counsel, and independently preparing letters and/or reports of a highly confidential nature;
- Coordinating the preparation of annual reports and briefing documents for the Office of the President and the President’s Executive Committee, as well as managing the office’s Board of Governors submission process;
- Managing the University Counsel’s calendar of meetings and commitments, assessing meeting requests to determine urgency and importance and advising the University Counsel on conflicting priorities while recommending alternatives;
- Preparing budgetary forecasts, summaries and financial plans for the Office of the University Counsel;

- Managing the approval and payment of a large volume of legal invoices from external counsel and monitoring several legal invoice budgets to ensure cost allocation to appropriate project grants and adherence to budget limits;
- Managing the logistics around the hiring, on-boarding, and off-boarding for employees of the office as well as participating in recruitment, selection and training.

**The successful candidate must have:**

- An undergraduate degree;
- Knowledge of legal processes and record-keeping as well as legal terminology and procedures;
- Proven administrative experience in a large and complex organization;
- Excellent communication and interpersonal skills as well as strong business and financial acumen;
- Experience with and expertise in computerized accounting systems, spreadsheets and document management systems;
- Effective organizational, problem-solving, planning and analytical skills.

A minimum of 3 years’ experience supporting at a senior management/executive level; experience working at a law firm or in-house legal office is strongly preferred.

This position is available starting February 5, 2018. If you wish to be part of an exciting learning environment at one of Canada’s most respected universities, please apply online at [http://staffcareers.ubc.ca/28197](http://staffcareers.ubc.ca/28197). Only those applicants selected for interviews will be contacted.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. 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.