



**Date:** January 8, 2024

**Competition:** # 23-114A

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING  
FULL-TIME TERM POSITION (UNTIL MARCH 2025)**

**Position:** Program Assistant I, Scope of Practice Implementation Program (Position #1000103)  
**Division:** Health Sciences Division  
**Reporting To:** Program Manager, Curriculum and Quality Assurance

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**Justice Institute of British Columbia:**

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

**Position Summary:**

This position is the primary administrative support for the Scope of Practice Implementation Program. Responsibilities include administration, tracking and monitoring of project documents, processes, and resources for curriculum development and to prepare for instructional delivery.

**Primary Responsibilities:**

- Support CAST team members (HSD Program Planners and Program Manager CQA) with CAST projects and activities
- Receiving, processing, and tracking sessional faculty and contractor agreements, timesheets, and expense claims
- Receiving and tracking staff hours to facilitate internal transfer of funds for time spent on project work
- Support management and organization of curriculum design and development documents
- Provide administrative support to project manager, program manager, staff and faculty
- Maintaining, creating, and formatting documents and materials using MS Word, Excel and Adobe Acrobat
- Produce a variety of documents related to course delivery and data management
- Preparation for course implementation and delivery, including course materials, room scheduling, and related paperwork
- Compile data and generate records and reports for project manager
- Preparing templates and process for student enrolment and tracking

- Entering course and student data into Colleague and Blackboard
- Preparing template student surveys in Qualtrics
- Creating schedule of planned course activity in liaison with program staff
- Prepare section requests to create or cancel classes in Colleague
- Organizing meetings, preparing agendas, and taking meeting minutes, as appropriate
- Responding to inquiries from a variety of sources by telephone, e-mail and in person
- Monitor program area Outlook mailboxes for program area and respond to student and instructor queries.
- Problem-solving and information sharing with students, instructors, Regional Training Coordinators, and staff in person, by email, and by telephone
- Liaising with regional campus staff and contract clients for the purpose of providing course materials and booking rooms in regional campuses and off-campus locations
- Update program specific webpages
- Ordering office supplies and classroom equipment from central stores, JIBC Bookstore, and external vendors
- Preparing printshop ticket to order and course materials, exams, and other documents as needed
- Preparing couriers packages
- Process invoices from vendors specific to office supplies orders, divisional courier charges, and program specific orders
- Process time sheets and expense claims when required
- Performing other related duties, as assigned

#### **Qualifications & Requirements:**

- Secondary school graduation, plus three years office experience, or an acceptable equivalent combination of education, training and experience;
- Proven ability in the operation of Adobe, Word, Excel, Outlook and Colleague;
- Basic knowledge of PowerPoint and Blackboard experience is an asset;
- Excellent organizational skills, attention to detail, and previous experience working within a team environment;
- Proven ability to resolve issues in a logical, assertive and professional manner;
- Proven ability to meet deadlines, manage priorities and maintain a high level of accuracy, while processing a high volume of work within an independent setting is essential;
- Strong written and verbal communication skills, including accurate spelling, grammar and proofreading, are required;
- Ability to maintain a positive attitude with a focus on quality customer service is essential;
- Ability to remain calm under pressure and deal with sensitive issues showing discretion and confidentiality is vital.;
- Proven ability to establish and maintain effective working relationships with a variety of internal and external clients, staff and stakeholders
- Ability to lift boxed course material and equipment (up to 25 lbs.).

#### **Additional Information**

This position will be supporting courses delivered on campus and online and will be based out of our New Westminster Campus location. Hours of work will be Monday – Friday (8:30am – 4:30pm with 1 hour lunch). Hours of work to be determined in consultation with the hiring manager and may vary depending on operational need.

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**Salary Range:** \$1,775.20 to \$2,006.90 bi-weekly (BCGEU Position – Grid 9)

\*Position is currently eligible for Service Improvement Allocation of \$41.65\*

**Posting Date:** January 8, 2024

**Closing Date:** Open until filled

Please feel free to contact Ben Coulas ([bcoulas@jibc.ca](mailto:bcoulas@jibc.ca)) for more information about this position.

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #23-114A via email to [hr@jibc.ca](mailto:hr@jibc.ca).

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named 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 a person of Indigenous ancestry.



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