

**UNIVERSITY OF BRITISH COLUMBIA**  
**Land & Building Services**

**MANAGER, SUSTAINABILITY PLANNING & REPORTING**

**Competition # 08A-35**

In this challenging position, you will implement initiatives that support both the goals of the University of British Columbia, the Sustainability Office and UBC TREK 2010 vision. You will design and implement tracking systems to measure and register UBC's sustainability performance including writing and coordinating production of the UBC Sustainability Report. In addition to five years of experience in strategic planning, policy development, grant writing, the academic sector and project management, you also have experience in sustainability programs and reporting. Your graduate degree in the Social or Environmental Sciences or Business Administration is complimented by excellent interpersonal, communication, and fund-raising skills. You will bring along experience in strategic planning, community engagement, and program management. Sustainability education, policy development and strategic planning experience is essential.

**ADMINISTRATIVE SECRETARY**

**Competition # 08A-36**

We seek a highly organized individual who will provide administrative and secretarial assistance to the Director of Sustainability. This position deals with high volumes of information to interpret and analyze in a demanding environment. Your role is varied in nature as you maintain all departmental accounts including purchases, compile financial and statistical summaries, maintain personnel records, whilst assisting with processing hourly and monthly payrolls in addition to general office procedures. You have the ability to deal with all levels of management and support the Sustainability functions, policies and procedures, as well as other organizational protocols. You are a high school graduate with training in secretarial skills, bookkeeping and general office procedures. You possess five years of related experience, preferably in a university setting.

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We offer an attractive compensation and benefits package. For more information about LBS, visit us on-line at [www.lbs.ubc.ca](http://www.lbs.ubc.ca). **Please forward your resume, in confidence, by November 22, 2008, quoting the appropriate competition number to the address below.**



**Land & Building Services**  
**Human Resources**  
**University of British Columbia**  
**2329 West Mall, Vancouver, BC V6T 1Z4**  
**Fax: (604) 827-5629**  
**Email: [lbsjobs@exchange.ubc.ca](mailto:lbsjobs@exchange.ubc.ca)**

*UBC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, Canadians and permanent residents of Canada will be given priority.*

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