



THE UNIVERSITY OF BRITISH COLUMBIA

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:

LEGAL ADMINISTRATIVE ASSISTANT

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 adept at handling a wide range of legal administrative and support tasks. This person will be able to work independently and exercise independent judgement in prioritizing tasks. The ideal candidate will have well-honed analytical skills, 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:

- Providing confidential legal administrative support to Legal Counsel, including representing Legal Counsel when responding to written and oral enquiries from faculty, staff, students and the general public;
- Researching, compiling and analyzing data for use in reports, meetings and other special projects;
- Independently preparing emails, letters, reports, presentations and other confidential documents;
- Organizing and maintaining complex legal files;
- Coordinating the tracking, signature, distribution and filing of legal agreements between the University and external parties;
- Other administrative tasks such as coordinating travel arrangements, scheduling meetings and taking meeting notes.

The successful candidate must have:

- A university degree and/or certificate from a legal secretarial program;
- Knowledge of legal processes and record-keeping as well as legal terminology and procedures;
- Proven administrative experience in a large and complex organization;
- Effective communication, interpersonal, organizational and problem-solving skills;
- Sound judgement and the ability to maintain a high degree of privacy, tact and discretion.

Four years related experience or the equivalent combination of education and experience; experience working in legal office is strongly preferred.

This position is available starting immediately. If you wish to be part of an exciting learning environment at one of Canada's most respected universities, please apply online at www.staffcareers.ubc.ca/30157. 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.