Are you looking for new horizons?

Do you seek challenging and interesting work?
Do you want to be part of a globally influential institution that is consistently ranked for its teaching and research accomplishments among the top 25 universities in the world?

UBC is seeking an experienced and motivated individual to join the Office of the University Counsel in a full-time, permanent capacity as:

**FREEDOM OF INFORMATION ASSISTANT**

UBC is recognized as a top employer. With about 60,000 students, 20,000 employees, and annual revenues of $2.2 billion, UBC provides a rich and complex environment in which to pursue a legal career. The Office of the University Counsel 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 Legal Counsel, Information and Privacy, the successful candidate will provide administrative 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.

The successful candidate’s major responsibilities will include:

- Coordinating processes relating to FOI requests.
- Entering information into systems used for tracking FOI requests, privacy complaints, and related files
- Drafting acknowledgements and other complex correspondence related to FOI requests
- Locating, gathering, sorting and compiling records in response to FOI requests
- Reviewing records, investigating and determining information that is relevant to FOI requests, and taking appropriate notes
- Reviewing records to locate sensitive information, such as personal information
- Redacting sensitive information from documents, as directed by the Freedom of Information Specialist and/or the Legal Counsel, Information and Privacy
- Communicating with faculty, staff and third parties (via email, on the telephone, or in person) about FOI requests and related matters

The successful candidate preferably has:

- High School graduation and one year post-secondary education, plus four years of related experience, or an equivalent combination of education and experience.
- Training in records management and the coordination and administration of the Freedom of Information and Protection of Privacy Act or similar legislation preferred, and/or equivalent combination of education and experience.
- Experience in managing caseloads and meeting deadlines in a high-volume service environment preferred.
- Knowledge of UBC policies and procedures preferred.
- Experience using MS Office (MS Office 2000 and above preferred), Adobe Acrobat Pro, databases, computer network systems, electronic mail programs, Internet, and other software as required.

If you wish to be part of an exciting learning environment at one of Canada’s most respected universities, [PLEASE APPLY ONLINE](#).

Only those applicants selected for interviews will be contacted.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. 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.