



THE UNIVERSITY OF BRITISH COLUMBIA

Are you passionate about
law and higher education?

Do you seek challenging and interesting files?

Do you want to be part of a globally influential institution that is ranked 13th out of more than 1,000 universities around the world for the global impact of its research, outreach, and stewardship, including 3rd in the world for climate action and 1st in the world for industry and innovation impact?

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

FREEDOM OF INFORMATION ASSISTANT

UBC is recognized as a top employer. With over 70,000 students, almost 19,000 employees, and an annual operating budget of \$3.4 billion, UBC provides a rich and complex environment in which to pursue a career. The OUC 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 Freedom of Information Manager, 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.

This is a full time, permanent position with a salary range of \$44,458 – \$54,322. This posting closes on September 6, 2022. For full details, refer to [UBC/FOI job posting](#).

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.