| **JOB POSTING INFORMATION** | |
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| **Job Title :** | Database Support Specialist |
| **Position Type:** | Part-Time Position |
| **Job Location:** | Vancouver |
| **Duration:** | Oct 2019 – Aug 2020 |
| **Placement Term:** |  |
| **Job Description:** | JOB DESCRIPTION  The Database Support Specialist will provide technical programming support to the Student Financial Management team primarily with the maintenance of Access databases in the area of student loans and awards.  Work Performed   * Maintains Access database data integrity and accuracy (Institutional Appendix, Out-Of-Province Assessment, BC  Assessment, US Loans) * Writes technical documentation and user manual * Working closely with the Student Financial Management Analyst, gathers requirements for annual policy updates * Analyses, designs, modifies or creates new user interfaces to ensure business processes are performed efficiently and accurately * Provides implementation guidance, technical expertise and leadership in relation to application and database development * Liaises with SIS IT and Systems Support IT to ensure the calculations used to assess need are accurate and bursary questions in the application form are updated based on Canadian student loan assessment mechanism changes * Acts as primary source for troubleshooting and support of all related database functions |
| **Job Requirements:** | Qualifications   * Studies towards a degree in Computer Science, Information System, Statistics or a related field. * Minimum of one year experience or the equivalent combination of education and experience on MS Access database programming/analytical/debugging. * Extensive knowledge of Excel and Access applications required. * Strong analytical skills for problem solving. * Excellent organization skills, ability to set and maintain multiple priorities, to adapt and be flexible when addressing changing priorities. * Demonstrated ability for a high level of attention to detail when working with complex material. * Ability to work under pressure and critical deadlines and produce accurate and measurable results. * Demonstrated high level of judgment. * Demonstrated communication skills including the ability to understand and effectively communicate with others at all levels of the organization in writing and orally. * Knowledge and experience with standard PC software including Excel, Word, Outlook, Internet. * Knowledge of automated systems and/or UBC's SISC an asset. * Knowledge of Canadian federal and provincial student loans regulations, US direct loan program policies and procedures, endowment accounting policies and structure, and University Policy 72 is an asset. * Working knowledge of UBC's SISC Awards module or a similar enterprise award application system an asset. |
| **NSERC Required?:** | No |
| **Citizenship Requirement:** | N/A |
| **Targeted Co-op Programs:** | **Targeted Clusters**  CompSci/Math/Stat  Engineering Physics  **Targeted Programs**  Cognitive Systems (Computer Intelligence & Design)  Computer Science (BA)  Computer Science (BCOM)  Computer Science (BCS)  Engineering Physics  Mathematics  Statistics  Statistics (Graduate Program) |

| **APPLICATION INFORMATION** | |
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| **Application Deadline:** | Remain open until suitable candidate |
| **Cover Letter Required?:** | Yes |
| **Address Cover Letter to:** | Alan Liew ([alan.liew@ubc.ca](mailto:alan.liew@ubc.ca)) |
| **Application**  **Documents Required:** | Cover Letter, Resume |

| **ORGANIZATION INFORMATION** | |
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| **Organization:** | Student Financial Management |
| **Address Line 1:** | Room 40-1874 East Mall |
| **City:** | Vancouver |
| **Postal Code / Zip Code:** | V6T1Z1 |
| **Province / State:** | British Columbia |
| **Country:** | Canada |