

Posting #25-083CU

Clinical Administrative Assistant, NMP

Division of Medical Sciences

Northern Medical Program

Regular, Full-time

Purpose

Reporting to the Senior Manager, Medical Education in the Northern Medical Program (NMP), with functional supervision from the Prince George Clinical Years Supervisor, this position provides administrative support to the Division of Medical Sciences (DMS) team at the University Hospital of Northern British Columbia (UHNBC). Based on the 5th Floor of UHNBC, this position is part of a clinical administrative team dedicated to the ongoing delivery and support of distributed medical education and curriculum.

The Clinical Administrative Assistant performs a broad range of administrative and clerical functions that support the current and evolving administrative needs of the Division of Medical Sciences, contributing to the development of efficiencies, student and public service, and support for faculty and staff.

Responsibilities

Duties include but are not limited to:

- Acting as the main point of contact at UHNBC for the Provincial Room Booking Team which includes processing and responding to submitted requests, troubleshooting issues and attending provincial meetings;
- Scheduling of University of British Columbia (UBC) Faculty of Medicine shared clinical learning spaces for educational and administrative purposes and ensuring the availability of resources and equipment;
- Providing general administrative support such as preparing correspondence, developing and maintaining filing systems, scheduling meetings and events, following up on action items and coordinating travel;
- Processing quarterly Clinical Faculty payments according to the UBC Clinical Faculty agreement as well as UBC and UNBC's financial procedures through the automated Teacher Tracking and Payment system;
- Creating, compiling, reviewing, and updating information as required for the Clinical Administrative Assistant policy and procedures reference manual;
- Responding to and directing inquiries from learners, Clinical Faculty, external representatives, and the public;
- Preparing, processing, and tracking purchases, invoices, and cheque requisitions; reconciling credit card statements; researching and ordering specialized equipment;
- Assisting in the tracking and monitoring of program budgets, maintaining financial records and spreadsheets, and producing reports; and
- Providing backup support for other Clinical Program Assistants within the NMP.

Qualifications

The successful candidate must possess a one-year certificate in office or business administration along with a minimum of three years' experience, preferably in an academic setting. Demonstrated office



management ability, previous experience in a medical setting, and the completion of a medical terminology course are also considered important assets.

Knowledge and understanding of how academic administrative structures, policies and procedures, and the distribution of medical education work, along with experience using Zoom and working with audiovisual equipment, are considered significant assets. In addition, a solid background in administrative procedures and practices is necessary as is a high level of both proficiency and demonstrated working knowledge of relational databases, web-based platforms, Microsoft Word, Excel, Outlook and Teams, FireFox, Google apps, and email/calendar software.

Excellent time management and organizational skills are necessary in addition to the ability to problem solve, plan, prioritize, and self-direct with a high degree of accuracy. Strong written and oral communications skills are critical, along with the ability to work collaboratively, and the demonstration of strong interpersonal skills. The ability to work independently and demonstrate initiative are also equally important. In addition, this position requires a high level of professionalism and the ability to interact and assist a range of internal and external constituents in a variety of settings, often with limited time and flexibility.

An equivalent combination of education and experience will be considered.

Note: As this position is based at UHNBC, the incumbent will be required to submit proof of vaccination or a letter of exemption in order to meet the requirements set out in the Public Health Order regarding Hospital and Community (Health Care and Other services) COVID-19 Vaccinations status information and preventative measures.

Salary

This position has been classified at a Grade 6. The annual salary range for this position is \$58,858.80 to \$61,279.40 and the normal starting salary will be \$58,858.80.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. 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.



About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education quoting competition #25-083CU to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on September 10, 2025.

